



TOWN OF SLAVE LAKE

ADMINISTRATION POLICY

Department:	Administration	Policy No:	ADM.GEN-23.1000
Policy Title:	Donation and Sponsorship Recognition Policy	Issue Date:	10-16-2023

1. PURPOSE

The purpose of this policy is to establish guidelines for recognizing and expressing gratitude to individuals, organizations, and entities that generously donate assets to the Town of Slave Lake.

2. POLICY STATEMENT

The Town of Slave Lake recognizes the importance of donor support in improving community welfare and infrastructure. This policy aims to ensure transparency, fairness, and consistency in acknowledging and appreciating donors for their contributions.

3. DEFINITIONS

Donation: a voluntary gift of an asset, goods, services or monetary for which the donor receives no direct benefit of any kind.

Donor: a person who donates monetary, goods, services or an asset.

CAO: Chief Administrative Officer

4. GUIDELINES

1. Town Council Approval:

Town Council has signing authority for sponsorship agreements equal to or greater than \$80,000.

2. CAO Approval:

The CAO has signing authority for sponsorship agreements lesser than \$80,000.

3. Director Approval:

Directors has signing authority for sponsorship agreements of \$40,000 or less.

4 . Eligibility for Recognition:

- a. The Town of Slave Lake will acknowledge donors who donate assets of significant value, including but not limited to monetary donations, buildings, land, equipment, art, or other valuable assets that enhance the Town of Slave Lake's functioning or community well-being.
- b. Donations may be made by individuals, corporations, non-profit organizations, or other entities.

c. Donations may be received directly by the Town of Slave Lake or through affiliated municipal entities, such as community foundations or non-profit organizations working on behalf of the Town of Slave Lake.

5. Recognition Mechanisms:

- a. The Town of Slave Lake will implement a tiered recognition system based on the value or significance of the donated asset. The system may include multiple recognition levels that correspond to various donation thresholds.
- b. The Town of Slave Lake will maintain a record of donors and their contributions for appropriate recognition purposes.
- c. Donors may be recognized through various means, including public acknowledgments, naming opportunities, plaques, certificates, or other forms of recognition that align with the Town of Slave Lake's existing policies and practices.
- d. The Town of Slave Lake will determine the specific recognition based on the nature of the donation, its impact, and the donor's preferences, within the constraints of applicable laws, regulations, and policies.

6. Fairness and Transparency:

- a. The Town of Slave Lake will ensure that recognition is fair, impartial, and not based on personal relationships or favoritism.
- b. Recognition decisions will be made by the Director of Community Services and/or the CAO.
- c. The Town of Slave Lake will establish clear criteria for recognition levels and ensure they are consistently applied to all eligible donors.
- d. Recognition opportunities will be communicated widely to encourage equal participation and avoid exclusivity.

7. Donor Privacy:

- a. The Town of Slave Lake will respect the privacy preferences of donors and adhere to applicable laws and regulations regarding the disclosure of donor information.
- b. Donors' personal information and donation details will be treated confidentially, unless explicitly agreed upon by the donor or required by law.

8. Ongoing Stewardship:

- a. The Town of Slave Lake will express gratitude to recognized donors through appropriate channels, such as letters of appreciation, public events, or other gestures of recognition.

5. CONTRAVENTIONS OF THE POLICY

Any violation of this policy may lead to disciplinary action.

6. REVIEW OF THE POLICY

This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

REPLACING: Administration: Community Sponsorship B.004

ISSUED BY	APPROVED BY:	DATE:
1. Chief Administrative Officer		2023/10/16.



