

Title: Letters of Support

Policy No: 8003

Effective Date: April 11, 2023

Motion Number: 23.04.202

Supersedes Policy No: 8003

Department: Community Services

Review Date: April, 2026



Legal References:

Not applicable

Cross References:

Not applicable

Purpose: This policy establishes a fair and consistent procedure for Greenview to review and provide Letters of Support. Letters of Support may be provided when a project or initiative will benefit Greenview, its residents, or partners.

1. DEFINITIONS

- 1.1. **Association** means groups which Greenview supports through advocacy or strategic directive, inclusive of municipalities, private companies, associations, or other groups.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the Municipal District of Greenview No. 16.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Letter of Support (Letter)** means a written document by Greenview which recognizes the merit of the organization’s initiatives or potential benefit to Greenview or its partners.
- 1.5. **Major Request** means a Letter of Support which is requesting a partnership, financial commitment, or will affect Greenview’s intergovernmental relations.
- 1.6. **Non-Profit Organization (NPO)** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy, a charity registered with the Canada Revenue Agency is considered an NPO.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting groups which positively impact the social and economic development of the Greenview community.
- 2.2. Greenview will consider Letter of Support requests from NPOs or Associations which are seeking written support for their initiatives.

2.3. Requests for Letters of Support will be reviewed by Greenview on a first come first serve basis.

2.4. Greenview will prioritise Letters of Support for projects or initiatives which benefit Greenview, its residents, or its partners.

2.5. Greenview reserves the right to deny a Letter of Support request for any reason.

2.6. Any Letter of Support which contains a Major Request shall be administered by the stipulations set in Section 4.

3. NON-PROFIT ORGANIZATION

3.1. An NPO requesting a Letter of Support from Greenview shall identify the following in their request:

- A) The name and objective or mission of the NPO;
- B) The name and contact information of a representative of the NPO;
- C) The specific project or initiative for which support is being requested;
- D) How the project or initiative will benefit Greenview, its residents, or partners.

3.2. The Director of Community Services, or designate, shall approve Letters of Support in principle and draft the Letter for final approval.

3.3. The CAO, or designate, shall approve Letters of Support for NPOs.

4. ASSOCIATIONS

4.1. An Association requesting a Letter of Support from Greenview shall identify the following in their request:

- A) The name and objective of the Association;
- B) The name and contact information of a representative of the Association;
- C) The specific project or initiative for which support is being requested;
- D) How the project or initiative will benefit Greenview, its residents, or partners.

4.2. The CAO, or designate, shall approve Letters of Support in principle and draft the Letter for final approval.

4.3. Administration shall present the Letter of Support to Council for final approval.

5. COUNCIL RESPONSIBILITIES

5.1. Council is responsible for reviewing and approving Letters of Support to Associations.

6. ADMINISTRATION RESPONSIBILITIES

6.1. Administration is responsible for reviewing Letter of Support requests and determining if the initiative will benefit Greenview, its residents, or partners.

6.2. Once Administration agrees to the Letter of Support in principle, it shall draft a Letter of Support to be submitted to Council or the CAO, as the case may be.

6.3. Once the Letter of Support has been approved, Administration shall notify the requestor and shall deliver the Letter of Support.