



City of Grand Forks
 7217 4th Street
 Grand Forks, BC V0H 1H0
 250.442.8266
 www.grandforks.ca

Council Policy

Community Support

Approval Date: May 03, 2021

Resolution No.: R117/21/05/03

Rescinded: N/A

Contact Department: Corporate Services

Purpose

The purpose of this policy is to set guidelines for annual scholarships, community support, and other related funding.

Intent

It is Council's intent to provide in-kind and financial assistance for education, non-profit organizations and community groups, which render a service to the residents of the City of Grand Forks. It is anticipated that financial assistance to community groups will be part of the annual budgeting process and subject to the financial limitations of the City in a particular fiscal period.

Definitions

In this policy,

"Staff" means the Chief Administrative Officer or delegate.

Policy Statements

1. GFSS Scholarships

- a) Council will provide two scholarships of \$500.00 each, annually, for two students graduating from the Grand Forks Secondary School;
- b) The student recipients must reside within the City of Grand Forks;
- c) The criteria for awarding the scholarships shall read as follows: "\$500.00 to be awarded to each of two candidates proceeding to a Technology or Vocational training, who reside within the geographic boundaries of the City of Grand Forks."
- d) Selection of the recipients will be made by the GFSS Scholarship Committee following their internal processes.

2. Non-Monetary City Support to Organizations

- a) Assistance to Grant Applications – If there is a benefit to the municipality or the community, Staff may provide advice and/or assistance for grant application. However, Staff will not complete or submit Grant applications on behalf of community groups.
- b) Support Letters to Organizations and Groups – City Council authorizes Staff to provide Letters of Support on an on-going basis to organizations requesting said support to accompany their applications. Letters of Support must not commit the City to any staffing or financial commitments, unless previously directed by resolution of Council in compliance with budget restraints.

Organizations requesting letters of support must do so:

- in writing or via email
- outlining the nature of their funding request;
- the Community or organizational benefits if they receive the grant;

- identify to whom the request should be addressed;
- supply instructions to Staff on where the support letter should be sent;
- and allow City Staff at a minimum two weeks, in advance, to provide their support letter.

3. City Support Funding Options

Council may determine to provide support funding at its discretion and subject to the requirements of the Community Charter and provided Council has an annual allocation of funds in the City's Financial Plan for some or all of the following funding components:

a) Umbrella Organizations

Council may choose to appoint a qualified umbrella organization in compliance with the Canada Revenue Agency 's Policy Statement CPS-026, "Guidelines for the Registration of Umbrella Organizations" and in compliance with Subsection 149.1(1) of the Income Tax Act, to act as a funding distributor for determined budgeted allocated funds intending to support other registered charitable Community organizations. By law, qualified beneficiaries are regarded as registered charities and the umbrella organization must demonstrate that at least 90 percent of the beneficiaries of its service are registered charities.

Council may determine that yearly allocated funds be directed to the care of the Umbrella Organization with consideration of a set of guidelines that would outline specific requirements geared to benefit the City. It would be Council's discretion whether they wish to provide funding to an Umbrella Organization within any given year.

b) Fees for Service Agreements

Council may determine to provide funding to an organization contingent on a Fee for Service Agreement between the two parties. The organization entering into the agreement would be required to deliver pre-determined Community services in exchange for funding.

Community organizations requesting Fee for Service Agreements are required to make their presentations to Council on an annual basis during the City's budgeting process, by presenting their business case for the requested funding amount. These requests must be received prior to October 1 each year and must include:

- an outline detailing the benefits to the community that the organization provides
- other funding sources, such as, but not limited to, the Regional District of Kootenay Boundary
- any other funders that have been asked for an increase in funding, and if so, how much was the ask for, and how much was provided
- clearly demonstrate any operating surplus for the current year and any accumulated surpluses or reserves
- how the funds from the City have been used in the past year
- what the deliverables are for the upcoming year and what the funds from the City would be used for
- organizations requesting operating grants (fee-for-service agreements) in excess of \$25,000 will be required to provide a review engagement of their finances annually

It is Council's prerogative to accept or reject any proposals.

Any unused funding from the City shall be carried forward into the following fiscal year and may form part of the City funding for that next fiscal year.

Fee for Service Agreements must be signed on behalf of the City by two Officers of the City as defined in the City's *Officers Positions Establishment Bylaw*, or one Officer and the Mayor.

4. Community Event Funding

Subject to annual budget allocations, the City may provide support for Community Events through various means.

a) In-Kind Services

The Community Events funding program includes both in-kind City contributions and funds set aside for Community events and entertainment opportunities throughout the year. The allocation of funds will determine the caliber and quantities of the events for the following year.

Council will determine an annual budget amount for in-kind services which ties to departmental work plans for the year. While no money changes hands, events can incur a significant cost in the form of wages paid to employees providing City assistance for and during an event, and also by use of City equipment and supplies, such as loaders, water trucks, sound system, barricades, posters, etc.

During the annual budgeting process, Staff will review with Council the previous and current year's in-kind contributions, to date, in addition to any scheduled, planned significant events for the following year, so that Council will be able to make decisions regarding the next year's in-kind funding.

The in-kind funding will support annual smaller and "anchor" events. Posting of in-kind services for these events should be clearly identified so that costs can be properly tracked and provide the foundation for budgeting purposes. "Anchor" events are identified as those which traditionally recur annually (ie: Fall Fair, Canada Day, Family Day, the Grand Forks International (GFI) tournament).

In order to protect the assets of the City that may be distributed and requested by various groups and organizations, a refundable deposit will be required by the City. The amount of the deposit will be determined by Staff, contingent to those assets which are lent out.

b) City Sponsored Events and/or Activities

Council may determine during the yearly budgeting process to allocate funds towards Community events and activities. To assist in the determination of total allocated funds for the program, Staff shall review and present to Council past City funded sponsorships in addition to reviewing and discussing future events and activities in which Council may wish the City to participate.

Working with volunteers and organizations in relation to events, holidays, and activities, Staff will have discretion to determine how to utilize the budgeted funds throughout the year.

An exception to this guideline shall be in relation to larger events and requests, such as festivals, where the City is asked for event funds, in-kind support, or a combination of funding and in-kind support, exceeding \$2,000.00. In this case, Council will be presented with an event & expense plan (complying with the current budget) by the organization wishing to host an event. (see Event Host c) below)

Organizations seeking funding from the City must first demonstrate, disclose, or provide proof of other applications and funding which may be received from other sources for their event. Organizations or groups that have grants or funding applications in process, or pending, must provide acknowledgments and/or correspondence from the other "grantors", before City funds may be used in support of their event.

c) Event Host

Not-for-Profit organizations or groups who would like to host a larger event (or festival) and require a larger amount of financial or in-kind support from the City must present their business case to Council. To do so, the following information will be required as part of the presentation:

- A written plan to demonstrate the acceptability of the event within the community

- A financial plan for the event including donations and advertising revenues and specify the financial and in-kind expectations of the City, including any potential waiver of fees, charges or permits
- Requests should be made at least four months prior to the event, and, if at all possible, should be made in conjunction with the City's budgeting process commencing in the fall of each year.

Any unused funding from the City shall be returned to the City.

For-Profit organizations or groups are required to provide similar details if the event requires City facilities or other resources. However, the City will not be able to provide any in-kind contributions. If facilities or other resources from the City are required, the City will, at a minimum, charge the For-Profit organizer for cost incurred.

d) Volunteer Appreciation

The City contributes funds annually toward hosting an event to recognize and show appreciation of local Volunteers. Staff is authorized to utilize a maximum of \$3,000 to support this event.

e) Canada Day & Family Day (City Sponsored Festivals)

The City is the primary sponsor of Canada Day and Family Day activities. To host these events at the approved budget levels, Staff will utilize external resources such as, but not limited to, the Downtown Business Association, the Boundary Country Regional Chamber of Commerce, Community Futures, or contractors to deliver the event.

f) Advertising Sponsorship

Staff may support events through advertising. Examples include, but are not limited to, event and program booklets, banners, social media advertising, newspaper support for Community events, "Chuck wagon" tarps, athletic jerseys.

5. Flow-Through Support

City Staff are authorized to support registered not-for-profit societies and associations with flow-through opportunities, utilizing the City's Canada Revenue Agency numbers for grant applications and receiving and distributing funds from grant funders to the organizations. Requests up to \$25,000 may be approved by Staff in consultation with the Chief Financial Officer, while requests over \$25,000 must be approved first by Council.

Any organization wishing to utilize this flow-through support must sign a Letter of Understanding (LOU) that details the usage and responsibilities of the organizations and the City. No funds will be disbursed from the City unless an LOU is signed.

6. Additional Requirements

- a) Programs, activities, and events must not offer direct financial assistance to businesses, individuals or families.
- b) The City has an Events Request Form which must be completed to request use of City venues, services, and Staff. As part of any City's contribution, financial or in-kind, requires recognition using the City's branding as a supporter of the event.

Resolutions and Amendments

May 03, 2021 – R117/21/05/03– Council Policy 501 Established