



P O L I C Y

Department Administration	Policy No. AD(36)	Page Page 1 of 1
Policy Title PURCHASE OF TICKETS FOR COMMUNITY EVENTS	Date: November 8, 2018	Resolution No. C/650/18

Policy Statement:

Lacombe County wishes to support community groups by having staff members and/or Councillors attend community events and therefore Council authorizes the purchase of tickets for such events where staff members and/or Councillors are expected to attend and represent Lacombe County.

Guidelines/Procedures:

1. For the purpose of this policy the term “community event” means any organized gathering or fundraising function that is intended to benefit all or part of a community and that provides a service or opportunity to Lacombe County residents.
2. This policy is not intended to authorize the purchase of a ticket where the sole or primary purpose is for a draw where a prize is awarded.
3. If a door or other prize is offered as part of a larger community event and the representative(s) from Lacombe County is the winner of the draw any awarded prize shall become the property of Lacombe County.
4. The purchase of tickets for community events by staff members must be approved by the County Manager.
5. Staff members who are authorized to represent Lacombe County at a community event shall provide a brief report on the function to the County Manager following the event.
6. Councillors who are authorized to represent Lacombe County at a community event shall provide a brief report on the function to Council following the event.
7. Payments for Councillor Per Diem and/or other related expenses shall be governed by the provisions contained in the current Salary and Wage Schedules.

Approved: February 26, 2015
Revised: November 8, 2018