

# Policy

**POLICY TITLE: COMMUNITY ASSISTANCE BOARD**

**POLICY NO.: REC-72-02**

**RESOLUTION: 392-21**

**EFFECTIVE DATE: 2021-11-10**

**DEPARTMENT RESPONSIBLE: Community Services**

**NEXT REVIEW DATE: -**

## **STATEMENT:**

The Municipal District supports, encourages and values recreational, social, cultural, educational and athletic opportunities, initiatives and programming throughout the municipality.

The Municipal District believes these opportunities, initiatives and programs provide a basis for the physical and mental health of its citizens, development of its youth, stability for its seniors and over-all community fellowship, generosity, compassion and spirit.

The Municipal District believes in the volunteer spirit of local not-for-profit community organizations and the partnerships that can be made with them. These partnerships are founded on the sharing of human and financial resources.

The Municipal District will facilitate funding assistance for community opportunities, initiatives and programming. The Municipal District Community Assistance Board will be responsible to vet, prioritize and allocate programming dollars to not-for-profit community organizations, individuals and other community groups.

## **PURPOSE:**

To clearly define the membership, roles and responsibilities of the Municipal District Community Assistance Board and to define the process for not-for-profit community organizations, individuals and other community groups to access the programming funds.

### **1.0 Council**

1.1 Council will facilitate funding assistance to not-for-profit organizations, community groups and individuals.

1.2 Council authorizes the Community Assistance Board to allocate these funds towards community opportunities, initiatives and programming within the Municipal District.

### **2.0 Community Assistance Board**

2.1 The Council for the Municipal District is the Community Assistance Board.

- 2.2 The Community Assistance Board will meet four times per year (February, May, August and November) to vet, prioritize and allocate funds towards community opportunities, initiatives and programming.
- 2.3 When the budget is fully allocated, the Community Assistance Board will stop accepting application for community assistance funding.
- 2.4 The Community Assistance Board will provide strategic direction.

**3.0 Eligibility for Community Assistance Funds**

- 3.1 Eligibility to access community assistance funding include not-for-profit societies, community groups, clubs and individuals that offer a direct benefit to the citizens of the Municipal District and align with the following Municipal District's community values:
  - 3.1.1 Youth
  - 3.1.2 Seniors
  - 3.1.3 Leadership
  - 3.1.4 Fellowship
  - 3.1.5 Generosity
  - 3.1.6 Compassion
  - 3.1.7 Volunteerism
  - 3.1.8 Spirit
- 3.2 Community assistance funding will be focused on the provision of opportunities, initiatives and programming in the following core areas:
  - 3.2.1 Recreation
  - 3.2.2 Social
  - 3.2.3 Cultural
  - 3.2.4 Educational
  - 3.2.5 Athletics
- 3.3 Applicants must fill out an Application for Community Assistance Funding form and submit to the Municipal District prior to one of the following dates:
  - 3.3.1 January 31<sup>st</sup>
  - 3.3.2 April 30<sup>th</sup>
  - 3.3.3 July 31<sup>st</sup>
  - 3.3.4 October 31<sup>st</sup>
- 3.4 Applicants must provide their most recent statement of financial position, Further, the applicant must allow the statement of financial position to be viewed at the public meeting.



- 3.5 Applications that align with the spirit of a 50/50 financial partnership between the Municipal District and their organization (and the partners) will be given preference for funding.
- 3.6 Applicants that have received community assistance funding must send in a Community Assistance Funding Final Report to the Municipal District prior to December 31<sup>st</sup> of the year that the funding was received.
- 3.7 Failure to submit a Community Assistance Funding Final Report will disqualify an applicant's standing to apply for additional community assistance funding (until such time that a Community Assistance Final Report is submitted).
- 3.8 Receipt of community assistance funding does not imply that funding will be provided for subsequent applications or in subsequent years.

**4.0 Ineligible Organizations**

4.1 The following entities are ineligible for Community Assistance funding:

- 4.1.1 For-profit entities
- 4.1.2 Religious entities
- 4.1.3 Registered Charities

**5.0 Responsibilities**

- 5.1 The Chief Administrative Officer (or designate) will be the liaison between the Community Assistance Board and the not-for-profit community organizations, individuals, and other community groups.
- 5.2 The Chief Administrative Officer (or designate) will be the Administrator for the Community Assistance Board.
- 5.3 The Chief Administrative Officer (or designate) will be responsible for carrying out the direction and decisions as set by the Community Assistance Board.

\_\_\_\_\_"Original Signed"\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
November 10, 2021\_\_\_\_\_  
Date

\_\_\_\_\_"Original Signed"\_\_\_\_\_  
Reeve

**SPECIAL NOTES/CROSS-REFERENCE: REC-72-02 Reformated 1.4**

**AMENDMENT DATE: -**

