



Policy Title: RM of Britannia Ditch Cleaning Grant Program

Policy Area: Parks and Recreation	Effective Date: July 23, 2025
Policy Section: RM of Britannia No. 502 Grant Program	Updated: December 17, 2025 as per resolution 807/25, updated formatting.
Supersedes Policy: 504/25 July 23, 2025, Removed from Policy PR-001	Approved on: December 17, 2025 Resolution: 888/25 Next Review Date: This policy will be reviewed every three (3) years or earlier if deemed necessary by the Chief Administrative Officer or Council.

Policy Statement:

The council of the RM of Britannia No. 502 recognizes the valuable contributions made by our non-profit community organizations and their volunteers to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the RM of Britannia No. 502 is committed to providing financial assistance to such organizations through its Grant Program. Support is provided each year from the municipality's operating budget to qualifying organizations through an annual application process.

Purpose:

The purpose of the RM of Britannia No. 502 Ditch Cleaning Grant Program is to ensure that funds are allocated in a fair and transparent manner to non-profit community-based organizations who commit to cleaning ditches. This policy identifies the funding available, eligibility requirements, and outlines the application and allocation process.

Definitions:

Council means the duly elected members of the municipality.

Ditch Cleaning means to clean both sides of the approved road segment.

Financial Assistance is a grant that provides funding to an organization.



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Grant Application is the application form required to be completed and submitted prior to consideration of any grant funding.

Organization is a non-profit community group that provides products and services to improve or benefit the community.

Policy:

1. The Finance Department will inform the community of grant opportunities through ads in the local newspaper and the municipality's website. The Finance Department will receive the applications. Late or incomplete applications may not be considered. The CAO will evaluate applications and approve grants.
2. Total amount of grant funding available per grant year is \$6000.00
3. The grant period is from **when the snow has melted in the ditches** to May 30 every year. The ditch cleaning must occur with this period.
4. The community or school group that wishes to complete ditch cleaning will be required to submit a letter prior to **February 28**, indicating the locations and proposed distance of cleaning, to be approved by the CAO.
5. A final report confirming the ditch cleaning has been completed must be submitted on or before July 31.
6. Upon approval and inspection of the ditch cleaning project, the community or school group will receive:
 - (1) \$150.00 per mile of ditch cleaning on both sides of the road, for roads with 400 or fewer vehicles per day, as per the most recent RM of Britannia traffic count records;
or
 - (2) \$200.00 per mile of ditch cleaning on both sides of the road, for roads with over 400 vehicles per day, as per the most recent RM of Britannia traffic count records.
7. Groups receiving grants must publicly acknowledge the RM of Britannia within their activities and advertising.
8. Applicants may be asked to participate in funding recognition by way of having a photograph taken with a member of council or administration when receiving grant funds.
9. The non-profit grant program is intended to provide funds to applicants that are open to all residents of the RM of Britannia without discrimination based on age, economic status, physical or mental ability, race, religion, gender or ethnicity.



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10. Funding requests received after the application deadline will not be accepted and the applicant will be invited to submit an application for the next grant period if they wish to do so.
11. If the application form is not filled out properly, the grant application will not be considered.
12. If the organization is unable to complete the ditch cleaning, and/or has not submitted the final report, a written letter of request for an extension must be submitted prior to May 30. If a letter is not received and approved by the CAO, the grant funding will be forfeited.
13. If the organization is approved for ditch cleaning, the operations department will be notified to co-ordinate signage and safety vests for the group.
14. The members of the group/organization will be required to wear safety vests at all times while ditch cleaning in the RM of Britannia.
15. If the organization does not comply with these requirements, future financial support from the RM of Britannia may not be considered.
16. Failure to submit the final report may result in the non-profit organization being ineligible for funds in the following grant year.
17. Grant recipients must submit a project final report upon completion of the program including:
 - (1) A completed RM of Britannia Project Final Report;
 - (2) Pictures and a map of ditches cleaned;
 - (3) Bank statements from the organization must be presented with the final report.
 - (4) Complete reporting must be submitted to the RM of Britannia by July 30, following the grant period unless an extension is granted.
18. Organizations will receive their allotted grant funding once the final report and required documentation has been submitted.
19. Attachments:
 - Schedule A – Application Form
 - Schedule B – Final Report