

Letter of Support Policy

The Greater Victoria Chamber of Commerce (GVCC) from time to time receives requests for letters of support. A review process for letters of support has been developed that determines which requests need to be brought before the Chamber Board for approval.

Requests tends to fall into three categories.

- 1) A concept
- 2) A non-competitive development or initiative.
- 3) A GVCC member in a competitive bid.

Please note that request that fall under the third category will not be offered a letter of support as the quality of the proposal cannot be determined and the other proposals would have to be taken into consideration The Board is prepared to provide a letter that acknowledges the organization as a member of the GVCC.

Process for Approval

- If the request for support is in accordance with the GVCC policies, the Chief Executive Officer can write a letter of support.
- If the request involves an issue that has already been discussed by the Board, but there is no existing policy, the request will be put to the board for an email vote.
- If there has no previous discussion on the issue upon which support is requested, the request shall go to the Board for discussion before any action can be taken.
- The Board has established that if the concept or proposal is controversial, a membership poll may be conducted.