

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> April 20, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Corporate Officer
<b>Re: Approval of Policy No. 59CN – Community Support</b>	
<b>Recommendations:</b> <ol style="list-style-type: none"><li>1. THAT Council approve Policy No. 59CN as presented.</li><li>2. THAT Council repeal Policy No. 5 – Council Grant-in-Aid Individual &amp; Organizations</li><li>3. THAT Council repeal Policy No. 6 – Annual Conditional Grant</li><li>4. THAT Council repeal Policy No. 7 – Annual Un-Conditional Grant</li><li>5. THAT Council repeal Policy No. 32 – Partnerships with Non-Profit Organizations</li></ol>	

### Purpose

To present Draft Policy No. 59CN – Community Support Policy for Council’s consideration and adoption, consolidating and modernizing the District’s approach to community funding, support, and partnerships.

### Background

The District currently administers community support funding through multiple policies, including:

- Policy No. 5 – Grants in Aid
- Policy No. 6 – Annual Conditional Grant
- Policy No. 7 – Annual Unconditional Grant
- Policy No. 32 – Partnerships with Non-Profit Organizations

These policies were developed at different times and reflect varying processes, application timelines, and administrative requirements. In practice, aspects of these policies have evolved over time to better meet the needs of both the District and local non-profit organizations. Draft Policy No. 59CN has been developed to consolidate these policies into a single, comprehensive framework that reflects current practices, improves administrative efficiency, and provides clearer direction for applicants, Council and Staff.

### Summary

Draft Policy No. 59CN establishes a modernized and streamlined framework for community support. Key highlights include:

## **Consolidation of Existing Policies**

- Combines multiple legacy policies into one cohesive document;
- Aligns funding processes, eligibility, and expectations across all support types;
- Eliminates duplication and inconsistencies between policies.

## **Updated Funding Framework**

The policy introduces three primary funding streams:

- Fee for Service Agreements (structured, deliverable-based funding i.e.. BCoC, BRFS);
- One-Time Annual Grants (limited funding for smaller requests);
- Community Event Support and Sponsorships (financial and in-kind).

## **Streamlined One-Time Grant Process**

The one-time grant process has been simplified to:

- Reflect how the process has been administered in practice;
- Reduce administrative burden on applicants, Staff and Council;
- Better support local non-profits, many of whom operate with limited capacity and resources.

Unlike the previous Policy No. 5 process, which required monthly intake deadlines, extensive documentation, and in-camera review cycles (*which historically hasn't been the actual practice of Council due to its over-complicated burden*), the new formalized approach recommended:

- Establishes a single annual intake deadline;
- Standardizes submission requirements;
- Allows Council to review applications collectively following the budget process.

This approach is intended to make the process more accessible and less cumbersome for already over-stretched non-profit organizations in the community and for Council to best allocate available funds by assessing the pool of applications collectively.

## **Annual Budget Allocation Approach**

The policy formalizes a budgeting approach where Council sets a single annual allocation for:

- One-time grants\* with a deadline for applications of April 30; and
- Event advertising sponsorships\*.

*\*An organization is only eligible for one of the two funding models above in a calendar year.*

The reason the One-time Annual Grant model includes a deadline (April 30) and the Event Advertising Sponsorship model does not, is two-fold:

- a. The one-time annual grant model is most commonly requested as the awarded funds can be used by the applicant for operations or other special projects outlined in the application.

- b. The Event Advertising Sponsorship model is specifically for an event being hosted in the community that the host is seeking funding support through advertising sponsorship; usually via the availability of advertising space in an event program or signage. These hosts may not receive relative approvals from umbrella organizations to host an event in the timeframe that would work with a specific deadline.

While an applicant may submit an Event Advertising Sponsorship application after the April 30th deadline of the One-Time Grant model, it would be prudent for the event host to meet that deadline for their submission if possible, as there is no way of knowing if the number of one-time grant submissions received by the deadline meet or exceed the annual budget established in the approved, annual Council budget.

For example: If Council allocates \$6,000 annually in the budget, and Council approves \$4,000 in one-time grant funding after that April 30<sup>th</sup> deadline, then \$2,000 remains available for any event advertising sponsorship requests made throughout the remainder of the year.

Conversely, if the full \$6,000 is allocated by Council through one-time grants, then no funding would remain available for event advertising sponsorships for that calendar year.

This approach improves transparency, ensures fiscal control, and provides clarity for both Council and applicants regarding available funding throughout the year. Staff will keep a record of all applications received and considered under this budget line-item, including a running total of any remaining funds in a calendar year.

### **Expanded Non-Monetary and Administrative Support**

The policy formalizes current practices:

- Staff authority to provide letters of support;
- Assistance with grant applications if possible (without completing submissions on behalf of organizations);
- Structured Non-Profit Organization (NPO) partnership agreements for flow-through funding (currently authorized via Policy No. 32).
- Ability for an individual or business to request, through Council, the issuance of a Tax Receipt for donations over the amount of \$500 to an NPO within an active agreement.

### **Community Recognition**

The policy introduces formalized direction for *Volunteer/Community Contribution* recognition and *Citizen Milestone* recognition.

Historically, the District has provided approximately 10 *Volunteer Appreciation* Certificates, 12 *Volunteer Recognition* Letters to students, 14 *Individual Milestone/Congratulatory* Certificates (birthdays, anniversaries, school contest wins etc.), 5 *Business/Organization Milestone* Certificates, 2 *Exemplary Service Provided to the Community* Certificates (i.e. Big Bark Falling, BC Wildfire) 2 *Centenarian* Certificates, and a number of Council/Staff term recognition certificates.

## Events

The policy introduces formalized direction for District-supported events, in-kind contributions and Event Advertising Sponsorship limits and processes.

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## Benefits or Impact

### General

- Simplifies and modernizes community support processes;
- Reduces administrative burden on non-profit organizations;
- Provides clarity, consistency, and transparency in funding decisions;
- Aligns policy with current operational practices.

### Finances

There is no significant budgetary impact associated with adopting this policy, with the exception of \$1,000 annually for Barriere Secondary School scholarships (two \$500 scholarships), which will be incorporated into each annual budget.

It should be noted that there is no guarantee that scholarship applications will be received in a given year. It would be recommended that any unallocated scholarship funds be returned to General Surplus at year-end.

### Strategic Impact

Priority #4: General Governance and Community Engagement

- ✓ Supports community organizations and local initiatives;
- ✓ Enhances transparency and accessibility of District support programs;
- ✓ Strengthens partnerships between the District and community groups.

Goal #4: a. Create a Policy that includes external opportunities for community support, including Scholarships for Grads, Volunteer of the Year, Freedom of the Municipality, etc.

### Risk Assessment

Compliance: The policy aligns with the Community Charter and supports Council's authority to provide assistance to community organizations.

Risk Impact: Low

Internal Control Process:

- Annual budget allocations ensure financial oversight;
- Council retains discretion over all funding approvals;
- Clear eligibility and process requirements reduce ambiguity and risk.

### Next Steps / Communication

- Upon adoption, Policy No. 59CN will be added to the Council Policy Manual;
  - Policies No. 5, 6, 7, and 32 will be repealed;
  - Staff will update application forms and administrative procedures to align with the new policy;
  - Communication will be provided to local organizations outlining the updated process and timelines.
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### **Attachments**

- DRAFT – Policy No. 59CN – Community Support Policy
- Policies No. 5, 6, 7 and 32

### **Recommendations**

1. **THAT Council approve Policy No. 59CN as presented.**
2. **THAT Council repeal Policy No. 5 – Council Grant-in-Aid Individual & Organizations**
3. **THAT Council repeal Policy No. 6 – Annual Conditional Grant**
4. **THAT Council repeal Policy No. 7 – Annual Un-Conditional Grant**
5. **THAT Council repeal Policy No. 32 – Partnerships with Non-Profit Organizations**

### **Alternative Options**

1. Council may choose not to adopt the proposed policy;
2. Council may direct Staff to revise the policy and bring it back for reconsideration;
3. Council may adopt the policy with amendments.

Prepared by:

T. Buchanan, Corporate Officer

Reviewed by:

D. Drexler, CAO



# DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: **DRAFT**  
Amended Date: N/A

**DRAFT NO: 59CN**  
**SECTION: Finance**  
**SUBJECT: COMMUNITY SUPPORT POLICY**

## **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 District of Barriere. 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 District in a particular fiscal period.

## **Definitions**

**District:** Means the District of Barriere

**Staff:** Means the Chief Administrative Officer (CAO) or designate.

## **Policy Statements**

### **1. BSS Scholarships**

- a. Council will provide two scholarships of \$500.00 each, annually, for two students graduating from Barriere Secondary School (BSS).
- b. The student recipients must reside within the BSS catchment area.
- 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, Public Administration, or Public Utility training.
- d. Selection of the recipients will be made by the BSS Scholarship Committee.
- e. Scholarship awards will be formally presented by the Mayor or Deputy Mayor.

## 2. Non-Monetary District 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 – District 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 District 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 District Staff at a minimum two weeks, in advance, to provide their support letter.

## 3. District Support Funding Options

- a. 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 District's Financial Plan for some or all of the following funding components:

### i) 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 predetermined 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 District's budgeting process, by presenting their business case for the requested funding amount.

These requests must be received prior to December 31 each year. Council will consider all applications during Council's annual budgeting process. All requests must include:

- an outline detailing the benefits to the community that the organization provides.

- other funding sources, such as, but not limited to, the Thompson Nicola Regional District.
- 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 any previous funds received from the District have been used in the past year.
- what the deliverables are for the upcoming year and what the funds from the District would be used for.
- organizations requesting operating grants (fee-for-service agreements) in excess of \$10,000 (including in-kind support) will be required to provide a review of their finances at a public Council Meeting.

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

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

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

#### ii) One-time, Annual Grant Award

Council may determine to provide funding to an organization who is not able to provide a fee for service. Funding provided via a One-time, Annual award will be limited to one annual grant up to a maximum of \$500.00.

These requests must be received in writing in a format approved by the District prior to April 30 each year. Council will consider all applications in May after Council's annual budgeting process. All requests must include:

- an outline detailing the benefits to the community that the organization provides.
- other funding sources, such as, but not limited to, the Thompson Nicola Regional District.
- an annual financial summary of the organization.
- how any previous funds received from the District have been used in the past year.
- what the deliverables are for the upcoming year and what the funds from the District would be used for.

It is Council's prerogative to accept or reject any grant requests. An annual grant as outlined in this section is not available to organizations who have received funding from the District through *Fee for Service Agreements* or *Event Advertising Sponsorship* support provisions provided via this policy within a calendar year.

#### 4. Community Event Funding

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

##### a. In-Kind Services

The Community Events funding program includes both in-kind District 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 District assistance for and during an event, and also by use of District equipment and supplies, such as solid waste collection, 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: North Thompson Fall Fair, Grad Parade, Moonlight Movie, Community Christmas Dinner, etc.).

In order to protect the assets of the District that may be distributed and requested by various groups and organizations without the supervision of a District employee, a refundable deposit may be required by the District. The amount of the deposit will be determined by Staff, contingent to those assets which are lent out.

Acknowledgement of District of Barriere support at the event and within event promotion must be clearly displayed using the official District of Barriere logo.

##### b. District 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 District funded sponsorships in addition to reviewing and discussing future events and activities in which Council may wish the District to participate.

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

c. Event Host

Outside of the Barriere Rec Committee, 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 District 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 District, 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 District's budgeting process commencing in the fall of each year.

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

For-profit organizations are not eligible to receive monetary or in-kind contribution from the District of Barriere.

d. Volunteer Appreciation

- i) Organizations may request, in writing, a Certificate of Appreciation from the District, signed by the Mayor, to a Volunteer in recognition for volunteer services provided to the community through the organization. One request per organization, per calendar year is permitted.

At the District's discretion, Certificate of Appreciation Awards will be formally presented during a Regular Council Meeting or during a District sanctioned event. Alternatively, organizations may request that the Certificate of Appreciation be formally presented by the Mayor to the Volunteer at an event of the organization, subject to Mayor or Deputy Mayor availability.

- ii) At their discretion, District staff may choose to award a Certificate and/or Letter of Appreciation from the District, signed by the Mayor, to a Volunteer serving the District of Barriere. Certificates and Letters awarded under this subsection, may only be presented informally through Staff or the Mayor.
- iii) Photographs taken by District staff of the formal presentation, may be provided to the local newspaper for potential publication. Photographs may also be published by the District in Annual Reporting and on the District's website.

e. Citizen Recognition

- i) Residents my request, in writing, a Recognition Certificate from the District, signed by the Mayor, to a citizen in recognition of milestone events such as (for example):
- A birthday milestone (50, 75, 100 or another special birthday number);
  - Retirement after 20 or more years of service;
  - An athletic, artistic, career or academic accomplishment;
  - A 25th or later wedding anniversary;

At the District's discretion, Recognition Certificates will be formally presented during a Regular Council Meeting or otherwise delivered to the person(s) making the request or awarded citizen.

- ii) At the District's discretion, Council may choose to award a Recognition Certificate to a citizen, business or organization who/that has made a significant contribution to the community.

At the District's discretion, Recognition Certificates will be formally presented during a Regular Council Meeting or at a District sanctioned event.

- iii) Photographs taken by District staff of any formal presentation, may be provided to the local newspaper for potential publication. Photographs may also be published by the District in Annual Report and on the District's website.

f. Canada Day, Family Fun Night, Music & Movies in the Park, Summer Block Party, etc. (District Sponsored Events)

The District, through the Rec Committee, is the primary sponsor of Canada Day, Family Fun Night, Music & Movie in the Park, and Summer Block Party activities. To host these events at the approved budget levels, Staff may utilize external resources such as, but not limited to, the North Thompson Activity Centre Society, the Barriere and Area Chamber of Commerce, Community Futures, other benefactors, and/or contractors to deliver the event.

g. Event Advertising Sponsorship

Staff may support external events through advertising via annual budgetary amount set by Council for such support. Examples include, but are not limited to, event and program booklets, banners, social media advertising, and newspaper support for Community events.

Maximum advertising sponsorship expense for each individual event must not exceed \$500.00 without authorization through separate resolution of Council.

Once the annual budgetary amount is depleted, no additional applications for advertising sponsorship shall be considered until the next calendar year.

## 5. Flow-Through Support for Non-Profit Organizations

- i) Non-profit organizations (NPO) may request assistance in acquiring grant funding from various organizations that require donees to either be a registered charitable society or have an established, structured arrangement with a registered charity as defined by Canada Revenue Agency. 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.
- The District's Finance Officer, CAO or Corporate Officer (or their Deputies) are, upon written request from a NPO for assistance in acquiring grant funding as a donee, authorized to enter into a Partnership Agreement with the NPO in a format approved by Staff.
  - The structured Partnership Agreement requires that the donee complete all required provisions such as reporting under the grant funding requirements of the donating organization.
  - The District also requires copies of all reports, invoices and payments for record purposes.
- ii) Tax Receipts for Donations

By written request, and subject to Council approval, donations received by private individuals and/or businesses to an NPO under a structured Partnership Agreement with the District, may receive a tax receipt for cash or in-kind donations exceeding \$500.00. Only one tax receipt will be provided to a donee per calendar year.

## 6. Additional Requirements

- a. Programs, activities, and events must not offer direct financial assistance to businesses, individuals or families.
- b. As part of any District's contribution, financial or in-kind, requires recognition using the District's branding as a supporter of the event or program.



# DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

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Approval Date: March 3, 2008

**NO: 5**  
**SECTION: FINANCE**  
**SUBJECT: GRANTS IN AID: ORGANIZATIONS/INDIVIDUAL**

The District of Barriere provides Grant-in-Aid funding in order to assist non-profit societies/organizations that provide a community benefit. Funding is not guaranteed from year to year to encourage organization to work toward financial independence.

A Grant-in-Aid may also be given to a group or individual that will be representing the community at a provincial or national level event.

Each year, as part of the budget process, Council will establish a maximum amount for Grant-in-Aid funding for the year's budget. No single Grant-in-Aid will exceed the amount of \$500 (five hundred dollars). No single Grant-in-Aid will exceed 25% of the proposed budget for the event.

Applications will be considered by Council at an In-Camera meeting each month. On or before the first Monday of each month, applications will be accepted for Grant-in-Aid funding. Applications arriving after the first Monday will not be considered by Council until the next month's In-Camera meeting. Applications will be considered from non-profit societies and organizations as well as individuals.

The attached application form is to be used and accompanied by the required additional documentation listed below:

- Latest financial statement
- Budget summary
- Project budget
- Annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be reviewed by Council.

Staff will prepare a summary report for each of the applications received, confirming eligibility requirements. This report will be attached to the applications and the applications sorted according to the categories listed below. Staff will prepare a report, category by category, listing the society/organization name and the amount applied for.

Grant-In-Aid Categories are:

- Arts and Culture
- Sports and Recreation
- Museums and Heritage

- Social, Educational, Environmental and Other

Preferences given to the following:

- Requests from an individual or group/team that has earned the right to represent Barriere at a provincial or national competition;
- Requests for one time only start up costs for new programs;
- Requests for one time events that have a benefit to the community;
- Requests that show initiative to work toward financial independence;
- Requests for operating costs for societies/organizations without the ability to become self supporting;
- Requests from societies/organizations showing a significant benefit to the community (as per the following criteria):
- Societies/organizations that promote volunteer participation and citizens involvement;
- Societies/organizations that use new approaches and techniques in the solution of the community needs;
- Societies/organizations whose activities/programs are accessible to a large portion of the community's residents;
- Societies/organizations that exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or events.

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

All successful applicants must notify the District in writing, once the grant monies have been spent, and provide details on how the money was used.

The District of Barriere will be jointly responsible for updating and recommending changes and additions to the Policy for Council's input and approval. The District of Barriere will process the application and monitor activities of the Proponent.

Applications are available at the District of Barriere Municipal Office. All applications will be reviewed by the District of Barriere and referred to the Council for review and approvals.

Distribution:

- Copies included in the Policy Manuals at the Municipal Hall.
- Mayor and Council Members.
- Appropriate Committees.

**DISTRICT OF BARRIERE**  
**Grant Application – Organizations**

Organization Official Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Briefly describe your organizations purpose:

Briefly describe how the requested grant money will be used:

What amount of Grant-in-Aid is being requested? \$ \_\_\_\_\_  
(Maximum \$500 per application)

Total organization operating budget for current year \$ \_\_\_\_\_

Total budget for project the grant is being applied for \$ \_\_\_\_\_

Did you receive a Grant-in-Aid last year Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, what was the amount of the grant? \$ \_\_\_\_\_

Attachments: Please provide the following to your application (if available):

**Financial Statement, Current Year Budget, Project Budget**

*Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.*

INTERNAL OFFICE USE:      Approved                      Amount Approved: \_\_\_\_\_  
   Denied





# DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Page 1 of 1  
Approval Date: March 3, 2008

**NO: 6**  
**SECTION: FINANCE**  
**SUBJECT: ANNUAL CONDITIONAL GRANT POLICY**

The District of Barriere provides Annual Conditional Grant funding in order to assist non-profit societies/organizations that provide a community benefit. Funding is guaranteed from year to year to provide organizations with consistency for budgeting purposes. Funding is conditional in that it is provided for a particular purpose. If an organization receives an Annual Conditional Grant they will not be eligible for a grant in aid under any other Grant Policy.

A funding agreement will be signed by a person authorized by the organization and the District of Barriere which will detail the extent and the purpose of the grant. Annual Conditional Grant agreements will be renewable based on the terms of the signed agreement.

Any organization that wishes to apply to receive an Annual Conditional Grant must do so before September 30<sup>th</sup> of each year proceeding the first year of the grant. Council will consider Annual Conditional Grant applications during the normal budget process.

Annual grants will automatically become part of the Financial Plan as long as a valid agreement is in place.

The District of Barriere will be jointly responsible for updating and recommending changes and additions to the Policy for Council's input and approval. The District of Barriere will process the applications and monitor activities of the Proponent.

Applications are available at the District of Barriere Municipal Office. All applications will be reviewed by the District of Barriere and referred to Council for review and approvals.

**Distribution:** -Copies included in the Policy Manuals at the Municipal Hall  
-Mayor and Council Members



# DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Page 1 of 1

Approval Date: December 17, 2007

**NO: 7**  
**SECTION: FINANCE**  
**SUBJECT: ANNUAL UNCONDITIONAL GRANT POLICY**

The District of Barriere provides Annual Unconditional Grant funding in order to assist non-profit societies/organizations that provide a community benefit. Funding may be used for whatever purpose the receiving organization wishes to use it for. Funding is guaranteed from year to year to provide organizations with consistency for budgeting purposes. If an organization receives an Annual Unconditional Grant they will not be eligible for a grant in aid under another Grant Policy.

A funding agreement will be signed by a person authorized by the organization and the District of Barriere which will detail the extent and the purpose of the grant. Annual Unconditional Grant agreements will be renewable every five years.

Any organization that wishes to apply to receive an Annual Unconditional Grant must do so before September 30<sup>th</sup> of the year proceeding the first year of the grant. Council will consider Annual Unconditional Grant applications during the normal budget process.

Annual Grants will automatically become part of the Financial Plan as long as a valid agreement is in place.

The District of Barriere will be jointly responsible for updating and recommending changes and additions to the Policy for Council's input and approval. The District of Barriere will process the applications and monitor activities of the Proponent.

Applications are available at the District of Barriere Municipal Office. All applications will be reviewed by the District of Barriere and referred to Council for review and approvals.

**Distribution:** -Copies included in the Policy Manuals at the Municipal Hall  
-Mayor and Council Members.



# DISTRICT OF BARRIERE

## COUNCIL POLICY MANUAL

Approval Date: December 7, 2015

**NO: 32**

**DEPARTMENT: FINANCE**

**SUBJECT: PARTNERSHIPS WITH NON-PROFIT ORGANIZATIONS**

### 1.0 Purpose

- The purpose of this policy is to provide an opportunity for non-profit organizations to request assistance in acquiring grant funding from various organizations that require donees to either be a registered charitable society or have an established, structured arrangement with a registered charity as defined by Canada Revenue Agency.

### 2.0 Definitions

- **District** means District of Barriere
- **Donee** means the non-profit organization requesting assistance from the District in order to obtain grant funding.
- A non-profit organization (**NPO**) is a club, society, or association that's organized and operated solely for:
  - social welfare
  - civic improvement
  - pleasure or recreation
  - any other purpose except profit

### 3.0 Policy

- The District's Finance Officer, CAO or Corporate Officer (or his/her Deputies) are, upon written request from a NPO for assistance in acquiring grant funding as a donee, authorized to enter into a Partnership Agreement with the NPO.
- The structured Partnership Agreement requires that the donee complete all required provisions such as reporting under the grant funding requirements of the donating organization.
- The District also requires copies of all reports, invoices and payments for record purposes.