

<b>POLICY</b>	CATEGORY/SECTION <b>BOARD</b>
	SUBJECT <b>ENDORSEMENT AND LETTER OF SUPPORT POLICY</b>

**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 CAO.

**STANDARDS OF APPLICATION**

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

IMPLEMENTATION / BOARD APPROVAL DATE:

**February 23, 2017**

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

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**RELATED POLICIES**

TBDSSAB #CAO-01:7 Policy Development, Approval and Review Process

**RELATED PROCEDURES**

None

**FORMS**

None