

# Lac La Biche County *Policy*

**TITLE:** Ad Hoc Requests

**POLICY NO:** FIN-71-005

**RESOLUTION:** 20.657

**EFFECTIVE DATE:** January 12, 2010

**DEPARTMENT RESPONSIBLE:** Finance and Grants

**NEXT REVIEW DATE:** August 25, 2023

---

## **POLICY STATEMENT:**

On an occasional basis, Lac La Biche County receives requests for funding that do not fit under any County Grant Program. In other instances, the County receives requests that should be submitted under a County Grant Program, but aren't. To this end, the County will establish a policy in order to efficiently and consistently address these requests.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

## **DEFINITIONS:**

“County Grant Programs” means both formal grant programs established by a Lac La Biche County department, as well as informal practices of providing funding contributions that fall within the scope of the of the respective department’s mandate and program delivery.

“Ad Hoc Request” means a request for a cash contribution made to the County where there is no Grant Program to field that type of request, or it is not possible to submit the request under a County Grant Program without substantially changing the nature of that request.

“Non-Conforming Request” means a request for a cash contribution made to the County where there is an existing Grant Program designed to field requests of that general type or nature, but the request was submitted without conforming to the requirements of the Grant Program.

## **PRINCIPLES:**

- When Administration receives a Non-Conforming request, it will require the applicant to re-submit it under an applicable County Grant Program, and/or process the request according to a County Grant Program.
- Council may approve funding to Non-Conforming Requests, rather than require the applicant to modify their request to be compliant with an existing County Grant Program.
- Administration may, without Council approval, approve up to \$1,000 for an Ad Hoc Request.
- When an Ad Hoc Request is submitted to Administration, where the request exceeds \$1,000, Administration will review the request. Upon review, Administration may:
  - a. Approve up to \$1,000 for the request; or
  - b. Bring the request to Council for consideration; or
  - c. Choose not to support the request. In this case, Administration will not facilitate the review of the request by Council, unless subsequently instructed to do so by Council.
- Funding decisions for Ad Hoc requests will be made on a case-by-case basis considering any information the County considers relevant.

"Original Signed"  
\_\_\_\_\_  
Chief Administrative Officer

August 28, 2020  
\_\_\_\_\_  
Date

"Original Signed"  
\_\_\_\_\_  
Mayor

August 29, 2020  
\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** FIN-71-005 Ad Hoc Requests Procedure, CM-71-005

**AMENDMENT DATE:** August 25, 2020

# Procedure

**TITLE:** Ad Hoc Requests

**PROCEDURE NO:** FIN-71-005

**RESOLUTION:** 20.659

**EFFECTIVE DATE:** August 25, 2020

**DEPARTMENT RESPONSIBLE:** Finance and Grants

**NEXT REVIEW DATE:** August 25, 2023

## PROCEDURE:

1. Administration will use the guidelines outlined in Schedule “A” when considering Ad Hoc Requests up to \$1,000.
2. Normally, there will be no reporting requirements for requests up to \$1,000.
3. If Administration intends to bring an Ad Hoc Request to Council for consideration, Administration will determine what relevant information or documentation is required.
4. Organizations which are approved for funding under this policy and procedure may be required to enter into an agreement with the County outlining the terms and conditions of funding. The County will determine whether an agreement is required based on the amount of funding provided and the nature of the funding.

\_\_\_\_\_  
"Original Signed"  
Chief Administrative Officer

\_\_\_\_\_  
August 28, 2020  
Date

**SPECIAL NOTES/CROSS REFERENCE:** FIN-71-005 Ad Hoc Requests Policy, CM-71-005

**AMENDMENT DATE:**

## SCHEDULE “A”

### Applicant Considerations

1. Applicants may be an individual or an organization.
2. Normally, only one request will be approved per activity, project, program, etc.
3. Normally, an individual or organization will not be approved for Ad Hoc funding in consecutive years.
4. Requests from applicants which are already regularly funded by the County will not normally be considered.
5. Funding will normally be limited to applicants that are from Lac La Biche County, or have a strong connection to the area.

### Request Considerations

6. Funding will normally be limited to requests that:
  - a. Directly benefit youth, student, seniors, or disadvantaged groups; or
  - b. Celebrate a significant milestone; or
  - c. Contribute to economic development or tourism in Lac La Biche County.
7. Normally, funding for requests made by individuals will be limited to:
  - a. Requests to help cover a portion of the costs related to the attendance of conferences, forums, programs, or other similar events outside of Lac La Biche County which represent a high-level of personal achievement, or which demonstrate a strong connection to personal development; or
  - b. Requests to help cover a portion of the cost of a unique opportunity that is educational, or otherwise contributes to their social development.

### Funding Levels

8. Requests by organizations will normally be considered at \$500 or \$1,000, depending on the nature of the request.
9. Requests by individuals will normally considered at \$200.