

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



ADM-32 Donation, Sponsorship, and Recognition Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul is committed to provide support to individuals and groups who represent this municipality and to recognize significant milestone celebrations of our residents.

PURPOSE:

The purpose of this policy is to establish guidelines for Administration to process requests for donations and sponsorship from organizations, individuals, and sports groups within the County boundaries, as well as requests for recognition of personal milestone events.

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.

DEFINITIONS:

County of St. Paul Boundaries – includes the Town of St. Paul, Town of Elk Point and Summer Village of Horseshoe Bay.

Family Farm - a farm that is owned and operated by a family, especially one that has been operated from one generation to another.

POLICY STATEMENTS:

A. Youth Activities Sponsorship

1.0 Eligibility

1.1 Funding will not be distributed for the purpose of school field trips.

1.2 Funding will not be distributed to individuals who have been selected or who choose to play on regional teams outside of the County of St. Paul.

- 1.3 Funding will not be provided for individuals who play on a school sports team outside of the County boundaries.
- 1.4 Funding will not be distributed to teams or individuals choosing to compete in a tournament.
- 1.5 Funding will only be provided to individuals under the age of twenty-one (21).
- 1.6 All funding requests must be received by the County no later than January 31st of the following calendar year.

2.0 Levels of Funding

- 2.1 Teams that have competed at the local level and qualified to advance to a provincial, national, or international level (\$500.00).
- 2.2 Teams that host provincial, national, or international competitions (\$1000.00).
- 2.3 Athletes participating in a sport who have competed and qualified to advance to provincial, national, or international competitions on an individual basis (\$250.00) (ie, Badminton, Cross Country, Track and Field).
- 2.4 Organizations hosting a provincial, national, or international event within the County for individual sports or events (\$500.00).
- 2.5 Funding provided to individuals attending Skills Canada Alberta competitions shall align with the levels of funding for sports teams.

3.0 Requests

- 3.1 Requests for grant funding that does not specifically meet the criteria will be advised that their request does not comply with County policy, but that they can appeal the administrative decision to County Council.
- 3.2 County Council will not consider any funding requests outside the scope of this Policy or for anyone over the age of twenty-one (21).

B. Donations and Sponsorships

- 1.1 Groups will be encouraged to participate in the annual Highway Clean-up Program as a suggested fundraising source.
- 1.2 Requests for a monetary donation or sponsorship for an event or fundraiser may be approved by the CAO, or designate, up to a value of \$500 per request, providing they meet the following criteria:
 - (a) An annual request that has previously been approved by Council;
 - (b) The request is made by a group or organization within the County of St. Paul boundaries, or a majority of the members are County residents;
 - (c) The request is within the cumulative annual budget as approved by Council;

- 1.3 Requests for promotional items to be used as door prizes or silent auction items including a load of gravel, or camping at municipal campgrounds, may be approved by the CAO, or designate, up to a \$500 value.
- 1.4 Requests from non-profit groups to utilize a gazebo or municipal campsites free of charge may be approved at the discretion of the Director of Community Services, up to a \$500 value per organization.

C. Promotional Items

- 1.1 Upon request, the County may provide promotional items to individuals, teams, and various organizations at the discretion of the Chief Administrative Officer or their designate. Items provided will be valued up to a maximum of \$200 per event. Administration will provide an annual report to Council itemizing the distribution of the promotional items.
- 1.2 Inventories for promotional products will be reviewed annually. Inventory tracking will be maintained by the Executive Assistant for all promotional products.
- 1.3 Lapel pins are available upon request. The County will provide groups or teams attending a formal competition, or groups travelling to another area with lapel pins to exchange with other groups or teams.
- 1.4 Upon request, the County may provide community groups with a County of St. Paul flag free of charge. Inventory for County flags will be maintained by the Executive Assistant.
- 1.5 The County may loan a flag for an event to any group or organization at the discretion of the Chief Administrative Officer or their designate. The flag shall be returned to the County Office at the end of the event.

D. Recognitions

- 1.1 At the request of an elected official, ratepayer or a family member, the County will provide a plaque to County residents in recognition of a 25th, 50th, 60th, 65th, 70th, and 75th anniversary.
- 1.2 Upon request from a ratepayer, family member or elected official, the County will arrange for a plaque to be presented or sent to honor an anniversary that commemorates the 100th year of existence of a family farm when the home quarter has been consecutively owned and operated by descendants of the original family.
- 1.3 Upon request from a ratepayer, family member or elected official, the County will honor birthdays for 80, 90 and 100 years of age by either presenting or sending a scroll acknowledging the milestone.

- 1.4 At the requests of the Divisional Councillor or Reeve, a plaque may be presented for occasions such as grand openings.

Requests exceeding the cumulative budget for Grants – Board/Organizations for the fiscal year and meet the policy criteria will be brought to Council for consideration.

Supersedes ADM-3 Promotional Items Policy
ADM-6 Recognition of Milestones Policy
ADM-32 Grant Funding for Sports Policy

Council Approval: October 13, 2009
Amended: March 10, 2015
Amended: July 6, 2018
Amended: February 11, 2025