



STAFF REPORT

DATE: April 19, 2023

FILE: 0550-04 Board Reports

TO: Chair and Directors
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: REQUEST FOR FINANCIAL ASSISTANCE– CORTES COMMUNITY RADIO SOCIETY

PURPOSE/PROBLEM

To consider a recommendation from the Electoral Areas Services Committee regarding financial assistance applicable to Electoral Area B.

EXECUTIVE SUMMARY

The attached correspondence concerning a request for financial assistance was considered at the Electoral Areas Services Committee meeting held April 12, 2023 at which time the Committee passed the following resolution:

Vonesch/Mawhinney: EASC 113/23

THAT the Committee recommend that the grant request by the Cortes Community Radio Society be supported by the Board.

The actions outlined below are offered in support of the Committee's recommendation.

RECOMMENDATIONS:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Board approve a grant for the Cortes Community Radio Society in the amount of \$2,000 to assist with technical support of digital literacy issues to be paid from the Electoral Area B grant in aid budget.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: E. Watson, Manager, Corporate Operations

Attachments: Copy of April 5, 2023 staff report to the Electoral Areas Services Committee



STAFF REPORT

DATE: April 5, 2023

FILE: 0550-04 EASC Reports

TO: Chair and Directors
Electoral Areas Services Committee

FROM: Dave Leitch
Chief Administrative Officer

RE: REQUEST FOR FINANCIAL ASSISTANCE – CORTES COMMUNITY RADIO SOCIETY

PURPOSE/PROBLEM

To consider an application for financial assistance applicable to Electoral Area B.

POLICY

The Local Government Act authorizes regional districts to provide assistance for the purpose of benefiting the community or any aspect of the community through a grant in aid service. The Strathcona Regional District grant in aid policy includes the following criteria for consideration of applications:

- the grant-in-aid is within the current year's budgeted allocation;
- the grant would not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- grants should not be made to other local governments, (i.e.: municipalities).
- grants should not be used to augment tax funded functions (eg. volunteer fire departments, community halls, etc) when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area;
- grants must not be provided to an "industrial, commercial or business undertaking";
- a need for the service/project within the community and the financial need of the organization is demonstrated.

SUMMARY

The Strathcona Regional District is in receipt of a request for financial assistance as detailed on the attached summary sheet. From a financial perspective, the request falls within the budget limits currently authorized in the 5-year financial plan bylaw and, to the extent that staff are able to determine, the request meets the policy criteria established by the Regional District. However, with respect to the matters of community need and/or financial need (as stated above), it should be noted that the associated staff analysis is necessarily limited to the information provided by the applicant. The Area B Director has requested that it be placed before the Board. Accordingly, the application is appropriate for the Board's consideration of approval and, in that event, the passage of a resolution confirming the awarding of the grant will be required.

ALTERNATIVES

Option A – THAT the Committee recommend that the grant request by the Cortes Community Radio Society be supported by the Board.

Option B – THAT the Committee recommend that the grant request by the Cortes Community Radio Society not be supported by the Board.

RECOMMENDATIONS:

THAT the report from the Chief Administrative Officer be received.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: *E. Watson, Manager, Corporate Operations*

Attachments: *April 5, 2023 email from Director Vonesch and request from the Cortes Community Radio Society.*

COPY



Electoral Area B (Cortes Island) Grants in Aid Summary (2023)

Grant in Aid 2023 Budget (2021-2025 Financial Plan)	\$ 25,000
	25,000
Applications previously approved for funding in 2023	
Cortes Community Radio Society	\$ 3,000
Cortes Island Seniors Society	\$ 3,000
Cortes Island Museum and Archives Society	\$ 3,000
Old Schoolhouse Art Gallery Society	\$ 3,000
Cortes Community Health Association	\$ 6,000
Total approved to date	\$ 18,000
AVAILABLE BALANCE	\$ 7,000

	<i>Grant Requested</i>	<i>Director Recommend- ation</i>
<i>New applications received</i>		
Cortes Community Radio Society		\$ 2,000
		\$ 2,000
<i>If all new applications are approved, total funds available (overspent):</i>		\$ 5,000

Edith Watson

From: Edith Watson
Sent: April 5, 2023 9:51 AM
To: Edith Watson
Subject: FW: Cortes Grant in Aid
Attachments: Cortes Radio Financials 2021 22 Budget 23.pdf; Techspert CKTZ Grant-in-Aid-Form- 5-Apr-2023.pdf

From: Mark Vonesch <mvonesch@srd.ca>
Sent: Wednesday, April 5, 2023 8:54 AM
To: Tom Yates <TYates@srd.ca>
Subject: Re: Cortes Grant in Aid

Hi Tom,

The GIA request is added. Thank you for including it in the agenda.

Mark

From: Tom Yates <TYates@srd.ca>
Sent: Wednesday, April 5, 2023 8:50 AM
To: Mark Vonesch <mvonesch@srd.ca>
Subject: RE: Cortes Grant in Aid

Good morning, Mark.

We will be publishing the EASC agenda tomorrow afternoon so would appreciate any requests not later than noon on Thursday so that reports can be prepared.

Regards,



Tom Yates
Corporate Services Manager
Tel: 250.830.6704
Toll free: 1.877.830.2990

From: Mark Vonesch <mvonesch@srd.ca>
Sent: Wednesday, April 5, 2023 7:50 AM
To: Tom Yates <TYates@srd.ca>
Subject: Cortes Grant in Aid

Hi Tom,

I have a Grant in Aid application coming in and wondering when I need to get it to you so that it's on the next EASC agenda?

Thanks,
Mark

COPY



#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll Free: 1-877-830-2990
www.srd.ca

GRANT IN AID FORM

ELIGIBILITY

Any non-profit community organization, to which the giving of a GIA will benefit the general community. Grants shall be considered on a year-to-year basis and continuing support should not be anticipated.

APPLICATION

The form, application for grant-in-aid, should be completed in full and all community organizations are encouraged to submit the form. In addition, the following information is useful, but is not mandatory:

- Copy of current year-to-date and the immediately preceding year's financial statements;
- Budget for the year in which the grant is being requested for;
- If available, the most recent annual report.

Forward the application form and supporting documentation to the attention of the appropriate electoral area director at the regional district office.

Grant-in-aid requests are usually considered by the board of directors in February of each year in conjunction with the establishment of the current year's budget.

THE PROCESS

The electoral area director responsible for the area, from which the grant-in-aid is being requested, shall review each request and provide direction to the secretary of the regional board as to the resolution endorsed.

All requests for grants-in-aid must be approved by resolution of the regional district board.

All organizations requesting a grant-in-aid shall receive a letter acknowledging the request and advising of the resolution passed.

CRITERIA

- The grant-in-aid is within the current year's budgeted allocation;
- The grant does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- Grants should not be made to other local governments, i.e.: municipalities.
- Grants should not be used to augment tax funded functions, i.e.: volunteer fire departments, community halls, etc when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area;
- GIAs must not be provided to an "industrial, commercial or business undertaking";

- A demonstrated need for the service/project within the community and the financial need of the organization;

RELEASE OF FUNDS

As annual funding through taxation is not received from the Province of BC's Surveyor of Taxes until August 1st each year, the release of grant approvals to local community organizations shall be as follows:

The finance department after August 1st shall issue payments of a grant-in-aid, unless the resolution approving the grant-in-aid includes a request for immediate payment.

ANY REQUESTED INFORMATION IS USEFUL, BUT IS NOT MANDATORY
THIS PROCESS IS TO BE USED AT THE DISCRETION OF THE ELECTORAL AREA DIRECTORS

COPY



#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll Free: 1-877-830-2990
www.srd.ca

APPLICATION FORM GRANT-IN-AID

DATE: _____

1. Name of Organization: _____
Society # (if applicable) _____ Email Address: _____
2. Contact Person: _____ Position: _____
Mailing Address: _____
Postal Code _____ Telephone No: _____
3. Purpose of Organization: _____
4. If applicable, does your organization own any facilities/property?
() YES () NO
If yes, please give the legal description of the property:

5. Executives of Your Organization:
President/Chairperson: _____
Vice President/Vice Chairperson: _____
Treasurer: _____
6. Current Membership: _____ # of Meetings per year: _____
7. Please describe the programs and activities that your organization sponsored in the last year (with dates):
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____
 - (vi) _____

8. Has your organization received any of the following in the past?

	NO	YES				
grant-in-aid			Amount	\$ 2500	Year	Purpose
permissive tax exemption			Amount	\$	Year	Purpose
waiver/ reduction of fees and charges			Amount	\$	Year	Purpose

INFORMATION REQUIRED ABOUT THE REQUESTED GRANT

1. Total Grant-In-Aid Amount Requested from the regional district: \$ _____

2. Describe how the Grant-In-Aid will benefit the community: Insert text here

Project Start Date: _____ End Date: _____

3. Will the Project be available to the community at large? (____) YES (____) NO

4. **Please include with your application, copies of the following:**
- (a) Year to date and the immediately preceding years' financial statements;
 - (b) Budget for the year in which the grant is being requested;
 - (c) If available, the most recent annual report.

IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION REQUIRED, PLEASE TELEPHONE 250-830-6700.

 Signature of Applicant

 Date

Office Use Only:		
Amount Approved: \$	Date:	GL Code:



Cortes Community Radio Society

Box 210, Mansons Landing, BC V0P 1K0

Operating Budget

January 2023 through December 2023

Revenue

Grants

Community Gaming Grant	\$ 25,000.00	
Emergency Communications Funding	\$ 50,000.00	
Community Radio Grants	\$ 85,000.00	
Total Grants Revenue		\$ 160,000.00

Fundraising & Promotions

Local Time Sales	\$ 5,000.00	
Donations	\$ 25,300.00	
Merchandise Sales Income	\$ 7,750.00	
Total Fundraising & Promotions Revenue		\$ 38,050.00
Gross Revenue		\$ 198,050.00

Cost of Sales

Events Cost	\$ 250.00	
Merchandise Costs	\$ 4,450.00	
Total Cost of Sales		\$ 4,700.00
Net Revenue		\$ 193,350.00

Expenses

Production

Program & Prod Training	\$ 1,500.00	
Web & Hosting Services	\$ 8,000.00	
Production Contract Staff	\$ 26,000.00	
Production Wages	\$ 60,000.00	
Total Production Expenses		\$ 95,500.00

Technical

Technical Staff Wages	\$ 35,000.00	
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Communications & Fundraising

Advertising	\$ 1,500.00	
Comms & Fund. Contract Staff	\$ 1,000.00	
Total Fundraising & Promotions Expenses		\$ 2,500.00

Administrative Expenses

Maintenance & Repair	\$ 2,000.00	
Station Supplies	\$ 5,000.00	
Office Supplies	\$ 2,500.00	
Bank Charges	\$ 200.00	
Postage	\$ 350.00	
Prof, Legal & Accounting	\$ 3,000.00	
Dues and Fees	\$ 3,000.00	
Rent	\$ 6,600.00	
Insurance	\$ 1,800.00	
Electricity	\$ 1,500.00	
Telephone	\$ 1,200.00	
	\$ 1,200.00	
Admin & Finance Proj Mgmt	\$ 2,000.00	
Total Administrative Expenses		\$ 30,350.00
Total Expenses		\$ 163,350.00

Operating Profit \$ 30,000.00

Other Expense

CAP EX Equipment	\$ 30,000.00	
Total Other Expenses		\$ 30,000.00
Net Profit / Loss		\$ -



Cortes Community Radio Society

Box 210, Mansons Landing, BC V0P 1K0

Profit & Loss Statement

January 2022 through December 2022

Revenue

Grants

BC Gaming Grant	\$	25,000.00	
Community Radio Grants	\$	79,223.25	
Total Grants Revenue	\$		104,223.25

Fundraising & Promotions

Local Time Sales	\$	4,335.15	
Donations & Memberships	\$	24,092.50	
Merchandise Sales Income	\$	8,623.39	
Total Fundraising & Promotions Revenue	\$		37,051.04

Gross Revenue

\$ 141,274.29

Cost of Sales

Events Cost	\$	-	
Merchandise Costs	\$	4,614.14	
Total Cost of Sales	\$		4,614.14

Net Revenue

\$ 136,660.15

Expenses

Production

Program & Prod Training	\$	1,399.33	
Web & Hosting Services	\$	5,451.94	
Production Contract Staff	\$	21,870.00	
Production Wages	\$	58,342.72	
Total Production Expenses	\$		87,063.99

Technical

Technical Staff Wages	\$		27,543.10
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Communications & Fundraising

Advertising	\$	1,405.58	
Comms & Fund. Contract Staff	\$	491.02	
Total Fundraising & Promotions Expenses	\$		1,896.60

Administrative Expenses

Maintenance & Repair	\$	1,035.00	
Station Supplies	\$	1,192.49	
Office Supplies	\$	3,031.95	
Bank Charges	\$	224.67	
Postage	\$	280.08	
Prof, Legal & Accounting	\$	2,844.40	
Dues and Fees	\$	2,472.27	
Rent	\$	6,300.00	
Insurance	\$	1,679.00	
Electricity	\$	1,300.23	
Telephone	\$	1,144.70	
Internet	\$	1,157.09	
Admin & Finance Proj Mgmt	\$	-	
Total Administrative Expenses	\$		22,661.88

Total Expenses

\$ 139,165.57

Operating Profit

-\$ 2,505.42

Other Expense

CAP EX Equipment	\$		-
Total Other Expenses	\$		-

Net Profit / Loss

-\$ 2,505.42

Jason Andrews
Treasurer

Bryan McKinnon
Chair



Cortes Community Radio Society

Box 210, Mansons Landing, BC V0P 1K0

Balance Sheet

December 31, 2022

ASSETS

CURRENT ASSETS

Cash On Hand			
CCCU Chq Acc *121	\$	23,273.93	
CCCU Gaming Acc *443	\$	25,000.00	
CCCU Proj Acc *351	\$	47.91	
CCCU Comm Partner Saving	\$	1,883.60	
Paypal Account	\$	2,162.83	
Undeposited Funds	\$	100.00	
Total Cash On Hand	\$	52,468.27	
Savings Funds			
Members Equity Shares	\$	39.05	
Total Savings Funds	\$	39.05	
Accrued Revenue		\$25,000.00	
Total CURRENT Assets			\$ 27,507.32

FIXED ASSETS

STUDIO EQUIPMENT			
8 Studio Equip Org Cost	\$	49,496.77	
Total STUDIO EQUIPMENT	\$	49,496.77	
CCA CLASS 12			
12 App.Software Org Cost	\$	3,652.28	
12 Tools & SmallWares Org Cost	\$	1,734.99	
Total CCA CLASS 12	\$	5,387.27	
CCA CLASS 50			
50 Computers and OS Org Cost	\$	15,801.69	
Total CCA CLASS 50	\$	15,801.69	
Total FIXED Assets			\$ 70,685.73
Total Assets			<u>\$ 98,193.05</u>

Liabilities

Current Liabilities

Credit Cards

Collabria Mastercard	\$	2,068.65	
Visa	\$	1,050.00	
Loan from Bryan	\$	4,677.41	
Total Credit Cards	\$	7,796.06	
Accounts Payable	\$	9,589.69	
Total Current Liabilities			\$ 17,385.75
Default Payroll Liabilities			\$ 3,089.22
Payroll Individual Net Wage			
OA Net Pay	-\$	663.60	
SC Net Pay	-\$	244.72	
DP Net Pay	-\$	1,138.02	
Total Payroll Individual Net Wage	-\$		2,046.34
Total Liabilities			<u>\$ 18,428.63</u>

Equity

Net Assets

Unrestricted Assets

Current Year Earnings	-\$	2,505.42	
Retained Earnings	\$	45,267.00	
Total Unrestricted Assets	\$	42,761.58	
Total Net Assets	\$		42,761.58
Historical Balancing	\$		37,002.84
Total Equity			<u>\$ 79,764.42</u>

Total Liability & Equity

\$ 98,193.05

Jason Andrews
Treasurer

Bryan McKinnon
Chair



Cortes Community Radio Society

Box 210, Mansons Landing, BC V0P 1K0

Profit & Loss Statement

January 2021 through December 2021

Revenue

Grants

BC Gaming Grant	\$	13,500.00	
Community Radio Grants	\$	53,147.00	
Total Grants Revenue			\$ 66,647.00

Fundraising & Promotions

Local Time Sales	\$	407.00	
Donations	\$	17,037.34	
Events & Merchandise			
Campaign Income	\$	858.19	
Events Income	\$	-	
Merchandise Sales Income	\$	5,834.91	
Total Events & Merchandise		\$ 6,693.10	
Total Fundraising Revenue			\$ 24,137.44

Other Income

Membership Dues	\$	306.50	
Volunteer Contributions	\$	26,000.00	
Miscellaneous Income	\$	0.49	
Total Other Income			\$ 36,306.99

Gross Revenue

\$ 127,091.43

Cost of Sales

Events Cost	\$	-	
Merchandise Costs	\$	1,832.12	
Total Cost of Sales		\$ 1,832.12	

Net Revenue

\$ 125,259.31

Expenses

Production

Production Licence Fees	\$	2,178.40	
Program & Prod Training	\$	453.00	
Production Honoraria Staff	\$	14,063.86	
Writer Honoraria	\$	-	
Production Contract Staff	\$	21,011.00	
Production Wages	\$	27,304.34	
Total Production Expenses			\$ 65,010.60

Technical

Technical Staff Wages	\$	18,115.10	
Total Technical Expenses			\$ 18,115.10

Communications & Fundraising

Advertising	\$	3,593.24	
Comms & Fund. Contract Staff	\$	6,000.00	
Total Fundraising & Promotions Expenses			\$ 9,593.24

Administrative Expenses

Maintenance & Repair	\$	327.23	
Station Supplies	\$	539.41	
Office Supplies	\$	4,255.70	
Bank Charges	\$	59.02	
Postage	\$	96.60	
Prof, Legal & Accounting	\$	2,501.32	
Dues and Fees	\$	637.60	
Rent	\$	4,500.00	
Insurance	\$	1,564.00	
Electricity	\$	940.55	
Telephone	\$	1,148.29	
Admin & Finance Proj Mgmt	\$	-	
Total Administrative Expenses			\$ 16,569.72

Total Expenses

\$ 109,288.66

Operating Profit

\$ 5,970.65

Other Expense

CAP EX Equipment	\$	5,958.18	
Total Other Expenses			\$ 5,958.18

Net Profit / Loss

\$ 12.47

Jason Andrews
Treasurer

Bryan McKinnon
Chair



Cortes Community Radio Society

Box 210, Mansons Landing, BC V0P 1K0

Balance Sheet

January 2021 through December 2021

ASSETS

CURRENT ASSETS

Cash On Hand

CCCU Chq Acc *121	\$	12,725.91
CCCU Gaming Acc *443	\$	32,534.89
CCCU Proj Acc *351	\$	47.91
CCCU Comm Partner Saving	\$	3,507.17
Paypal Account	\$	2,162.83
Undeposited Funds	\$	100.00

Total Cash On Hand \$ 51,078.71

Savings Funds

Members Equity Shares	\$	39.05
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Total Savings Funds \$ 39.05

Total CURRENT Assets \$ 51,117.76

FIXED ASSETS

STUDIO EQUIPMENT

8 Studio Equip Org Cost	\$	45,997.89
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Total STUDIO EQUIPMENT \$ 45,997.89

CCA CLASS 12

12 App.Software Org Cost	\$	1,957.08
12 Tools & SmallWares Org Cost	\$	1,611.80

Total CCA CLASS 12 \$ 3,568.88

CCA CLASS 50

50 Computers and OS Org Cost	\$	15,801.69
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Total CCA CLASS 50 \$ 15,801.69

Total FIXED Assets \$ 65,368.46

Total Assets \$ 116,486.22

Liabilities

Current Liabilities

Credit Cards

Collabria Mastercard	-\$	2,419.49
Visa	\$	1,050.00
Loan from Bryan	\$	2,454.18

Total Credit Cards \$ 1,084.69

Accounts Payable

Total Accounts Payable \$ 9,578.18

Total Current Liabilities \$ 10,662.87

Payroll Individual Net Wage

OA Net Pay	-\$	663.60
SC Net Pay	-\$	244.72
DP Net Pay	-\$	1,138.02

Total Payroll Individual Net Wage -\$ 2,046.34

Total Liabilities \$ 8,616.53

Equity

Net Assets

Unrestricted Assets

Current Year Earnings	\$	12.47
Retained Earnings	\$	45,854.38

Total Unrestricted Assets \$ 45,866.85

Temporary Restricted Assets

Reserved Project Funds	\$	25,000.00
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Total Temporary Restricted Assets \$ 25,000.00

Total Net Assets \$ 70,866.85

Historical Balancing \$ 37,002.84

Total Equity \$ 107,869.69

Total Liability & Equity \$ 116,486.22

Jason Andrews
Treasurer

Bryan McKinnon
Chair