



## Report to Council

**Report Number:** REP-CL-01-2025

**Subject:** New Community Engagement Fund policy # POL-CL-01-2025

**Date of the meeting:** January 27, 2025

**Prepared by:** Julie Langlois-Caisse, Administrative Assistant

**Circulated to and/or collaborated with:** Nadia Knebel, Treasurer, Aimée Roy, Clerk and Justin Lafrance, Interim Director of Recreation

**Approval:** Pierre Leroux, CAO

*In agreement with the recommendation based on the contents of this report.*

## **Recommendation**

The Community Engagement Fund Policy is presented to Council for consideration. The Clerk's Office seeks direction from Council regarding the proposed policy, with the intention of bringing the final policy forward for adoption at the February 10, 2025 meeting. If Council deems it expedient to approve the policy as presented, the Clerk's Office proposes the following resolutions:

### Resolution 1:

[Be it resolved that the Community Engagement Fund Policy #POL-CL-01-2025 be adopted, as presented, effective January 1<sup>st</sup>, 2025.

Be it also resolved that policy AD-2018-01 be hereby repealed.]

### Resolution 2:

Be it resolved that the following Clubs, for the year 2025, are admissible for a municipal monetary donation in accordance with the Community Engagement Fund Policy #POL-CL-01-2025, as follows:

Seniors' Groups located in The Nation Municipality: \$\_\_\_\_\_

- Club le Bonheur, Limoges
- Club le Réveil, Fournier
- Nation Area Seniors, Fournier
- Club Renaissance, St-Isidore
- Comité Consultatif de St-Bernardin

Seniors' Group located in Casselman: \$\_\_\_\_\_

- Club 60 Casselman

Optimist Clubs located in The Nation Municipality: \$\_\_\_\_\_

- St-Albert Optimist Club
- St-Isidore Optimist Club
- Limoges Optimist Club
- Forest Park Optimist Club

Optimist Club located in Casselman: \$\_\_\_\_\_

Be it resolved that the said donation amounts be taken from the United Counties of Prescott and Russell donation account.

### Resolution 3:

Be it resolved that the groups end events admissible for a hall rental discount in 2025 in accordance with the Community Engagement Fund Policy #POL-CL-01-2025 be the following:

- All Community Diners
- Limoges Recreation Committee

- Regroupement Autisme de Prescott-Russell
- Groupe Communautaire de St-Albert
- Société historique et culturelle de St-Bernardin
- Cercle des Fermières (Fournier)
- St-Isidore Minor Hockey Association
- Eastern Ontario Cobras
- St-Isidore Eagles, Junior 'C'
- Club Optimiste de St-Isidore
- District 3 Minor Hockey Association
- Community Homes for Opportunity
- Groupe Communautaire Kawabunga
- La Paroisse Saint-Bernardin
- La Paroisse de St-Albert
- La Paroisse St-Bernard (Fournier)
- La Paroisse Saint-Viateur
- Limoges Firefighter Association
- Comité du parc Jean-Paul Charlebois
- La Corde à Linge
- St-Albert Firefighters
- Riceville Agricultural Society
- Comité des Activités Familiales de St-Bernardin
- Club Optimiste de St-albert
- UCFO St-Albert
- UCFO St-Isidore
- All Knights of Columbus organizations
- Le Bac a Dons
- Limoges Cenotaph Committee
- Prescott County 4-H Association
- List of Preapproved Free Events
- Salon de Noel, St-Albert
- Noel de enfants, St-Bernardin
- Festival du Canard et de la Plume, St-Isidore
- Winterfest, Limoges
- Family Day, Fournier

**Financial Considerations**

A total amount of \$56,000 is included in 2025 municipal budget for municipal monetary, in-kind contributions and to finance discounted rates for hall rental to support community-building projects, events and activities that encourage civic engagement, cultural development, and recreational opportunities. The budget funds are apportioned as follows:

<b>Amount</b>	<b>Description</b>
\$21,000	Included in 2025 municipal budget for municipal monetary and in-kind contributions

\$25,000	Included in 2025 to fund hall rental discounts
<b>\$46,000</b>	<b>Subtotal</b>
\$10,000	Discretionary funds from the United Counties of Prescott and Russell available for donation to community organizations and events
<b>\$56,000</b>	<b>Total</b>

## Context

Currently, certain types of non-profit groups benefit from a discounted rate when renting community halls in La Nation. However, there is currently no procedure in place to account for the financial impact of these discounts on the Municipality. Therefore, during their 2025 budget deliberations, Council opted to include an amount dedicated to providing for discounts on hall rentals for community group and events. Therefore, the municipality must adopt a policy to ensure discount funds are allocated in a consistent and equitable manner. This report aims to introduce a new Community Engagement Fund policy, which includes an update to the existing Municipal Donation Policy #AD-2018-01, along with the addition of new sections outlining the allocation of funds included by Council in the 2025 budget for municipal hall rental discounts.

## Report

### Update of the existing Municipal Donation Policy #AD-2018-01

The administration identified the following challenges encountered in implementing the current Municipal Donation Policy:

- Community organizations requesting donations on a yearly basis, regardless of their current financial status. This practice limits the availability of funds for organizations that are in greater need.
- Community organizations requesting a fee waiver or financial contribution to cover their hall rental with The Nation, despite already receiving a subsidy through discounted recreation hall rental fees.
- Issues in reaching optimist clubs and seniors clubs every year to confirm their active status and contact information due to frequent changes in organizations' members.
- The current policy excludes municipal in-kind contributions, leaving their financial impact unaccounted for in the budget and expenditures. As such, overall contributions and their financial impact is not comprehensive.
- By year-end, uncashed and lost cheques create financial reconciliation challenges, complicating accurate record-keeping. Additionally, difficulties in reaching certain organizations hinder timely follow-ups, further exacerbating

these issues. The situation is compounded by limited resources, which make it challenging to conduct regular follow-ups and ensure proper resolution.

- Banking fee of \$20.00 when cancelling a cheque in addition to the cost of staff time for the administration and re-issuing a new cheque.

Proposed monetary and in-kind contribution policy changes:

Challenge	Current policy	Proposed Update
Unknown financial situation of applicants	Financial statement currently not required.	Applicants will be required to submit their most recent financial statement for Council's consideration, for donations request exceeding \$500.00.
Donations for hall rental fees when already subsidized through discounted rates	Organizations requesting donation dedicated to pay for hall rental	Fee waivers for municipal hall rentals, or monetary donations intended to cover hall rental fees, are not admissible. Hall rental discount terms are included in the new Community engagement fund policy
Optimist club and seniors club automatic donations administration issues	Council determines a set amount to be allocated evenly between organizations by resolution each year and donations are distributed systematically, to ensure fairness between various groups.	Council will determine a set amount to be allocated between organizations by resolution each year. Organizations will also have to be preapproved by council each year. Pre-approved organizations will have to file donation request through the process stated in the present policy. The Clerk's Office will verify eligibility and process donations upon request.
Municipal In-Kind contribution	Not considered in current policy.	Municipal In-Kind contributions will be considered as a municipal donation in the updated policy, wherein the real financial impact reflected in

Challenge	Current policy	Proposed Update
		municipal budget.
Uncashed donation checks	We currently reach out to organizations to follow-up on uncashed checks at the end of the year.	New policy will state that checks that are at uncashed status at the end of the fiscal year (December 31) will be voided and will not be re-issued. Organizations will have to file a new request in the following year to obtain funds. Checks issued in the month of December will have until January 31 <sup>st</sup> of the following year.
Cost for re-issuing a check	Absorbed by municipality	\$100 check re-issuance fee will be included in the new policy.

Other Changes

Other changes have been added to the former policy for clarification but have not been included in this report as they do not change the terms of the policy in nature.

Hall Rental Discount Changes and Purpose

Currently, groups are permitted three non-profit rentals at rates ranging from \$83.50 to \$208.60. These rates represent a discount of 41.78% to 65.02% off the regular rate. Under the new policy, these pricing tiers will be repealed, and a standardized discount of 50% will be applied to all non-profit rentals moving forward.

Administration of exceptions

The Clerk’s Office will deny applications that are not eligible under the approved policy. Members of Council may bring forward a request for an exception to the eligibility criteria for Council’s consideration during a Council meeting.

Optimist Clubs and Senior’s Clubs set donation amount

Based on known recent activity, the administration recommends that the pre-approved Optimist Clubs and Senior’s Clubs that are admissible to receive a municipal donation in accordance with Section 6.1.9 of the Community Engagement Fund Policy be the following:

## Seniors' Groups

- Club le Bonheur, Limoges
- Club le Réveil, Fournier
- Nation Area Seniors, Fournier
- Club Renaissance, St-Isidore
- Comité Consultatif de St-Bernardin
- Club 60 Casselman

## Optimist Clubs

- St-Albert Optimist Club
- St-Isidore Optimist Club
- Limoges Optimist Club
- Forest Park Optimist Club
- Casselman Optimist Club

In accordance with section 6.1.9 of the Community Engagement Fund Policy, Council shall adopt a resolution to determine the donation amount for which the pre-approved Optimist Club and Senior's may apply for.

### Pre-approved groups and events for hall rental discount

Based on known recent activity, the administration recommends that the pre-approved groups or events that are admissible to receive a discount on hall rental in accordance with Section 6.2 of the Community Engagement Fund Policy be the following:

- All Community Diners
- Limoges Recreation Committee
- Regroupement Autisme de Prescott-Russell
- Groupe Communautaire de St-Albert
- Société historique et culturelle de St-Bernardin
- Cercle des Fermières (Fournier)
- St-Isidore Minor Hockey Association
- Eastern Ontario Cobras
- St-Isidore Eagles, Junior 'C'
- Club Optimiste de St-Isidore
- District 3 Minor Hockey Association
- Community Homes for Opportunity
- Groupe Communautaire Kawabunga
- La Paroisse Saint-Bernardin
- La Paroisse de St-Albert
- La Paroisse St-Bernard (Fournier)
- La Paroisse Saint-Viateur
- Limoges Firefighter Association
- Comité du parc Jean-Paul Charlebois
- La Corde à Linge
- St-Albert Firefighters
- Riceville Agricultural Society
- Comité des Activités Familiales de St-Bernardin

- Club Optimiste de St-albert
- UCFO St-Albert
- UCFO St-Isidore
- All Knights of Columbus organizations
- Le Bac a Dons
- Limoges Cenotaph Committee
- Prescott County 4-H Association
- List of Preapproved Free Events
- Salon de Noel, St-Albert
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- Festival du Canard et de la Plume, St-Isidore
- Winterfest, Limoges
- Family Day, Fournier

### **Communication Plan**

The new Community Engagement Fund Policy will be added The Nation's website and sent directly to organizations who filed donation and hall discounts requests in 2023 and 2024.

### **Other Option/Options to the Recommendation**

No other recommendations at this stage.

### **Attachments**

Appendix A - Current Municipal Donation Policy #AD-2018-01

Appendix B – New Community Engagement Fund Policy #POL-CL-01-2025

Appendix C – Recreation User Fees 2025