



**104C  
Letters of Support**

Supporting Procedure: 104P

Prepared By: Office of the CAO

Effective Date: Sept. 14, 2020

References: Record Management Retention Bylaw

Council Resolution No.: 20-328

**POLICY STATEMENT**

The Town of Olds values the opportunity to provide letters of support for activities and events in the community, therefore, a letter of support may be provided when particular requirements are met.

**PURPOSE**

The Town of Olds occasionally receives request for letters of support. This policy identifies the requirements for the Town of Olds to provide letters of support to organizations and individuals in the community.

**SCOPE AND GUIDELINES**

This policy applies to all requests to the Town of Olds for a letter of support.

**DEFINITIONS**

N/A

**RESPONSIBILITIES**

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established.

**STANDARDS**

1. The Town may provide a letter of support, if the following requirements are met:
  - 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;
  - The project does not contradict, compromise, or duplicate the efforts of programs and services of the Town or other organizations.
2. Requests for letters of support must include:
  - Project description
  - Benefit to the organization/individual and the community
  - Brief description of the organization (membership, programs and services, how long the organization has been operating etc.)
3. Requests for letters of support related to a funding application must include:
  - Funding source/program
  - Address of the funding source
  - Funding amount being requested
  - Project budget and funding sources

4. 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.
5. The Town requests a minimum of two weeks' notice prior to the date that the letter is required. A request may be considered with less than two weeks notice but cannot be guaranteed.
6. Signature on a Letter of Support or a Letter not to provide a Letter of Support.
  - 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.
7. 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. (i.e., letter of citizenship)
8. The Town reserves the right to deny any request for a letter of support.

*Amended: February 22, 2016 Motion 16-17  
Approved: June 25, 2012 (as policy 920)*