

Section: 1.0 Council

Authority: Council

Statement

It is important within the Municipal District of Bonnyville (M.D.) to provide support to local community groups and associations, neighboring municipalities, and like-minded organizations whenever possible and appropriate at the discretion of Council. The M.D. receives many requests for letters of support from individuals and organizations and wants to ensure these requests are handled in a fair and consistent manner.

Purpose

To establish guidelines ensuring clear, consistent, and appropriate direction for Administration when a letter of support request is received by the M.D.

Definitions

For the purposes of this policy:

- (1) "Letter of Support" means a written document provided by the M.D. to an approved individual, community group, or organization which recognizes the merit of the respective initiative and may be used elsewhere by the recipient for requesting financial assistance, goods or services.

Policy

- (1) All requests received by the M.D. for a letter of support will be forwarded to the Chief Administrative Officer (CAO).
- (2) Requests for Letter of Support without Monetary Support
 - (a) The M.D. will accept and consider any and all requests received for a letter of support without monetary donation that meet the follow criteria:
 - (i) Clearly identifies the person, community group, or organization requesting the letter of support.
 - (ii) Clearly identifies the initiative that the M.D. would be supporting.
 - (iii) Clearly outlines how this letter of support would be utilized to benefit the initiative.
 - (iv) Identifies how this initiative will benefit the community or region as a whole.
 - (b) If the request meets all criteria outlined in section (1)(a) the CAO shall continue with drafting a letter of support that suits the request as it was received. This letter is to be signed by the Reeve.
 - (c) The final draft of this letter will be presented to the Reeve for approval.
 - (d) Once the letter of support has been approved and signed by the Reeve, Legislative Services will email a copy of the letter to each member of Council for review.
 - (e) Members of Council will have two (2) business days to review the letter and notify Legislative Services if they have any concerns.

- (i) If any members of Council reply with concerns, Legislative Services will forward these concerns with a copy of the letter to the CAO for follow up.
 - (ii) If no concerns are received at the end of the two (2) day period, Legislative Services will proceed with sending out the original letter as arranged or indicated in the request received.
 - (f) A copy of the final approved and signed letter will be kept by Legislative Services for record retention purposes and to allow inclusion in the Council Correspondence package as information.
- (3) Requests for Letter of Support that Include Monetary Support
- (a) The M.D. will accept and consider any and all requests received for a letter of support including monetary support that meet the follow criteria:
 - (i) Clearly identifies the person, community group, or organization requesting the letter of support.
 - (ii) Clearly identifies the initiative that the M.D. would be supporting.
 - (iii) Clearly identifies the amount of funding requested from the M.D.
 - (iv) Clearly outlines how this letter of support and funding would be utilized to benefit the initiative.
 - (v) Identifies how this initiative will benefit the community or region as a whole.
 - (b) If the request meets all criteria outlined in section (2)(a) the CAO shall present the request to Council through a Request for Decision (RFD) to get approval to issue the letter of support and monetary donation. This funding must be approved through Council resolution before being confirmed and provided.
 - (i) If the funding request has been approved by Council, the respective department shall draft a letter of support that suits the request as it was received and process the funding payment. The letter of support is to be signed by the Reeve.
 - (ii) If the letter of support was approved but the funding request was denied, the respective department shall notify the requestor and continue with drafting a letter of support without any monetary commitment.
 - (c) The final draft of this letter will be presented to the CAO and Reeve for approval.
 - (d) Once the letter of support has been approved and signed by the Reeve, a copy is to be given to the Legislative Clerk for record retention purposes and to allow inclusion in the Council Correspondence package as information.
 - (e) The original signed letter will be sent to the individual, community group, or organization as arranged or indicated in the request received.
- (4) Council may decline any letter of support request received that it considers to be contentious, divisive, or inappropriate to the priorities and commitments of the municipality, or in conflict with existing M.D. initiatives or policies.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	
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Date Adopted: December 2, 2020

Resolution No: 20.686

Date Reviewed₍₀₁₎:

Resolution No: