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## POL.ADM.00.00 Municipal Subsidy Policy

**Policy Type:** Corporate (Approved by Council)  
**Date Approved:** TBD  
**Department:** Community Services  
**Staff Report:** TBD

### Policy Statement

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The Town will prioritize the allocation of direct subsidies for youth programming in alignment with municipal best practices across Ontario. Adults in need of financial assistance may access targeted individual support through external community partners. However, the Town acknowledges that these organizations are not responsible for subsidizing operational or facility costs.

### Purpose

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To establish a consistent, transparent, and equitable approach for providing financial subsidies to users of Town-owned recreation and community facilities, while acknowledging the complementary support provided by local organizations such as Beaver Valley Outreach (BVO).

### Application

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This policy applies to all recreation and facility rental subsidies funded through the Town's annual municipal budget and administered by the Community Services Department.

### Definitions

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Beaver Valley Outreach – a charitable, community-based organization providing a variety of programs and services to enhance the well-being of local residents.

Council – governing body of a municipality, responsible for making decisions about local policies, laws, and governance while playing a critical role in representing the community interest and ensuring efficient local governance.

Delegated Authority – refers to the process whereby specific powers or responsibilities are transferred from higher-level officials or entities to lower-level officials or bodies within an organization

Governed Youth Programming – Certain youth programming is governed by an organization that determines the youth age limits within that designated sport. For example:

- Ontario Minor Hockey Association – 20 years and under
- Baseball Ontario – 21 years and under
- Ontario Soccer – 18 years and under

Local – for the purposes of this policy, refers to residents, groups, or associations that offer programming within the Town of the Blue Mountains using the Town’s recreational facilities.

Subsidy – is financial assistance granted by the government or public body to support individuals, groups, or associations within the Blue Mountains

Youth programming – for the purposes of this policy within Town operated programs, youth is defined as any individual under the age of 18 years.

## Procedures

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Role	Responsibility
Director of Community Services	Oversight of subsidy administration, annual review, and reporting to Council
Facility Booking Staff	Day-to-day processing of subsidy applications and rental bookings
Corporate and Financial Services Department	Budget tracking and verification of approved subsidy expenditures
Applicants (Individuals/Groups)	Submission of complete and accurate subsidy applications, as applicable

### **Youth Subsidies (Municipally Funded)**

**1. Eligibility:**

Individual youth participants (aged 17 or under)

Programs/events primarily serving youth

**2. Application Process:**

Automatic subsidy applied to youth program rentals as outlined in the Fees and Charges By-law.

Organizations serving youth may be required to complete a simple Subsidy Verification Form annually.

**3. Rate Setting:**

Youth fees and applicable discounts approved in the Town's Fees and Charges By-law, updated annually.

**4. Documentation:**

Maintain participant numbers, age verification (if applicable), and program descriptions.

### **Adult Financial Assistance (External Support)**

**1. Referral:**

Staff will refer adult individuals or families seeking financial aid to:

Beaver Valley Outreach (BVO)

Grants and Donations Advisory Committee (for organizations)

**2. BVO Application Process (for residents):**

Individuals contact BVO directly for Recreational or Adult Funding.

The Town may provide promotional material and support outreach but does not manage or oversee this funding.

**3. Town Role:**

Ensure Town facility and program staff are familiar with referral process.

Do not promise or imply guaranteed support from BVO.

### **Facility Rental Subsidies (Delegated Authority)**

#### **1. Eligible Groups:**

School groups, fundraising events, agricultural societies, etc., as historically approved.

#### **2. Request Process:**

Groups submit a Facility Subsidy Request Form to Community Services.

#### **3. Approval:**

Director of Community Services or designate reviews and approves based on:

Historical precedent

Budget availability

Alignment with strategic goals

The request is within 10% of the previous years funding and does not exceed a 25% increase over a 5 year period

#### **4. Tracking:**

Approved subsidies recorded in an internal tracking sheet shared with the Corporate and Financial Services Department

### **Review & Reporting**

#### **Annual Review of:**

Fees and Charges By-law rates for subsidized groups

BVO partnership and referral experience

Overall usage and financial impact of subsidies

Report key metrics to Council during budget discussions, including:

Number of youth served

Rental discounts granted

Referral volumes to external supports

### **Communication & Outreach**

Update Town website and brochures with clear subsidy information

Include referral contacts for BVO and Grants and Donations Committee

Conduct annual staff training

### **Exclusions**

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For profit businesses

Commercial Enterprises

Non-Residents of the Town of The Blue Mountains

Adults aged 18 and above

Groups or Organizations with Adequate Funding or Sponsorship

Programs not aligned with Community or Strategic Values

Any group or individual, not in good standing with the Town of The Blue Mountains

### **References and Related Policies**

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BVO literature on funding opportunities

### **Review Cycle**

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Once per term of Council.

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