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CITY OF  
*Lethbridge*

## REQUEST FOR LETTER OF SUPPORT

### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide a process when the City of Lethbridge receives requests for a Letter of Support.

### PERSONS AFFECTED

City Council/Mayor's Office/City Clerk Office/Community Services/  
Organizations Requesting Letter of Support

### POLICY STATEMENT

It is the policy of the City of Lethbridge to provide a clear, consistent and appropriate direction when requests for a Letter of Support are received from community organizations.

Consideration will be given to organizations requesting Letter of Support for worthwhile causes. Commercial or political overtones or requests from individuals will not be considered, nor will requests to recognize a cause/event which is contentious or divisive.

### RESPONSIBILITIES

Mayor's Office to:

- a. Provide the appropriate Letter of Support

City Clerk's Office to:

- a. Receive requests for Letter of Support from the organization
- b. Refer any requests which may be considered contentious, divisive or inappropriate to the Priorities and Agenda Committee

City Council to:

- a. Provide recommendation through resolution when a group is requesting funding

## **PROCEDURES**

### **1. No Funding Requested from the City of Lethbridge**

- a. Request for Letter of Support should include:
  - i. Requestor name,
  - ii. Purpose of request,
  - iii. Name of Grant (if applicable), and
  - iv. Contact and Address for the appropriate body
- b. A draft letter of support must be provided
- c. Request to be provided to the Office of the City Clerk
- d. Mayor's Office writes the appropriate letter of support
- e. Draft letter to be shared by Mayor's office with Deputy and Acting Mayor, prior to disbursement
- f. Copy of the Letter of Request and Mayor's letter is provided to City Clerk to be shared with City Council

### **2. Funding Requested from the City of Lethbridge**

- a. Presentation to City Council is required
- b. The group is required to contact the Office of the City Clerk to obtain the appropriate Council submission form
- c. The completed form must be returned to the Office of the City Clerk within prescribed timelines for proposed City Council Meeting
- d. If approved by Council, the Mayor's Office will provide the letter of support to the requesting organization

### **3. Exceptions to this policy:**

#### **City Owned Facility**

- If the letter of support is for an external grant for organizations operating within a City owned facility, the group must meet with Community Services prior to presenting to City Council

#### **Organizations Previously Approved for Letter of Support**

- Organizations previously approved for a letter of support by resolution of Council are not required to return to resubmit a request. The Mayor's Office will write the appropriate letter of support.

## **REVISION/REVIEW HISTORY**

- May 23, 2017 New Document (Request for Letter of Support Policy)