



Donation, Sponsorship, and Recognition Policy

C-2A.003

Section: 2.0 General Government and Administrative Services
- A. Governance

Authority: Council

Administering Department: CAO Office

Statement

The Municipal District of Bonnyville (M.D.) wishes to provide support to individuals and groups who represent this municipality and recognise significant milestone celebrations of our residents.

Purpose

The purpose of this policy is to establish guidelines for Administration to process requests for donations and sponsorships by organizations, individuals, and sports groups as well as requests for recognition of personal milestone events.

Procedure

All requests for funding shall be in writing with as much information as possible describing and supporting the request(s). Funding requests that are not specifically outlined in this policy must be ratified by Council.

Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) “Council” means the duly elected Council of the M.D.;
- (3) “Councillor” means a member of Council who is duly elected and continues to hold office excluding the Reeve;
- (4) “Local” means within the official boundaries of the M.D. including the City of Cold Lake, Town of Bonnyville, and Village of Glendon;
- (5) “Promotional Items” means any product branded with a logo, or service provided by the M.D., and distributed to promote the M.D. of Bonnyville;
- (6) “Reeve” means the Chief Elected Official of the M.D.;
- (7) “Youth Sports” means any team or individual(s), 17 years of age or younger, involved in a sporting competition.

Date Adopted: May 9, 1996

Resolution No: 96.239

Date Reviewed₍₀₁₎: February 27, 2013

Resolution No: 13.098

Date Amended₍₀₄₎: February 13, 2024

Resolution No: 24.047

Policy

(1) Donations and Sponsorships

- (a) Youth groups will be encouraged to participate in the annual Hamlet/Community Roadside Clean-up Program as a suggested fundraising source.
- (b) Requests for a monetary donation and/or sponsorship may be approved by the CAO up to a value of \$2,000, per request, providing they meet the following criteria:
 - (i) The request is made by a local group or organization;
 - (ii) The request is within the annual budget as approved by Council;
 - (iii) The event is not considered to be inappropriate, restrictive, and/or partisan in nature;
- (c) All monetary donation and/or sponsorship requests valued over \$2,000 will be presented to Council for approval.
- (d) Applicants will be limited to two (2) approved requests per year.
- (e) Requests for promotional items may be approved by the CAO to a maximum value of \$1,000 per request. Requests exceeding this value will be presented to Council for approval.
- (f) Each Councillor will be allocated up to \$750 in promotional items each calendar year to donate at their discretion, subject to annual budget availability.
- (g) The Reeve will be allocated up to \$1,500 in promotional items each calendar year to donate at his/her discretion, subject to annual budget availability.
- (h) Promotional items for parades will be supplied at the CAO's discretion and not to be counted towards the Reeve and/or Councillor annual promotional items budget.

(2) Youth Sports

- (a) Local youth sports teams who have qualified to advance to a provincial, national, or international level where travel is required, are eligible to receive a grant to a maximum amount of \$500.00 to assist with travel costs.
- (b) Local school sport teams or organizations who are hosting a provincial, national, or international competition or event within the local area are eligible to receive a grant to a maximum of \$1,000.00 to assist with associated costs.
- (c) Local minor sports teams who are hosting a provincial, national, or international competition or event within the local area that require facility rentals are eligible to receive a grant to a maximum of \$4,000.00 to assist with facility rental.
- (d) Individuals who reside within the M.D. and are participating in an individual sport that has qualified to advance to a provincial, national, or international competition where travel is required, are eligible to receive a grant to a maximum of \$100.00 to assist with travel costs.
- (e) The M.D. will not distribute funding to:
 - (i) teams or individuals who choose to compete in a tournament; or
 - (ii) school field trips.

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(3) Recognitions

- (a) Birthdays: Upon being contacted by a ratepayer the municipality will honour birthdays for 80, 90, and 100 years of age by either presenting or sending a plaque of the milestone acknowledgement.
 - (b) Anniversaries: Upon being contacted by a ratepayer the municipality will arrange for a plaque to be either presented or sent to honour an anniversary that commemorates:
 - (i) The 100th year of the existence of a family homestead when that homestead has been consecutively owned by the original family; or
 - (ii) A 50th wedding anniversary, and every tenth wedding anniversary thereafter, as well as a 75th wedding anniversary, of a living couple.
 - (c) Graduations: Local grade 12 graduating classes may submit a request to the M.D. and receive \$500.00 in support of drug and alcohol-free graduation events or venues, per school, per school year.
- (4) All requests approved by Administration under the authority of this policy will be summarized and presented to Council for information purposes at Regular Meetings of Council throughout the year.

Review Period

Within four (4) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.11
Related Documentation: (plans, bylaws, policies, procedures, etc.)	Policy: Community Association Operating Grant Policy (#3C.011) Policy: Community Action Grant Policy (#3C.012)

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