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| POLICY | CATEGORY/SECTION BOARD |
| | SUBJECT ENDORSEMENT AND LETTER OF SUPPORT POLICY |

AUTHORITY

Governance and Procedural By-law 03-2021
TBDSSAB Resolution No. 17/25

INTENT OF POLICY

To establish a clear and consistent framework to guide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with requests from outside agencies or groups for endorsements or letters of support.

DEFINITIONS

Letter of endorsement: an official statement of support or approval for an organization, agency, or concept.

Letter of support: an official statement in support of a funding application submitted by an organization or agency for a specific program, service, or activity.

POLICY

Requests for endorsements will be approved by the TBDSSAB Board of Directors by resolution and must be submitted at least 60 days prior to the desired target date. The endorsed item must be consistent with TBDSSAB's mission, vision, and values and shall be in effect for one year unless otherwise stated. Endorsements shall be signed by the Board Chair.

Requests for letters of support must be submitted at least 30 days prior to the application due date. Requests should include a brief synopsis and demonstrate direct relevance to TBDSSAB's mission, vision, and values. Letters of support shall be approved and signed by the CEO.

STANDARDS OF APPLICATION

All requests for endorsements will be referred to the Board. All requests for letters of support will be referred to the CEO.

IMPLEMENTATION / BOARD APPROVAL DATE:

February 23, 2017

REVISION DATE(S): 2022Mar3-Hskpg-By-law Apr29/24 (Hskpg)

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RELATED POLICIES

CEO-01:7 Policy Development, Approval and Review Process

RELATED PROCEDURES

None

FORMS

None

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