



City of Merritt  
2185 Voght Street  
Merritt, BC V1K1B8  
250 378-4224  
merritt.ca

## Policy 2-11

CATEGORY	COUNCIL POLICY
2.0 - Administrative	Letters of Support
Contact Department: Corporate Services	

### 1. Statement

When requested, Council authorizes City staff to write letters to support community groups in Merritt where the letter is not contrary to established policy, committing resources, or in competition with a City grant application.

### 2. Background

The City regularly receives requests from community organizations asking us to write letters of support, especially for grant applications. These frequently come in with short notice, not long before the deadline for the application to be filed, leaving little time to get Council authorization to respond. A Policy outlining where staff can prepare a letter, without going to Council, will allow these requests to be dealt with more efficiently and for more applicants to have a response.

### 3. Objectives

To support community organizations in Merritt.

### 4. Application

- 4.1 Where an organization or individual requests a letter of support, the Corporate Officer will assess the request and determine if it needs to be considered by Council.
- 4.2 Staff may only issue a letter of support if no financial or in-kind assistance is requested, if the organization or request is not in opposition to established policy set out by the City of Merritt, and if the City is not applying in competition for the same grant stream.
- 4.3 Where section 4.2 does not apply, the request for a letter of support will be placed on the next Regular Council Meeting agenda, unless any applicable deadline will have passed prior to that meeting.
- 4.4 Even if the criteria in section 4.2 are met, staff may refer the request to Council for a decision.
- 4.5 All letters of support issued by staff will be placed on the next Regular Council meeting as information items, to keep Council informed.



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- 4.6** Letters written by staff shall be signed by the Mayor, or in their absence the Acting Mayor.

### Amendments