

## CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

***Amendment June 9/03 Res #03-0599 Section 2.3 and 2.4/ Amend. Jan 24/06 Res#06-0167  
Amend. May 11/15 Res. 15-0263 Sec. 2.3 replaced in its entirety***

### 2.3 GRANTS

#### 2.3.1 BACKGROUND

Due to limited funds available to the City and in an effort to recognize the potential for senior government 'downloading', Council appointed a task force in 2005 to review best practices and maximize effectiveness in providing grants-in-aid according to the economic conditions of the day. Research from other similar sized municipalities showed that whilst recreation and sports facilities are usually directly operated by local government and social services are governed by other levels of government, arts and cultural facilities and programs are operated by non-profit organizations and therefore require further municipal funding.

#### 2.3.2 PURPOSE

The Community Partnership Program is designed to support community arts and culture groups with the delivery of services and/or major events. These groups assist the City in fulfilling the principle objective of promoting a dynamic arts and cultural community, while promoting a positive community spirit in Campbell River. Grants are intended for arts and cultural organizations, but not for religious, sports or social service groups; nor for groups whose primary purpose is to educate through course work, and/or training, as distinct from those that educate through community outreach and programming. Exceptions include discretionary grants approved by Council as listed under Funding Category 3. Notwithstanding the above, facility rental subsidies are available to all community groups.

The purpose of the Community Partnership Committee is to assist Council in its decision making role by ensuring that Council receives thoughtful and comprehensive advice from a well represented group of individuals from the community with unique skills and knowledge specific to the mandate of this Committee.

The Committee's function shall be to make recommendations to Council on applications for grants-in-aid. Working in the best interests of all Campbell River residents, the Committee will explore ways that community partnership funding can best meet the needs of a growing community.

This policy will provide criteria for determining the appropriateness and suitability of grant-in-aid applications.

***Mar 19/18 Res.#18-0145***

The City of Campbell River will work toward an amount of 1.6% of its General Revenue Operating Budget, excluding debt and transfers to other funds and governments based on the previous year's budget, in support of eligible community groups. City loan guarantees are not included in the annual percentage.

### 2.3.3 FUNDING

Approval of all applications will be based on the City of Campbell River's ability to pay the requested funding.

A consultative process will be entered into to consider repairs, maintenance and long-term replacement or refurbishment of City owned facilities. Funding for this will be in addition to Community Partnership grants.

Council delegates to the Community Partnership Committee the authority to approve grants up to \$1000.

### 2.3.4 DEFINITIONS

**“Community Group”** - A registered non-profit society or charitable organization as defined by Canada Revenue Agency - in good standing.

**“Community Partnership Committee”** - Made up of 7 members of the community at large to be selected by Council. A staff liaison and two Council liaisons (all non-voting) will be appointed to this Committee. The Community Partnership Committee's terms of reference are established by bylaw.

### 2.3.5 ELIGIBILITY CRITERIA

A community group may apply for funding and/or subsidized rent if it and the event and/or service fit within the Grant Policy's purpose and comply with the following criteria:

- a. be a benefit to the whole community, or the greatest number of Campbell River residents as reasonably possible;
- b. provide a worthwhile service or facility to the community and not duplicate or compete with existing services or facilities;
- c. the community group must be based in Campbell River;
- d. the event must be open to all members of the public;
- e. demonstrate that every effort has been made to earn or acquire funding from other sources prior to applying for municipal assistance;
- f. applicants are expected to have greater than 50% of required funding coming from other sources;

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- g. with the exception of Funding Categories 1 and 5, demonstrate they will not create a dependency after the assistance ceases;
- h. the community group must be in compliance with and adhere to all bylaws and policies of the City of Campbell River.

A community group may not apply for assistance, or the application will not be accepted, if:

- a. it is for a for-profit organization;
- b. it is for an event that is/ or has been under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations;
- c. it is for a purpose which is disallowed by the *Community Charter*;
- d. it is for a purpose which, in the City's opinion, could expose the City to an unacceptable level of risk of liability;
- e. it is for an individual;
- f. it is to pay for City services, i.e. property taxes, development fees
- g. if the organization is currently receiving a permissive tax exemption, with the exception of City owned buildings.

### 2.3.6 CONDITIONS OF FUNDING

Community groups are expected to abide by the following funding conditions:

- a. funds must be used for the purpose for which they were requested. The City funds cannot be used to issue grants or to provide any type of financial assistance to other organizations;
- b. if the event is a fundraiser, it is run by a local not for profit group and 100% of money raised through the event stays in Campbell River;
- c. the applicant must acknowledge the support of the City of Campbell River in its promotional material related to the event, including banners and signs on site during the event;
- d. in the case that the event is not completed, the City of Campbell River reserves the right to request all or part of the funds returned.

### 2.3.7 FUNDING CATEGORIES

Inclusion in any category does not obligate or guarantee that funding will be forthcoming for a particular year.

Applications will be considered based on the following five (5) different types of funding categories:

#### **Category 1 – Core Operating Assistance**

- a. Community groups which provide ongoing services and which use city land and/or buildings and require ongoing long term funding.

**Mar 19/18 Res.#18-0143**

- b. Funding will be approved for a term of 1 to 5 years to match the duration of the organization's license of occupation. Organizations in this category must submit to the Community Partnership Committee a detailed financial plan to support the number of years of requested funding.
- c. Each Core Operating group will have a license of occupation with the City, which will match the duration of the approved grant and which will define their eligibility requirements.
- d. Costs for standard and special maintenance on City building(s) occupied by applicant needs to be included in the budget/funding request.

#### **Category 2 - Ongoing Event and/or Service**

- a. Community groups which provide for an ongoing major event and/or service.
- b. Funding will be reviewed and approved annually for a term of one year.

#### **Category 3 – Discretionary**

Organizations in this category are not affiliated with arts and culture but nevertheless provide a valuable contribution to the community as a whole which Council wishes to support. There are currently three (3) organizations receiving grants under this category as follows:

- a. Campbell River Citizens on Patrol,
- b. Campbell River Search and Rescue and
- c. Greenways Land Trust.

#### **Category 4 - One-off Special Event and/or Service and Travel Grants**

- a. Community groups which provide an infrequent "one-off" major event and/or service:

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- b. The City will only consider, on a case by case basis, requests for financial sponsorship of convention functions that are directly related to the Municipal Council or Municipal staff (e.g. Association of Vancouver Island Municipalities/Local Government Managers Association).
- c. This category would include travel grants for representatives of local organizations and where the individuals are attending provincial, national or international events and can be reasonably considered ambassadors of the City of Campbell River. Such grants will be paid only to the supporting organization.

### Category 5 – Recreation Facility Rental Subsidies

- a. Community groups which require the use of City facilities while hosting athletic, social or cultural events.

#### *Amendment Nov 2/15 Res.#15-0490 Section b and c*

- b. The available subsidy will cover no more than 50% of the rent to a maximum of \$1,000 based on the availability of facilities.
- c. A total of \$15,000 is set aside to fund events and/or services for Category (5).
- d. The Recreation Manager will provide a quarterly report on subsidized rent applications/approvals to the General Manager of Parks Recreation and Culture and will provide an annual report to the Community Partnership Committee.
- e. The applicant is responsible for ensuring that the space/facility required has been reserved for the required times.

### 2.3.8 APPLICATION PROCESS AND REQUIREMENTS

The application process and requirements for grant applications will be determined by the Community Partnership Committee and will form part of the application package. The Committee will review application requirements on an annual basis.

### 2.3.9 EVALUATION OF APPLICATIONS

Applications for funding of all categories will be judged on the following merits:

- a. The Organization's goals, objectives and activities, and how closely they are aligned with the City's goals, and objectives within the purpose of Council's Grant Policy
- b. The service the organization provides to the community
- c. Demonstrated need for financial assistance

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- d. The benefits to the community as a result of the assistance
- e. The degree of community/volunteer support
- f. Demonstrated level of effective performance in previous year(s), if applicable
- g. Other features which may be deemed to be relevant

With the exception of Category 5 organizations (Facility Rental Grants) review and evaluation will be done by the Community Partnership Committee.

### 2.3.10 MISCELLANEOUS GRANTS OUTSIDE OF THE COMMUNITY PARTNERSHIP GRANTS

***Amended Oct 16/12 Res #12-0347, Amended May 11/15 Res #15-0268 Sec c. added***

- a. The Royal Canadian Legion is authorized use of the Campbell River Community Centre for up to four hours free of charge on November 11 of each year for the purpose of Remembrance Day activities and that the operating cost of this in-kind contribution, be taken from Council Contingency.
- b. Consideration may be given to reduce Transit fees for student group fares for those persons associated with non-profit community activities.
- c. Council, upon written request, may provide an annual grant not exceeding \$10,000 to the following community groups for the purposes of beautification, public art and public amenities by way of a partnering agreement:
  - i. Campbellton Neighbourhood Association
  - ii. Downtown "Heart of the City" Business Improvement Area Association
  - iii. Pier Street Association
  - iv. Willow Point Business Improvement Area Society

Funding requests must include the following information:

- v. Detailed description of the work to be completed
- vi. Proposed budget
- vii. Funding request
- viii. Report on use of the previous year's grant (if applicable)

Following approval of the partnering agreement, the community group shall undertake the work and then submit an invoice to the City who will reimburse the community group after it has confirmed that the works have been completed as agreed.

*Deleted Jan. 24-06 Res #06-0167 Sec. 2.4*

## 2.4 GRANTS-IN-AID FOR RECREATION FACILITY RENTALS

## 2.5 CITY DAMAGE REWARDS

The City will provide rewards for information leading to the conviction of a person or persons found guilty of vandalism or theft of public property to a maximum of \$1,000.00.

## 2.6 TAXATION

*Oct 2/06 Res #06-0683, Jun 25-13 Res #13-0268, Jan 25-16 Res #16-0018,*

### 2.6.1 PERMISSIVE PROPERTY TAX EXEMPTIONS

#### 2.6.1.1 PURPOSE

Permissive tax exemptions are designed to support non-profit community groups that add to Campbell River's quality of life by delivering economic, social and cultural programs and which, under ordinary circumstances, would be subject to property tax.

The Province of British Columbia has enacted sections 220 and 224 of the Community Charter which govern exemptions from property taxation. Section 220 of the Community Charter deals exclusively with statutory exemption granted by the Province for which the City has no control over. Organizations such as hospitals, schools, and places of religious worship are statutorily exempt from property taxation, and the City has no discretion to provide or withdraw a statutory tax exemption.

Section 224 of the Community Charter provides the means for the City to permissively exempt certain qualifying organizations from property taxation. This policy provides the basis for review of applications for these permissive exemptions.

The Community Partnership Committee will review all eligible applications for tax exemption and make recommendations to Council. Recommendations may include a full, partial, or no exemption.

Emphasis will be given to facilities that provide services that may otherwise be expected to be provided by the City. Care must be taken to ensure that when a non-profit service is offered that competes with a licensed business that the non-profit service targets a sector of the community not served by business.

Council recognizes the important services provided by eligible organizations for the betterment of the quality of life for the citizens and visitors to our community. Council is also