



# TOWN OF THREE HILLS

## POLICY # 600-A1

### COMMUNITY DONATIONS & FINANCIAL ASSISTANCE POLICY

Adopted by Council on: September 11, 2023

Resolution No: 184-2023

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#### 1. PURPOSE

- 1.1. The Town of Three Hills recognizes the many benefits that various groups, organizations, volunteers, and events within the Town provided by promoting and improving upon the cultural, social, and economic well-being of the community. The Town is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget.
- 1.2. The purpose of this policy is:
  - 1.2.1. To establish the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in Town.
  - 1.2.2. To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
  - 1.2.3. To secure an open and transparent decision-making process for requests for donations.
  - 1.2.4. To provide clear procedures and authority for the CAO and staff when responding to requests for donations.
  - 1.2.5. To align with the Town of Three Hills Strategic Goals and Priorities.

#### 2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the implementation and evaluation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

#### 3. APPLICABILITY

- 3.1. This policy applies to all donation(s) and funding requests received by the Town, including Aquatic Centre complimentary passes or cost-reduced passes, with the exception of those applying for Municipal Grants to Community Groups.
- 3.2. Municipal Grants to Community Groups applications for funding shall be governed in accordance with the Town's Municipal Grants to Community Groups Policy, as amended.

#### 4. DEFINITIONS

- 4.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral or other gender whenever context requires.
- 4.2. In this policy, unless the context otherwise requires:
- 4.2.1. "In-kind Donation" shall mean donations that do not involve a direct cash contribution but may include providing promotional items or Town services in an amount not to exceed \$500.00, although Council may consider an alternate amount in exceptional circumstances. Examples include, but are not limited to:
- i. Use of facility (rental fee reduced/waived);
  - ii. Staff support - expertise for an event (wages reduced/waived);
  - iii. Use of Town-owned equipment (rental fee reduced/waived); and/or
  - iv. Use of Town-owned materials (fee reduced/waived).
- 4.2.2. "Sponsorships" are support, in kind, of a specific event or activity open to the public in the Town of Three Hills and that will, in most cases, offer a promotional opportunity for the Town.

#### 5. POLICY

##### 5.1. Requests for Donation from General Public

###### 5.1.1. Eligibility

- i. Consideration of requests for donations or financial assistance may be extended to community groups, organizations, events and activities that demonstrate any of the following:
  - a. A need for financial support or specific in-kind contribution from the Town;
  - b. Are held for the enjoyment and benefit of the general public;
  - c. Are a not-for-profit organization serving residents of the Town;
  - d. Are hosted on an annual basis or recognize significant milestone events; and/or
  - e. Take place within Town boundaries.
- ii. The following, for the most part, are not eligible for support under this policy:
  - a. private functions;
  - b. registered political party, registered constituency association or registered political candidate;
  - c. events with religious affiliations. However, we will consider requests for non-denominational events that are open to the community-at-large.

- d. programs, organizations, events and activities that are raising funds on behalf of another group who would not otherwise be eligible;
- e. programs, organizations, events and activities which are deemed to be unlawful, or would incite hatred towards any group;
- f. programs, organizations, events and activities located outside the municipal boundary of the Town;
- g. generic requests that may have been sent to various organizations. "To Whom It May Concern" letters/requests will not be considered.

#### 5.1.2. Requesting Donations

- i. All requests for consideration of a cash or in-kind donation such as door prize, silent auction item, etc. will be accepted on an ongoing basis and must be made in writing to the CAO.
- ii. Requests are considered on a first-come, first served basis as long as funds remain within the budget year.
- iii. Preference will be given to non-profit groups and organizations that can demonstrate community support, involvement and can demonstrate how the funds or in-kind donations from the Town are to be spent with the expected outcome of the event.

#### 5.1.3. Evaluation of Request

- i. All requests will be assessed based on:
  - a. the availability of the requested resource;
  - b. potential financial impact to the Town of Three Hills;
  - c. contribution to the well-being of members of the community;
  - d. recognition of a worthwhile program/cause; and
  - e. overall community impact.
- ii. Council shall be the deciding authority on all donation requests of \$500.00 or more. The CAO will have the authority to approve donation requests up to \$500 including the value of door prizes, silent auction items, or promotional items.
- iii. In making donation requests, the Town may impose such conditions and/or restrictions as it deems fit.
- iv. A written response for each request will be provided upon review.

### 5.2. Requests for Financial Assistance from Youth Groups

- 5.2.1. The Town wishes to recognize significant youth achievements in sports, recreation, cultural events or performing arts by providing financial support to participate in provincial, national, and/or international competitions and events.

### 5.2.2. Eligibility

- i. The Town will provide financial assistance to help cover costs incurred by Three Hills resident youth (18 years of age and younger) who participates either as a member of a team or group or individually in provincial, national, and/or international competitions and events.
- ii. A maximum of \$50.00 per eligible youth, to a maximum of \$500.00 per youth group/team will be available per calendar year for financial support towards travel and accommodation expenses for competitions and events.
- iii. Applications are to be submitted a minimum of fourteen (14) days before the event to which they apply. Under exceptional circumstances, the Town will consider requests within the 14 days prior to the event.
- iv. Requests shall include the following:
  - a. Outline of the event for which the financial assistance is being requested and the date;
  - b. The names of each youth (18 years of age or younger) attending the event with confirmation of their residency within the Town of Three Hills; and
  - c. The amount being requested together with a total budget or projected cost.

## 5.3. Requests for Aquatic Centre Passes

### 5.3.1. Eligibility – Complimentary Passes

- i. The following are eligible for Complimentary Passes:
  - a. Town of Three Hills Employees and immediate family for the term of employment with the Town, as per the Personnel Procedure, as amended. The complimentary pass must be returned on termination of employment.
  - b. Visiting doctors (locum tenens) and doctors in training and immediate family while employed at the Kneehill Medical Clinic for a minimum of three months.
  - c. Three Hills Fire Department volunteers; and
  - d. Guests of local participating hotels based on 50/50 cost share agreement with those participating businesses.

### 5.3.2. Eligibility – Discounted Passes

- i. Discounted pool admissions prices for the following will be 50% off regular individual admissions with confirmation of eligibility:
  - a. Individuals who qualify for Assured Income for the Severely Handicapped (AISH) and one support individual, if necessary; and

- b. Those individuals who qualify for support through Persons with Developmental Disabilities (PDD) and one support individual, if necessary.

5.3.3. Special Groups / Bulk Sales

- i. Special event groups, such as ball tournaments or hockey tournaments, may apply in writing for discounted pool admissions.
- ii. Discounted admissions will be up to 25% off regular admission prices and will be reviewed on a case-by-case basis.
- iii. Bulk sales of 10 or more admissions are to be paid for in advance and unused admissions are non-refundable.

**6. GENERAL**

- 6.1 Donations made by the Town are not to be regarded as a commitment by the Town to continue such donations in the future.
- 6.2 The Town reserves the right to request complimentary pool passes be returned at any time.
- 6.3 Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council may consider each case on its merit and any assistance provided will be without precedent.

**7. PRIOR POLICY**

- 7.1 This policy shall supersede and replace all prior policies, oral or written, regarding community donations and financial assistance within the Town of Three Hills.
- 7.2 This policy repeals Policy 390-A1 – Town Aquatic Centre Complimentary Pass Policy.

  
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 Mayor

  
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 Chief Administrative Officer

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