



# Promotions and Donations

CAO & Council  
Policy F14

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<b>Policy:</b>	F14 – Promotions and Donations
<b>Policy Department(s):</b>	CAO & Council
<b>Adoption Date:</b>	April 2, 2012
<b>Adoption Reference:</b>	04-313-12 / 04-314-12
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## Policy Purpose

To accommodate public requests for recognition of achievement, sponsorship or donations of items other than cash for fundraising purposes.

## Policy Statement

The County of Grande Prairie recognizes and supports the residents and organizations for their achievements and celebration of events which benefit the region and encourage the community's participation.

## Definitions

"Achievement" shall mean the accomplishment at a local or regional level of a resident of the County of Grande Prairie. Such accomplishments might include but are not limited to, a special appointment to a board or organization, receiving an award for community participation or volunteerism that is not sponsored by the County.

"Council" means the duly elected Council members of the County of Grande Prairie No.1;

"County" means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation;

"Promotional" shall mean any item approved by Council, and purchased for distribution as a promotional benefit to the County.

## Policy Guidelines

### Special Circumstances

1. All requests should be submitted to the County Office and shall contain the details about the fundraising or community event, request for recognition, or other reason for the request, and the date by which the item is required.



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## Requests for Promotional Items or Monetary Donations

2. Council from time to time receive requests from various organizations, groups and clubs for items which may be used for raffle or silent auction for fundraising purposes or events which benefit the region as a whole.
3. The CAO or designate may decide to approve a request for the donation of an item(s) if the purchase price of the item is less than \$150.00.
4. Requests for items valued at more than \$150.00 shall be placed on the next available agenda for Council consideration.
5. Requests of a monetary nature in place of a promotional item may be granted by the CAO or designate and must not to exceed \$50.00. Requests in excess of \$50.00 will be placed on an agenda for Council's consideration.

## Requests for Recognition of Achievement

6. Expression of Congratulations will be used to extend Council's best wishes upon the accomplishment or occasion. The format may include, but not be limited to:
  - A letter endorsed by the Reeve or Deputy Reeve;
  - A certificate signed by the Reeve or Deputy Reeve;
  - Invitation to a public recognition at a Council meeting or other suitable event.
  - In the event that neither the Reeve or Deputy Reeve is available to sign a letter or certificate, the CAO or designate will sign on behalf of the Reeve.

## Attachments

N/A

## References

<b>Legal Authorities</b>	N/A
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy B24 – Milestone Recognition
<b>Other</b>	N/A

## Revision History

<b>Review Date</b>	<b>Description</b>
February 27, 2023	Reviewed and Amended CM20230227.006
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