



GRANT-IN-AID SELECT COMMITTEE MEETING AGENDA

**WEDNESDAY, SEPTEMBER 13, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC**

10:00 AM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Grant-in-Aid Select Committee Meeting of February 20, 2017	1
Recommendation That the minutes of the Regular Grant-in-Aid Select Committee meeting of February 20, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the Chief Administrative Officer Re: Recommendations of the Grant-in-Aid Select Committee	3
Recommendation For Direction	
8. <u>UNFINISHED BUSINESS</u>	
9. <u>NEW BUSINESS</u>	
10. <u>QUESTION PERIOD</u>	
11. <u>CLOSED SESSION</u>	

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

12. ADJOURNMENT

The next Grant-in-Aid Select Committee Meeting will be held at the Call of the Chair, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director A. Nicholson, Chairperson
Director K. Davis, Vice-Chairperson
Director S. Acton

Director L. Iannidinardo
Director K. Kuhn

Director K. Marsh
Director A. Stone

Minutes of the Grant-in-Aid Select Committee Meeting held on Monday, February 20, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 9:33 AM.

PRESENT: Chair A. Nicholson
Director A. Stone
Director K. Kuhn
Director K. Marsh
Alternate Director S. Acton
Alternate Director B. Salmon

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
M. Kueber, General Manager, Corporate Services
J. Elzinga, General Manager, Community Services
P. Turney, Recording Secretary

ABSENT: Director K. Davis
Director S. Furstenuau
Director L. Iannidinardo

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Grant-in-Aid Select Committee meeting of January 23, 2017

It was moved and seconded that the minutes of the Regular Grant-in-Aid Select Committee meeting of January 23, 2017 be adopted.

MOTION CARRIED

R1 Verbal Report from the Chief Administrative Officer Re: 2017 Grant-in-Aid Application Review

The Chief Administrative Officer provided an overview of the committee’s work to date and the current documents provided for review and discussion.

The Committee discussed and applied evaluation principles and agreed to further work on this matter at the next meeting.

ADJOURNMENT

11:28 AM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 11:28 AM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT August 4, 2017
MEETING TYPE & DATE Grant in Aid Select Committee of September 13, 2017
FROM: Office of the CAO
SUBJECT: Recommendations of the Grant in Aid Select Committee
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to provide the results of the work undertaken by the Grant in Aid Select Committee (GIASC).

RECOMMENDED RESOLUTION

For direction.

BACKGROUND

At the May 11, 2016 Board meeting it was resolved that a grants-in-aid committee be established to consider the following eight items and report back to the Board:

- Creating a separate function for Regional Grants-in-Aid (RGIA);
- Creating sub-regional Grant-in-Aid functions;
- Doing away with Regional Grants-in-Aid altogether;
- Timing for when applications need to be submitted;
- Timing and process for approval;
- Separate categories for grants (i.e. Social, Environmental, Recreation);
- Participatory budgeting; and
- Social procurement

The Committee undertook its work through a series of workshops held in August, October, January and February. Information was provided to the Committee to assist with their deliberations including the current Grant in Aid Policy, recent history of grants in aid provided by member municipalities and recent history of grants in aid provided by the CVRD.

In support of the Committee's work, staff met with municipal CAO's to discuss opportunities for collaborative grant in aid programs and surveyed previous Regional Grant in Aid recipients with respect to the value of the program and possible impacts if the program was to be eliminated or significantly changed.

In conducting its work, the Committee examined four key questions/themes:

1. What is the Board attempting to achieve through Regional Grant in Aid, what is the purpose?
2. What are the principles that should guide the issuance of grants?
3. How can there be more accountability for the issuance of grants and the use of grants by recipients?
4. How should grants be provided in terms of structure of the program?

Additionally, the Committee considered two primary questions:

- Should the CVRD continue with the Regional Grant in Aid program, and if so;
- Should the Grant in Aid program be formalized through a service establishment bylaw?

ANALYSIS

As a result of their deliberations, the GIASC is recommending the RGIA program continue, with consideration of the following recommendations:

Policy

- Establish and articulate principles of the RGIA program.
- Core operating activities of an organization are not eligible for grants.
- Allow a three-year limit for funding of **new ongoing** service initiatives on a trial basis.
- Remove limitations on number of times an organization can receive funding (currently 3).
- Establish a committee of the Board to evaluate applications and recommend grant awards.
- Better define the purpose for RGIA in the policy.
- Provide a definition of 'regional' - *Benefits should be regional in scope. In other words, grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities. As a minimum 6 Electoral Areas and 2 Municipalities.*
- Establish funding limits: capital projects - \$50K, events/services - \$10K.
- Publicly advertise once per year for grant applications.
- Establish clear evaluation criteria and ensure application documents are structured to align with the evaluation criteria

Process

- Emphasize the 'regional' nature of the RGIA program in all ads and application forms and encourage other sources of local government grants for localized initiatives (municipal and electoral area grant in aid programs).
- Consider funding museums and heritage projects from the Arts and Culture function.
- Provide RGIA through a service establishment bylaw with a maximum requisition of \$150K annually and with elector assent by referendum in 2018 as part of the election.
- Consider a 'strategic investment' allocation of \$150K in the General Government budget to allow the Board to respond to emergent strategic issues or opportunities as they arise.

FINANCIAL CONSIDERATIONS

The financial implications will vary depending on the decisions made. The combined total of \$300,000 is approximately, what is currently funded through General Government.

COMMUNICATION CONSIDERATIONS

Any RGIA program that is approved by the Board should require an annual advertisement for potential recipients.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

The review of the RGIA program by the committee is part of sound fiscal management, specifically service delivery review to ensure the effective use of resources.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Procurement, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Brian Carruthers
Chief Administrative Officer

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:

- Attachment A – Draft Regional Grant in Aid Policy
- Attachment B – Draft Evaluation Criteria

Regional Grant in Aid Policy

Purpose

To provide guidelines and structure for the evaluation, award and communicating of regional grants in aid.

Authority

Section 263(1)(c) of the Local Government Act provides authority for local governments to provide assistance for the purpose of benefiting the community or any aspect of the community.

Principles

The following principles should guide applications for, and issuance of regional grants in aid:

- Benefits should be regional in scope. Grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
- The issuance of grants should be transparent in terms of awareness of, and access to the program.
- Recipients of grants must be accountable for the use of funds in accordance with their application.
- Grants should support and encourage innovation in the delivery of services or benefits.
- Applicants should demonstrate their intent to become self-sustainable, in the absence of CVRD grants, in future years.
- Grant should allow the Board to be flexible and responsive to emerging needs or unique opportunities.

Eligibility

- Only non-profit, registered societies are eligible for grants.
- The applicant can not have received more than three previous grants from the CVRD.
- No grants will be provided to individuals or private business.
- The applicant will not give grants to individuals, families or businesses.
- The organization will not receive taxes or requisition funds from local governments on annual basis.

Financial

- The Annual Grant in Aid budget is limited to \$150K.
- Annual individual grants are limited to \$50K for capital projects and \$10K for events/services

Application process:

- An open call for applications will be advertised
- Applications must be submitted on electronic forms
- There will be an application deadline of January 31st, late applications will not be considered

Approval Process:

- **The Assistant Manager, Finance will review all applications for eligibility.**

- **Eligible applications will be forwarded to the Regional Grant-in-Aid Sub-Committee (RGIAS) for evaluation using the following criteria:**
 - Project specific
 - Degree of community need
 - Geographic scope/benefits
 - Community development
 - Financial dependence
- **The RGIAS will forward recommended applications to the CVRD Board for approval.**
- **Presentations will be made by applicants at the Boards discretion.**

Communication:

- The Assistant Manager, Finance will advise successful applicants of their grant amount.
- Grants will be released on August 30 of each year.
- Successful applicants will be required to submit a report by ____ which includes the following:
 - Annual financial statements
 - Report on how the funds were spent, out comes that support application
-

**Regional Grant in Aid Select Committee
Proposed Evaluation Criteria – April 5, 2017**

(Rankings 1 to 5 with 5 being highest value/quality)

1. Project Specific (1 being operational and 5 being one-time event or enhanced service)
 - Project is a one-time event; or
 - Longer term project (3 year maximum) enhances capacity or services and will be sustainable over time
 - Project has a defined start and end
 - Funding does not support core operational/administrative functions

2. Community Need (1 being narrow and 5 being broad)
 - Is the scope/reach of the service/project narrow or broad?
 - Are there other agencies providing the service/project?
 - What are the impacts of not delivering the service or completing the project?

3. Geographic Scope (1 being local and 5 being fully regional)
 - Who does the project serve – residents in a local area, sub-region or entire region?

4. Community Development (was Capacity Building) (1 being minimal community benefit and 5 being significant benefit)
 - Project builds capacity in the community to address needs
 - Projects encourages, supports, strengthens volunteerism
 - Project has economic impacts - brings leveraged funds into the community and/or results in cost avoidance or cost mitigation (crime prevention)

5. Financial Dependence (1 being high ratio of grant requested to project cost and 5 being low ratio)
 - Higher ratio acceptable for projects below (\$5000 or \$10,000)
 - Lower ratio preferred for projects over (\$5000 or \$10,000)
 - Capital grants not to exceed \$50,000

Project Category:

Social – projects that support the health, well-being and diversity of individuals and communities

Environmental – projects that enhance or protect, enhance or restore environmental values

Sport/Recreation – projects related to the provision of sports or recreation activities, tournaments or events

Arts/Culture – projects that enhance the provision and availability of arts and culture services and amenities

Heritage – projects that protect and interpret the region's heritage values

Economic Development – projects related to creating or enhancing economic opportunities

