



## STAFF REPORT

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**DATE:** September 8, 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 – FRIDAY FLICKS

### PURPOSE/PROBLEM

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

### 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, however the requesting organization appears to be a subsidiary of the Quadra Island Recreation Society which may present a conflict with Board's policy regarding the augmentation of tax funded services (see above). Accordingly, the following options are presented for consideration:

Option A - THAT the Committee recommend that a grant in aid for the Quadra Island Recreation Society in the amount of \$400 be approved to assist with expenses for Friday Flicks to be paid from the Electoral Area C grant in aid budget.

Option B – THAT the Committee recommend that a grant in aid for the Quadra Island Recreation Society to support the Friday Flicks program not be considered at this time.

**RECOMMENDATION:**

THAT the report from the Chief Administrative Officer be received.

Respectfully:



A handwritten signature in black ink, appearing to read 'Dave Leitch', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Dave Leitch  
Chief Administrative Officer

**Prepared by:** *T. Yates, Senior Manager, Corporate Services*

Attachments: September 6, 2023 email from Director Mawhinney and request from the Quadra Island Recreation Society Friday Flicks User Group

## Edith Watson

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**From:** Robyn Mawhinney  
**Sent:** September 6, 2023 11:26 AM  
**To:** Edith Watson  
**Subject:** FW: Friday Flicks  
**Attachments:** Friday Flicks Budget 2023.docx; Grant-in-Aid-Form 2023.pdf

Hello Edith,

Attached is an application for a Grant-in-Aid from Friday Flicks. I'd like to recommend a grant of \$400 for this request.

Thank you,

Robyn Mawhinney

Regional Director for Discovery Islands and Mainland Inlets (Area C)  
[Strathcona Regional District](#)

call/text: 250.203.2468

Discovery Islands-Mainland Inlets, Electoral Area C, is located within the traditional unceded territories of the We Wai Kai, Wei Wai Kum, Klahoose, Homalco, Kwiakah, Tlowitsis, & K'omoks First Nations. I'm grateful to be living and working on these lands.

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**From:** Gordon James <mgjames@twincomm.ca>  
**Date:** Tuesday, September 5, 2023 at 4:55 PM  
**To:** Robyn Mawhinney <rmawhinney@srd.ca>  
**Subject:** Re: Friday Flicks

**NOTICE:** This email is from an external source.

Hi Robyn

Here is the completed form and supporting material you requested. I think you meant to send it to you - is that right?

Thanks,

Gorde



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## 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 1<sup>st</sup> 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**



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### 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	\$ _____	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:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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: \_\_\_\_\_

## Friday Flicks Budget 2023

### Revenue:

Admission Fees	2000.00
Concession	1000.00
TOTAL REVENUE	3000.00

### Expenses:

Film Distributor Fees	2700.00
Donation to sponsored child	675.00
Advertising	200.00
Hall Rental	360.00
TOTALEXPENSES	3935.00