

TOWN OF PINCHER CREEK

Approved by: Council

Date: February 8, 2016

Policy Number: 163-16

Reference: 16-049

Revision Date/by: 2021

Title: SUPPORT TO COMMUNITY GROUPS & ORGANIZATIONS

Policy Statement

The Town of Pincher Creek may provide support to community groups and organizations from time to time to assist with their programs, activities, events and operations which serve to enhance the community and quality of life.

1. Definitions

- 1.1 “Council” shall mean the Council of the Town of Pincher Creek, in the Province of Alberta.
- 1.2 “Community groups and organizations” shall mean not-for-profit or charitable organizations that offers programs, services or operates facilities for the benefit of the community at large.
- 1.3 “Support” shall mean the provision of Town of Pincher Creek services, equipment, programs or facility rentals at no cost or a discounted cost or monetary donations or grants to assist community groups and organizations.
- 1.4 “In Writing” shall mean a form of written communication including a letter, email or Town Citizen Request.

2. Responsibilities

- 2.1 Council:
 - 2.1.1 To review and approve new requests from community groups and organizations to waive or discount fees and utility charges or to provide snow removal or grass cutting services outside the scope of routine Town maintenance and responsibility.
 - 2.1.2 To review other requests from community groups and organizations as referred by Administration from time to time.

2.1.3 To annually review Schedule A Summary of Support to Community Groups and Organizations.

3.1 Administration:

3.11 To receive and review requests of support from community groups and organizations.

3.12 CAO to review requests to waive fees at the Town Hall and approve at his/her discretion in accordance with the Town Hall Facility Rental Policy # 153-10.

3.13 To forward all other new requests to waive or discount fees or utilities or for snow removal or grass cutting services to Council for decision.

3.14 To approve or respond to requests from community groups and organizations provided that they do not create excessive manpower requirements, expense or loss of revenue for the Town of Pincher Creek.

3.15 Director of Finance to ensure that all utility charges are recorded and written off per utility run as a grant to the group or organization.

3.16 To maintain a record of support to community groups and organizations with related costs and to present Schedule A Summary of Support to Community Groups & Organizations to Council for their review, prior to the allocation of Joint Funding and other applicable municipal grants each year.

2.17 Requests for facility coupons or donations of passes/rentals for fundraising purposes shall be recorded.

2.18 To prepare communications to inform community groups and organizations of the total support provided from the Town of Pincher Creek on an annual basis and to advise them to include the information in their financial records.

3. End of Policy

