



POLICY

POLICY NAME: Requests for Letters of Support for Grants

CATEGORY: City Government

APPROVED BY COUNCIL: 2023-01-16

DEPARTMENT RESPONSIBLE: Office of the City Manager

PURPOSE:

From time to time the City of Prince George receives requests from organizations and individuals seeking a letter of support for their endeavours in connection with their application for grant funding from another level of government or a third-party organization. The purpose of this policy is to establish a process to respond to such requests.

POLICY OBJECTIVES:

The objective of this policy is to authorize the Mayor to provide a letter of support on behalf of the City in certain circumstances, and to clarify which requests for a letter of support should be presented to Council for consideration at a Council meeting.

POLICY:

1. Definitions

- (a) “applicant” means the individual or organization requesting a letter of support from the City.
- (b) “City” means the municipal corporation of the City of Prince George.
- (c) “Council” means the municipal Council of the City.
- (d) “letter of support” means written correspondence from the City setting out the City’s level of support for an applicant’s submission for a grant or other form of funding from a third party.

2. Scope

This Policy applies to all members of Council and all City employees.

3. Policy Statements and Process

- (a) All requests for a letter of support that are received from an applicant by a member of Council or by a City employee will be submitted to the Manager of Legislative Services (Corporate Officer) to assess and process under this Policy.
- (b) City staff may require the applicant to provide supporting documentation or additional information as necessary to assess their request for a letter of support.
- (c) If a request for a letter of support:
 - (i) is from a non-profit organization or a registered charity; and
 - (ii) does not involve a financial contribution or in-kind contribution from the City (i.e. facility space or staff time other than preparing the letter of support); and
 - (iii) is in connection with an initiative that would be beneficial to the community; and
 - (iv) does not contravene any applicable legislation or other City policy; and
 - (v) would not be in competition with a grant application from the City;

then City staff may prepare a letter of support for approval and signing by the Mayor.

- (d) A copy of all letters of support signed by the Mayor under this Policy will be included for information on the next regular Council meeting agenda, subject to applicable deadlines under the *Council Procedures Bylaw*.
- (e) Even if the criteria in section 3 (c) (i) – (v) are satisfied, the City Manager or the Mayor may nevertheless refer the request for a letter of support to Council for consideration at a Council meeting instead of issuing a letter of support.
- (f) If the criteria in section 3 (c) (i) – (v) are not satisfied, then City staff may respond to the applicant advising that their request does not meet the required criteria, and City staff may refer the request for a letter of support to Council for consideration at a Council meeting, subject to applicable legislation, other Council policies, and the *Council Procedures Bylaw*.
- (g) For certainty, any request for a letter of support from a member of Council will be referred to Council for consideration at a Council meeting and will remain subject to the *Community Charter* conflict of interest restrictions.