

County of Essex Policy and Procedures Manual

Request for Funding of Conferences Held Locally

Policy Number:	1995-005
Policy Type:	Corporate Policy
Approval Authority:	Essex County Council
Office of Responsibility:	Legislative and Community Services
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Replaces Policy:	N/A

1.0 Introduction

The Corporation of the County of Essex has adopted a Strategic Plan that sets out goals and directions to achieve alignment with the Mission, Vision and Values of the County. The following goals and directions align with this policy:

- Working as Team Essex County: The County will empower staff and be an essential team player in driving shared priorities with Local Municipal Partners.
- Growing as Leaders in Public Service Excellence: The County will be a recognized leader in regional governance and a trusted provider of quality public services.
- Building a Regional Powerhouse: The County will help create the conditions to make the region a powerhouse in public and private investment attraction

2.0 Scope

- 2.1 This policy pertains to all requests for funds in whatever manner (e.g. program ads, sponsorships, function hosting, donations, etc.) from all sources.]

3.0 Definitions

'County of Essex' means the Corporation of the County of Essex, and may be used interchangeably with the terms the 'County', the 'Corporation' or 'County of Essex'.

'Conference' means a formal meeting or gathering for professional discussions regarding municipal stakeholders, municipal education, municipal operations, municipal associations or for matters of common concern for municipal staff or elected officials.

'Exhibitor Booth' means a designated exhibit space, booth or stand, where the County may engage with attendees and showcase their offerings.

'Locally' means within the geographic boundaries of the County of Essex or the City of Windsor.

'Associations and Organizations' means an umbrella organization or association of a provincial or federal nature.

4.0 Purpose

4.1 The purpose of this policy is to establish the framework whereby an organization may be considered for conference sponsorship for events held locally.

5.0 Policy

5.1 Criteria

5.1.1 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 event agenda, and an estimate of the number of delegates expected.
- b) The event is relevant to promotion of the County of Essex as it relates to the Strategic Plan initiatives;
- c) Funding shall not be calculated on a "per delegate" basis but shall be fixed as to an amount.

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- d) Functions, exhibitor booths or sponsorships for which funding is provided shall be in support and promotion of County initiatives.

5.2 Funding

5.2.1 Levels of funding shall not exceed the following maximums:

- a) Associations of which the County is a member; i.e. AMO, FCM, GLSLCI, etc. (\$3,000.00)
- b) Associations of which County Administration are members; i.e. AMCTO, MFOA, OMSSA, OGRA,. etc. (\$3,000.00)
- c) Associations of which Local Municipal Partners, or Committee and Boards are members; i.e. AMO Small Urban Section, Library Associations, Waste Management Associations, Conservation Authority etc. (\$3,000.00)

5.2.2 The source of funds to finance allocations made under this policy shall be considered annually during budget deliberations wherever possible, in advance of the event.

5.3 Exceptions

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

6.0 Responsibility

6.1 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.

6.2 All requests for funding shall be presented to County Council, through the Chief Administrative Officer for approval.

7.0 Related Documents/Legislation

- [Essex County Strategic Plan](#)

8.0 Summary of Amendments

Date	Amendments
1995-06-21	Policy approved by Executive Committee Meeting of July 6, 1995. Adopted by County Council July 19, 1995. Resolution 187/95
2024-12-04	Policy review to correct and modernize terminology and values.

Appendices

- None