



## MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL  
June 14, 2021

**SUBJECT: SRFIN.21.23 Grant and Donation Policy**

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### RECOMMENDATION:

*Be It Resolved,*

- 1) That SRFIN.21.23 be received for information – Grant and Donation Policy, and
- 2) That direct Staff to prepare a By-Law to adopt the Grant and Donation Policy

Submitted by:

*Tracey Neifer*

Tracey Neifer  
Treasurer

Reviewed by:

*Sylvia Kirkwood*

Sylvia Kirkwood  
CAO

### BACKGROUND:

The municipality is currently working with three policies that address grants, donations, and waiver of fees. Based on a review of the existing policies, it has been identified that there are gaps in the policies and a benefit to streamlining the policies to ensure that there are clear guidelines and processes in place, with a correlation to the municipal budget cycle. The policy presented will replace:

- By-Law 31-2015 being a by-law to amend the Municipal Code (General Government Policies, Schedule A, General Government, Finance, Grants/Donations/Community Funding Policy)
- SRREC.17.03 Municipal Donations and Waiver of Fees Policies, January 23, 2017

## COMMENTS:

Management team worked collaboratively to ensure that the policy was comprehensive of the intention of previously adopted policies, current agreements in place, and the annual budgeting process. It is important to provide a fair and equitable process for the evaluation of requests and establish procedures that align with the preparation of the annual budget, while working to eliminate the in-year requests.

Grants, donations, and waiver of fees refers to both financial and non-financial support, with grants/donations being used interchangeably to refer to the financial contribution towards an event or initiative.

The existing policies established the following parameters:

- The financial commitments expressed under section:
  - 6 – Community Events
  - 8 – Enhancement of Parks and Roadside
  - 9 – Fall Fairs
  - 10 – Non-Municipal Community Centres
  - 11 – Schools Clean Up
  - 12 – Schools Commencement
  - 13 – Parades
  - 14 – Remembrance Day
  - 15 – Disaster Relief
  - 16 – Memorials
  - 17 – Firefighters
  - 18 – Employee's Christmas
- Donation Application Form
- Waiver of Fees Application Form
- Presentation of each application form to Council for approval within 90 days for being received.

The new policy has built upon the three policies with the following additions or improvements:

- Definitions, guidelines, and eligibility criteria.
- Types of Financial Assistance
  - To assist with requests for municipal contributions to community projects, the policy establishes a grant of 10% of the project budget to an upset limit of \$10,000. This is further discussed in Section 7 – Community Projects.
- Written request in the form of Schedule B – Application Form
  - Requests are due annually by October 1<sup>st</sup>

- Management will review and evaluate to ensure in compliance with the policy (Schedule C), the results will be included in the annual budget presentation to Council for consideration and approval.
- In-year requests will be filed for the next budget cycle.
- The reference to the Employee Christmas Party has been removed and will be considered as part of the Personnel Policy.
- Schedule D provides a summary of Financial Commitments that are currently in place for grants/donations and waiver of fees.
- Schedule E provides a summary of Financial Commitments that are currently in place through various Facility Rental Agreements, as the terms include the waiver of fees.
- Schedule F is a formal agreement for a non-interest-bearing loan for the purpose of projects that enhance the community.

**FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

The adoption of the policy does not have any direct financial implications at this time. There are, however, financial commitments in place that have been provided for in the policy, Schedules D and E. Based on a review of the past five years, grants/donations and fee waivers have been expensed and tracked in an account specific to projects/donations approved by Council. The following chart reflects the amounts from 2016 to 2020 and year-to-date for 2021, also noting the portion of the expense attributed to waived rental fees vs. other categories. Other is reflective of items noted in Schedule D and some of the components in Schedule E.

| Year                  | Expense          | Waived Rental Fees | Other            |
|-----------------------|------------------|--------------------|------------------|
| 2016                  | \$ 29,360        | \$ 11,324          | \$ 18,036        |
| 2017                  | \$ 28,979        | \$ 14,445          | \$ 14,534        |
| 2018                  | \$ 28,990        | \$ 15,013          | \$ 13,977        |
| 2019                  | \$ 26,627        | \$ 13,952          | \$ 12,675        |
| 2020                  | \$ 15,352        | \$ 4,137           | \$ 11,215        |
| 2021                  | \$ 4,000         |                    | \$ 4,000         |
| <b>4 Year Average</b> | <b>\$ 28,489</b> | <b>\$ 13,684</b>   | <b>\$ 14,806</b> |
|                       |                  | 48.0%              | 52.0%            |

Based on the review completed, the expenses recorded do not capture the full intent of commitments that are in place, as noted in Schedule E. A more detailed review would be required to fully quantify what has and has not been captured. For example, the reduced ice rates historically have not been recorded, but they do represent a “cost” to the municipality.

The change in procedure, requiring annual submission by October 1<sup>st</sup> annually, will contribute to a fair and equitable process with all applications being reviewed and presented with the annual budget. The approval of monetary grants and donations, and in-kind donations will ensure fiscal responsibility and decisions made within the parameters of the budget and will provide the added efficiency with applications not being received through out the year.

## **CONCLUSION:**

The adoption of the Grant and Donation Policy provides clear definition and guidelines for staff, applicants and Council. The structure of the policy provides for the quantification of both monetary and in-kind donations.

## **Appendices:**

Appendix A – Grant and Donations Policy

Appendix B – By-law to adopt Grant and Donations Policy