



The final decision on funding to any organization rests with Mayor and Council.

Council reserves the right to waive or make exception to any part of this “Funding External Organizations” policy.

Council cannot provide assistance to industrial, commercial or business undertakings as specified in Section 25 of the *Community Charter*.

Organizations that receive annual funding can contact the Director of Finance at (250) 847-1600 at the Town of Smithers Office, Box 879, 1027 Aldous, Smithers, BC, V0J 2N0 for information.

**TYPE 1: Operating Funding to Specific Organizations involved in the Smithers Rural Fire Protection and Recreation and Culture Agreement between Town of Smithers and Regional District of Bulkley Nechako**

A. Funding in this category applies to the following Arts and Culture Organizations:

- Bulkley Valley Historical and Museum Society
  - Bulkley Valley Community Arts Council
  - Smithers Gallery Association
- For the purposes of this policy the above noted groups will start with approved Base Funding (which includes combined Town and Regional District funding) as of 2016:
    - Bulkley Valley Historical and Museum Society: \$71,000
    - Bulkley Valley Community Arts Council: \$4,000
    - Smithers Gallery Association: \$32,000
  - Each of the above noted groups is to apply by the end of November each year for funding for the following budget (January – December) year. They are to provide the following information with their annual funding request:
    - Covering letter detailing their funding request,
    - Copies of their most recent approved financial statements,
    - Operating budget for the following year including their requested municipal/regional funding and other projected sources of revenue, and
    - Other information relevant to the group’s operations/programs relevant to the application.
  - Each of the above noted groups is permitted to ask for an annual increase in Base Funding, based on an annual total CPI change. These organizations will receive letters in October of each year advising them as to what their minimum approved percent increase in Base Funding for the following year could be, as per the Bank of Canada’s listed *Total CPI* change at the end of the immediate preceding August, at [www.bankofcanada.ca/rates/price-indexes/cpi/](http://www.bankofcanada.ca/rates/price-indexes/cpi/)

- These groups may request an increase in their next year's Base Funding, over and above the annual CPI change. They may also make special funding requests for particular projects, programs or events.
- Each organization will be requested to present their annual funding request(s) at a Council meeting in December.
- Council will review all funding requests during the upcoming budget process and applicants will be informed after Council's final budget decisions (generally by the end of February) as to whether their full request(s) has been approved.
- Operating grant funds will be paid out as follows:
  - The Bulkley Valley Historical and Museum Society will be paid the Town's annual portion of the approved combined Town/Regional District funding on a monthly basis, and
  - The Bulkley Valley Community Arts Council and the Smithers Gallery Association will be given the Town's portion of the approved combined Town/Regional District funding after the Town's final budget has been adopted.

***B. Funding to the Smithers Public Library:***

Funding to the Smithers Public Library falls under the provisions of the *Library Act- Part II- Municipal Libraries* Section.

- The Smithers Library Board is to submit, by the end of each November, the following to the Town:
  - Their proposed following year's budget (this is to include their requested annual combined Town of Smithers/Regional District funding).
  - Their current year's budget compared to current year's estimated actual
  - Their prior year's audited financial statements.
- The Library's annual funding increases (Town of Smithers/Regional District funding amounts combined) can be based on the following factors:
  - a) The Library Board may increase the Library's annual wages/benefits budget for their current staffing levels in accordance with contracts in place (such as the CUPE union contract).
  - b) The Library may make a request for increased funding for non-wage expenses by an annual total CPI change. The Library Board will receive a letter in October of each year advising them about the CPI rate increase that can be applied to their non-wage expense budgets. This total CPI rate will be based on the Bank of Canada's listed *Total CPI* change at the end of the immediate preceding August, at [www.bankofcanada.ca/rates/price-indexes/cpi/](http://www.bankofcanada.ca/rates/price-indexes/cpi/)
  - c) The Library Board may also request funding increases for particular projects, programs, service level changes and/or events.

- The Library Board will be requested to present their annual funding request(s) at a Council meeting in December.
- Council will review the Library's full funding request(s) during the upcoming budget process. Council will approve (with or without amendment) the Library's budget for the new fiscal year (which will include the approved Town/Regional District combined funding). The Library Board will be informed by the end of the budget process (generally by the end of February) as to whether their total funding request(s) has been approved.
- Operating grant funds to the Library will be paid on a monthly basis less the cash outlays that the Town pays on behalf of the Library, including Library wages and benefits.

## **TYPE 2: Operating Grants to Protective Service Organizations**

Currently this involves annual operating funding to the RCMP Auxiliary.

- The RCMP Auxiliary is to apply by the end of November each year for funding for the following budget year. They are to provide the following information with their annual funding request:
  - Covering letter detailing their funding request,
  - Copies of their current year's estimated revenue and expense statement,
  - Operating budget for the following year including their requested municipal funding including other projected sources of revenue, and
  - Any other information about the group's operations and programs relevant to the application.
- They will be requested to attend a Council meeting in December to present their annual funding request.
- Council will inform the RCMP Auxiliary by the end of the upcoming budget process (generally by the end of February) as to whether their request for funding has been approved.
- The RCMP Auxiliary will be given their full annual approved operating grant after the Town's final budget has been adopted.

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### **TYPE 3: Loans or Loan Guarantees to Not-for-Profit Organizations**

- This specific type of financial assistance to non-profit organizations is permitted under the provisions of Section 24 of the *Community Charter*.

Criteria for awarding financial assistance by way of a loan or loan guarantee:

- Large number of volunteers
- Registered non-profit society (and annual reports are to be provided)
- Demonstrated financial need: must provide most recent approved financial statements
- A project budget as well as an operating budget
- Must have other source(s) of financial support (funding for the project)
- Project must affect a large population of the community
- Local in focus
- For capital projects only - Application Deadline: N/A

Conditions of Funding:

- Assistance can be no more than one third of a capital project
- To be repaid in less than five years
- Approved financial loan agreement to be signed by executive officers of the society and the Town of Smithers
- Other conditions of the loan to be approved by Council
- Security on the loan to be provided
- Loan to be advertised under Section 24 of the *Community Charter*

Once a loan has been approved, 80% of the loan funds can be paid during the project. The remaining 20% of the loan funds will be released only after the applicant has provided satisfactory evidence of completion of the project, copies of paid invoices and the project follow-up form has been submitted to the Town. Once a Follow up Financial Assistance Form is completed, after the project is finished and submitted to the Town, the 20% loan holdback will be released.