

# STAFF REPORT TO COUNCIL

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**DATE:** January 10, 2023

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, CITY MANAGER

**SUBJECT:** Proposed Policy regarding Processing Requests for Letters of Support for Grants

**ATTACHMENT(S):** Draft Council Policy - Requests for Letters of Support for Grants

**RECOMMENDATION(S):**

That Council APPROVES the draft "Requests for Letters of Support for Grants" Policy attached to the report dated January 10, 2023 from the City Manager titled "Proposed Policy regarding Processing Requests for Letters of Support".

**PURPOSE:**

For Council approval.

**BACKGROUND:**

At the August 29, 2022 regular Council meeting, Council directed Administration to return recommendations to Council for a policy and process for Mayor and Council writing letters for local businesses, non-profits and elected officials. There is currently no specific Council policy in place to provide guidance for responding to such requests.

Organizations often seek local government support for their grant applications as either a requirement of the grant application, or to demonstrate support to the decision-making body. Based on staff's research, relatively few local governments in BC have adopted a formal policy on providing letters of support.

Grant applications are often prepared and submitted by organizations close to the application deadline, and the City may receive such requests without the time available before the deadline to place the request on a regular Council meeting agenda. The attached draft Policy proposes that in certain circumstances staff be authorized to prepare a letter of support to be signed by the Mayor, with the signed letter then being placed on a Council meeting agenda for information. The attached Policy sets out the proposed criteria to be met in order for a letter of support to be signed through that process. If a request for a letter of support does not meet the prescribed criteria, the proposed Policy includes a process for the request to be brought forward to Council for consideration. The proposed Policy also requires that any request from an elected official for a letter of support be brought forward to Council for consideration.

**SUMMARY AND CONCLUSION:**

Provided that the draft Policy attached to this report meets Council's intent, Administration recommends that Council approve the Policy.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, City Manager

Meeting Date: 2023-01-16