



## REQUEST FOR DECISION

File # 0340-50

**Report To:** Mayor and Council  
**From:** Corporate Officer  
**Presenter:** Bonnie McCue  
**Subject:** Administration Report No. 0002/24  
Community Grants Policy No. 105/24  
**Meeting:** Regular Council  
**Meeting Date:** 08 Jan 2024

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### RECOMMENDATION:

"THAT, Community Grants Policy No. 105/24 be approved as presented in Administration Report No. 0002/24,

AND THAT, Base Budget Grants Policy No. 105/20, Discretionary Grant Policy No. 87/19 and Conference Hosting Policy No. 82/19 be repealed."

### CAO'S COMMENTS:

The Community Grants Policy will replace the three current policies and will have all community grant information within one document, making it a resource for administration and applicants. It is intended to streamline and clarify the grant process.

### ALTERNATIVE RECOMMENDATION:

**"THAT, Council receive Administration Report No. 0002/24 – Community Grants Policy No. 105/24 for information."**

or

**"THAT, Council Policy No. 105/24 – Community Grants Policy be amended in the following way(s):**

| **(insert amendments)**

**AND THAT, Council Policy No. 105/24 be approved as amended,**

**AND FURTHER THAT, Council Policy No. 105/20 – Base Budget Grants Policy, Council Policy No. 87/19 – Discretionary Grant Policy, and Council Policy No. 82/19 – Conference Hosting Policy be repealed."**

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KEY ISSUES(S)/ CONCEPTS DEFINED:

**The City of Fort St. John currently has three policies that relate to the awarding of grants. The current grant policies include the Base Budget Grant Policy, the Discretionary Grant Policy, and the Conference Hosting Policy. With the recent implementation of the North Peace Community Foundation (NPCF) and the addition of an Arts and Culture department within the City, it was necessary to review these documents.**

The Community Grants Policy will replace the three current policies. This proposed policy outlines the various grant types with definitions, maximum allowances per grant, approval authorities, how to apply, eligibility and funding limitation. The intent of the policy is to have all community grant information within one document, making it a resource for administration and applicants. It is intended to streamline and clarify the grant process.

RELEVANT POLICY:

**Base Budget Grant Policy No. 105/20**

**Discretionary Grant Policy No. 87/19**

**Conference Hosting Policy No. 82/19**

IMPLICATIONS OF RECOMMENDATION
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**COMPLIANCE WITH STRATEGIC PILLARS:**

**Vibrant Community – Invest in community safety, social, cultural, and recreational programs.**

**Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.**

## **COMPLIANCE WITH STRATEGIC PRIORITIES:**

### **GENERAL:**

Staff presented the draft Community Grants policy at the December 11, 2023 Committee of the Whole meeting. The purpose of the policy is to define the parameters and guidelines of the City's community grant program and sponsorship requests. Funding is provided by the City and its partners to support eligible groups that wish to implement projects and programs to support the community.

The City recognizes and supports the efforts of community groups to provide cultural, social, heritage, economic, or recreation programs, facilities and events to benefit the city.

The policy categorizes grants into five types, each type has a description and specific conditions. The five types are:

- 1) Fee for Service Grants
- 2) North Peace Community Foundation Grants in Aid
- 3) Conference/Event Sponsorship Grants
- 4) Micro Grants
- 5) Partnership Grants.

**Fee for Service grant funding is provided, under an agreement, to assist local non-profits with the delivery of service to the community that would otherwise be delivered by the City and are considered to fall under the realm of a municipal service. The fee for service represents the City's contribution towards the group. The term does not imply that the City's contribution is intended to be a 100% contribution. Under the proposed policy, a non-profit would enter into an agreement with the City for fee for service grant funding, which could be for a term of up to three years. This would be a different process than the current grant disbursement, but would allow the City to protect itself under contract for the funds provided. A multi year agreement would also provide the non-profit with up to a three year commitment of secured funding which can provide stability for the non-profit as they seek other sponsors. The awarding of a Fee for Service grant would be a decision of Council made by resolution.**

**North Peace Community Foundation Grants in Aid capture the grants in aid program administered by the Foundation, on behalf of the City, to balance the social benefits that not-for-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards the services the City provides. The details in this grant type capture the information that is in the current Base Budget Grant Policy which provides direction to the Foundation on the criteria of administering these grants (including the limit of funding for non-municipal portions of taxes and reducing the amount provided annually by 5% until it reaches 75% of municipal portion of property taxes in 2027).**

**Conference or Event Sponsorship Grants are provided to community organizations in exchange for promotional consideration. It recognizes that sponsorship provides opportunities to build long-term strategic alliances and support for the City. It is proposed that the Economic Development department administers this grant type with approval by the CAO. Amounts up to \$3,000 will be considered, any sponsorship request amount over \$3,000 must be approved by Council.**

**Micro Grants are a newer initiative and are included in the proposed policy. Micro-grants are provided to local businesses and organizations on a one time, or seasonal basis for short term community projects.**

**In recent years there has been an increase in partnership grants. Partnership grants are provided by, or administered in partnership with, and outside organization and the City of Fort St. John. This type includes flow-through grants, such as those that require local government support in application in order to secure funding provided through the City, some of these types of grants are offered through UBCM or other levels of government.**

#### **ORGANIZATIONAL:**

**The North Peace Community Foundation delivers funding for permissive property tax exemptions, grants-in-aid, and program grants on behalf of the City. The agreement between the City of Fort St. John and the Foundation contains language to stipulate that the Foundation will follow City policy when administering City grants. The City will continue to administer fee for service grants, conference and event sponsorship grants, micro-grants, and partnership grants.**

**FINANCIAL: This policy will streamline the process for awarding grants, the financial commitment for grants offered by the City has not changed under**

**this policy.**

**FOLLOW UP ACTION: Staff have been in contact with some previous grant recipients during the development of this policy. If approved by Council, staff will communicate the changes with all relevant groups and implement the new processes in 2024.**

**COMMUNITY CONSULTATION: N/A**

**COMMUNICATION: The website will be updated to include additional information on grants provided by the City.**

**DEPARTMENTS CONSULTED ON THIS REPORT: Legislative Services, Economic Development, Finance, Community Services, and Arts and Culture**

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**Attachments:**

**Draft - Community Grants Policy No. 105/24**

**December 11, 2023 Community Grants Policy COW Presentation**

**Base Budget Grants Policy No. 105/20**

**Discretionary Grant Policy No. 87/19**

**Conference Hosting Policy No. 82/19**

**RESPECTFULLY SUBMITTED:**

**Bonnie McCue, Corporate Officer**

**11 Dec 2023**

**COMMUNITY GRANTS POLICY**  
**Council Policy No. 105/XX**

**PURPOSE:**

To define the parameters and guidelines of the City of Fort St. John community grant programs and sponsorship requests. Funding is provided by the City of Fort St. John and its partners, to support eligible organizations and non-profits to implement projects and programs that support the community.

**SCOPE:**

This policy provides guidance to Council and staff regarding the administration of community grants and sponsorship funding requests, and to serve as a resource for organizations seeking City of Fort St. John community grant or sponsorship funding. The City recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic or recreation programs, facilities and events to the benefit of the City.

**POLICY:**

The City of Fort St. John provides financial assistance to a number of community organizations. Application deadlines and expiry periods may apply and funding frequency is limited within each grant category. Community grants are not intended to provide support for an indefinite period.

Grant applications are available on the City of Fort St. John website. Please contact [legislativeservices@fortstjohn.ca](mailto:legislativeservices@fortstjohn.ca) for more information.

**AMOUNTS AND APPROVAL AUTHORITIES FOR COMMUNITY GRANTS:**

Grant Type:	Maximum Amount:	Approval:	Council Resolution Required:
Fee for Service Grant	As per contract	City Council	X
NPCF Grants-in-Aid	Varies	NPCF	
Conference/Event Sponsorship Grant	\$3000*	CAO (with notice to Council)	
Micro Grants	Varies	Director (within budget**)	
Partnership Grants	As per contract	CAO (with notice to Council)	As per application

\*Grant amounts in excess of \$3000 will require Council approval.

\*\*Grant application will go to Council if outside of budget.

GRANTS:

**1.0 Grant Categories**

1.1. Fee for Service Grants

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with delivery of services to the community that would otherwise be delivered by the City as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term fee for service does not imply that the City's contribution is intended to be a 100% contribution.

1.1.1. If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program for a maximum term of three consecutive years.

1.1.2. To be approved for line item funding recipients must show three years of organizational history, demonstrating organizational growth and continuing community need.

1.1.3. Line item funding recipients will be required to resubmit an application for funding every three years to determine ongoing need.

1.2. North Peace Community Foundation (NPCF) Grants-in-Aid

Various grants are administered by the NPCF with financial assistance provided by donor organizations and local governments, including the City of Fort St. John as principal founder. The City of Fort St. John funds a Grants-in-Aid program, administered by the NPCF, to balance the social benefits that non-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards services the City provides. Grants-in-Aid are also awarded on an annual basis to specific organizations to fund events and programs that provide support and cultural significance to residents.

The City collects revenue on behalf of other organizations as part of the annual property tax bill, this includes revenue for the Province of BC and the Peace River Regional. These revenues are considered as the non-municipal portion of taxes due.

1.2.1. NPCF Grants-in-Aid may be considered for organizations that provide broad community benefits.

- 1.2.2. Granting of Grants-in-Aid to offset municipal taxes is limited to the municipal portion of taxes due.
- 1.2.3. In 2028, Grant-in-Aid recipients will receive a maximum of 75% of the municipal portion of taxes due. Commencing on January 1, 2023, Grant-in-aid recipients will have five years to adjust to the 75% limit by a 5% reduction annually. New applicants will be exempted at the same level as current recipients.
- 1.2.4. To be eligible for a Grant-in-Aid to offset municipal taxes, the organization must own or lease the property and contribute to the common good and must benefit the City in one or more of the following ways for the property to be considered:
  - Provide programs or facilities used by youth, seniors, or other special needs groups;
  - Provide facilities for public use;
  - Provide programs to the public;
  - Provide supportive housing for people with special needs;
  - Preserve heritage important to community character;
  - Preserve an environmentally and ecologically significant area of the city;
  - Offer cultural or educational programs to the public which promote community spirit, cohesiveness, or tolerance;
  - Offer services to the public with a formal partnership with the City.
- 1.2.5. Vacant and underdeveloped parcels owned by not actively used by a non-profit organization will not be considered for a Grant-in-Aid to offset municipal taxes. Parcels that are being used as parking lots by non-profit organizations but not developed to City specifications will not be considered.
- 1.2.6. Space rented to a commercial business, within a non-profit organization's building is ineligible to be included in the non-profit organization's tax grant-in-aid application.
- 1.2.7. Approved grants-in-aid will be limited to 75% of the municipal portion of the taxation to ensure that essential services are supported.
- 1.2.8. Reduced grant amounts may be approved for those non-profit organizations that receive other forms of grants from the City.
- 1.2.9. Grants-in-Aid will not be approved for amounts over 20% of the applicant's total annual revenue.

- 1.2.10. Organizations should be aware that funding may not continue at the existing level year after year and there should be an emphasis to the organizations that they should also be seeking and planning more sustainable means of financial support.
- 1.2.11. Information about Grants-in-Aid is available on the NPCF website [www.nothpeacecf.com](http://www.nothpeacecf.com).
- 1.2.12. Applicant must be a non-profit organization (incorporated under Society Act of BC) or an unincorporated group with demonstrated objectives that are not-for-profit or charitable in nature.

1.3. Conference or Event Sponsorship Grants

Funding for Conference or Event Sponsorship Grants is provided by the City of Fort St. John to a community organization in exchange for promotional consideration. The City recognizes that sponsorship provides opportunities to build long-term strategic alliances and support for the City.

- 1.3.1. Staff will consider sponsorship requests throughout the year.
- 1.3.2. Requests for sponsorship funding must be submitted in writing to the Economic Development Department via an online form on the City of Fort St. John website and is subject to approval by the Chief Administrative Officer.
- 1.3.3. Subject to budgetary consideration, sponsorships will be considered for amounts of up to \$3000. Sponsorship requests exceeding \$3000 must be approved by a resolution of Council.
- 1.3.4. The City shall only consider applications from organizations for sponsorship from applicants whose objectives and activities are compatible with legislative requirements, City policies and organizational values.
- 1.3.5. Recipients of conference or event sponsorship grants must acknowledge the support of the City of Fort St. John in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.

1.4. Micro Grants

Micro grants are provided to local businesses and organizations on a one time or seasonal basis for short term community projects.

- 1.4.1. Micro grant opportunities are posted to the City of Fort St. John website.
- 1.4.2. Micro grant applications and uses must conform to section 25 of the *Community Charter*, which limits the assistance that the City is able to provide to a business.

1.5. Partnership Grants

Funding for Partnership Grants is provided by, or administered in partnership with, an outside organization and the City of Fort St. John. These may include flow-through grants.

- 1.5.1. Partnership Grants are not always administered by the City of Fort St. John and may not be advertised by the City of Fort St. John.

**2.0 Community Grant Eligibility**

- 2.1. Grant applications must demonstrate a benefit to the City of Fort St. John and align with Strategic Goals as outlined in the Strategic Plan.
- 2.2. Applicants may be required to show a demonstrated financial need by submitting a copy of their last Financial Statement and a copy of the current year's Budget.
- 2.3. The organization must be located primarily within the City of Fort St. John or offer programs or events within the City of Fort St. John with the exception of micro-grant programs.
- 2.4. Applications from organizations and events that cross municipal boundaries, but primarily benefit the City of Fort St. John, may also be referred to the Peace River Regional District and/or the other benefitting municipality/municipalities for funding.
- 2.5. Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the City of Fort St. John from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- 2.6. Grants are awarded for programs, activities, or events that that begin or take place within 365 days of the date the grant is awarded.
- 2.7. Grants may be awarded for any capital or operational expenses, except for salaries, and benefits.
- 2.8. No application requests for funding to individuals will be considered.
- 2.9. Consideration of community grant applications will be based on the following:

- 2.9.1. Application shows secured funding sources other than from the City;
  - 2.9.2. The organization has demonstrated sound financial and administrative management;
  - 2.9.3. The group or organization has a broad base of community support and demonstrated track record of community service;
  - 2.9.4. The event/activity/program is accessible to and provides a service to a large portion of the community.
- 2.10. Grant applications must be consistent with the aims, objectives, and standards of the City of Fort St. John, and must not be at variance with any City policies (e.g. the *Official Community Plan*).
- 2.11. The following general principles may be used to determine funding allocations:
- i. availability of funds budgeted for grants and donations;
  - ii. the extent to which a demonstrated need in the community will be addressed and to which the City's corporate goals and objectives are met;
  - iii. the degree to which the grant will promote the well-being and quality of life of Fort St. John residents;
  - iv. the degree to which funding will be used for the community as a whole;
  - v. the extent to which the organization has attempted to obtain other sources of funding, e.g. through corporate sponsorships, fundraising campaigns, etc.;
  - vi. the extent to which the funds are expended in Fort St. John;
  - vii. the needs of the organization requesting funding;
  - viii. the extent to which any benefits will be directed towards people of all ages and abilities; and
  - ix. the extent to which volunteers are involved and community spirit is fostered.

### **3.0 Conditions of Funding**

- 3.1. Successful community groups must recognize the City's grant through their online platforms.
- 3.2. Successful applicants shall invite a representative of the City of Fort St. John to any public community event for which they receive funding.
- 3.3. The grant recipient may be asked to make a presentation to Council prior to or following completion of their event.

- 3.4. Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds within 30 days.
- 3.5. If the event, activity, program or project is not completed, the City of Fort St. John reserves the right to request the return of any portion of the grant funding.
- 3.6. All grant decisions by Council are final and not subject to appeal.
- 3.7. Mismanagement of grant funds will result in the organization being ineligible for future grants, at the sole discretion of the City.
- 3.8. Final reports containing specifically requested data collection and program evaluation criteria may be requested.

DRAFT



# Proposed Community Grants Policy

Committee of the Whole Meeting – December 11, 2023



# Current Policies for City Grants

- **Base Budget Grant Policy No. 105**
  - Defines three types of grants
  - Fee for Service Grants (remain with the City to administer)
  - Program Grants and Permissive Property Tax Grants (both now administered by NPCF)
- **Discretionary Grant Policy No. 87**
  - Financial assistance for capital projects or events that benefit Fort St. John residents
- **Conference Hosting Policy No. 82**
  - For conference sponsorships

# Proposed Community Grants Policy

- A new policy, Community Grants Policy, is proposed to replace all three current policies.
- Defines the parameters and guidelines of the City's community grant programs and sponsorship requests.
- Funding is to be provided by the City and its partners, to support eligible organizations and non-profits to implement projects and programs that support the community.
- Policy provides guidance to Council and staff regarding the administration of community grants and sponsorship funding requests, and to serve as a resource for organizations seeking City grant funding.
- The City recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic or recreation programs, facilities, and events to the benefit of the city.
- Community Grants Policy Captures:
  - each grant category
  - maximum allowances per grant
  - approval authorities
  - how to apply
  - eligibility
  - funding limitations

# Community Grants Policy

Categorizes grants into 5 grant types:

1. Fee for Service Grants
2. North Peace Community Foundation Grants in Aid
3. Conference/Event Sponsorship Grants
4. Micro Grants
5. Partnership Grants

Each grant type is described within the policy with specific conditions for each type.

# Community Grants Policy

Amounts and Approval Authorities:

Grant Type:	Maximum Amount:	Approval:	Council Resolution Required:
Fee for Service Grant	As per contract	City Council	X
NPCF Grants in Aid	Varies	NPCF	
Conference/Event Sponsorship Grant	\$3000*	CAO (with notice to Council)	
Micro Grants	Varies	Director (within budget**)	
Partnership Grants	As per contract	CAO (with notice to Council)	As per application

\*Grant amounts in excess of \$3000 will require Council approval.

\*\*Grant application will go to Council if outside of budget.

# Community Grants Policy

## *Section 2 – Community Grant Eligibility*

Grant applications must demonstrate a benefit to the City of Fort St. John and align with Strategic Goals as outlined in the Strategic Plan.

Applicants may be required to show a demonstrated financial need by submitting a copy of their last Financial Statement and a copy of the current year's Budget.

The organization must be located primarily within the City of Fort St. John or offer programs or events within the City of Fort St. John with the exception of micro-grant programs.

Applications from organizations and events that cross municipal boundaries, but primarily benefit the City of Fort St. John, may also be referred to the Peace River Regional District or the other benefitting municipality/municipalities for funding.

Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the City of Fort St. John from participating in joint funding with regional bodies, provincial or federal governments or agencies.

Grants are awarded for programs, activities, or events that that begin or take place within 365 days of the date the grant is awarded.

Grants may be awarded for any capital or operational expenses, except for salaries, and benefits.

# Community Grants Policy

## Section 2 - Community Grant Eligibility (continued)

Consideration of community grant applications will be based on the following:

Application shows secured funding sources other than from the City;

The organization has demonstrated sound financial and administrative management;

The group or organization has a broad base of community support and demonstrated track record of community service;

The following general principles may be used to determine funding allocations:

- availability of funds budgeted for grants and donations;
- the extent to which a demonstrated need in the community will be addressed and to which the City's corporate goals and objectives are met;
- the degree to which the grant will promote the well-being and quality of life of Fort St. John residents;
- the degree to which funding will be used for the community as a whole;
- the extent to which the organization has attempted to obtain other sources of funding, e.g. through corporate sponsorships, fundraising campaigns, etc.;
- the extent to which the funds are expended in Fort St. John;
- the needs of the organization requesting funding;
- the extent to which any benefits will be directed towards people of all ages and abilities; and
- the extent to which volunteers are involved and community spirit is fostered.

# Community Grants Policy

## *Section 3 – Conditions of Funding*

Successful community groups must recognize the City's grant through their online platforms.

Successful applicants shall invite a representative of the City of Fort St. John to any public community event for which they receive funding.

The grant recipient may be asked to make a presentation to Council prior to or following completion of their event.

Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds within 30 days.

If the event, activity, program or project is not completed, the City of Fort St. John reserves the right to request the return of any portion of the grant funding.

All grant decisions by Council are final and not subject to appeal.

Mismanagement of grant funds will result in the organization being ineligible for future grants, at the sole discretion of the City.

Final reports containing specifically requested data collection and program evaluation criteria may be requested.



# Questions and Feedback

- Any points that require further clarification in the policy?
- Would Council like any other additions to the policy?







**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

**PURPOSE:**

To establish a policy for City Council to manage fee for service, program and/or property tax grant applications received from non-profit organizations that may be included in the annual budget.

**POLICY:**

**Fee for Service and Program Grant-in-Aid Applications**

The City of Fort St. John provides financial assistance on an annual basis to a number of community organizations. The organizations identified in this policy may be included in the annual Base Budget.

The City is a member of the Peace River Regional District (PRRD) and collects regional district taxes from City taxpayers each year. When the PRRD provides a grant to a non-profit organization, the City contributed towards this grant through the PRRD. To avoid duplication, the City will coordinate grant applications with the PRRD. This will ensure that the City's contribution is made either through the PRRD or through Council.

The organizations listed are those that Council has historically supported and wishes to continue to support. Should circumstances change, Council may choose to add or delete the inclusion of a grant in the base budget for a fee for service or program to an organization by amending the policy.

Non-profit organizations requesting financial assistance for a specific capital project or special event can apply using Discretionary Grant Policy No. 87.

That grants be funded in a priority basis based on:

Percentage of Funds Available:	Priority:
85%	Priority 1 – Fee for Service Grants
15%	Priority 2 – Program Grants

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

POLICY:

**Fee for Service Grants**

The “Fee for Service” category can be described as a service that is provided to the community which falls within the realm of a municipal service. The fee for service grant represents the City’s contribution towards the group. The term fee for service does not imply that the City’s contribution is intended to be a 100% contribution.

- North Peace Historical Society – operation of the Fort St. John North Peace Museum.
- North Peace Restorative Justice Society – provision of a restorative justice program.
- Fort St. John Public Library Association – contribution towards the provision of public library services in the City of Fort St. John.
- Tourism Fort St. John Board – contribution towards increasing and enhancing tourism in City.
- Fort St. John Arts Council – contribution towards the ArtsPost operations.

**Program Grants**

- Various Fort St. John Community Arts Council Member Groups – provision of grants to individual member groups in support of programs and / or events (administered by the Fort St. John Community Arts Council).
- Fort St. John Women’s Resource Society – to provide transportation for underprivileged mothers in the City.
- “Spirit of the Peace” Pow Wow Society – annual sponsorship towards the annual Pow Wow.

**Permissive Property Tax**

To balance the social benefits that not-for-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards services that the City provides.

The City collects revenue on behalf of other organizations as part of the annual property tax bill: Province of BC - School Tax and Peace River Regional District and are defined as the non-municipal tax portion in this policy.

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

POLICY:

**Permissive Property Tax (continued)**

Commencing in 2021, changes to the Permissive Tax criteria will be phased in to allow organizations and groups to plan and prepare:

- Financial assistance to offset permissive property tax amounts will be granted through the Grant-in-Aid process for the 2021 Budget
- Commencing January 1, 2021, the City will cease to exempt 50% of the non-municipal portion of recipient grant
- Commencing on January 1, 2022, the City will cease to exempt 100% of the non-municipal portion of recipient grant
- Commencing January 1, 2023, all recipients will have five years to adjust to the 75% limit
- Each year recipients will receive 5% less in permissive property tax grant until they are at the 75% exemption level of municipal taxes; new applicants will be exempted at the same level as current recipients
- Permissive Tax requests will be directed to the Community Foundation once established

Legislation

Permissive property tax exemptions differ from statutory tax exemptions, which are automatic and provided by provincial legislation. When granting a permissive tax grant-in-aid, the City has the flexibility to tailor the financial contribution to meet particular circumstances. This includes the option of providing a grant-in-aid to all or part of an eligible property.

Since permissive property tax grants result in the remainder of the taxpayers having to absorb those taxes not paid by others, care must be taken to ensure all grants are well aligned with the objective and values of the City. The City transitioned from the legislative process (permissive tax exemption bylaw) to a community driven grant-in-aid process that will provide additional transparency around the value provided by City taxpayers to each property that receives this type of financial assistance.

There is no obligation for Council to approve a permissive tax grant-in-aid request.

Eligibility Criteria

Eligibility for a permissive property tax grant-in-aid will be in accordance with *Community Charter* Section 224.

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

POLICY:

**Permissive Property Tax** (continued)

Eligibility Criteria (continued)

1. Permissive tax grants-in-aid may be considered for organizations that provide broad community benefits.
2. To be eligible for a permissive tax grant-in-aid, the organization must own or lease the property and contribute to the common good and must benefit the City in one or more of the following ways for the property to be considered:
  - Provide programs or facilities used by youth, seniors or other special needs groups
  - Provide facilities for public use
  - Provide programs to the public
  - Provide supportive housing for people with special needs
  - Preserve heritage important to the community character
  - Preserve an environmentally and ecologically significant area of the City
  - Offer cultural or educational programs to the public which promote community spirit, cohesiveness or tolerance
  - Offer services to the public with a formal partnership with the City.
3. Vacant and underdeveloped parcels owned but not actively used by a non-profit organization will not be considered for a permissive property tax grant. Parcels that are being used as parking lots by non-profit organizations but not developed to City specifications will not be considered.

Limitations

There will be no grant or reduction to utility fees and charges for properties that receive a permissive tax grant-in-aid. Water, sewer, garbage and local area service taxes are due and payable.

Space rented to a commercial business within a non-profit organization's building is ineligible to be included in the non-profit organization's permissive tax grant-in-aid application.

Approved grants-in-aid for eligible organizations are limited to the municipal portion of the property tax.

Permissive tax grants-in-aid will be limited to 75% of the municipal portion of the taxation to ensure that essential services are supported.

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

POLICY:

**Permissive Property Tax** (continued)

Limitations (continued)

Council may approve a reduced permissive tax grant-in-aid allocation for those non-profit organizations who receive other forms of grant-in-aid from the City.

PROCEDURE:

1. For 'budget purposes', the total base budget amount for the next fiscal year will be the same as the current year's allocation. Council will be allocating funding from the total budgeted amount to groups based on need.
2. Advertisements will be placed in the newspaper in May of each year giving notice that the City of Fort St. John is accepting applications up to June 15<sup>th</sup> for grants for the City's next budget year.
3. Groups wishing to obtain fee for service or program funding for the upcoming year will need to attach the following documentation to their application form:
  - Most recent Financial Statements including a Balance Sheet and Income Statement (preferably audited but not mandatory).
  - If the City is the major funder of an organization, a copy of the organization's management letter for audits is required to be sent directly to the City when completed.
  - Previous year's actual operating budget if the most recent Financial Statements provided are not for the previous year. (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements).
  - Operating Budget for the Current Year. (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements).
  - Projected operating budget for the next year.

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

PROCEDURE: (continued)

4. Committee of the Whole meetings will be held each October (needs to reflect budget calendar) to receive funding requests from local groups. A representative of the organization making the grant request must be willing to present the request directly to Council. The group's presentation should include an explanation of where and how the grant money was used for the year, the impact this service had on the community and how the group plans to find sustainable ways of reaching the same goals in the future.
5. All application documentation in its entirety will be placed in a Council agenda.
6. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members in attendance at the meeting.
7. Organizations should be aware that funding may not continue at the existing level year after year and there should be an emphasis to the organizations that they should also be looking or planning more sustainable means of financial support.
8. Organizations who receive a permissive property tax grant acknowledge and recognize that this is a financial contribution made by the City to the organization. An additional grant allocation (if any) will take the permissive property tax grant into consideration when determining the amount.
9. Those organizations who are successful in receiving a grant must acknowledge the City's contribution towards the fee for service, program or permissive property tax.

BASE BUDGET GRANT ELIGIBILITY:

1. Groups that receive grants from other organizations who also receive City funding will be ineligible to apply for a base budget grant.
2. Grants will not be provided to offset operating expenses for an organization. Examples include but are not limited to: utility expenses, rental space, staffing, materials or supplies.
  - The existing organizations that fall under the fee for service category are grandfathered into this policy and the City's contribution towards their operating costs will be decreased starting in 2014 over the next five years that will result in the grant allocation indicated in the Eligibility Section, item 3 as of 2018.

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

PROCEDURE: (continued)

BASE BUDGET GRANT ELIGIBILITY: (continued)

- City Council recognizes that the Fort St. John Library is an anomaly and this organization will retain its annual operating contribution.
3. Base Budget Grants that are approved will not be over 20% of the organization's total yearly revenue.



File No. 0340-50  
Administration

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

**APPLICATION FOR A BASE BUDGET GRANT**

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
SOCIETY INFORMATION			
Society Registration Number		Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>	
Annual Report Filed with the Provincial Government			
<input type="checkbox"/> Yes <input type="checkbox"/> No Date Last Report Filed: _____			
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home or Cell Telephone	Email Address	

**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

GRANT APPLICATION			
<input type="checkbox"/> New Grant Application		<input type="checkbox"/> Application for Increase in Grant Allocation	
<input type="checkbox"/> Existing Grant Recipient		<input type="checkbox"/> Application for Decrease in Grant Allocation	
Grant amount requested: \$		<input type="checkbox"/> Applied for a PRRD Community Organizations Special Event Grant for same program/service	
TYPE OF APPLICATION (select all that apply)			
<input type="checkbox"/> Program	<input type="checkbox"/> Fee for Service	<input type="checkbox"/> Permissive Property Tax	
<b>FILL OUT THIS SECTION IF APPLYING FOR A PERMISSIVE PROPERTY TAX GRANT-IN-AID (Call City Hall If You Need Help With This Information)</b>			
LEGAL INFORMATION OF PROPERTY			
Civic (Street) Address			
Roll Number		PID	
Lot	Parcel	Block	Plan
Please indicate the clause under Section 224 of the <i>Community Charter</i> Subsection 2 (attached) that allows your organization to apply for this permissive tax grant: Clause (___).			
a) Describe the purpose and use of the land and/or building(s). Attach a current map showing the property's building floor plan.			
b) Does anyone live in the building? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, How many people? _____ What is the square footage of the living area? _____			
c) Does your organization receive any income from rental or use of the building(s), parking lot(s), or other portions of the land(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate amount:			
Income Source	Annual Income	Hours Per Day or Days Per Week	
List all licences held by your organization (e.g. Provincial Licences – Community Care Facility Act, Hospital Act, Health Act, Liquor Licences, etc.)			



**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

ORGANIZATION INFORMATION													
Describe the purpose of your organization:													
GRANTS RECEIVED													
Did your organization receive a permissive tax exemption (or grant) in previous years? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If yes, please list the three most current years that the non-profit has received the exemption and the amounts.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Years Exemption was Received</th> <th style="width: 50%;">Monetary Value of Tax Exemption</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> </tr> </tbody> </table>	Years Exemption was Received	Monetary Value of Tax Exemption	1.		2.		3.						
Years Exemption was Received	Monetary Value of Tax Exemption												
1.													
2.													
3.													
Please list the grants your organization received last year:													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Grant Received From:</th> <th style="width: 50%;">Grant Amount:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Grant Received From:	Grant Amount:											
Grant Received From:	Grant Amount:												
<p>1. _____ The number of persons that are served by your organization annually.</p> <p>2. _____ The number persons who are residents of the City of Fort St. John.</p> <p>3. _____ Annual membership fee charged by organization.</p>													





**BASE BUDGET GRANTS POLICY**  
**Council Policy No. 105/20**

**The following background information is required to be attached:**

- Most recent Financial Statements including a Balance Sheet and Income Statement (preferably audited but not mandatory).
- Copy of audit management letter (if applicable).
- Previous year’s actual operating budget if the most recent Financial Statements provided are not for the previous year. (Please attach a copy of the income and expense statement in a format consistent with the organization’s financial statements).
- Operating Budget for the Current Year. (Please attach a copy of the projected income and expense statement in a format consistent with the organization’s financial statements).
- Projected operating budget for the next year.

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the approval of this grant, if issued. I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information on this form is collected for the purpose of an operating program of the City of Fort St. John as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Please note that the information will only be used for the purposes of evaluating this application and that your response will be treated as public information. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at (250) 787-8150.

**APPLICATION DEADLINE – JUNE 15**

SEND APPLICATIONS TO  
**CITY OF FORT ST. JOHN**  
**10631 – 100<sup>TH</sup> STREET**  
**FORT ST. JOHN, BC V1J 3Z5**

**DISCRETIONARY GRANT POLICY**  
**Council Policy No. 87/19**

**PURPOSE:**

To establish a policy for the City of Fort St. John Council to deal with requests for Discretionary Grants.

**POLICY:**

In granting financial assistance to an organization for a discretionary Grant, the City will take in to account the following objectives:

1. For budgetary preparation purposes \$10,000 will be budgeted annually in the Base Budget for Discretionary Grants.
2. The primary purpose of a discretionary grant is to provide financial assistance to an organization for a specific capital project or an event that benefits the residents of the City of Fort St. John. The City is a member of the Peace River Regional District (PRRD) and collects regional district taxes from City taxpayers each year. When the PRRD provides a grant to a non-profit organization, the City contributed towards this grant through the PRRD. To avoid duplication, the City will coordinate grant applications with the PRRD. This will ensure that the City's contribution is made either through the PRRD or through Council.
3. The applicant organization should be registered as, or belong to a parent Society under the laws of British Columbia and / or Canada.
4. Preference will be given to an organization that benefits the Greater Fort St. John community.
5. Priority may be given to the following categories:
  - a. Family
  - b. Youth
  - c. Disabled
  - d. Adult
  - e. Size of Group

*Note: Umbrella Groups will take priority over individual organizations. Individual groups are encouraged to apply through their Umbrella Group.*

6. Priority for capital projects and events hosted in our community may be given to the following categories:
  - a. National Events
  - b. Provincial Events
  - c. Regional Events
  - d. Local Events



**DISCRETIONARY GRANT POLICY**  
**Council Policy No. 87/19**

POLICY: (continued)

This policy does not apply to grants funded by the Base Budget Grants policy nor

- a. Major Sponsorships (Air Show, NRA, etc.)
- b. Minor Sponsorships (Receptions, Luncheons, Dinners, etc.)
- c. Requests for Promotional Items (Pins, T-Shirts, etc.)

PROCEDURE:

1. The application form for a discretionary grant is attached to the policy
2. A representative of the organization making the grant request must be willing to present the request to Council if necessary.
3. The application in its entirety may be placed in a Council agenda.
4. At the discretion of Council, decisions pertaining to the approval of the discretionary grant requests may be made at the same meeting as the request is presented, however the Council decision will not be made in front of the delegation, or Council may choose to postpone the decision until a later date.
5. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.

**DISCRETIONARY GRANT POLICY**  
**Council Policy No. 87/19**

**DISCRETIONARY GRANT APPLICATION**

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
SOCIETY INFORMATION			
Society Registration Number	Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>		
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home Telephone	Cell Telephone	Email Address
GRANT APPLICATION			
<input type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the City	<input type="checkbox"/> Applied for a PRRD Community Organization Special Event Grant for same project	







File No. 0340-50  
Administration

**DISCRETIONARY GRANT POLICY**  
**Council Policy No. 87/19**

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

\_\_\_\_\_  
Signature of Applicant

Date

The personal information on this form is collected for the purpose of considering a specific capital project or an event that will benefit the residents of the City of Fort St. John as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Please note that the information will only be used for the purposes of evaluating this application and that your response will be treated as public information. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

SEND APPLICATIONS TO

**CITY OF FORT ST. JOHN  
10631 – 100<sup>TH</sup> STREET  
FORT ST. JOHN, BC V1J 3Z5**



**CONFERENCE HOSTING POLICY**  
**Council Policy No. 82/19**

**PURPOSE:**

As the Regional Service Center for the community, it is the City's role to encourage economic development and to enhance the tourism and hospitality industries.

**POLICY:**

To ensure that all requests for conference sponsorships and funding are handled fairly, to establish a maximum funding level for each request and to establish the source of funding for the sponsorships. The grant for sponsorship and event funding is classified into two portions, a base amount and an additional amount as detailed in the procedures of this policy.

The City is a member of the Peace River Regional District (PRRD) and collects regional district taxes from City taxpayers each year. When the PRRD provides a grant to a non-profit organization, the City contributed towards this grant through the PRRD. To avoid duplication, the City will coordinate grant applications with the PRRD. This will ensure that the City's contribution is made either through the PRRD or through Council.

**PROCEDURE:**

1. Advertisements will be placed in the newspaper in May of each year giving notice that the City of Fort St. John is accepting applications for Grants for the City's next budget year.
2. Groups wishing to apply for Conference Hosting Grant shall make application on or before September 15<sup>th</sup> of each year using the form provided and as attached to this policy. Requests for funding may be considered after the annual deadline date providing that funding is available in the budget.
3. Sponsorships and funding will be financed with available Council Contingency Funds with a maximum annual budget allocation of \$20,000.
4. The base portion of the grant is a general entitlement to encourage and promote the hospitality industry and to assist local groups and organizations in hosting conferences and events.
  - a. The City will consider requests for sponsorships and funding of a base amount grant based on the following criteria:
    - i. Each sponsorship grant will be considered depending on its individual merits.
    - ii. Grants will be calculated based on the number of participants attending the conference at \$10 per delegate to a maximum of \$2,000.

**CONFERENCE HOSTING POLICY**  
**Council Policy No. 82/19**

PROCEDURE: (continued)

5. The secondary portion of the grant is an additional amount that may be granted pursuant to the hosting organization having a proven financial need and is for specific activities during the event for which the City will gain corporate recognition.
  - a. The City will consider requests for additional sponsorship and funding based on the following criteria:
    - i. Each sponsorship grant will be considered depending on its individual merits.
    - ii. Grants will be calculated based on the number of participants attending the conference up to a maximum of \$40 per delegate. No individual grant will exceed \$ 10,000 per event.
6. Organizations must complete and submit the attached application form and budget for consideration by the City.
7. Sponsorships and funding will be financed with available Council Contingency Funds the annual base budget allocation for conference hosting grants will be \$20,000.
8. Requests for Conference Hosting grants will be approved by the City Manager providing that the request falls within the policy guideline. Should staff decline to fund an application; the organization will have an option of appealing to City Council. The City Manager will report to City Council on the disposition of all applications for conference hosting grants.
9. City initiated conferences and events that are included in the Community Promotions Budget are not restricted by this policy. Examples of City sponsored events are *Oil & Gas Week, Agriculture Week, Forestry Week, FSJ Airshow etc.* Examples of City sponsored conferences that staff have a direct involvement in are: *Public Works Conference, Building Inspectors Association Conference, Government Finance Officers Association Conference, NCMOA and Recreation Facilities Association*, with these events attracting approximately 150 delegates. An example of an external conference is the *BC Chamber of Commerce Conference*.





**CONFERENCE HOSTING POLICY**  
**Council Policy No. 82/19**

**Attach the following information:**

- Conference budget – anticipated source of funds (registrations, grants from other funding sources) and anticipated conference expenditures
  - Have applied for a PRRD Grants to Community Organizations/Special Event for same project/event
- Disposition of conference revenues if a surplus is realized
- Financial information from previous conferences if available

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The personal information on this form is collected for the purpose of Council to consider the approval of a conference hosting grant from the City of Fort St. John as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Please note that the information will only be used for the purposes of evaluating this application and that your response will be treated as public information. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

**APPLICATION DEADLINE – SEPTEMBER 15**

SEND APPLICATIONS TO

**CITY OF FORT ST. JOHN  
10631 – 100<sup>TH</sup> STREET  
FORT ST. JOHN, BC V1J 3Z5**