

**CORPORATION OF THE TOWNSHIP OF HORTON**

**BY-LAW NO. 2015-44**

**BEING A BY-LAW TO ADOPT CORPORATE POLICY J-05  
GOVERNING ANNUAL DONATIONS AND J-06 GOVERNING  
ANNUAL SURPLUS/DEFICIT**

**WHEREAS** Section 11 of the Municipal Act, 2001, as amended, authorizes a municipality to pass by-laws respecting the financial management of the municipality;

**AND WHEREAS** Council desires to adopt a Miscellaneous Policy J-05 to govern annual donations supporting not-for-profit organizations, individuals and service organizations that benefit the community;

**AND WHEREAS** Council desires to adopt a Miscellaneous Policy J-06 to ensure that annual surplus/deficit, if any, is not carried forward into the next annual budget;

**NOW THEREFORE** the Council of the Corporation of the Township of Horton hereby **ENACTS AS FOLLOWS:**

1. **THAT** the Council of the Corporation of the Township of Horton adopt the Miscellaneous Policies J-05 and J-06 hereto attached as Appendix "A".
2. **THAT** this By-Law shall come into force and take effect immediately upon the passing thereof.

READ a first and second time this 6<sup>th</sup> day of October, 2015.

READ a third time and finally passed this 6<sup>th</sup> of October, 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK

**Schedule "A" to By-Law No. 2015-44**

<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> MISCELLANEOUS POLICIES			<b>POLICY #:</b> J-05
<b>POLICY:</b> Donations Policy			
<b>DATE:</b> 2015-Oct-06	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council/Staff	<b>PAGE #:</b>

**POLICY STATEMENT:**

The Township of Horton supports not-for-profit organizations, individuals and service organizations from time to time through awarding limited seed funding, one-time financial assistance or services in kind. The Township of Horton encourages relationships for the benefit of the community and must remain accountable to its citizens when expending tax dollars.

Acceptable to the Township are those activities/events which encourage viable participation in the areas of civil, cultural, artistic, heritage, festival or recreational programs which enhance quality of life and provide economic benefit to the community.

**PROCEDURE:**

1. Council approves annually a budget for donations for not-for-profit organizations, individuals and service organizations to be distributed based on applications. The Township will increase the budget for donations annually by the cost of inflation. The Treasurer has the right to disburse the annual allotment on a first come first service basis until all of the funds have been exhausted.
2. Current annual township sponsored programs include (and grandfathered):
  - a) Renfrew Seniors Home Support
  - b) Friends of the Disabled (Sunshine Coach)
  - c) Renfrew & Area Doctor Recruitment (per agreement)
  - d) Golden Age Activity Centre
3. Applications are received by the Treasurer. Applications must be submitted at least six (6) weeks prior to an event. The Treasurer will review the application for completeness and approve grants that clearly meet the eligibility of this policy. Any applications that request to deviate from policy must be brought to the Finance Committee for their recommendation. All funding will be based on funds available as approved in the annual budget. Once all the funds have been exhausted, no further applications will be accepted. All applicants must demonstrate a benefit to resident(s) of Horton Township. Applicants must use the Township application form Attachment 'A'.
4. Recipients of a donation must publicly acknowledge the Township and must submit a Post Project Report as noted in Attachment "A". Any recipient not submitting the required report will be denied future donations.
5. Applicants who are not successful in being awarded a donation have the right to appeal in writing to the Finance Committee.
6. Donation Categories Are As Follows:
  - a) Program Development – Objective is to enhance participation and access to recreation, cultural and social programs. Maximum grant is \$100 per request.
  - b) Festivals – Objective is to assist organizations in offsetting costs for "new" festivals within the Township. A festival is a tourist attraction, entertainment and or educational event for Township residents. New being an event that hasn't taken place within the last 5 years. Maximum grant is \$250 per request.

- c) Travel – Objective is to assist individuals or teams who have received an official invitation or qualified to participate in a regional, provincial or national sanctioned event to offset transportation costs. Distance must be further than 200 km from the Township limits. Available to Township residents up to a maximum of \$100 or clubs to a maximum of \$10 per member to a maximum of \$250.
  - d) Annual Sponsorship Programs – Objective is to assist with offsetting costs for community-based organizations that enhance increased participation, access and equity for recreation, cultural and social programs for residents of the Township. Applicants in paragraph 2 do not have to apply annually and can be approved by the Treasurer. Applicants in paragraph 2 are not eligible to apply for an increase unless approved by the Finance Committee and Council. Maximum grant is \$500 per request and must be approved by the Finance Committee and Council. If requesting over the maximum of \$500, application must be accompanied with a professionally received Financial Statement and proof of incorporation or incorporation under an umbrella organization.
7. Eligible recipients are residents, not-for-profit/charitable community organization which provides areas of civil, cultural, artistic, heritage, festival or recreational programs which enhance quality of life and provide economic benefit to the community directly. Requests from schools, parent-teacher associations and political organizations are not eligible. Organizations that make grants to another organization are not eligible. Non-Township organizations may be eligible if they can provide proof of Horton resident participation.
  8. Grants will not be awarded to support the following:
    - a) Capital Expenses
    - b) Operating Deficits
    - c) Retroactive Expenses
    - d) Charitable Events
    - e) Projects or services that are already provided by the Township
  9. Successful applicants may receive support for only one (1) grant per year. Consideration may be given for a second annual grant at a reduced rate so as to not encourage financial dependency. This does not apply to annual township sponsored programs noted in paragraph 2.

**ATTACHMENT:**

Attachment 'A'

**Application for a Donation from Township of Horton**

**A. APPLICATION INFORMATION**

1. Name of organization/individual: \_\_\_\_\_  
 Incorporation number: \_\_\_\_\_  
 Affiliated with a larger organization. If yes please provide name  
 \_\_\_\_\_
2. Mailing Address:  
 \_\_\_\_\_  
 Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Contact Person(s):  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_
4. List of Executive of organization:  
 President \_\_\_\_\_ Vice President \_\_\_\_\_  
 Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

**B. GRANT CATEGORY**

- 1. Category of grant are you applying for:  
 Program Development  Travel  Festivals  Annual Sponsorship   
*(Note: If you are applying under the travel category, please attach a list of participant's names and home addresses at the time of application. Substitutions will be permitted providing an 80% citizenship level is maintained.)*

2. Amount requested: \_\_\_\_\_

3. Are you requesting funds from other sources: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain if answer is yes: \_\_\_\_\_

**C. PROJECT INFORMATION**

1. What is the purpose of your grant request? Describe the event - time, place, participants. If more space is required, please attach a separate sheet.

\_\_\_\_\_

2. If your program is not new, in what way is your project an enhancement to your present program, and how will it increase participation?

\_\_\_\_\_

3. How many Township residents will actively participate? \_\_\_\_\_

4. How many tourists do you anticipate attracting to this event? \_\_\_\_\_

5. How many people will be non-participants, spectators? \_\_\_\_\_

**D. PROJECT BENEFITS**

1. Is this a onetime only request? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain if answer is no: \_\_\_\_\_

2. Will there be a charge to participants? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Comments: \_\_\_\_\_

3. If your group/project is anticipating a profit, describe how these funds will be used.  
 \_\_\_\_\_

4. What area does the activity serve? \_\_\_\_\_

5. Whom does your project or activity serve? \_\_\_\_\_

**E. PROJECT BUDGET**

Please attach a budget which clearly outlines the project revenues and expenditures of your project/event.

STATEMENT BY APPLICANT: On behalf of and with authority of the organization,

I certify that the information provided on this application for a grant is true, correct and complete, and that the organization agrees to abide by the program guidelines. I/we hereby agree to provide the Town of Perth with a post-project report upon successful completion of the project.

Signature of official signing officer \_\_\_\_\_ Date \_\_\_\_\_

*The legal authority for the collection of this information is the Municipal Act of Ontario. The Township of Horton uses this information for the purpose of carrying out its responsibilities under the Act.*



<b>The Township of Horton Policy and Procedures</b>			
<b>SECTION:</b> MISCELLANEOUS POLICIES			<b>POLICY #:</b> J-06
<b>POLICY:</b> Year-End Surplus/Deficit Policy			
<b>DATE:</b> 2015-Oct-06	<b>REV. DATE:</b>	<b>COVERAGE:</b> Finance Department	<b>PAGE #:</b>

**POLICY STATEMENT:**

The Township of Horton policy is to ensure that any surplus/deficit is not carried forward into the next annual budget.

**PROCEDURE:**

10. An annual surplus for the Township of Horton at fiscal year-end of December 31<sup>st</sup> will be transferred to reserves in the following priority departmental order as long as the transfer does not cause an annual deficit:
  - a) Building Department
  - b) Fire Department
  - c) Environment – Landfill Site
  - d) Public Works Department
  - e) Recreation Department
  - f) Protection – Emergency Management
  - g) General Government
  
11. Should there be an annual deficit, any department having a deficit at fiscal year-end of December 31<sup>st</sup> the deficit will be funded from the following reserves until there is a nil surplus/deficit:
  - a) Building Department – from the Building Reserve
  - b) Fire Department – from the Fire Equipment Reserve
  - c) Environment – Landfill Site – from the Landfill Site Reserve
  - d) Public Works Department – from the Roads Equipment Reserve
  - e) Recreation Department – from the Recreation Building Reserve
  - f) Protection – Emergency Management – from the Emergency Management Reserve
  - g) General Government – from the Working Funds Reserve
  
12. In the event that there are not sufficient funds in any reserve as stated in section 2 for any given department, the amount will be included in the following year’s applicable department budget for recovery.
  
13. The Treasurer has the authority to transfer to and from reserves in accordance with this policy and will report the transfers to and from to Council once the yearend is complete.