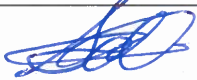




CITY OF IQALUIT COUNCIL POLICIES

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| Policy Title: Letter of Support Policy | Policy Number: CNCL 26-002 |
| Authority: City Council | |
| Council Resolution/Motion Number: 26-137 | |
| Mayoral Signature:  | Effective Date: July 6, 2026 |

POLICY NAME

This policy is titled the Letter of Support Policy.

1. PURPOSE

The purpose of this Council policy is to establish a formal procedure by which organizations and individuals may request a letter of support from the City of Iqaluit to accompany funding or permit applications, indicate support in-principle, or request in-kind contributions. This policy ensures that all letters issued on behalf of the City are processed in a fair, consistent, and transparent manner. Specifically, it authorizes the Mayor to provide letters of support in clearly defined circumstances while clarifying which requests must be presented to Council for consideration at a Council meeting.

2. POLICY

The City of Iqaluit recognizes that a letter of support can be very helpful for the success of community projects and local initiatives. The City wishes to support these projects when they align with the City's goals and benefit the people of Iqaluit. The issuance of a letter of support does not create a legal partnership or a promise of money unless it is specifically approved by the Council in writing.

3. APPLICATION

This policy is available to organizations, registered charities, and government bodies seeking the City's support. It also applies to individuals providing non-profit services that benefit the community or researchers who need a letter for specific projects, licenses, and permit applications.

4. DEFINITIONS

- (a) "**applicant**" means the individual or organization requesting a letter of support.
- (b) "**Council**" means the municipal Council of the City.
- (c) "**In-Kind Contribution**" means the provision of City-owned goods or services at no cost or at a reduced rate, including but not limited to the use of City facilities, staff time, equipment, or waived permit fees.
- (d) "**In-Principle Support**" means a statement indicating that the City agrees with the general goals of a project without committing any financial or legal resources.
- (e) "**Letter of Support**" means written correspondence from the City of Iqaluit setting out the City's level of support for an organization or individual's funding or permit application, and/or to provide in-principle or in-kind support.

5. APPLICATION REQUIREMENTS

To ensure a thorough review, applicants must provide the following information to the City Clerk via email (CityClerk@iqaluit.ca):

- **Executive Summary:** A description of the project, program, or event including background information and the timeframe/dates. The Executive Summary should also include information regarding the target audience, identified funding source(s) if applicable, and a list of involved entities or funding partners if applicable.
- **Draft Letter:** Organizations must provide a draft letter of support when submitting their request.

To reduce prohibitive costs for requestors, the City will be responsible for translating the Executive Summary and Draft Support Letter, provided that the total length of the two documents is less than 350 words.

6. APPLICATION GUIDELINES/PROCESS

- (a) Requests for letters of support should be submitted as far as possible ahead of the applicant's submission deadline. To ensure adequate time for review, requests must be received:
 - i. No later than **fourteen (14) days** prior to the date the requester requires the letter; and

- ii. No later than **seven (7) days** prior to the applicable Council meeting at which the request will go forward (for matters requiring a Council resolution).
- (b) The draft letter provided by the applicant will be used as a guide by the City and may be edited by the Administration prior to being sent to Council or the Mayor. Such edits are conducted to ensure that the City is not committing to a sentence or statement which may be inappropriate, may be considered as advertising, may not be legally possible, or may conflict with existing City policies.

7. CRITERIA OF APPROVAL

- (a) Upon receiving a request for a letter of support, Administration will review the request and forward the information to the Mayor and Deputy Mayor (or Alternate as the case may be) if it is believed to satisfy criteria “i” through “v” in section 7(b) and does not require a formal resolution of Council under section 7(c).
- (b) The Mayor is authorized to sign a letter of support on behalf of the City without a resolution of Council if the request satisfies the following criteria:
- i. is for a non-profit organization, registered charity, or individual providing non-profit services that benefit the community;
 - ii. does not request a financial contribution or in-kind support (such as facility space or staff time);
 - iii. is for an initiative beneficial to the community and, where applicable, aligns with the City’s policies and strategic plans;
 - iv. does not contravene any applicable legislation or City policy;
 - v. is not in competition with a grant application by the City; and
 - vi. the Deputy Mayor (or Alternate as the case may be) provides written agreement for the letter to be signed.
- (c) A formal resolution of Council is required for any request that:
- i. is for a government body, a for-profit organization, or commercial business;
 - ii. involves "on-the-land" studies or permit applications for research or archaeological activities;
 - ii. requests the City to provide a grant, waive fees, or provide in-kind resources;
 - iii. involves a project or concept that Council has not previously supported via resolution or approved plan; or

- v. involves sensitive social topics or the use of alcohol in City facilities.

8. TIMELINES FOR RETURN

- (a) If the request satisfies all criteria in section 7 (b), the letter will be prepared and returned to the applicant within **five (5) business days** of the request being received.
- (b) If the request does not meet the criteria and must be referred to a Council meeting for review, the City Clerk will advise the applicant as to the date of the Council meeting where the item will be considered.
 - i. Where approval is subsequently granted by Council, the letter will be signed and returned to the applicant within **five (5) business days** of the approval being granted.
 - ii. Where approval is not granted by Council, the City Clerk will advise the applicant of Council's decision and any pertinent information following the meeting.

9. REPORTING AND ACCOUNTABILITY

A copy of all letters signed by the Mayor under this Policy will be included for information on the next regular Council meeting agenda.

10. DISCRETIONARY REFERRAL

Even if the criteria in section 7(b) are satisfied, the Chief Administrative Officer or Mayor may either refer the request to a Council meeting for formal consideration and approval, or circulate the request to Council members prior to issuing the letter to provide them with an opportunity to express any concerns. If concerns are identified by Council members, the request may then be referred to a Council meeting for formal consideration.

11. COUNCIL MEMBER REQUESTS

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 *Conflict of Interest Act* and municipal legislation.

12. DELIVERY OF CORRESPONDENCE

The applicant is responsible for forwarding the signed letter to the appropriate organization unless specifically required to be submitted directly by the City.

REVIEW HISTORY

| Issued by: | Approved by: | Date: |
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