

**Fee for Services Policy**

**Policy No. 1.3.6**

**Date of Policy:** March 13, 2017

**Revision:** January 8, 2018

**Motion Number:** 9(a)(i)

**Purpose**

The Council of the Town of Nipawin recognizes that local community not for profit organizations and registered non-profit societies are valuable resources in assisting the municipality in maintaining a strong community focus. The services must assist the Town to fulfill its goals and objectives.

Therefore, Council will consider the provision of financial assistance to registered non-profit societies or local not for profit organizations which seek support for proposals to promote the following Council objectives:

- Enhancing community identity and pride locally
- Encouraging and expanding volunteerism
- Promoting healthy living
- Promoting history, arts, culture and roots
- Sustaining the community (including financial stability)
- Enhancing quality of life of residents
- Providing/Enhancing a community service
- Providing/Enhancing youth services or activities

The Town of Nipawin benefits from the services provided by organization(s) and therefore will consider payment of an annual fee, through a three-year fee-for-service contract in recognition of these benefits.

**Principles**

To be eligible for fee-for-service funding, services proposed by organization(s) must be based on the following principles:

- Provides a service consistent with the Town’s strategic priorities and accomplish one or more goals:
  - Ensuing Nipawin is a safe community
  - Enhancing the quality of life of residents
  - Providing high quality services through outstanding governance
- The service must be inclusive of all residents.
- In order to be eligible for fee for service funding from the Town of Nipawin services proposed by organization(s) must support strong social and community values and may not be harmful to others,

- To qualify for fee-for-service funding, services proposed by organization(s) must provide, enhance, supplement or support a service that might otherwise have to be provided by the Town of Nipawin as a municipal responsibility.

### **Administration**

In order to be considered for fee for service funding in the following calendar year, requests for funding under the Fee for Service Policy must be submitted to the attention of the Director of Finance and Administration by October 15<sup>th</sup> each year with a final decision to be made by Council by October 31<sup>st</sup>. Advertising shall be conducted prior to September 15<sup>th</sup> each year.

Late applications may not be considered.

Applications will be evaluated by the Town of Nipawin to determine eligibility as outlined in this document. All eligible applications will be forwarded to the Town Council for discussion and subsequent approval. Organizations whose applications are deemed ineligible will be notified by the Town without any further review by Town Council.

### **Evaluation Criteria**

In addition to meeting the principles as outlined in this document, the following criteria will be considered:

- How the service reflects or accomplishes the Town's goals and strategic priorities.
- Demonstration that other community organizations are partnering in the provision of service to avoid duplication.
- Evidence of need for the service.
- Level of community support through public attendance and donations levels including the number of local volunteers.
- Quality of management (established track record, is the proposal well thought out and clear, etc.).
- Evidence of clear goals and expected outcomes.
- Uniqueness of the service i.e. does not duplicate but may complement an existing service.
- Evidence of financial need for the funding.
- Should the organization be requesting fee for service funding in the excess of prior requested amount, please provide rationale for the additional requested funds.

### **Who May Apply?**

The funding applicant (organization) must meet the following criteria in order to qualify for funding:

- Be registered as a not-for-profit incorporated society in Saskatchewan;
- Be located in the Town of Nipawin; and
- Be able to demonstrate that they are able to match the Town's contribution in either other donation dollars or in-kind services.

The Council of the Town of Nipawin wishes to ensure that assistance is provided only where it is needed, and where it will be well managed. Groups or organizations must have a defined governance structure that makes specific individuals responsible for the use of funds provided and accountable for the success or failure of the project, program, service, or event that is proposed.

In order to be eligible to receive assistance, the applicant registered non-profit society or local not for profit organization must demonstrate that it has sound financial and administrative management. The applicant must have a Board of Directors or similar governance structure and the persons making the application or receiving the funds must be legally authorized to act on behalf of the society or organization.

The applicant organization or society should have a proven track record of community service and have previously demonstrated the ability to administer other forms of assistance. The applicant organization or society must demonstrate a real effort in marketing and self-financing shown by a diversity of sources of revenue such as grants from other fund agencies, fundraising, sponsorships, ticket sales, subscriptions, memberships, user fees or other mechanisms.

### **Conditions**

- Completion of the funding application form and inclusion of the following required attachments, as applicable:
  1. Annual Financial Statements.
  2. Annual Financial Statements filed with the Director of Corporations as required by the *Non-Profit Corporations Act*.
  3. Minutes of the last Annual General Meeting held by the organization including a list of the Board of Directors.
  4. Copy of the organization's Constitution and/or Governing Bylaws.
  5. Report on how the funding that was received in the previous year was utilized.
- Provide a presentation to Council if requested.
- Demonstration that the services provide a significant benefit to the Town and its residents through a qualitative and quantitative analysis.
- Town funds must be matched by equivalent donation dollars and/or volunteer commitments.
- Town's contribution must be acknowledged on all promotional materials relating to the funded service.
- Funding provided on a three-year basis so long as contractual conditions are met. Subsequent contracts will be subject to Council approval.

**Not Eligible**

- Direct funding to individuals
- Services that would have been previously supported through other government funding (including Education and Health Care sectors)
- Demonstrations, marches and rallies
- For-profit organizations
- Retroactive funding or operating deficits
- Capital projects on Town owned property
- Property tax

**'Schedule A'**  
**Town of Nipawin**  
**Fee for Service Policy**  
**APPLICATION FORM**

Deadline for applications: 4:30 p.m. October 31, each year.

**General Information:**

The contents of this application are considered public information and may be released upon request.

Legal Name of Organization:		
Mailing Address:		Postal Code:
Phone:	Fax:	E-mail:
Contact Person:		Position:
Registered Society: Yes <input type="checkbox"/> No <input type="checkbox"/>	Society Registration No:	Is your society in Good Standing with the Registrar: Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Funding Request (in dollars):  Year 1        \$ _____  Year 2        \$ _____  Year 3        \$ _____		Proposal in best characterized as: <input type="checkbox"/> Event <input type="checkbox"/> Program  Participants/beneficiaries will primarily be: <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Disadvantaged persons <input type="checkbox"/> Other (describe) _____  This proposal's activities can best be described as related to: <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Recreation and Sports <input type="checkbox"/> Environmental, Social and Education

**Declarations**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors or Organization Executive to make this declaration and to submit this application on behalf of the above-named organization.

Signature	Position	Date

I hereby declare that if our organization is successful in obtaining Town of Nipawin fee for service funding that we give the Town of Nipawin (or a third party appointed by the Town) the right to review the project or event for which the fee for service funding was obtained to ascertain whether monies received were used for the stated purpose(s) set out in this application. In the event that there is suspicion of mismanagement/fraud relating to funding, the Council of the Town of Nipawin must be notified immediately.

Signature	Position	Date

Return to:  
Town of Nipawin,  
Director of Finance & Administration  
P.O. Box 2134  
Nipawin SK SOE 1E0

General Fee for Service Contract Information: (attach additional pages as required)

<p>1. Describe the operation and history of your organization:</p>
<p>2. Describe the specific activity to which the Fee for Service funding would be applied:</p>
<p>3. How was the need for your proposal identified and how will the activity meet this need:</p>

4. How will this proposal benefit the community by promoting enhancement of community identity and pride locally, encouragement and expansion of volunteerism, promotion of healthy living, promotion of history, arts, culture, and roots, sustainability for the community (including financial stability), enhancement of quality of life for residents?

5. How will participants or beneficiaries become aware of this event/program?

6. What are the expected outcomes of the proposed activity?



7. List the number of citizens served by your organizations in the past two years and the number expected to be served during the 3 years following receipt of this Fee for Service Contract, if approved. Please provide any other statistics that may be helpful.

8. How will you evaluate your proposed activity at the conclusion of the project or event?

9. Identify any similar services or events offered in the Town and describe how your proposed activity is unique.

10. List any organizations with whom you collaborate or partner in order to provide services.

11. Please indicate how your organization will recognize the Town's contribution to your project or event.

12. Please describe the governance structure of your organization.

13. Please describe the financial controls and administrative management process in your organization.

14. Please describe the organization's financial need for Town funding assistance for this proposal.

15. What are the total annual revenues for your organization?

16. Will this activity be complete within a three year period of receipt of the Town Fee for Service Contract?

17. Will this fee for service funding be used to fund staff training and professional development? If so, please give details.

18. Please describe your organization's membership criteria, detail how many members you have, and indicate what volunteer activities the organization undertakes.

19. Does your organization have paid staff and if so, how many staff in total?

*(Where the Town Fee for Service contribution is used towards the payment of salaries and wages, an additional Schedule, addressed to the Director of Finance & Administration, labeled as "PRIVATE and CONFIDENTIAL" is to be submitted together with the grant application, specifying approved actual and budgeted salaries and benefits per staff member. The Town may request copies of employees T4's. This information will be held as confidential, and will not be available for release upon request.)*

20. Outline your contingency plan if this funding application is not approved.

21. Please list any assistance your organization has received from the Town in the previous four years.

22. What previous sources of funding have you administered from sources other than the Town?

23. Please describe the marketing and self-financing activities of your organization. Where do the organizations revenues come from and approximately what percentage is derived from each source?

24. What are your organizations overall goals and objectives for the coming three years?

Applicants seeking assistance greater than \$1,000.00 per year must provide:

- a detailed consolidated budget for the entire organization including both revenues/expenditures and a specific budget for the project or event for which assistance is requested;
- where a portion of funds are intended to go towards salaries the applicant is required to provide an itemized breakdown detailing the following:
  - position title
  - wages
  - benefits
  - gross position expenses
- a current financial statement prepared and signed by the appropriate person (i.e.: CPA, CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer) business plan or statement of objectives;
- a quarterly financial report to be submitted prior to the release of fee for service funding (for funding in excess of \$5,000.00);
- constitution and bylaws of the organization if such exist.

**Policy – Finance**

**For internal use only**

Reviewed by:			
Received:	Day	Month	Year
Required documentation attached		<input type="checkbox"/> Yes	<input type="checkbox"/> No
All questions completed		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signatures and initials complete		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Meets eligibility criteria		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, briefly describe disqualifying circumstances			
<b>REVIEWER'S COMMENTS</b>			



CONTRACT  
"FEE FOR SERVICE"

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
("Contractor")

**AND**

Town of Nipawin  
210 Second Avenue East  
PO Box 2134  
Nipawin, SK S0E 1E0  
("Town")

NOW THEREFORE, The Town and the Contractor agree as follows:

**1. STATEMENT OF DELIVERABLES**

The Contractor shall carry out the services described in "Schedule A" as attached to this contract. The Contractor must abide by the conditions agreed upon as set forth in the Fee for Service Policy and Fee for Service Policy Application Form "Schedule A".

**2. INDEMNIFICATION**

The Contractor shall indemnify and save harmless the Town from and against all claims, losses, costs, damages, duties, delays, proceedings, or actions arising out of, or related to the Contractor's activities in executing the work.

**3. PROPERTY OF THE OWNER**

The Contractor shall be responsible for any loss or damage to any property of the Town arising out of the performance of the services. Such property shall only be used by the Contractor as may be directed by the Town and its authorized representatives, and the Contractor shall, at any time when requested to do so, account to the Town for the use of such property.

**4. SUSPENSION OR TERMINATION OF THE CONTRACT**

(a) The Town may, upon notice in writing to the Contractor, and for cause, suspend or terminate the contract at any time. The Contractor will comply with any such notice immediately.

- (b) If the Town terminates the contract because of default by the Contractor, the obligation of the Town to make payment to the Contractor shall cease and no further payments shall be made to the Contractor unless the Town shall be satisfied that no financial prejudice will result to the Town from such further payments.
- (c) The Contractor may terminate the contract with reasonable notice (30 days) or immediately with the agreement of both parties.

**5. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES**

The Contractor represents and warrants that their organization:

- (a) is a non-profit corporation validly incorporated and in good standing under the laws of Saskatchewan and does not conduct its activities with a view to obtaining, and does not distribute, profit or financial gain for its members;
- (b) has the power and capacity to enter into and carry out the obligations under this Contract; and
- (c) has completed all necessary resolutions and other preconditions of this Contract.

**6. ANNUAL REPORTING**

The Contractor will be required to submit an annual report to Council by December 31 of the following year which highlights accomplishments, goals and objectives, benefits provided to the community, and a financial statement outlining how the Town's funding was utilized.

**7. TERM**

The term of this Contract commences on the date first written above commencement date and expires three years from the Commencement Date (the "Term"), subject to earlier termination pursuant to the terms of this Contract.

**8. PAYMENT SCHEDULE**

Council approved Fees for Service included in the current year's budget, and as confirmed on the attached Certified Resolution, shall be paid as follows unless stipulated otherwise in the Contract:

- (a) Amount Approved: \$ \_\_\_\_\_
- (b) Contracts \$5,000 and under:  
Shall be paid out in one lump sum payment as soon as practical after the Fee for Service Contract is signed.
- (c) Contracts \$5,001 and over:
  - i) That 25% of the contract be paid as soon as practical after the Fee for Service Contract is signed.
  - ii) Further quarterly payments shall be paid only after Town review of the Contractor's quarterly report.

- iii) Town Council will review the success of the deliverables at the end of each calendar year, at which time Town Council will determine the level of Town funding for the following calendar year.

IN WITNESS THEREOF, the parties hereto agree that the complete agreement, together with and subject to all provisions contained with shall, when accepted and executed, constitute a binding contract between the Contractor and the Town.

**TOWN OF NIPAWIN**

**CONTRACTOR**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Authorized Signatory

**SCHEDULE "A"**

DELIVERABLES

Amount approved: \_\_\_\_\_

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