

		<b>POLICY AND PROCEDURE MANUAL</b>	
<b>Category:</b> Finance	<b>Number:</b> FIN.54(C)	<b>Name:</b> Fee for Service Grants Policy	
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Senior Management Team <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
<b>Office of Primary Responsibility:</b> Corporate Administration			
<b>Date Adopted:</b> September 16, 2019		<b>Council Resolution No:</b> RC19/552	<b>Date to be Reviewed:</b> September 16, 2020
<b>Manner Issued:</b> Mail, email and website		<b>Related Policies, Reference:</b> FIN.50(C) Municipally Funded Grants Policy	

### **BACKGROUND:**

Municipalities in British Columbia may:

- provide any service through another organization; and
- provide grants to organizations by Council resolution.

### **PURPOSE:**

Fee for Service grants are designed to assist local not-for-profit incorporated organizations or Community Contribution Companies (CCC) with delivery of services to the community that otherwise would likely be offered by the District.

### **POLICY:**

#### **1. Process**

- (a) Council will consider applications for Fee for Service grants annually. Notification will be advertised in the local newspaper and on the District website.
- (b) Applications must be submitted to the District using the prescribed application form, (included within this policy), on or before July 15<sup>th</sup> of the preceding year unless otherwise designated in the annual notification. A staff committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.
- (c) Applications received after July 15<sup>th</sup> of the preceding year will not be considered.
- (d) All applications should include copies of the following in order to receive optimal consideration:
  - i. constitution (if not previously provided or if changes have occurred);
  - ii. a current list of board members and number of employees, (full time and part time);
  - iii. the organization's public advertisement;
  - iv. annual general meeting minutes, (including the manager's report, if applicable);
  - v. a detailed proposed budget for the current year, detailed expenditures and revenues, including a list of all other grants and donations;

- vi. financial statements for the previous fiscal year ('Notice to Reader' for grant requests below \$50,000 and 'Review Engagement' for grant requests above \$50,000);
  - vii. a statement identifying the amount of reserved funds, if any, and the purpose of those funds; and
  - viii. identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.
- (e) In order to ensure funding equitability among the grant recipients, the committee's report to Council will highlight relativity to the eligibility criteria and any additional District assistance the organizations receive, (i.e. permissive tax exemptions, use of District buildings, etc.).
- (f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

## **2. Eligibility Criteria**

(a) Organization's Mandate:

Primarily must support a service or program that otherwise would likely be offered by the District. Staff Liaisons will be appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the District. The organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization's Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

(b) Organization Eligibility:

- i. the organization must be registered as a not-for-profit incorporated society in British Columbia or a Community Contribution Company (CCC);
- ii. the organization must offer their services within the District of Mission;
- iii. the general membership of the organization must consist of at least 50% of Mission's residents;
- iv. the organization must be able to demonstrate that they are able to match the District's contributions in either other donation dollars or in-kind services; and
- v. the organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization's Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

## **3. Payment of Grant Funds**

Upon receipt of the signed Municipal Fee for Service Agreement, and subsequent Statements of Accountability that are due at the end of each calendar year, the District will provide funding to the organization in the January of each calendar year for the term of the agreement. Funding is contingent upon receipt of the organization's annual Statements of Accountability.

**4. Insurance Requirements**

The organization is required to obtain and keep in force liability insurance coverage of not less than two million dollars per occurrence, throughout the duration of the Fee for Service Agreement. The insurance policy must name the District of Mission as an additional insured.

**5. Duration of Funding and Agreements**

Fee for Service grants will normally be provided for a period of three years, with a two percent (2%) cost of living increase in years two and three. The two percent (2%) cost of living increase for subsequent funding years will be reviewed every fourth year, and may be adjusted based upon the Vancouver Consumer Price Index (VCPI).

First time recipient organizations will receive one-year funding, and may receive three-year funding thereafter.

**RECORD OF AMENDMENTS/REVIEW**

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
FIN.54(C)	Sept. 16, 2019				RC19/552