



TOWN OF BONNYVILLE

STAFF REPORT

TITLE: Policy No. 24-FN-098 – Recreational/Cultural Operating Program Policy

MEETING DATE: August 20, 2024

EXECUTIVE SUMMARY: As previously stated in prior Staff Reports, Policy No. 22-FN-083 is the governing Sponsorships and Donations policy, but due to the number of requests received, the different activities the funding is being requested for and the varying dollar amounts of the requests, Council has directed Administration to investigate possible amendments that can be incorporated into a policy for approval to streamline the request process.

At the April 23rd, 2024, Governance and Priorities meeting, Administration presented seven grant programs from Lac La Biche County that encompassed all the criteria Council would like to see incorporated into a policy for various funding requests submitted to the Town. Attached is draft Policy No. 24-FN-098, the Recreational/Cultural Operating Program Policy. The intent is that this Policy become effective for the 2025 budget year.

BACKGROUND: Policy No. 24-FN-098 was drafted with the intent of supporting reoccurring and presently existing operating expenses of Recreational and Cultural Organizations. This funding should be focused on supporting facility operating costs and other programming operating costs of these organizations as it relates to their operations. Consideration for funding will include facility expenses up to 100% of the total costs, and other programming expenses up to 30% of their total costs. Funding approvals will be based on the organizations projected revenues, expenses and reserve funds (if not earmarked for other projects, etc.).

Funding applications under this program are due by August 31st of each year. The policy as drafted, stipulates that all applications are directed to Administration who will submit recommendations to Council during budget deliberations. Council will approve all funding amounts.

Draft Policy No. 24-FN-098 includes an application form, program guidelines, project budget form, accountability reporting, and grant agreement.

ALTERNATIVES: The Governance and Priorities Committee may consider the following alternatives:

1. Direct Administration to prepare amendments as recommended by the Committee to the draft policy presented and submit to Council for approval at the August 27th Council meeting.
2. Accept as information only.

RECOMMENDED ACTION: Administration recommends that the Governance and Priorities Committee direct Administration to prepare a Request for Decision for Policy No. 24-FN-098 and present to Council at the August 27th Council meeting for approval.

BUDGET IMPLICATIONS: (Yes or No): Yes – Budget 2025 going forward.

ATTACHMENTS: Draft Policy No. 24-FN-098, Application Form, Program Guidelines, Project Budget Form, Accountability Form, and Grant Agreement Template

SUBMITTED BY: Renee Stoyles, General Manager of Corporate Services