



TOWN OF HIGH RIVER POLICY

Policy No.:	POL-08-103-05
Policy Title:	Corporate Support Policy
Related Procedure Number:	N/A
Related Procedure Name:	N/A
Approval Date:	August 21, 2006
Revision Date:	March 12, 2012
Policy Category:	Corporate Governance
Responsible Department:	Legislative and Administrative Services

Purpose For Policy

The Town of High River is committed to continued support of not for profit community group and/or organization annual events.

Policy Statement

This policy is intended to streamline this support system by having Council approve of specific annual events initially and give Administration authority to support these annual events in subsequent years.

Process

- 1) When a request/invitation is received, Administration will review the request/invitation. If this request is included in Appendix 1 of this policy then Administration may approve the request without review by Council.
- 2) If the funding request has not been pre-authorized then the request must be sent to Council for consideration. Council will have the following options:
 - a) Approve the request with or without modifications and direct Administration to enter the request on to Corporate Support Policy - Appendix 1
 - b) Approve the request with or without modifications on a one-time basis.
 - c) Deny the request.
- 3) Appendix 1 may be added to by resolution of Council. This resolution must include the community group and/or organization supported, the amount of contribution and, in the case of support by use of services, (ie: facility use) quantified services.
- 4) Funding for these sponsorships shall be as budgeted within the Council Public Relations Account.
- 5) Appendix 1 of this policy shall be reviewed annually by Council prior to approval of the annual budget for inclusion in the annual budget. Council may request that a group provide additional information on their event before approval is granted.

Responsibilities

It is the responsibility of the Director of Legislative and Administrative Services to ensure the provisions of this policy are followed.

Appendices

Appendix 1 – Annual Event Support List

Is a list of applicants/programs that have gone through the above process and been approved by Council to be funded annually. This schedule shall name the community group and/or organization and event being supported, the amount of corporate support and in the case of support by use of services, (ie: facility use) quantify the value of the service.

End of Policy

Approval

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting of Council.

Adopted by Council as Resolution #306/2006 at the Regular Meeting of Council held on August 21, 2006

Adopted by Council as Resolution #155/2007 at Regular Meeting of Council held on April 7, 2007.

Adopted by Council as Resolution #112/2008 at Regular Meeting of Council held on March 10, 2008.

Adopted by Council as Resolution #094/2012 at Regular Meeting of Council held on February 27, 2012.

Adopted by Council as Resolution #124/2012 at Regular Meeting of Council held on March 12, 2012.

MAYOR/DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER/
DIRECTOR OF
LEGISLATIVE AND ADMINISTRATIVE SERVICES

DATE

Appendix 1

Town of High River Corporate Support Policy

The following community groups and/or organizations annual events will receive corporate support as listed:

ORGANIZATION	FUNDING APPROVED WITHIN OPERATIONAL BUDGET	Approx. VALUE	FIRST YEAR SUPPORTED
Abbeyfield Fundraising Gala	Sponsorship Level	\$1,500	2012
Alberta Farm Safety	UFA Safety Smarts Program	\$200	2012
Alberta Transportation Charity Golf Tournament	Charity Golf Tournament - one entry @ \$200	\$200	2003
Cargill Charity Golf Tournament	Charity Golf Tournament One entry @ \$250	\$250	2000
DARE Works Foothills Society Charity Golf Tournament	- tournament four entry fees @ \$140	\$560	2007
Foothills Advocacy in Motion (FAIM) Charity Golf	Four tournament entry fees @ \$150	\$600	1996
Foothills Country Hospice Society Fundraising Gala	Table of 8 @ \$150	\$1,200	2007
	gift for silent auction	\$100	
High River District Health Care Foundation - Annual Hospital Dinner & Auction Donation	One-three month adult pool pass for auction.	\$117	2001
	Gift for silent auction	\$100	
	table of 8 @ \$75 ea	\$600	
Rowan House Fundraising Gala	Table of 8	\$1,400	2012
	Gift for silent auction	\$100	
Total possible cost for attendance at events		\$6,927	

ORGANIZATION	FUNDING APPROVED WITHIN OPERATIONAL BUDGET	Approx. VALUE	FIRST YEAR SUPPORTED
Highwood High School	Grant in lieu of 12 th Avenue Cleanup	\$3,000.00	
Shuffleboard Tournament	Use of the Little Bow Group Campsite north of the RecPlex in June and in August for a total of 9 nights.	\$1,228.50	
Total possible cost for “grant in lieu” department transfers		\$4,228.50	