



Bonnyville

# TOWN OF BONNYVILLE

## STAFF REPORT

**TITLE:** Policy No. 24-FN-101 – Ad Hoc Requests Policy

**MEETING DATE:** August 20, 2024

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**EXECUTIVE SUMMARY:** Currently, Policy No. 22-FN-083 is the governing Sponsorships and Donations policy, but over the past few months Administration has drafted new funding/grant policies for Council's consideration.

**BACKGROUND:** The following new policies have been drafted for approval by Council for funding requests received by the Town:

1. Capital Projects Assistance Grant;
2. Event Grant Program;
3. Community Development Grant Program;
4. Recreational/Cultural Operating Program;
5. Sporting Event Attendance Funding; and
6. Event Sponsorships and Donations.

As the above covered the majority of funding requests received by the Town, they did not encompass all. As such, Administration has drafted Policy No. 24-FN-101 – Ad Hoc Requests Policy. This policy will include requests for funding that do not fit under any of the above funding policies. Past funding recipients would have included the Chamber for their Recognition Wall, Chamber for their Operating Grant and Community Futures for the Beautification Grant.

Funding applications under this program that are less than \$1,000 can be submitted anytime but applications more than \$1,000 must be submitted by August 31<sup>st</sup> of the year prior to when the funding is requested for. The policy as drafted, provides Administration the ability to approve funding requests if the amount is less than or equal to \$1,000 and to submit applications more than \$1,000 to Council for consideration. Administration will provide Council with a list of all approvals on a monthly basis.

Draft Policy No. 24-FN-101 includes an application form, budget form and accountability reporting. For larger requests that are approved, organizations will be required to enter into an agreement with the Town outlining the terms and conditions of funding.

**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 27<sup>th</sup> Council meeting.
2. Accept as information only.

**RECOMMENDED ACTION:** THAT the Governance and Priorities Committee direct Administration to prepare a Request for Decision for Policy No. 24-FN-101 and present to Council at the August 27<sup>th</sup> Council meeting for approval.

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

**ATTACHMENTS:** Draft Policy No. 24-FN-101, Application Form, Budget Form and Accountability Form.

**SUBMITTED BY:** Renee Stoyles, General Manager of Corporate Services