

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: MUSEUM / ARCHIVES

POLICY NUMBER: RECREATION AND CULTURE - 705

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> November 4, 2019
<i>Council Resolution Number:</i> 2013-0134, 2015-285, 2019-498	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> October 21, 2019

Policy:

The City supports the White Rock Museum & Archives Society (WRMAS) and in recognition of their contributions, the City provides funds by way of a grant to assist them in their operations.

The following guidelines are established for the determination and payment of annual grants:

1. The WRMAS Board is required to submit a budget for the upcoming year to the Director of Financial Services by September 30 each year. The budget should show all expenses and revenues pertaining to the operation of the Museum and Archives, but not including: building maintenance, utilities, taxes, building insurance and telephone as these items will be paid directly by the City as the owner and operator of the building.
2. The Director of Financial Services will include the requested grant as well as a recommendation to City Council as part of the City’s financial planning process.
3. WRMAS is encouraged to appear before City Council each year to make a presentation reviewing past year’s activities as well as future plans. The presentation would include a rationale for any additional grant funds.
4. Council will make a determination of the annual grant as part of the financial planning process. Funds will be distributed in two equal payments (January 31 and June 30).
5. To receive the funds, the Society must provide the City with audited financial statements as soon as reasonably available each year as well as remain a society in good standing in accordance with the *Societies Act of B.C.*

Rationale:

This policy has been established to set guidelines for the determination and payment of annual grants from the City of White Rock to the White Rock Museum and Archives Society.