

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>1307-01 Letter of Support for Community Groups or Non-Profit Organizations June 11, 2024 None Corporate Services</p>

1.0 POLICY PURPOSE

Organizations often seek Municipal support through a request for a letter of support, either because it is the requirement of a grant application or is seeking to demonstrate buy-in by the local government. The purpose of this policy is to establish a consistent approach for responding to requests for Letters of Support from Community Groups or Non-Profits for worthwhile causes.

2.0 DEFINITIONS

“Letter of Support” means a written letter expressing the Municipality’s support of a project or initiative that may be utilized for the purposes of requesting financial assistance, goods, or services.

“Municipality” means the Municipality of Crowsnest Pass having jurisdiction under the Municipal Government Act and other applicable legislation.

“Non-Profit or Community Group” means an organization or group created and operated for charitable or socially benefit purpose rather than to make profit, including but not limited to school, sports, youth, parks, and seniors’ groups.

“Requestors” means the person or organization requesting the Letter of Support.

3.0 POLICY STATEMENTS

3.1 Timelines

- a. The requests must be in writing and received at least ten (10) business days prior to the applicable Council Meeting at which the request will go forward.
- b. If the request is approved by Council, the Municipality will provide the letter within five (5) business days following the Council Meeting.
- c. The process for requesting a letter of support will generally take 3-4 weeks, however, requestors should note that Council Meetings are not held every week, and further to that,

there are breaks in the schedule for convention, summer and Christmas and Requestors should plan accordingly to get the requests in early.

3.2 Request Requirements

- a. Requests for a Letter of Support must come from a Non-Profit or Community Group.
- b. Requests for a Letter of Support should include the following information:
 - i. Requestor name, identifying the group as a Non-Profit or Community Group;
 - ii. Purpose of request, identifying the proposed program, project or initiative;
 - iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents;
 - iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality; and
 - v. Identify contact information and address for the appropriate grant organization.
 - vi. Draft letter of support if there are particular requirements that the letter must contain.
- c. Requests for a Letter of Support will be reviewed by Corporate Services for completeness and compliance with this policy and forwarded to the Office of the CAO for inclusion at the next available Regular Council Meeting for Council Consideration.
- d. A request for a Letter of Support does not obligate or bind the Municipality in any way to financial support or assistance at any time.

3.3 Exclusions

- a. The following requests for a Letter of Support will be declined:
 - i. Letters of Support for For-Profit Corporations engaging in commercial projects.
 - ii. Letters of Support for political causes or events especially those that may be considered contentious or divisive.
 - iii. Requests that are incomplete under Section 3.2 (b) or do not meet the timelines under Section 3.1 (a).
 - iv. Any other Request that Council declines to support at their unfettered discretion.

MUNICIPALITY OF CROWSNEST PASS



Mayor



Chief Administrative Officer

June 11, 2024
Date

June 12, 2024
Date