

		POLICY AND PROCEDURE MANUAL	
Category: Finance	Number: FIN.54(C)	Name: Fee for Service Grants Policy	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Senior Management Team <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Corporate Administration			
Date Adopted: September 16, 2019	Council Resolution No: RC19/552	Date to be Reviewed: February 2028	
Manner Issued: Mail, email and website		Related Policies, Reference: FIN.50(C) Municipally Funded Grants Policy	

BACKGROUND:

Municipalities in British Columbia may:

- provide any service through another organization; and
- provide grants to organizations by Council resolution.

PURPOSE:

Fee for Service grants are designed to assist local not-for-profit incorporated organizations or Community Contribution Companies (CCC) that offer a clear benefit to the community, providing services the City may otherwise provide, or supporting programs and services offered by the City.

POLICY:

1. Process for New Applicants

- (a) Council will consider new applications for Fee for Service grants when there is available funding to onboard new organizations to the program.
- (b) Organizations can only apply for Fee for Service grants by invitation from staff. Organizations will only be invited to apply when there is available funding and an established history of community benefit is identified.
- (c) Applications must be completed using the online application form on or before September 30th of the preceding year unless otherwise designated in the annual notification.
- (d) Applications must be completed in full and will include a list of all other grants and donations the organization has received in their current fiscal year, and explanations for reserved funds and unreserved surplus.
- (e) All applications must upload the following in order to be eligible for funding:
 - i. Copy of constitution and bylaws of the society;
 - ii. a current list of board members and number of employees, (full time and part time);
 - iii. annual general meeting minutes, (including the manager's report, if applicable);
 - iv. a detailed organization budget showing expenditures and revenues, including a list of all other grants and donations;

- (f) A staff liaison will be appointed for each applicant organization;
- (g) A staff committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.
- (h) In order to ensure funding equitability among new applicants, the committee's report to Council will highlight relativity to the eligibility criteria and any additional City assistance the organizations receive, (i.e. permissive tax exemptions, use of City buildings, etc.).

2. Process for Existing Grant Recipients

- (a) The staff liaison for each organization will evaluate the funding agreement annually and revise as needed;
- (b) The staff liaison will determine the term length for each funding agreement, from one to 3 years;
- (c) Agreements can be cancelled at any time if the service delivery is not meeting expectations;
- (d) Increases to funding will be recommended in a report from the staff liaison that will be brought to Mayor and Council who shall consider the recommendations and make the final decision.

3. Eligibility Criteria

- (a) Organization's Mandate:

Primarily must support a service or program that offers a clear benefit or service to the community that the City may otherwise offer, or that supports programs and services offered by the City. Staff Liaisons will be appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the City.

- (b) Organization Eligibility:

- i. the organization must be registered as a not-for-profit incorporated society in British Columbia or a Community Contribution Company (CCC) with a demonstrated history of service or program delivery and at least five years of consistent funding from another Municipally Funded Grant program;
- ii. the organization must offer their services within the City of Mission;
- iii. the general membership of the organization must consist of at least 50% of Mission's residents;
- iv. the organization must be able to demonstrate that they are able to match the City's contributions in either other public funding, donations or in-kind services; and
- v. the organization must notify the City of Mission Staff Liaison of the date, time, and venue for their organization's Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

4. Payment of Grant Funds

Upon receipt of the signed Municipal Fee for Service Agreement, and subsequent Statements of Accountability that are due at the end of each calendar year, the District will provide funding to the organization in first quarter of each calendar year for the term of the agreement. Funding is contingent upon receipt of the organization's annual Statements of Accountability and annual proof of insurance.

5. Insurance Requirements

The organization is required to obtain and keep in force liability insurance coverage of not less than two million dollars per occurrence, throughout the duration of the Fee for Service Agreement. The insurance policy must name the City of Mission as an additional insured.

6. Reporting and Acknowledgment Requirements

The organization is required to complete and submit the online Statement of Accountability on or before December 31 of each calendar year. Failure to submit by the deadline will result in a formal written warning for the first missed report, and withdrawal of funding support if a subsequent report is late or not filed. The organization must also upload proof of liability insurance.

Each organization must, within 90 days of their fiscal year end, supply the following information:

- The current list of board members and number of employees (full time and part time).
- The annual general meeting minutes, (including manager's report, if applicable).
- A detailed proposed budget using the template provided for the upcoming year, listing revenue and expenses.
- Actual revenue and expenses for programs and services receiving funding for the recently completed fiscal year.
- Financial statements for the last completed fiscal year.
- Proof of acknowledgement of support from the City of Mission

The organization is required to include the City of Mission logo or text acknowledgement of support from the City in all advertising, marketing, social media and web assets for the programs receiving support.

The organization is required to appear before Council as a delegation once each year providing an annual update report.

7. Duration of Funding and Agreements

Fee for Service Agreements will be for a term of one to three years, with a two percent (2%) cost of living increase in years two and three.

First time recipient organizations will receive one-year funding and may receive up to three-year thereafter.

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
FIN.54(C)	Sept. 16, 2019				RC19/552
FIN.54(C)		Feb 3, 2025	Y		RC25-033