



CORPORATION OF THE NATION MUNICIPALITY

2ND DRAFT -POLICY

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Policy Title: The Community Engagement Fund Policy

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Policy Contact: Aimée Roy, Clerk, Justin Lafrance, Interim Director of Recreation

Initiating Department: Clerk's Department

Note regarding bilingual documentation: In the event of a discrepancy between the English and French versions of a text, the English version prevails.

Abstract: The purpose of this policy is to establish guidelines regarding the process of approval and the remitting of municipal monetary and in-kind contributions as well as discounted rates for hall rentals to non-profit groups, associations and organizations.

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments
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1. Policy Statement

- 1.1. The Nation Municipality strives to promote activities that will enhance the cultural, social, and economic well-being of the community. For this reason, the Council of The Nation Municipality is committed to receive and treat all request for financial assistance in a consistent and equitable manner.

2. Purpose

- 2.1. The purpose of this policy is to establish guidelines regarding the process of approval and the remitting of municipal monetary and in-kind contributions, as established in section 6.1 of the present policy, as well as discounted rates for hall rentals to non-profit groups, associations and organizations, as established in section 6.2 of the present policy.

3. Scope

- 3.1. This policy applies to every request for municipal monetary or in-kind contributions as well as hall rental fee waiver.

4. Legislative Authority

Not applicable

5. Definitions

- 5.1. Not applicable

6. Policy

6.1. Monetary and in-kind contributions

6.1.1. Monetary and in-kind budget allocation

The council will set aside an annual budget for monetary and in-kind contributions. This fund, as well as the \$10,000 discretionary fund provided by the United Counties of Prescott-Russell, will be used exclusively to provide support to eligible groups with monetary or in-kind contributions.

6.1.2. Eligibility for monetary and in-kind contributions

Municipal monetary donations or in-kind contributions are available to groups, associations and organizations that are not for profit.

Donations will be granted only to nonprofit groups, associations, or organizations that serve the residents of The Nation Municipality, as well as to community events held within its boundaries.

6.1.3. Ineligibility for monetary and in-kind contributions

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries;
- Schools;
- Religious groups or activities of religious nature;
- For profit sports teams, leagues or associations.

6.1.4. Monetary or in-kind donation terms

6.1.4.1. **One request per year per applicant:** Applicants can obtain only ONE contribution including in-kind contributions, for the calendar year (either for one event or for the years' events).

6.1.4.2. **Hall rental:** Monetary donations intended to cover hall rental fees at municipal facilities will not be accepted. Hall rental discounts and fee waivers will be processed as per Section 6.2 of this Policy.

6.1.4.3. **Other sources of funding:** Municipal funds cannot be the sole source of funding for a group or an event.

6.1.5. Application process for monetary or in-kind contribution requests

6.1.5.1. Deadline

To ensure effective allocation of funds, we kindly ask that all application forms be submitted to the Clerk's Office by January 30th of the current year. Applications received after this deadline will still be presented to Council for consideration; however, the availability of funds cannot be guaranteed.

Applicants are responsible for ensuring their application is submitted on time, in accordance with the scheduled council meeting dates, to allow for review and approval.

Scheduled regular council meeting dates can be found on Events calendar page of The Nation Municipality's website by following this link: [Link to the Events Calendar page of The Nation's website](#)

All funding requests, regardless of submission date, are subject to Council approval, and approval is not guaranteed.

6.1.5.2. How to apply

Applicants must complete and submit the Community Engagement Fund Application Form found in Appendix A to the Clerk's Office. The application may be submitted via the integrated form on the municipal website or by mail at the following address.

6.1.6. Approval process for monetary and in-kind contributions

6.1.6.1. All properly completed, legible, and eligible applications will be presented to Council during a regular Council meeting.

(a) For monetary contribution requests, Council must pass a resolution to approve the donation, specify the amount to be allocated, and identify the account from which the funds will be drawn. Once approved, the resolution will be forwarded to the Finance Department for processing.

(b) For in-kind contribution requests, applications will be submitted to Council for initial consideration. If Council expresses support, they will direct Administration to assess the staffing, resources, and monetary value required for the requested contribution and provide a follow-up recommendation for Council's final decision.

6.1.6.2. Approvals and amounts given are at the sole discretion of the members of Council.

6.1.6.3. Applicants will be notified of the result, whether approved or rejected, within seven business days following the adoption of the resolution.

6.1.6.4. The Clerk's office will deny applications that are not eligible under the present policy. Members of Council will be notified via email of any denial and reasoning for it, in accordance with the current policy. Members of Council may bring forward a request for an exemption to the present policy for Council's consideration during a Council meeting.

6.1.7. Post contribution requirements

6.1.7.1. Recognition

For subsidized community events, applicants must recognize The Nation Municipality (for example a banner or sign at their event with The Nation logo) in recognition of the donation. The Municipality can provide pre-approved promotional signs if needed.

6.1.7.2. Post donation reporting

If the monetary amount requested and given is more than \$500.00, the administration reserves the right to request a report detailing how the funds were spent.

6.1.8. Event cancellation or disbanded organization

If the event is cancelled or if the non-profit group, association or organization is disbanded and funds have been received, a full refund must be made to The Nation Municipality within 30 days of the notice of cancellation or closure. Failure to comply with these guidelines may lead to collection actions against the applicant or denied donation requests in the future.

6.1.9. Donations to Optimist Clubs and Seniors Clubs

At the beginning of each year, the Clerk's Office will submit a report to Council detailing the active status of Seniors and Optimist Clubs. Council must pass a resolution to pre-approve the list of clubs eligible for a donation, specify the donation amount, and identify the accounts from which the funds will be drawn.

Once the amount is set, active clubs may submit a donation request application (not exceeding the amount set by Council), which will be administered by the Clerk's office to confirm eligibility. The deadline for Optimist Club and Seniors Clubs to apply for their annual donation is October 31st of the same year, after which the amount will no longer be earmarked for their organization.

6.1.10. Uncashed cheques

Cheques that remain uncashed by the end of the fiscal year (December 31st) will be voided and will not be reissued, rendering funds allocated no longer available. Organizations will not be able to backtrack funding from the previous year. To receive funding in the new year, organizations will need to reapply for the upcoming year's allocation. However, an extension until January 31st of the following year will be granted for cheques dated in December.

6.1.11. Cheque re-issuance fee

The administration will retain a fee of \$100.00 from the contribution to cover the costs associated with reissuing a cheque in the event of a lost cheque or if the applicant submits incorrect payment information to the municipality.

6.1.12. Misuse of Funds

Any group found providing false information or misusing the funds will be disqualified from future contributions and may need to repay the contribution amount.

6.2. Hall rental discounts

6.2.1. Hall discounts budget allocation

If Council has allocated a budget for hall rental discounts, said budget funds will be used exclusively to support eligible groups in rental municipal facilities for community-oriented events.

6.2.2. Eligible groups and events for hall discounts

- Pre-approved groups: These include non-profit organizations, registered charities, and community groups that have been pre-approved by the council and listed for automatic eligibility.
- Other groups: Organizations that are not on the pre-approved list, such as new or emerging groups, must apply for approval through Council.
- All eligible groups must demonstrate a clear benefit to the community, promoting cultural, recreational, social, or educational activities.

6.2.3. Ineligible groups and events for hall discounts

- Private businesses, individuals, and for-profit organizations.
- Political groups or events with a primary political purpose.
- Private events such as weddings, parties, or commercial ventures.

6.2.4. Hall discount terms

6.2.4.1. The discount will be granted on a first-come, first-served basis until the allocated fund is exhausted for the year.

6.2.4.2. Discount amount: Eligible groups will be pre-approved at the beginning of each year by Council resolution will be admissible to receive a 50% discount on municipal hall rentals.

6.2.4.3. Full coverage for major events: Within the allocated fund one major festival or large community event per community (e.g., festivals, town fairs) will be eligible for 100% coverage of hall rental fees. This applies to events that have significant community impact and bring together a large portion of the population. The list of admissible events will be pre-approved at the beginning of each year by Council resolution.

6.2.4.4. Rental Types: Discounts apply to hall rentals only and do not cover additional services (e.g., bar service, staff, equipment).

6.2.5. Application process for hall discounts

Applicants must complete the integrated form found on our website by following this link: [Link to community engagement fund application form](#)

Section 6.3 of the present policy provides for alternative formats of application.

6.2.5.1. **Pre-approved Groups:** These groups only need to complete the Community Engagement Fund Form 30 days before the event to qualify for the discount.

6.2.5.2. **Non-Pre-Approved Groups:** Groups not on the pre-approved list must complete the Community Engagement Fund Form and submit it at least 30 days before the event. The application will be submitted to council for approval. Applicants are responsible for ensuring their application is submitted on time, in accordance with the scheduled council meeting dates, to allow for review and approval.

Scheduled regular council meeting dates can be found on Events calendar page of The Nation Municipality's website by following this link: [Link to the Events Calendar page of The Nation's website](#)

6.2.5.3. **Required documentation:**

- Proof of non-profit or charitable status (if not pre-approved)
- Event description and how it benefits the community

6.2.6. Review and approval process for hall discounts

6.2.6.1. **Pre-approved Groups:** Upon submission of the application form, these groups will automatically qualify for the 50% discount, subject to fund availability.

6.2.6.2. **Non-Pre-Approved Groups:** Council will review applications on a first-come, first-served basis. If funds are available, Council will evaluate applications based on the following criteria: community impact, demonstrated financial need, and alignment with municipal priorities.

6.2.6.3. **Major event applications:** For groups applying for **100% coverage** of hall rental fees for a major community event, the application must clearly demonstrate the scale and significance of the event.

6.2.6.4. **Notification:** The recreation team will notify applicants of the council's decision within 7 business days of the decision.

6.2.6.5. The recreation department will deny hall discounts for organizations that are not eligible under the present policy. Members of Council will be notified via email of any denial and reasoning for it, in accordance with the current policy. Members of Council may bring forward a request for an exemption to the present policy for Council's consideration during a Council meeting.

6.2.7. Conditions of use for hall discounts

- 6.2.7.1. **Granting of Discount:** Approved groups must sign a rental agreement outlining the discounted rate and conditions of use.
 - 6.2.7.2. **Cancellations:** If an event is canceled, the allocated funds will be reallocated to other applications within the available budget. The group must submit a new application if they wish to reschedule or hold a future event using the discount. Applicants will be responsible for 100% of the hall rental fees if they cancel later than 7 days prior to the event and if the hall cannot be re-rented.
 - 6.2.7.3. **Post-Event Reporting:** Groups receiving the discount may be required to submit a brief event report outlining attendance and community impact within 30 days of the event.
 - 6.2.7.4. **Misuse of Discount:** Any group found providing false information or misusing the discount will be disqualified from future discounts and may need to repay the discounted amount.
- 6.3. Options to apply for the Community Engagement Fund**

Applications must be submitted one of the following ways:

Online

Applicants may complete the integrated Community Engagement Fund application form found on our website by following this link: [Link to Community Engagement Fund application form](#)

Email

Community Engagement Fund application form may be emailed the to the Clerk at clerk@nationmun.ca

Mail

Applicants may mail a hard copy of the completed Community Engagement Form found at Appendix "A" to:

The Nation Municipality
C/O Clerk's Office
958 Route 500 West
Casselman ON K0A 1M0

In person

Applicants may hand deliver completed forms to one of our two municipal offices:

Head Office
C/O Clerk's Office
958 Route 500 West,
Casselton ON K0A 1M0
Monday to Friday: 8:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4 p.m.

Satellite Office
C/O Clerk's Office
3248 County Road 9,
Fournier ON K0B 1G0
Monday to Friday, 8:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4 p.m.

7. Responsibilities

- 7.1. The Nation Municipality is responsible for implementing and enforcing the current policy, as adopted by Council.
- 7.2. The applicants are responsible for complying with the terms of the present policy and to provide true information during the application and reporting process.

8. Administration

- 8.1. The Clerk's Office is responsible for the administration of monetary and in-kind donation requests, in accordance with the present policy.
- 8.2. The Recreation Department is responsible for the administration of the hall discount requests, in accordance with the present policy.

9. Exemptions (if applicable)

- 9.1. The Clerk's office or the Recreation Department will deny applications that are not eligible under the present policy. **Members of Council will be notified via email of any denial and reasoning for it, in accordance with the current policy.** Members of Council may bring forward a request for an exemption to the present policy for Council's consideration during a Council meeting.

10. Housekeeping Amendments

- 10.1. The Clerk and / or Chief Administrative Officer reserves the right to make housekeeping amendments to this policy without requiring formal approval from Council. Housekeeping amendments include, but are not limited to, corrections of typographical errors, formatting adjustments, updates to titles, department names, or references, and other non-substantive changes that do not alter the intent or application of the policy.

- 10.2. Any housekeeping amendments made will be documented, and an updated version of the policy will be circulated to all relevant stakeholders.

11. Errors or Omissions

The Municipality strives to ensure the accuracy and completeness of this policy. However, unintentional errors or omissions may occur. In such cases, the Municipality reserves the right to amend, correct, or clarify the policy as needed to address any discrepancies or gaps.

Should an error or omission be identified, it will not invalidate the intent of the policy or any related decisions made in good faith. The Municipality will take reasonable steps to rectify the issue promptly and communicate any updates to all relevant stakeholders.

12. Policy Review

- 12.1. The review of the current policy is scheduled to be conducted every two years, by the Clerk's Office and the Recreation's department in collaboration with the Finance Department.

13. Effective Date

- 13.1. Date of approval by council

14. References (if applicable)

Not applicable

15. Approval

- 15.1. This policy shall be approved by way of Council resolution.