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## POL.ADM.00.00 Municipal Subsidy Policy

<b>Policy Type:</b>	Corporate (Approved by Council)
<b>Date Approved:</b>	TBD
<b>Department:</b>	Community Services
<b>Staff Report:</b>	TBD

### Policy Statement

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The Town will prioritize the allocation of direct subsidies for youth programming in alignment with authority under the municipalities' general powers under section 107 – grants and loans within Ontario's Municipal Act of 2001. 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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This policy establishes guidelines for the provision of municipal subsidies to support programs, services, or initiatives that benefit children and youth 19 years of age and under. The intent is to ensure equitable access to developmental, recreational, and educational opportunities for young residents, particularly those facing financial barriers.

### Application

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This policy applies to:

- Non-profit organizations and service providers offering youth-focused programming
- Subsidies for municipal facility use, registration fees, or direct program support
- Programs and services delivered within municipal boundaries and targeting residents 19 years of age and under

This policy does not apply to:

- Commercial or for-profit businesses with adult only membership or enrollment.

## Definitions

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**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.

**Community Benefit** - positive social, cultural, recreational, or economic impact that a program, service, or event provides to residents of the Town of The Blue Mountains.

It may include, but is not limited to:

- Expanding access to youth or underserved populations;
- Promoting inclusion, participation, or community cohesion;
- Supporting local volunteerism or partnerships;
- Enhancing public well-being, recreation, or learning opportunities;
- Advancing the goals and values identified in the Town’s Strategic Plan or Leisure Activities Plan objectives.

To qualify as a community benefit, the activity must demonstrate broad accessibility, non-commercial, for-profit intent, and alignment with municipal priorities.

**Delegated Authority** – refers to the process whereby specific powers or responsibilities are transferred from Council to Staff.

**Grants and Donations** - is the formal advisory body established by Council to review, evaluate, recommend, and/or oversee the distribution of funds and donations to individuals, nonprofits, community groups, or other eligible entities.

**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.

**Historical Precedent** - established practice or prior approval history for providing municipal subsidies or facility use discounts to a specific group, organization, or event.

It recognizes continuity in Town support where:

- The organization or event has received comparable subsidies or facility fee reductions within the previous three (3) years;
- The nature, purpose, and scale of the program remain consistent; and
- The activity continues to align with Town priorities, available budget, and community benefit standards.

Historical precedent does not guarantee ongoing approval and is subject to annual review, budget availability, and policy compliance.

Not in Good Standing – refers to individuals or entities that are not compliant with certain legal requirements, regulations, or obligations such as but not limited to outstanding fees or penalties, tax non-compliance, licenses and permits.

Subsidy – is financial assistance granted by the municipality to support youth-based 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 19 years of age and under.

## **Procedures**

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The following procedures and criteria define eligibility requirements for municipal subsidies.

Eligible subsidies will be reviewed through the Town's annual budget and fees and charges By-law.

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

#### **1. Eligibility Criteria**

##### Age Requirement

All subsidized programs or participants must be 19 years of age and under at the time of program participation or at the time of the application for subsidy with the exception of governed youth programming.

##### Organization Type

Eligible applicants include:

- Registered non-profit organizations
- Registered charities

- Schools or publicly funded educational institutions
- Community-based youth-serving organizations
- Youth organizations utilizing Town of the Blue Mountains municipal facilities with a minimum 40% resident enrollment offering a program that is not currently offered in TBM for youth.

#### Ineligible Activities and Expenditures

The following are not eligible for subsidies under this policy:

- Programs serving individuals 20 years of age or older
- Programs or events where the majority of participants are adults
- Private events or invitation-only activities
- Capital projects or building maintenance

**For-profit entities are not eligible** unless delivering a program through a municipally approved partnership that meets the following criteria:

- Demonstrate community benefit
- No registration fee for youth regardless of income
- Clear affordability component
- Transparent use of public subsidy

#### 2. **Rate Setting:**

Rate setting criteria will be included within the policy at the direction of Council through the attached staff report and analysis.

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

Staff will refer adult individuals and families seeking financial aid to local programs, organizations or to the Grants and Donations Advisory Committee.

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

### **Eligible Groups**

Local schools, agricultural societies, community fundraising events, and other organizations historically approved for facility rental subsidies.

### **Request Process**

Groups submit a Facility Subsidy Request *Form* to the Community Services Department.

### **Documentation Requirements**

At the request of the Director of Community Services, applicants may be required to provide:

- Financial statements or budget summaries;
- Participant numbers and age verification (if applicable);
- Program description and demonstrated community benefit.

### **Approval Authority**

The Director of Community Services (or designate) may approve facility rental subsidies up to the approved annual budget allocation and in accordance with the following criteria:

- Request is consistent with historical precedent or community benefit;
- Total annual subsidy for the group does not exceed 10% of the previous year's approved amount or a maximum of \$2,500, whichever is lower;
- Cumulative increases do not exceed 25% over a five-year period;
- The request aligns with Town strategic priorities and available budget.

Requests that exceed these thresholds will require Council approval.

### **Tracking and Reporting**

- All approved subsidies will be tracked internally and reviewed quarterly by Corporate and Financial Services.
- A summary of delegated approvals will be included in the annual budget report to Council, identifying:
  - Number and type of groups subsidized;
  - Total value of subsidies;
  - Financial impact on facility revenues.

**Review**

Delegated authority may be adjusted or suspended at any time by Council based on financial performance or changing community needs.

**Communication & Outreach**

Update Town website and communications with updated information annually or following any substantive changes to the policy.

Include referral contacts for external support and Grants and Donations Committee

**Exclusions**

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For profit businesses or commercial enterprises

Adults aged 20 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 for 2 consecutive years

**References and Related Policies**

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**Review Cycle**

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Once per term of Council.

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