

# Town of Riverview

## COUNCIL REPORT FORM



Presented to: Mayor & Council

Presented by: Community Investment Policy Review Committee

Date: September 26, 2022

Subject: Update – Community Investment Policy

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### **BACKGROUND**

An Ad- Hoc-Committee was established June 2021 by Mayor Andrew LeBlanc to review the Town's Community Investment Policy and applications process. The Committee was tasked to review recommendations submitted by Council members and staff.

The review consisted of the following documents:

1. Community Investment Policy
2. Community Investment Application
3. Community Investment Preliminary Checklist- Annual Grant
4. Community Investment Application- Donation Grant
5. Community Investment Application- Sponsorship Grant
6. Community Investment Preliminary Checklist

### **CHANGES**

Many changes were made to the policy and those changes have been reflected in the applications and checklists where necessary. All changes have been highlighted in the attached policy for easy reference. Some changes were merely housekeeping and clarification of current practices, but following are some of the more substantial changes that were made.

#### **Page 1 – Community Investment Policy Purpose**

Addition:

- Ensure that Council does not exceed the allotted budget amount for the fiscal year

#### **Page 3 – Community Investment Goal**

Addition:

- These goals will be reviewed once during each election cycle of Council.

## **Page 4 – Definitions**

### *“Benefit the Town of Riverview’s Residents”*

Applicants need to meet one of the following three requirements:

1. The organization’s service boundaries include Riverview or a portion of Riverview, and at least one service, program, or activity location is in the town, or
2. 50% or more of individuals served, reside in the Town of Riverview, or
3. The organization’s services benefit a significant number of Riverview residents.

These requirements do not apply to an individual seeking a donation or sponsorship.

### *“Other Levels of Government”*

Addition:

- Registered charities that benefit other levels of government (such as a charitable foundation) **may be** considered under this policy.

The Hospital Foundation and Hospice (SEND) were used for clarification.

### *“Sponsorship”*

Funding or in-kind requests over \$500 requires completion of the Community Investment Application

## **Page 6 – Eligibility Requirement**

Additions:

7. The organization must provide evidence that there is a need for funding through the submission of their most recent financial statements.
9. Any organization seeking over \$500 in funding, for an event in the months of January and February, are eligible to apply in the previous year before November 30. Any funding allotted will be applied to the budget year in which it occurred.

## **Page 7 – Who the Policy Will not Fund**

4. Religious Organizations
  - Recreation or cultural programs offered by church groups **may be** eligible for funding under this policy.

## **Page 7 – What the Policy Will not Fund**

Addition:

5. Any duplication of funding provided by any other Town Department.

## **Page 8 - Annual Grants**

- Organizations that receive annual grants under this policy are ineligible to apply for Town of Riverview sponsorships or donations during the current grant year.”
- 6. Funding requests cannot exceed \$10,000 per application.
- 7. All applications for **Annual Grant** funding will be considered by Council in January of the new fiscal year.
- 9. Successful applicants who receive Community Investment funding for an Annual Grant, must submit a report on how the funding was spent and the impact the funding received. This report must be submitted to the Town of Riverview by November 30 of the year in which the grant was awarded.
- 12. No multiple annual grants will be approved.

### **RECOMMENDATION**

The Community Investment Policy Review Committee recommends that Council approve the updated Community Investment Policy to go into effect immediately.

**Prepared by: Cecile Cassista, Councillor at Large**

## Report Approval Details

Document Title:	Updated Community Investment Policy.docx
Attachments:	- Community Investment Policy-2022-Complete.pdf
Final Approval Date:	Sep 22, 2022

This report and all of its attachments were approved and signed as outlined below:

**Colin Smith - Sep 22, 2022 - 12:15 PM**