



Number: 100-03-08
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Policy Manual

Chapter: BOARD & GOVERNANCE

Section: 100-03 Community & Media Relations

Subject: LETTERS OF SUPPORT POLICY

Board Resolution:	Established Date:	Revised Date:
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POLICY:

INTRODUCTION:

Community groups, external stakeholders and local municipalities often request letters from the RDCK indicating support for a local project or initiative or for a grant application. The purpose of this policy is to establish a framework for how these requests are considered for approval by the RDCK Board, Commissions, Directors and staff. This policy also defines circumstances where RDCK Commissions and individual Directors may provide letters of support without Board approval.

SCOPE:

The policy applies to all requests for letters of support requested of the RDCK, Commissions and individual Directors. The policy does not apply to funding support requested through the Community Development Grant or Discretionary Grant programs.

GENERAL REQUIREMENTS

Requests for letters of support from the RDCK are generally referred to the Board for consideration. The Board, as the governing body of the RDCK, has the sole discretion to determine whether to support a request. Unless otherwise provided for within this policy, letters of support may only be authorized by a Board resolution.

Requests for RDCK Board support for projects or initiatives that are related to a service directly operated by the RDCK, and where there is an applicable Committee or Commission in place, should be considered first by that Committee or Commission. If the request is supported, it would then be forwarded to the Board with a recommendation to support the request. If the timing of a request is such that the initial consideration by the Committee or Commission is not practical, the Board may consider the request directly.

LETTER OF SUPPORT APPROVAL

RDCK Commissions and Directors are sometimes requested to provide letters of support for projects and initiatives in their communities. This may be expedient and effective for the RDCK, with limitations. In circumstances where a requested letter of support relates to an interest of one or more RDCK



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services, the request should be discussed with the applicable RDCK senior manager to determine an appropriate response considering the specific context of the request.

LETTERS OF SUPPORT FROM INDIVIDUAL RDCK DIRECTORS.

Individual Directors may send letters of support for a specific project or initiative without Board approval in situations where all of the following circumstances apply :

- The project or initiative for which support is requested is directly applicable within the geographic area that Director represents or within an adjacent jurisdiction ;
- The project or initiative does not conflict with bylaws, policies and/or plans previously approved by the RDCK Board;
- The project or initiative is not generally known or expected to be contentious or likely to be perceived to have a negative impact on other communities within the RDCK.

Directors should not send letters of support to applicants to the Columbia Basin Trust's Community Initiatives Program or Affected Areas Program.

LETTERS OF SUPPORT FROM RDCK COMMISSIONS.

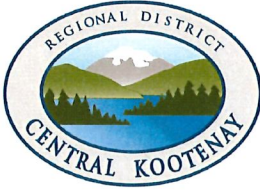
RDCK Commissions may send letters of support for a specific project or initiative without Board approval only where all of the following circumstances apply:

- The project or initiative for which support is requested is directly applicable within the electoral areas and municipalities in which the Board has delegated governance responsibilities to the Commission;
- The project or initiative for which support is requested is directly related to the approved mandate and regular operations of the Commission;
- The project or initiative does not conflict with bylaws, policies and/ or plans previously approved by the RDCK Board;
- The Commission has authorized the letter of support by resolution.

GENERAL REQUIREMENTS FOR LETTERS OF SUPPORT FROM COMMISSIONS AND DIRECTORS

In all circumstances where a Commission or an individual Director issues a letter of support the letter must conform to all of the following requirements:

- The letter must be sent on Director or Commission letterhead (which may include the RDCK logo) not RDCK general letterhead;
- The letter should indicate that the support is from the Commission or Director only and that the request has not been considered by the RDCK Board;;



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- The content letter of the letter cannot imply the support of the RDCK Board, limit the ability of the Board to exercise its lawful authority, or promise future action on the part of the RDCK;
- All letters of support issued by Commissions or individual Directors shall be placed on the next Board agenda as information items.

REQUIREMENTS FOR RDCK BOARD APPROVAL FOR A LETTER OF SUPPORT

For certainty, the Board must approve any request for a letter of support to which any of the following circumstances apply :

- When the requested RDCK support involves a financial commitment from the RDCK that is not included within the current year financial plan;
- When the requested RDCK support requires an in-kind contribution of staff time to the project;
- When a reasonable person would conclude that the project or initiative for which support is requested is contentious or may be perceived to have negative impacts on the public interest in other RDCK communities.