



STAFF REPORT

DATE: May 21, 2020 **FILE:** 0550-04 Board

TO: Chair and Directors
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: ELECTORAL AREA GRANT IN AID SERVICE

PURPOSE/PROBLEM

To consider a recommendation from the Electoral Areas Services Committee that a separate grant in aid service be investigated for electoral areas that wish to participate.

EXECUTIVE SUMMARY

The attached report concerning a proposed grant in aid (financial assistance) policy was considered at the May 13, 2020 meeting of the Electoral Areas Services Committee. While the Committee deferred further consideration of the proposed policy at that time, the following recommendation was passed by the Committee:

Whalley/Leigh: EASC 94/20

THAT staff bring back a report regarding the creation of an electoral area grant in aid service for those electoral areas that desire to participate.

Staff are still collecting feedback on the Board's grant in aid policy initiative and anticipate presenting a report to the Board next month. In the meantime, 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 a report be prepared for further consideration regarding the creation of an electoral area grant in aid service for those electoral areas that desire to participate.

Respectfully:

A handwritten signature in blue ink, appearing to read "Dave Leitch", is written over a horizontal line. The signature is fluid and cursive.

Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachment: Copy of March 17, 2020 report to Electoral Areas Services Committee



STAFF REPORT

DATE: March 17, 2020 **FILE:** 0360-20

TO: Chair and Directors,
Electoral Areas Services Committee

FROM: Dave Leitch
Chief Administrative Officer

RE: PROPOSED GRANTS IN AID (FINANCIAL ASSISTANCE) POLICY

PURPOSE/PROBLEM

To consider a revised policy regarding the giving of grants in aid to organizations that provide benefit to the community or any aspect of the community.

EXECUTIVE SUMMARY

The attached report was considered at the March 11, 2020 meeting of the Regional Board at which time the Board passed the following resolution:

Abram/Whalley: SRD 196/20

THAT the draft policy be referred to Municipal Services Committee, Electoral Areas Services Committee, and Strathcona Gardens Commission for review with a report to come back to the Board for discussion.

Accordingly, the policy proposal is now presented for the Committee's review and comment. Any recommendations made by the Committee will be incorporated into a further report to be presented to the Board once all comments of the referral bodies have been collected and evaluated against the Board's stated principles of transparency, accountability, appropriateness and procedural clarity.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:

Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachment: Copy of March 3, 2020 report to the Regional Board



STAFF REPORT

DATE: March 3, 2020 **FILE:** 0360-20

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: GRANT IN AID POLICY PROPOSAL

PURPOSE/PROBLEM

To consider a revised policy regarding the giving of grants in aid to organizations that provide benefit to the community or any aspect of the community.

EXECUTIVE SUMMARY

Last year the Board directed that changes be considered to its policies regarding financial assistance to organizations, and that those changes be based on the principles of transparency, accountability, appropriateness and procedural clarity. Staff have researched the policies of a number of other regional districts and, based on those findings, a new policy approach has been prepared for the Board's consideration that reflects common elements of those other policies.

The key aspects of the proposed policy are as follows:

- the flexibility to provide grants at a regional, sub-regional and community level is confirmed.
- grant requests would come directly to administration before being placed on an agenda for consideration by the Board or a committee.
- limits would be placed on the purposes for which financial assistance could be used, and requests for funding core operational costs would be discouraged.
- reports or financial statements may be required to confirm how grant funds were used.
- financial assistance provided under a service establishing bylaw or a partnering agreement would be unaffected by the policy.

A copy of the proposed policy is attached to this report for the Board's information. If satisfied that the objectives of transparency, accountability, appropriateness and procedural clarity have been met the Board may proceed with adoption.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Policy CP-025 [*Financial Assistance to Organizations*] be approved, and

THAT the policy entitled "Grants-in-Aid" approved by the Board of Directors for the Comox-Strathcona Regional District on December 11, 1997 be rescinded.

Respectfully:



Dave Leitch
Chief Administrative Officer

COPY



CORPORATE POLICY

No.: CP-025

Date Approved: _____, 2020

Name: Financial Assistance to Organizations

Purpose:	To provide a framework for considering grants or other forms of financial assistance to organizations.
Authority:	Section 263(1)(c) of the <i>Local Government Act</i>
Scope:	This policy applies to all forms of discretionary assistance provided by the Regional District except assistance provided under the authority of a service establishing bylaw or a partnering agreement.

Definitions:	“applicant”	means	an organization that is requesting financial assistance.
	“community”	means	that portion of the Regional District deemed to benefit from the financial assistance being considered.
	“financial assistance”	means	the provision of a grant in aid or a repayable loan.

Policy: The Regional District will consider requests for financial assistance on the basis of need, community benefit, budgetary constraints and alignment with corporate priorities.

- General:**
- 1) Financial assistance will only be considered for registered, non-profit organizations that have an operational presence within the Strathcona Regional District.
 - 2) Before a request for financial assistance may be considered the applicant must provide:
 - a recent financial statement and the current year budget for the applicant;
 - details regarding the specific uses to be made of funds provided;
 - information regarding other sources of funding for the project, program or event being considered; and
 - a written statement indicating how the financial assistance will benefit the community.

Review Date:

Name: Financial Assistance to Organizations

- 3) Applications for financial assistance must be submitted directly to the financial officer for the Regional District.
- 4) In addition to other matters outlined in this policy, the Board will give preference to funding requests:
 - for projects, programs and events that are not typically dependent on financial support from other levels of government or their agencies;
 - that do not exceed \$1,000;
 - that demonstrate broad support from and benefit to the community;
 - that do not expose the Regional District to significant risk or liability;
 - that do not provide supplementary funding for services that already have an assured funding source through the Regional District; and
 - that are not partisan or political in nature.
- 5) The Board may require any organization for which financial assistance is being awarded on a regular basis to provide a written explanation of its efforts to achieve sustainable funding.
- 6) Financial assistance will not be provided for the following:
 - core operating expenses such as rent, lease payments and utilities;
 - debt retirement costs;
 - wages, salaries, consulting fees and administration costs;
 - scholarships, bursaries or educational subsidies;
 - insurance, property taxes and office operating costs;
 - capital improvements to equipment, facilities and premises not owned by the applicant; or
 - multi-year funding commitments.
- 7) Requests for financial assistance that would provide a benefit only within one or more electoral areas shall be reviewed by the Electoral Areas Services Committee before being considered by the Board.
- 8) Requests for financial assistance that would provide a benefit only within one or more municipalities shall be reviewed by the Municipal Services Committee before being considered by the Board.
- 9) Requests for financial assistance that would provide a benefit in connection with use of the Strathcona Gardens recreation facility shall be reviewed by the Strathcona Gardens Commission before being considered by the Board.
- 10) The Regional District may require, as a condition of providing financial assistance, that a report or audited statement of revenue and expenditures be provided at the conclusion of the project, program or event for which the assistance was provided.