

THE CORPORATION OF THE COUNTY OF ESSEX POLICIES MANUAL		
SUBJECT: REQUEST FOR FUNDING OF CONFERENCES/CONVENTIONS TO BE HELD LOCALLY	POLICY NO:	
	EFFECTIVE DATE:	
	REPLACES ISSUE OF:	
PREPARED BY: Clerk's Department	APPROVED BY:	PAGE: 1 OF 2

1.0 **PURPOSE**

To establish a policy that brings consistency to the manner in which requests for financial support of conferences/conventions to be held locally are responded to.

2.0 **SCOPE**

- .1 Applies to all requests for funds in whatever manner (i.e. program ads, sponsorships, function hosting, donations, etc.) from all sources.
- .2 "*Locally*" shall be intended to mean within the geographic boundaries of Essex County or of the City of Windsor.
- .3 "*Associations*" shall be intended to mean an umbrella organization of a provincial or federal nature.

3.0 **RESPONSIBILITY**

- .1 It is the responsibility of anyone contacted on behalf of the Corporation; elected officials, appointed officials or staff, to refer any and all requests to the Chief Administrative Officer for disposition.
- .2 All requests for funding shall be presented to County Council, through the Executive Committee, for approval.

4.0 **General**

- .1 A request for funding shall only be considered if all of the following criteria are met:
 - a) All requests shall be in writing and shall include a copy of the meeting agenda, the companion's agenda and an estimate of the number of delegates expected.

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4.0 General (cont'd)

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- b) Funding shall not be calculated on a "*per delegate*" basis but shall be fixed as to an amount.
- c) Functions or sponsorships for which funding is provided shall be "*county*" in nature (e.g. spousal program including tour of county, county entertainment, spotlight on county industry or area).

.2 Levels of funding shall not exceed the following maximums:

- a) Associations of which the county is a member; i.e. AMO County Section, F.C.M. -\$1,000.00.
- b) Associations of which the county staff are members; i.e. AMCTO, MFOA, OMSSA, Non-profit Homes for Aged. etc. -\$500.00.
- c) Associations of which local municipalities are members; i.e. AMO Small Urban Section, Conservation Authority. -\$1,000.00.
- d) Associations of which local municipal staff are members; i.e. Building Officials, Fire Officials, Police Officials, Tax Collectors Assoc., etc. -\$500.00.
- e) Associations of locally directly elected members or of County appointed members; i.e. School Boards, Suburban Road Assoc., Library Board, Waste Management Boards, etc. -\$1,000.00.

.3 The source of funds to finance allocations made under this policy shall be the Promotional Events Reserve, the balance of which shall be considered annually during budget deliberations.

5.0 Exceptions

.1 County Council, shall have the authority to exceed the maximum contributions as set out above.