

Municipal Assistance Program - GUIDELINES

4. Partnership Agreements

The Town of Halton Hills recognizes the value and benefits of working in collaboration with agencies, governments, businesses, groups and individuals as outlined in the Corporate Strategic Plan. Partnerships may be considered for projects, programs and services which address the objectives of the MAP and Corporate Strategic Plan. Proposals are evaluated utilizing the Recreation and Parks Department "Rational Service Delivery Model".

Partnership Agreements may take the form of:

- a) Joint Capital Project Agreements
 - a. funded by the Capital Reserve or Tax Rate Stabilization Reserve
 - b. secured through a lease and/or legal agreements
- b) Loans to Community Groups
 - a. funded through terms approved by the Treasurer of the Town
 - b. secured through supporting financial reports and documents
- c) Service Contracts
 - a. funded by the Municipal Assistance Program operating budget
 - b. secured through legal agreements

Eligible

- a) Organizations in good standing with the Town.
- b) Projects in compliance with all municipal and provincial laws, policies and guidelines.
- c) Community-based projects located on lands or within facilities owned or leased by the Town of Halton Hills where a financial contribution and/or from the Town may be required.

Ineligible

- a) Requests from an individual
- b) Projects/programs/services which do not meet municipal assistance policy criteria and/or which do not involve an element of partnership/reciprocity

Submission process

1. Written proposals outlining the project and intent to collaborate forwarded to Recreation and Parks Department for initial review and evaluation in accordance with the established Municipal Assistance Program criteria.
2. A staff lead is assigned to work with the applicant to ensure the proposal is complete and to guide applicant with their presentation to Community Affairs of Council and all requirements related to the proposal.
3. A staff report regarding the proposal will be forwarded to the Community Affairs Committee of Council for consideration with the presentation.
4. The Community Affairs Committee of Council will review the proposal and make a recommendation to Council to support or decline the initiative.
5. If the Community Affairs Committee does not recommend proceeding with a proposal, the applicant will be notified in writing and advised of their option to make a deputation directly to Council

6. Proposals endorsed by Community Affairs Committee requiring Town financial contributions in excess of \$10,000.00 will require presentation(s) by the applicant to Council.
7. If approved, the lead staff with the interested party to ensure the appropriate by-law and legal agreements, which define the terms and responsibilities of all collaborating parties, will be prepared and submitted to Council for consideration.

Partnership Requirements:

- a) Detailed proposals as outlined in the corresponding policies for Joint Capital Projects, Loans to Community Groups and Service Contracts
- b) Proposals for major initiatives must be received 6 months in advance of the proposed initiative to facilitate the review process.
- c) Projects must present a detailed budget (Financial Plan) including actual and projected revenue and expenses.
- d) A business plan outlining their initiative and how it will be sustainable.
- e) Project compliance required to all municipal and provincial laws, policies and guidelines.

MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:

- A. Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications).
- C. All proposals are subject to available funds
- D. Community Affairs Committee of Council may request a presentation of the applicant's proposal.
- E. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- F. All applicants will receive written notification regarding the decision of their proposal, as made by the Community Affairs Committee of Council and ratified by Council.