

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title: Grants and memberships to non-reporting entities	
Section: Finance	Index: 410
Date: April 2016	Authority: 2016-160

1. **Supercedes.** new
2. **Purpose.** This policy details guidelines for use in the distribution of operating grants and membership fees.
3. **Definition**
 - a. A non-reporting entity (NRE) is one where the municipality does not control the financial and operating policies of the organization but the organization has a narrow membership base and a mission to provide certain services to municipal residents. A council member may or may not be appointed to the governing board of the organization on a case by case basis. Examples include;
 - i. COPP
 - ii. Operation Clean Up
 - iii. Crime Stoppers
 - iv. Red River North Tourism
 - v. Selkirk Food Bank
 - vi. Grand Beach Development Corp
 - vii. Grand Marais Community Central
 - viii. Lake Winnipeg Consortium
 - b. A membership is defined as an organization with a broad membership base and includes;
 - i. AMM
 - ii. FCM
 - iii. Good Roads
 - iv. ARM
 - v. Interlake Tourism
 - vi. Selkirk Biz
 - vii. Red River Basin
 - viii. Partnership of the Capital Region
 - ix. South Basin Mayors and Reeves
 - x. Assoc. of Regional Recyclers
 - xi. Rivers West
 - xii. Swana (in the name of the Municipality)
4. **Rationale.** Council recognizes the value of the services provided by these organizations and may be willing to provide support through memberships or grants.

5. **Application.**

- a. NRE's requesting funding of \$3,000 or greater shall provide a full budget and set of financial statements. Council may waive the need for financial statements in the resolution. Application for funds should be received by January 31 each year. NRE requesting less than \$3,000 shall do so in writing.
- b. Memberships – will be paid as invoiced and included within the monthly accounts for approval. Approved membership application include;

6. **Approval Process**

- a. NREs shall be approved during the budget process. Funds will be distributed in June of each year via a resolution of Council.
- b. Memberships shall be paid automatically and placed in the monthly accounts.

7. **Funding Source –**

- a. **NRE** - The Municipality shall fund these grants from the Operating Fund and charged against the service line most appropriately linked with the service provided.
- b. **Membership** –Funded by the General Operations Fund and coded to Other General Government