



**POLICY**  
**Council-030**  
**Letters of Support**

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**Responsible Department:** Legislative Services

**Council Approval Date:** May 7, 2025

**Council Resolution Number:** 25.05.07.08

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## 1. POLICY STATEMENT

The Council of the Town of Diamond Valley is proud to support local Non-Profit Organizations, Other Organizations and individuals with Letters(s) of Support for various programs, projects and initiatives that contribute to the quality of life in the Town or assist in addressing the common needs of residents in the Town.

### 1.1. Legislative Requirements

This policy is subject to any specific provision of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time, or other relevant legislation or agreements.

## 2. PURPOSE

- 2.1. To establish a consistent approach for Council's consideration of requests for Letter(s) of Support from community-recognized Non-Profit Organizations (NPO), Other Organizations and individuals. All requests submitted in accordance with this policy will be considered by Council.

## 3. DEFINITIONS

- 3.1. **Administration** means the operations and employees of the Town, under the direction of the CAO.
- 3.2. **CAO or Chief Administrative Officer** means the person appointed by the Council of the Town of Diamond Valley to carry out the powers, duties and functions of the Chief Administrative Officer, in accordance with the *Municipal Government Act*, or their authorized delegate.
- 3.3. **Council Policy** means a direction or course of action authorized by Council, which primarily governs the actions of Council or Councillors but may also direct Administration. Procedures related to Council Policy will be provided to Council for review, but are established by authority of the CAO.
- 3.4. **Letter of Support** means a written document which recognizes the merit of the NPO's, Other Organizations' or individual's respective program, project or initiative and, under certain circumstances, may be provided as evidence of the Town's support for requesting financial assistance or donation of goods or services from external sources.
- 3.5. **Non-Profit Organization (NPO)** means a registered organization with an identified non-profit mission, operation or purpose that is commonly or traditionally known in/to the community, including but not limited to school, sports, youth, and seniors groups.

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**3.6.** *Other Organization* means groups or individuals including but not limited to sports teams, committees and associations, other municipalities, and private individuals.

**3.7.** *Town* means the incorporated municipality of the Town of Diamond Valley.

#### 4. SUBMITTING REQUESTS

**4.1.** The Town, from time to time, receives requests from NPOs, Other Organizations or individuals seeking the Town's support for their grant applications, award applications, projects, fundraising, etc.

**4.2.** Requests for Letter(s) of Support must be submitted by an NPO, Other Organization or individuals as defined in this policy or as otherwise directed by Council.

**4.3.** Requests for Letters of Support must be received by the Town within the Agenda publication deadlines for the appropriate Council meeting.

**4.4.** Any NPO, Other Organization or individual seeking a Letter of Support from the Town must provide the following information in their submission:

- a.** Identify the group, the group's status (NPO, Other Organization or individual as defined in this policy) and a brief description of the purpose or mission of the group;
- b.** Identify the proposed program, project or initiative;
- c.** Provide a draft Letter of Support describing the program, project or initiative and identifying how the program, project or initiative is of benefit to the Town and its residents. This letter may be edited and/or altered by Administration before being sent to Council.
- d.** Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Town; and
- e.** Identify contact information and address for the recipient of the Letter of Support.
- f.** Identify any deadline by which the applicant must have the Letter of Support, if approved.

**4.5.** A request for a Letter of Support, whether issued or not, does not obligate or bind the Town in any way to financial support or other assistance at any time.

#### 5. CONSIDERING REQUESTS

**5.1.** Request for Letter(s) of Support will be reviewed by Administration for completeness and compliance with this policy. Submissions that do not meet this policy's criteria will be returned to the applicant as incomplete.

**5.2.** Submissions that cannot be included in a Regular Council meeting Agenda in time to meet any required deadlines can be decided in the following manner:

- a.** Legislative Services will email the submission to the CAO and Council;
- b.** If 3 approvals and no objections are received within 2 business days Administration may provide a Letter of Support.
- c.** The original submission and the final Letter of Support will be placed on the next available Consent Agenda for Council's information.

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## 6. RELATED DOCUMENTS

**6.1.** The following documents are referenced in this Policy and may be amended as required for operational requirements.

- a.** Request for Letter of Support Form (hard copy and/or online submission)

~~MAYOR~~

## ~~CHIEF ADMINISTRATIVE OFFICER~~

## POLICY Revision History

Policy Name	Revision Date	Revision Description	Approved by: Resolution or CAO	Effective Date

## Initials

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## Initials

