

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: August 21, 2024

Submitted By: Administration

Meeting Date: August 27, 2024

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

BACKGROUND: At the August 20th Governance and Priorities Committee Meeting, draft Policy No. 24-FN-101, the Ad Hoc Requests Policy was presented for comments and review. Recommendations from that meeting have been included in this draft of the Policy being presented this evening.

OTHER COMMENTS: This Policy has been created to streamline the funding requests that are being received. Funding under this program is designed for requests that do not fit under any other Town Grant Program. Previous recipients of this type of funding would have been the Chamber for their Operating Grant and Recognition Wall Sponsorship and Community Futures for the Beautification Grant. Annually, Council may set aside funding for this program based on prior year requests as well as requests received for amounts of \$1,000 which are due by August 31st prior to the year the funds are being requested for.

Applications under this program for funding less than \$1,000 are due throughout the year, whereas applications for funding in excess of \$1,000 must be submitted by August 31st of the year prior to when the funding is being requested for. The policy stipulates that all applications are directed to Administration who can approve funding up to the \$1,000 level. All requests over this amount will be forward to Council for consideration. A detailed report of all funding recipients will be provided to Council on a monthly basis.

Policy No. 24-FN-101 includes an application form, program guidelines, budget template for requests over \$1,000 and an accountability form. This policy would become effective January 1st, 2025.

REPORT/DOCUMENT: Attached Available NIL

1. Policy No. 24-FN-101 – Ad Hoc Request Policy
2. Program Guidelines
3. Application Form
4. Budget Template for Requests over \$1,000
5. Accountability Form

DESIRED OUTCOMES: That Council approve Policy No. 24-FN-101 the Ad Hoc Requests Policy.

OPTIONS:

1. Approve Policy No. 24-FN-101.
2. Amend Policy No. 24-FN-101 and approve.
3. Do not approve Policy No. 24-FN-101.

RELEVANCE TO STRATEGIC PLAN:



**Communications
Strategy**



**Economic
Growth**



**Recreation &
Wellness**



**Service
Excellence**



**Value Added
Services**

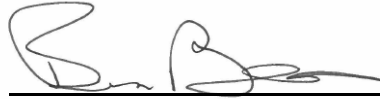
RECOMMENDATION: THAT Council approve Policy No. 24-FN-101 - Ad Hoc Requests Policy.

IMPLICATIONS OF RECOMMENDATION: If approved, Administration will ensure this policy is available in the fall for requests after of January 1st, 2025.

FINANCIAL: A budget amount for this policy based on requests from prior years as well as requests received by August 31st, will be included for Council consideration for the 2025 budget year.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer