

POLICY #104C

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Policy Title:	LETTERS OF SUPPORT
Policy Number:	104C
Approval:	Council Motion 24-227 May 27, 2024
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Supersedes Policy No.:	Rewrite of Policy 920

Policy Statement:

The Town of Olds Council is proud to support local Non-Profit Organizations and Other Organizations with Letter(s) of Support for various projects and initiatives that contribute to the quality of life in the Town or assist in addressing the common needs in communities.

Purpose:

To establish a consistent approach for evaluating and responding to requests for Letter(s) of Support from community-recognized Non-Profit Organizations (NPO) and Other Organizations.

Definitions:

“Letter of Support” means a written document to a NPO or Other Organization which recognizes the merit of the NPO’s or Other Organization’s respective program, project or initiative and may be used elsewhere by the NPO for requesting financial assistance, goods, or services.

“Non-Profit Organization (NPO)” means Olds-based registered organization with an identified non-profit mission, operation or purpose and are commonly or traditionally known in/to the community, including but not limited to school, sports, youth, and seniors’ groups and is open to all Town residents to participate.

“Other Organization” means groups that the Town supports through advocacy and strategic directive, including but not limited to sports teams, committees and associations, other municipalities, and private individuals and is open to all Town residents to participate.

“Responsible Department” means the department that is the subject matter expert in the topic of the requested letter of support and who is responsible for drafting the correspondence.

“Town” means the Municipal Corporation of the Town of Olds having jurisdiction under the Municipal Government Act and other applicable legislation.

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Standards:

1. The Town, from time to time, receives requests from NPO's or Other Organizations seeking the Town's support for their endeavors.
2. Requests for Letter(s) of Support must come from a NPO or Other Organization as defined in this policy.
3. Requests for Letter(s) of Support that do not meet this policy's criteria will be declined and notification will be sent to the applicant.
4. Requests for Letter(s) of Support will be reviewed by the Executive Support CAO & Council (ES) for completeness and compliance with this policy and forwarded to the Responsible Department.
5. A request for Letter of Support does not obligate or bind the Town in any way to financial support or assistance at any time.
6. In order to adequately assess a request, those seeking a Letter of Support from the Town, will be required to provide the following information with their request in the prescribed form:
 - 6.1 Identify the group's status (a NPO and/or Other Organization) as defined in this policy;
 - 6.2 Identify the proposed program, project, or initiative;
 - 6.3 Describe the program, project or initiative and identify how the program, project or initiative is of benefit to the Town and its residents;
 - 6.4 Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Town; and
 - 6.5 Identify contact information and address for the appropriate grant organization.
 - 6.6 NPOs and Other Organizations must provide a draft letter of support with their request. The Town reserves the right to edit the draft letter accordingly.
7. The Town may provide a letter of support if
 - An application is being made for provincial or federal grant programs; (letters of support will not be provided for application to a local granting agency);
 - The project is consistent with the Town's strategic plan; and
 - The project does not contradict, compromise, or duplicate the efforts of programs and services of the Town or other organizations.
8. A request for a letter of support must be received by the Town in a timely manner in order for the Town to respond. Preference is a minimum of two weeks prior to the date the organization or individual requires a letter; consideration of requests may be considered with less than two weeks' notice, however, cannot be guaranteed.

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10. On occasion, Council may deem it appropriate to support individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group, or other body for some reason as Council determines if deserving of support.
11. Requests for a letter of support from a 'For Profit' business must also include a business background and a minimum of two letters of reference that support previous activities and/or projects of the business requesting the letter of support.
12. Signature Authority
 - a) The Mayor's signature is required on a general letter of support.
 - b) The CAO's signature is required for a funding-related letter of support.
 - c) The CAO's signature is required when a decision has been made not to provide a letter of support.
13. Once signed, the letter of support will be provided to the requesting organization who is then responsible for forwarding the letter to the appropriate organization.
14. The Town reserves the right to deny any request for a letter of support.
15. The request and response will be held in accordance with the Records Management Retention Bylaw schedule.