



Municipality of Crowsnest Pass Policy

Policy No.:	1308-01
Policy Title:	Letter of Support for For-Profit or Commercial
Approval Date:	July 9, 2024
Supersedes Policy:	None
Department:	Corporate Services

1.0 POLICY PURPOSE

Organizations often seek Municipal support through a letter of support, either because it is the requirement of a grant application or another process that requires demonstrated buy-in by the local government. The vast majority of these requests come from Community Groups or Non-Profits, however, Council has been approached by For-Profit entities in the past. The purpose of this policy is to establish a consistent approach for responding to Letters of Supports from For-Profit or Commercial business for projects that Council determines have value to the community.

2.0 DEFINITIONS

“In-Kind” means utilizing Municipal services or staffing.

“For-Profit or Commercial” means a business entity that is established, maintained or operates for the purpose of making a profit.

“Letter of Support” means a written request for 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

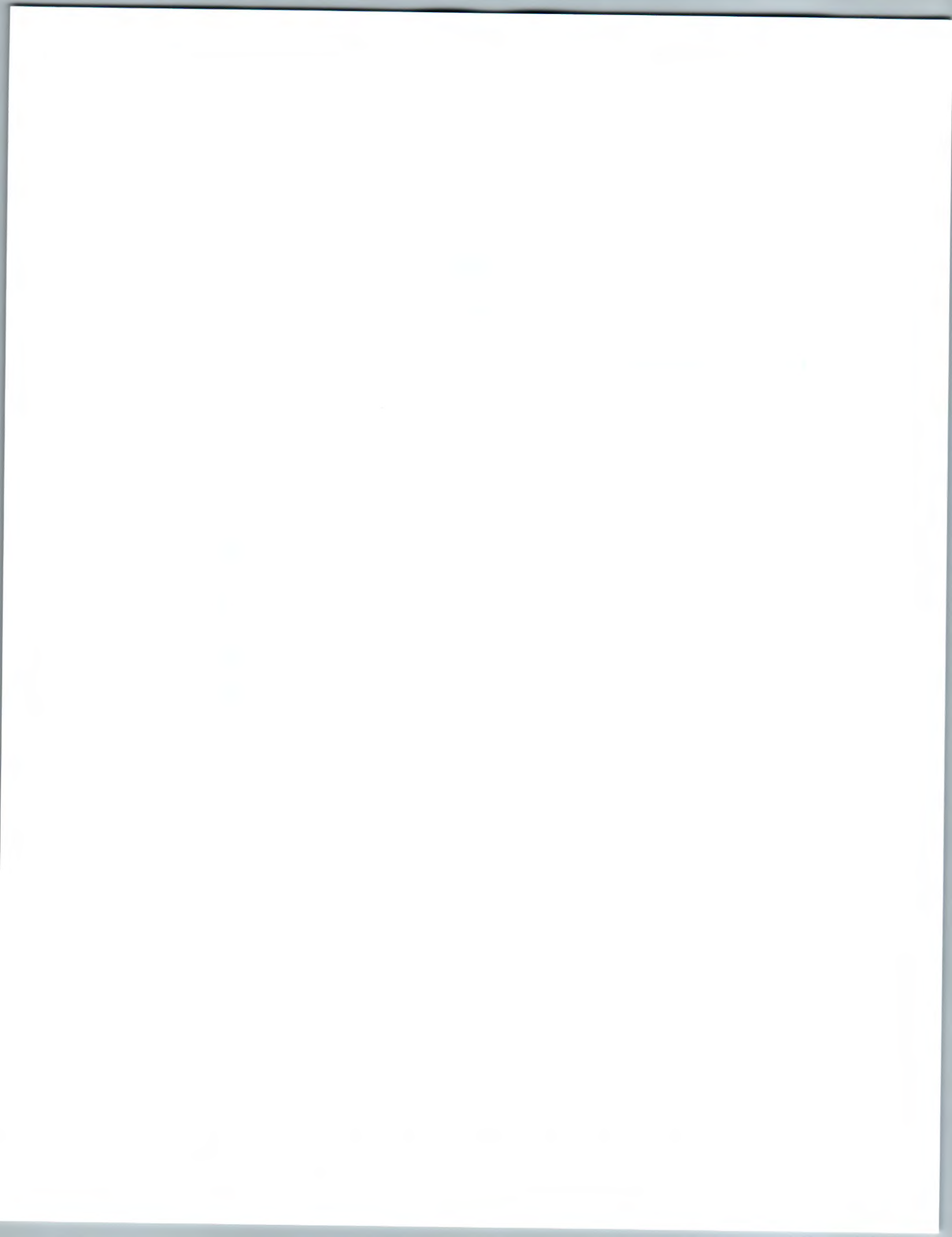
- a. The requests must be in writing and received at least ten (10) business days prior to the applicable Council Meeting at which the request will go forward.
- b. If the request is approved by Council, the Municipality will provide the letter within five (5) business days following the Council Meeting.
- 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 Letter of Support coming from a Non-Profit or Community Group shall use the process in Policy 1307-01.
- b. Requests for Letter of Support from For-Profit should include the following information:
 - i. Company Name and Requestor name;
 - 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) or In-Kind from the Municipality; and
 - v. Identify contact information and address for the appropriate grant organization or entity that requires the Letter of Support
 - vi. Draft letter of support if there are particular requirements that the letter must contain.
- c. Requests for 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 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 Letter of Support will be declined:
 - i. Requests that are incomplete under Section 3.2 (b) or do not meet the timelines under Section 3.1 (a).
 - ii. Any other Request that Council declines to support at their unfettered discretion.



MUNICIPALITY OF CROWSNEST PASS

Blair Parste
Mayor

July 9, 2024
Date

Ruth M...
Chief Administrative Officer

July 10, 2024
Date