

Please refine this sample letter of support to meet your needs and put on your local government letterhead.

Sample Letter:

*Re: Letter of Support for the Adapting Together project*

The Township of Esquimalt is pleased to demonstrate its support for ICLEI Canada's proposed Adapting Together project. The project addresses the impacts of climate change that are already being experienced in communities across the province. By collaborating on this project, Esquimalt will reduce its vulnerability to climate change and prepare itself for a future with increased climate uncertainty. Specifically, we will move Esquimalt's work on climate adaptation from assessment to planning to action by:

- Identifying and bringing together local stakeholders in a community wide planning effort,
- Using climate change modelling data to identify local vulnerabilities,
- Assessing and prioritizing climate risks, and
- Developing an implementation-ready adaptation plan.

We understand that by joining this project we are not only contributing to the adaptation response of our community, but we are also part of a broader community of collaboration that will build the capacity of other municipalities across the province. To reach that goal, our commitment to the project is:

- Actively participate in all project related work-shops, meetings, and webinars;
- Contribute to the development of targeted training materials for our community;
- Spearhead the process of setting up local workshops related to climate change impacts, risks, and planning;
- Identifying and engage a broad range of local stakeholders
- Assist in the delivery of local training with colleagues and stakeholders;
- Report final results and lessons learned in an annotated way to be framed into a designed final re-port and case study for broad dissemination.
- Share project experience with a provincial audience.

We will provide, at minimum, a contribution of 15 days over the two-year period of the project. We will also provide space for local meetings and workshops.

We encourage the Real Estate Foundation of British Columbia to support the Adapting Together project. ICLEI Canada's history of work on climate adaptation has helped to build the capacity of municipal practitioners in this field, and the Adapting Together project, through the support of REFBC, will advance the capacity of even more practitioners across British Columbia, making our communities better prepared to address the impacts of climate change.

Signature

**Comment [CB1]:** Must be signed by a senior municipal official responsible for overseeing the project (ie CAO, Department Director, Finance Director)