

DATE OF MEETING FEBRUARY 19, 2025

AUTHORED BY WENDY FULLA, DIRECTOR, FINANCE

SUBJECT SECURITY CHECKS AND OTHER GRANTS POLICY UPDATE

OVERVIEW

Purpose of Report

To present an updated process for approval of grants for security checks. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff report dated 2025-FEB-19.

BACKGROUND

At the Finance and Audit Committee meeting on 2024-JUN-19, the Finance and Audit Committee recommended that Council:

1. Approve the Permissive Tax Exemption Administrative Policy as outlined in the Staff report dated 2024-JUN-19;
2. Approve the Security Checks and Other Grants Administrative Policy as outlined in the Staff report dated 2024-JUN-19; and
3. Repeal the Council 'Grants Policy and Guidelines' Policy COU-185

This recommendation was endorsed by Council at the 2024-JUL-08 Regular Council Meeting.

At the 2024-DEC-11 Finance and Audit Committee meeting a staff report was introduced seeking Committee approval for a \$50 Security Checks Grant. During deliberations on the report the Committee indicated that staff should review the current approval process for Security Checks Grants. |

DISCUSSION

The City has a Security Checks Grants program that provides funding to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and meet the criteria as outline in the Security Checks and Other Grants Policy (the Policy).

Under the Policy, applications under both the Security Checks Grants program and the Other Grants program must be brought forward to the Finance and Audit Committee for consideration.

The annual security check budget is \$2,000 and applications are accepted on an ongoing basis through out the year until all funds are expended. Between 2020 and 2024 only two grants were awarded one for \$500 in 2022 and one for \$50 in 2024.

Based on the low dollar value of the grants staff are recommending revising the policy to allow applications to be reviewed by Finance department staff and approved by the Director, Finance.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the revised Security Checks and Other Grants Policy as outlined in the Staff reported dated 2025-FEB-19.
 - The advantages of this option: More efficiency use of staff and committee resources.
 - The disadvantages of this option: None
 - Financial Implications: None
2. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- The City has a Security Check Grants program to help offset the cost of security checks performed by the RCMP for organizations that meet the policy criteria.
- Approval of Security Check Grants will be delegated to the Director, Finance.

ATTACHMENTS:

Attachment A: Amended Security Checks and Other Grants Policy

Submitted by:

Wendy Fulla
Director, Finance

Concurrence by:

Laura Mercer
General Manager, Corporate Services