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Title: Donations/Promotional Items

Policy No: 8003

Approval: County Council

Effective Date:

Supersedes Policy No: New



Mountain View
COUNTY

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Policy Statement: Mountain View County (the County) may donate or provide promotional items to not-for-profit groups for programs or events that creates a benefit to the Mountain View Community.

Purpose: To establish regulations to guide the County in making donations and providing promotional materials.

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Principles:

1. Mountain View County recognizes there are benefits to the Community from supporting local events and programs.
2. Regulations need to be developed to ensure donations are allocated consistently.

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End of Policy

Approved: February 14, 2007

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Procedure # 8003-01



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Procedure No.: 8003-01

Approval: CAO

Effective Date: February 14, 2007

Amended: June 19, 2014

Amended: October 11, 2016

Supersedes Procedure No.:

1. General

- 1.1 County Council shall annually establish a budget for donations and promotional items.
- 1.2 Requests for agricultural related donations must be made to the Manager of Agricultural Services and for community related initiatives request must be made to the Community Services Coordinator. Requests for promotional items must be made to the Economic Development Department.
- 1.3 All requests must be made in writing and include the amount of the donation or the number of promotional items requested.
- 1.4 The request must include a statement describing the community benefit the donation will provide.
- 1.5 The County may approve all, part, or deny any request received.

2. Approval of Requests for a Donation

- 2.1 Requests for donations up to and including \$500.00 may be approved by the Chief Administrative Officer or designate
- 2.2 Requests for donations in excess of \$500.00 must be approved by County Council.

3. Approval of Requests for Promotional Material

- 3.1 Requests for promotional items may be approved by the Economic Development Department; subject to availability.

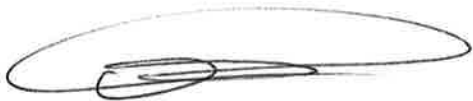
A register of promotional items shall be maintained by the Economic Development Department.

4. Promotional Wear for Staff and Council

- 4.1 The County encourages Staff and Council to wear clothing that displays the County Logo for both work and leisure. An annual budget will be established to support these costs.
- 4.2 The Economic Development Department will annually review and select one or more suppliers that looged apparel may be purchased from.

- 4.3 All apparel purchased under this program must visibly display the County logo in a manner approved by our identity standards guide, volume 1-2008.
- 4.4 Apparel is limited to items that can be worn by an individual, and excludes footwear and glasses.
- 4.5 All staff and councillors are eligible to participate in the program.
- 4.6 The program is not available to contractors working on behalf of the County.
- 4.7 The County will pay for 50% of one apparel item per year for each member of Council or staff. Corporate Services will provide invoices and receipts for re-imbusement as required.
- 4.8 If more than one apparel item is ordered per year, the County will cover the costs of adding the County Logo for an additional 2 apparel items per staff member or Councillor providing the extra apparel costs are paid by the purchaser.
- 4.9 Logoed apparel will only be ordered twice per year unless additional orders are approved by the CAO.
- 4.10 Participation in the program is optional. Unused allowances are non-transferrable, and the maximum amount that may be reimbursed per applicant is \$50 per year.

End of Procedure

A handwritten signature in black ink, consisting of a large, loopy initial followed by a more detailed name, all enclosed within a large, irregular oval scribble.