



**CORPORATE POLICY MANUAL**

Section:	Finance	5
Sub-Section:	Grants	1850
Title:	Miscellaneous Funding Requests to Council	8

**REASON FOR POLICY**

Council receives occasional miscellaneous funding requests from the community at large. In general these requests and the discussion to either support or not support a particular request draws limited Council time away from their strategic focus.

**AUTHORITY TO ACT**

Through Council resolution, the Mayor is authorized to grant a maximum of \$1,000 (plus applicable taxes) per request except when a request has already been denied by the District. Any request in excess of \$1,000 (plus applicable taxes) or repeat request will require the approval of Council. A Council Operating Contingency of \$10,000 will be established and may be used in any given year on a one-off basis, to fund miscellaneous requests received through the Mayor’s office. In the event that any request results in the \$10,000 limit (plus applicable taxes) being exceeded the approval of Council is required.

At the Mayor’s discretion the Mayor may decide to consult, inform and/or assess support for a particular request prior to taking action. The Mayor will inform Council of any granted requests at the next available public meeting.

The Chief Financial Officer co-signs expenditure requests to release funds.

**PROCEDURE**

If the Mayor supports a request, the Mayor’s office will engage staff to ensure that the request has not been denied, no other funding options are available and confirm that the requestor is not eligible or has not received funding from other District sources.

- If a request is not eligible for, or has not received other funding from the District, the Mayor shall advise the requestor in writing that the funding is “one-time” only and that no other District funding will be made available to this requestor in the current year.
- If a request is eligible for District funding from other sources, the Mayor shall advise the requestor in writing that the funding is “one-time” only and that any further funding requests should be made through normal grant funding channels. Consideration to fund a request eligible for funding from other sources should include the timing of the annual grant funding application and approval process.

**OVERSIGHT**

The Mayor will advise Council at the next available public meeting on the nature of each funding request that has received support and the amount of funding supporting each request.

Approval Date:	February 6, 2012	Approved by:	Regular Council
Amendment Date:		Approved by:	
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