

## VILLAGE OF ANDREW

Policy Number: 2018-11-01

Date of Issue: November

Policy Subject: Community Grants and Donations

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### **POLICY STATEMENT:**

Through the Community Grants and Donations Policy, the Village of Andrew will provide for a fair and equitable process for the support of community initiatives that are organized through eligible groups, and are in support of local groups or events that enhance or improve the quality of life and safety of its residents and promote the Andrew Community as a whole.

**PURPOSE:** To assist Council in administering its annual Grants/Donations Budget and to provide information and a process for those wishing to request financial support for a cause or event.

### **DEFINITIONS:**

1. "Community Initiatives" – a response by individuals, groups or organizations to support, enhance or provide improved quality of life for safety for Andrew residents or promotion of the Andrew community as a whole and which can be expected to have a high level of community acceptance.
2. "Eligible groups":
  - a) Registered non-profit societies or charities
  - b) Community groups/organizations
  - c) Organization that are non-partisan in nature
  - d) Non-profit
3. "Eligible expenses"
  - a) Facility rental costs
  - b) Equipment rental/purchase cost
  - c) Guest speaker/honorariums
  - d) Printing/advertising
  - e) Trophies/medals/ plaques
4. "Ineligible Groups":
  - a) Are recipient(s) of any other financial or other type of assistance from Council.
  - b) A Provincial or Federal government funded initiative.
  - c) Person(s) raising funds on behalf of another group which itself is a recipient of financial assistance from Council or is a Provincial or federal government funded initiative.

### **STANDARDS:**

1. Community grant applications are accepted throughout the year from Eligible Groups and must be accompanied with a written letter outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the Andrew community as a whole.
2. Community grant applications will not be considered from Ineligible Groups.

3. Applications are considered on a first come, first served basis as long as funds remain within the budget year.
4. Applications are to be submitted a minimum of twenty-eight (28) days before the event to which they apply.
5. Applications may be considered outside the twenty- eight (28) day time period only under exceptional circumstances.
6. Applications will not to be accepted for assistance for individuals or groups to attend or participate in conferences or events outside of Andrew.

### **SUPPORT LEVELS**

1. Events that target audiences of 50 or less, will be eligible to request a grant of up to \$200.00.
2. Events that target audiences of 51 or more, will be eligible to request a grant of up to \$500.00.
3. Applications for donation items for silent auctions will be considered (max. monetary value up to \$50.00) provided that the event which the silent auction is to be held, meets the criteria to be considered as a community initiative and has not been awarded Community Grant funding.

### **OTHER MATTERS**

1. If an event is cancelled, authorization for funding shall be automatically voided without the need of a motion of Council and any funds issued, or silent auction items provided, shall be returned to the municipality and may be reallocated in support of other community initiatives.
2. Funds should be utilized for eligible expense only.
3. Organizations shall be limited to one successful grant application, and one successful silent auction item request for a second separate event per calendar year.
4. Applicants must acknowledge Andrews' contribution in all publicity relating to the event or activity which the application supports.
5. Council may at its absolute discretion consider request for amounts greater or lower than the prescribe maximum or reject any application that it may feel appropriate to do so.
6. Funding will only be provided if sufficient budgeted funds remains in the financial year under consideration.
7. Council appointed Committees (i.e. Canada Day, Andrew Improvement Committee) are exempt from this policy. Funding requests from Council appointed Committees go directly to Council or through the Council budgeting process.

**ADMINISTRATIVE PROCEDURES:**

1. Applications must be submitted to the C.A.O at the Village Administration Office, 5021 50 Street or mailed for the attention of the C.A.O. Box 180, Andrew, AB, T0B 0C0 or emailed to the C.A.O. at vandway@mcsnet.ca.
2. The C.A.O. shall review applications received and ensure they meet the outlined eligibility criteria of the Community Grants and Donations Policy and that sufficient funds remain in the fiscal year under consideration.
3. If the application does not meet the eligibility criteria or insufficient funds remain available, the C.A.O. shall inform the group/organization or individual in writing, stating the reasons for ineligibility or of the funding shortfall.
4. The C.A.O. shall submit to Council, a Request for Decision (RFD), supported by a copy of the application form and supporting letter for their consideration at an upcoming regular Meeting of Council.
5. Council shall exercise its absolute discretion whether to support or reject the application and recommendations of the C.A.O.
6. Supported application shall be approved by motion of Council.
7. Following approvals by Council, the C.A.O. shall authorize payment by cheque of the designated funds to the individual/group/organization.
8. If an application should be rejected by motion of Council, the C.A.O. shall notify the unsuccessful applicant (s) in writing stating the reason for rejection by Council.
9. Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.

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**GARY LEPPEK, MAYOR**

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**PAT SKOREYKO, C.A.O.**

## Community Grant Application

### 1. Application / Organization:

Name of group/organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Type of group:  Registered Non- profit society or charity

Non-Profit community group/organization

Date of event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

No. of persons expected to attend event: \_\_\_\_\_

### 2. Community Initiative:

Check the box/ boxes that best represents the community initiative(s) the application supports and which should have an expected high level of community acceptance:

Enhances quality of life of Andrew residents

Enhances safety of Andrew residents

Promotes the community of Andrew

### 3. Support Level requested:

- Event for up to 50 persons (excluding organizers/ volunteers) up to \$200
- Event for more than 50 persons (excluding organizers/ volunteers) up to \$500
- Actual grant amount requested: \_\_\_\_\_
- Donation items for silent auction

## VILLAGE OF ANDREW

Policy Number: 2018-11-02

Date of Issue: November 28<sup>th</sup> 2018

Policy Subject: **EMPLOYEE LONG SERVICE AWARDS**

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### **POLICY STATEMENT:**

The purpose of this policy is to provide a guideline to be followed for the presentation of awards to all Village employees.

### **PROCEDURES:**

Service Awards will be presented for every five (5) years of employment. Experience outside the Village of Andrew does not apply.

Types of service qualifying for awards will include the following or combination thereof:

- a) Full time employees.
- b) Part time employees, with continuing employee status. There would be no differentiation between part time and full time employment for the purpose of a service pin.

Contract type persons who do not have employee status will not be considered for service pins.

An employee will qualify for a service award during the ceremonies for a particular year (usually at annual Christmas function) if his or her five year increment service occurred on or prior to June 30<sup>th</sup> of that year. Leaves of absence will not be calculated into the years of service.

The following awards will be given

- a) A 5 year for 5 years of service
- b) A 10 year for 10 years or service.
- c) A 15 year for 15 years or service.
- d) A 20 year for 20 years or service.
- e) A 25 year for 25 years or service.
- f) A 30, 35 or 40 year for 30, 35, or 40 years or service.
- g) That each category a) to (f) be provided with a memento value being \$10.00 per year of service.

This policy will come into effect upon passing by Council and is not retroactive.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**VILLAGE OF ANDREW**

Policy Number: 2018-11-03

Date of Issue: November 28<sup>th</sup> 2018

Policy Subject: **FLOWERS & DONATIONS**

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**POLICY STATEMENT:**

The purpose of this policy is to provide a fair flower/donation guideline to be followed for all Village employees.

**PROCEDURES:**

- a) In the event that an employee/employer is hospitalized for a period of more than three days, a flower arrangement or fruit basket may be sent (degree of illness shall be a consideration).
- b) Family of Employee/Employer  
In the event of the death of an employee/employer spouse, children, father or mother; only a flower arrangement or equivalent donation shall be sent on behalf of Council.
- c) Flower arrangements and/or donations are not to exceed \$100.00 (plus delivery expenses in the case of flowers).

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



## VILLAGE OF ANDREW

Policy Number: 2018-11-04

Date of Issue: November 28<sup>th</sup> 2018

Policy Subject: **New Business Recognition**

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### **POLICY STATEMENT:**

To achieve consistency in recognizing new businesses within the Village of Andrew.

### **PROCEDURES:**

1. Provide each new business, whether they have an official grand opening or not, with a standard sized engraved plaque.
2. "New Business" is considered to be the establishment of a new business or new owners taking over an existing business.
3. Home-based businesses are not exempt from this policy; unless their primary business is affiliated with mail-order type of franchise (i.e. Amway, Tupperware, Epicure, etc.)
4. The plaque will be engraved with the current Mayor and Councillors and C.A.O's names, individually.
5. In order to be presented with a plaque at a "Grand Opening", business owners must request plaque 2 weeks prior to grand opening. Otherwise, plaques shall be made upon request.

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**MAYOR**

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**CHIEFADMINISTRATIVE OFFICER**

## VILLAGE OF ANDREW

Policy Number: 2018-11-05

Date of Issue: November 28 2018

Policy Subject: **PLAQUES AND CERTIFICATES COMMEMORATING  
WEDDING ANNIVERSARIES AND BIRTHDAYS**

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### **POLICY STATEMENT:**

The purpose of this policy is to establish guidelines on what occasions the Village of Andrew will provide plaques and certificates for milestone events.

### **PROCEDURES:**

#### **Plaques:**

The Village of Andrew will provide a Village Plaque which bears the names of all elected officials, and Chief Administrative Officer to Village Residents (on request) in recognition of their 25<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup>, and 75<sup>th</sup> Wedding Anniversary. Plaques requested in recognition of a 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, and 45<sup>th</sup> Wedding Anniversary may be provided for sentimental reasons at the discretion of the Chief Administrative Officer or his/her designate.

The Village of Andrew will provide a Village Plaque which bears the names of all elected officials, and Chief Administrative Officer to Village Residents (on request) in recognition of a 100<sup>th</sup> Birthday.

#### **Certificates:**

The Village of Andrew will provide a Certificate to Village Residents in recognition of their milestone Wedding Anniversary, and in recognition of a Birthday on request. Frames will be provided only for special Village Council presentation purposes.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER