



# Report

**City of Merritt**  
**CoW Meeting**  
**October 16, 2019**

**File Number: 1851**

**To:** Scott Hildebrand, Chief Administrative Officer  
**From:** Sheila Thiessen, Director of Finance & IT  
**Date:** October 11, 2019  
**Subject:** Grant in Aid Policy Review and Considerations

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## **RECOMMENDATION:**

**THAT the Committee provide staff with recommendations to include in a revised Grant in Aid Policy to be presented to Council for discussion at the October 22, 2019 Regular meeting of Council.**

## **Background:**

Every fall, the City puts out a request for any interested organizations for applications for grant in aid. These applications are processed by staff and presented to Council early in the next year for consideration. The amount budgeted for grant in aids has been consistent in the past few years at \$87,215.

During the 2019 grant in aid process, Council requested staff to bring back a report comparing grant in aid funding amounts in the City of Merritt to other municipalities. This report summarizes the research done by staff and provides additional information for Council's consideration.

The intention of this report and Committee of the Whole meeting is for Council to provide staff with any changes or additions to the grant in aid process and policy, so

Reviewed by:			
Director, Corp. Services Not yet approved	Director, Finance & IT Approved - Sheila Thiessen	Director, Engineering & Development Choose an item.	Chief Administrative Officer: Choose an item.

that the policy and process can be updated before the request for applications for 2020 goes out.

### **Discussion**

A review of the applications in the past three years shows a trend for more applications with larger funding requests. This has resulting in an increase in requested funding from \$71,000 in 2017 to \$233,000 in 2019.

This trend highlights the need for a Grant in Aid Policy review. The process could be streamlined with clearer guidelines that provide Council and the Community Groups looking for funding with a greater understanding of the goals of the program.

Attached to this report is the current Community Grant in Aid Policy and the Extraordinary Grant Application Form for 2019 for Councils information. The regular grant application form is the same as the Extraordinary except for the deadlines for submission.

Staff has provided a Grant in Aid Comparison (attached) that calculates the amount of grant in aid funding for various municipalities budget on a per capita basis. This figure is subjective as there are some differences in what each municipality includes in their grant in aid amounts as mentioned in the note's column.

The next attachment is a review of grant in aid policies and procedures for the various municipalities compared to Merritt's current process.

These documents will be reviewed in detail during the Committee of the Whole meeting.

### **Financial / Risk Implications:**

Financial considerations include how much Council is willing to allocate to funding grant in aids, and how the funding is paid.

Risks of a grant in aid program include ensuring the recipients are legitimate community groups that meet Council's criteria.

Good financial stewardship requires the City to make sure that the funding is used for the purposes intended and for the good of the community.

Requests for financial statements, budgets and program reporting can be challenging for some organizations but are important to the process.

A good policy and process would be clear and simple for both the City and the applicants, well meeting the standards of good financial stewardship.

**Strategic Plan Reference:**

Reviewing policies related to the Financial Plan process relates to the Long-Term Financial Planning identified in Council's Strategic Plan.

**Others Consulted:**

Wayne Anderson, Manager of Financial Services surveyed the municipalities listed in the attached documents and provided the reports for Council information.

**Attachments:**

Community Grant in Aid Policy  
Extraordinary Grant Application for 2019  
2019 GIA Municipal Comparison  
2019 GIA Municipal Policies and Procedures

**Respectfully submitted,**

**Sheila Thiessen  
Director of Finance & IT**