

	Title: <b>Requests for Letters of Support</b>	Policy No: CO-68
	Category: Council Policy	Section: Administration
	Authority: Council	
	Date Adopted: July 8, 2019	

**1. Purpose:**

The purpose of this policy is to provide authority to the Mayor to respond to organizations that request the written support of the Mayor for their endeavors.

**2. Scope:**

This Policy applies to all requests from external organizations for letters of support from the Mayor.

**3. Policy Statement:**

The Executive Assistant will acknowledge requests for support.

The Mayor may issue a letter of support on behalf of Council and the City, if the endeavour falls under one or more of the following criteria and does not conflict with other City policies or initiatives:

- The request is from a local non-profit and/or recognized community organization;
- The project is of direct general benefit to the overall community;
- There is no cost to the City related to the specific request.

The applicant may be asked to provide supporting documentation regarding the application.

Copies of letters of support issued by the Mayor will be circulated to Council for information in Council's weekly Correspondence Package.

**4. References:**

Section 116 Community Charter [SBC 2003] CHAPTER 26

Policy Number:	<b>CO-68</b>
Policy Owner:	<b>CAO</b>
Endorsed by:	<b>SMT</b>
Final Approval:	<b>COUNCIL</b>
Date Approved:	<b>JULY 8, 2019</b>
Revision Date:	
Amendments:	<b>n/a</b>
Related Policies:	<b>n/a</b>
Related Publications:	<b>n/a</b>