



# SPECIAL ELECTORAL AREA SERVICES COMMITTEE

Thursday, May 16, 2024

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.  
**AGENDA**

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**CALL TO ORDER**      1:00 p.m.

## **AGENDA**

1. Adoption of Agenda

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## **PRESENTATIONS AND DELEGATIONS**

## **REPORTS**

2. 2024 Electoral Areas' Grant-in-Aid (GIA)  
*General Manager, Corporate Services / Chief Financial Officer*  
(Voting - A, B, D, E, F)

Annex A  
pp. 2-12

## **COMMUNICATIONS**

## **NEW BUSINESS**

## **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service that are in their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

## **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Special Electoral Area Services Committee – May 16, 2024

**AUTHOR:** Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** 2024 ELECTORAL AREAS' GRANT-IN-AID (GIA)

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### RECOMMENDATION(S)

**THAT** the report titled 2024 Electoral Areas' Grant-in-Aid (GIA) be received for information;

**AND THAT** in the 2025-2029 Financial Plan there be a zero discretionary balance for Electoral Areas E and F [123].

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) provides assistance to the community under the *Local Government Act (LGA)* legislation. The SCRD Board policy on Electoral Area's Grant-in-Aid (GIA) as attached (Attachment A) was created to provide a framework to grant-in-aid applicants and to assist the Board's decision-making processes. This policy is on the list of Board Policies to be reviewed.

Each year the SCRD Electoral Areas offer funding to non-profit community groups which provide a benefit to the community.

The Electoral Areas' discretionary budgets are funded through taxation and have historically been distributed as per the attached spreadsheet showing approved funding from 2010-2023 (Attachment B).

2024 Discretionary Balances (total \$117,439) available for each Electoral Area is as follows:

<u>Area A</u> <u>[121]</u>	<u>Area B</u> <u>[122]</u>	<u>Area D</u> <u>[127]</u>	<u>Area E</u> <u>[128]</u>	<u>Area F</u> <u>[129]</u>	<u>Greater Gibsons</u> <u>Community Participation</u> <u>[126]</u>	<u>E&amp;F</u> <u>[123]</u>
\$21,000	\$19,664	\$25,000	\$17,209	\$17,006	\$11,132	\$6,428

Electoral Areas E and F [123] is for Areas E and F and was originally created for Areas E and F to make joint decisions. In 2009, the budget for this account was reduced and larger allocations were provided in Area E [128] and Area F [129] to provide grants for larger area specific projects. These two functions jointly capture the industrial tax base within Area F and larger population base of Area E. Staff recommend that in 2025 Electoral Area E and F [123] discretionary balance be zero and the function not used going forward.

34 applications were included in the 2024 intake with a total of \$114,500 in requested grants.

## **DISCUSSION**

### *Options and Analysis*

For 2024 GIA, a Special Electoral Area Services (EAS) Committee has been scheduled for May 16 and recommendations with respect to the 2024 GIA applications will be considered in the Closed portion of this meeting and recorded for release at the May 23, 2024 Board Meeting.

Excerpts from the Policy have been provided below and may assist with understanding how decisions are made:

## **EVALUATION CRITERIA**

- 8.1 The Electoral Areas' Grant-in-Aid Committee shall use some or all of the following criteria to assess applications (in no particular order):
- Evidence of community need or desire for proposed program, project, service or event
  - Potential benefit to the residents of the Sunshine Coast - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents
  - Evidence of community partnerships or support (financial or in-kind)
  - Capacity to deliver the proposed program, project, service or event
  - Level of volunteer participation and citizen involvement
  - Evidence of financial need
  - Evidence of funding from other sources
  - Ability to demonstrate or anticipate future outcomes
  - Public accessibility
  - Exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events
- 8.2 Electoral Areas' Grant-in-Aid will not be approved for:
- Large capital costs for equipment or improvements to (Privately) owned properties;
  - Fire Suppression and Life or Emergency Safety Equipment;
  - Annual Expenses;
  - Remuneration (wages, salaries, other fees);
  - Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), educational institutions hospitals / healthcare;
  - Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose;
  - Annual fundraising campaigns;
  - Endowment funds;
  - Debt retirement, interest payments or reserves;
  - Cost of developing a proposal or undertaking a facility study;
  - Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns

Through the 2023 GIA Program Intake, staff have observed that not all previously funded community groups report on the successful use of funds by the January 31 in accordance with the Board's GIA policy, therefore staff included a link to the "Reporting Out" form in the 2023 approval letters to grant recipients. For 2024, this seemed to only improve the process marginally and most 2024 applicants only reported out on previous grants with new application submissions (March / April 2024).

As this is part of the Board Policy, staff request the Board's input as to how new applications should be handled if the applicants have not fulfilled the Policy or application requirements.

There were 8 applications submitted which are not eligible to be funded per the *Local Government Act* for the following reasons:

- Where costs for an already established SCRD service cannot also be paid for through a GIA. Any funding for these initiatives or programs should be funded within the established service.
- Funding requested is under the jurisdiction of the Provincial Government.

These applicants will be notified and where applicable, will be directed as to how to proceed with their project application.

Also in the process of reviewing and assessing the GIA applications based on the Board's Electoral Areas' Grant-in-Aid policy, staff have noted the following items for consideration in funding decisions:

- Many organizations have been funded annual or several times since 2010 and often for exactly the same purpose each year;
- Year over year there are some requests for items which should fall into a social services type function or potentially cross into Provincial or Federal Government jurisdiction;
- Funding from Municipalities was not considered in some cases which potentially have value to the entire Sunshine Coast (recognizing that the Town of Gibsons no longer has a granting program);
- Fees and Travel, Honorariums, Wages, Position Increases – these are all remuneration which would be taxable to the organizations and does not align with GIA Policy Section 8;
- Ferries and Travel Charges – Operational Costs – could be viewed as Personal Benefit (GIA - Section 8);
- Some organizations show large surpluses and high wage allocations;
- Venue Rentals – not always specified (as long as not SCRD Venues included);
- Funding some organizations complete projects – no fundraising or donations or fees collected by applicants to support the projects;

As part of the SCRD's 2016 external financial audit conducted by BDO Canada (2017 Report), the SCRD Board requested the auditors review funding for ongoing programs through rural grants-in-aid. It concluded that both clear policy and compliance with legislation, such as establishing a regional district service for a specified purpose should be done for programs that

are provided funding on an ongoing basis. To date there has not been an additional SCRD service established to accommodate ongoing funding for programs or events.

*Financial Implications*

Each of the grant-in-aid functions [121-129] have funds allocated for this process. All decisions will be made by recommendation and the discretionary figures will be tracked throughout the meeting.

*Timeline for next steps or estimated completion date*

Any recommendations made will be forwarded to the May 23, 2024 Board Meeting for adoption. Funding will be released on or after August 1, 2024.

*Communications Strategy*

After decisions have been formally approved, letters of approval or denial will be forwarded to the applicants shortly after.

**STRATEGIC PLAN AND RELATED POLICIES**

The formal process of determining the funding aligns with the GIA Policy.

**CONCLUSION**

The SCRD Board policy on GIA was created to provide a framework to grant-in-aid applicants and to assist the Board’s decision-making processes.

Each year the Electoral Areas of the SCRD offers funding to non-profit community groups which provide a benefit to the community.

Staff welcome any direction regarding the GIA process and alignment with the Board’s GIA policy.

Attachments:

Attachment A – Electoral Areas’ Grant-in-Aid Policy

Attachment B – Electoral Areas’ Grant-in-Aid Approved Allocations 2010-2023

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	



## BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Electoral Areas' Grant-in-Aid	034

### 1. PURPOSE

**1.1** This policy provides the framework to enable the Sunshine Coast Regional District (SCRD) Electoral Area Directors to make fair and equitable recommendations to the SCRD Board on behalf of their respective areas in the granting of funds to the community.

### 2. SCOPE

**2.1** This policy applies to all SCRD officers, employees, Board members, and applicants to the Grant-in-Aid process.

**2.2** The SCRD Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents.

### 3. DEFINITIONS

**3.1** “**Electoral Areas**” means SCRD’s five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).

### 4. POLICY

**4.1** This policy establishes open and transparent guidelines for the evaluation and distribution of Electoral Areas’ Grant-in-Aid, respecting the limited financial resources available for this purpose.

**4.2** Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Electoral Areas’ Grant-in-Aid funding for the following year’s budget.

**4.3** The maximum allowable grant request for a single Electoral Areas’ Grant-In-Aid application (per project / per event) is \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations, societies, or groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society.

**4.4** To be considered for funding, the proposed project, program, service or special event should fill a need in the community with no overlap to identifiable or competing projects, programs, services, or special events.

**4.5** Electoral Areas’ Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.

**4.6** Organizations funded on an ongoing basis through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.

**4.7** The SCRD is subject to the provincial *Freedom of Information and Protection of Privacy Act* and cannot guarantee the information provided on Grant-in-Aid applications can or will be held in confidence.

**4.8** On or before April 1st of each year, the SCRD will accept applications for Electoral Areas’ Grant-in-Aid funding.



## BOARD Policy

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- 4.9** *Late* applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.10** *Grant* funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.
- 4.11** *Grants* will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRDR.
- 4.12** *Grants* may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 4.13** *Grant* allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCRDR budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCRDR on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRDR to be re-allocated as the SCRDR Board sees fit.

### 5. EXCEPTIONS

- 5.1** *Funding* requests that do not meet the basic criteria of the policy will be considered on a case-by-case basis at the discretion of the SCRDR Board.

### 6. AUTHORITY TO ACT

#### 6.1 Legislation

- 6.1.1** *The* authority to provide grants of assistance is set out in the *Local Government Act*, section 263(1) as follows: "Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:...(c) to provide assistance for the purpose of benefitting the community or any aspect of the community."

#### 6.2 SCRDR Board

- 6.2.1** *The SCRDR Board has an obligation to all of its citizenry to protect the SCRDR from exposure to unacceptable liability that could arise as a result of its funding relationships.*
- 6.2.2** *The SCRDR Board has both statutory and budgetary limitations on Electoral Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore, the SCRDR Board has full discretion whether grants are allocated and for what amounts and all decisions are final.*

### 7. EVALUATION CRITERIA

- 7.1** *The Electoral Areas' Grant-in-Aid Committee shall use some, or all, of the following criteria to assess applications (in no particular order):*



## BOARD Policy

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- 7.1.1 Evidence of community need or desire for proposed program, project, service or event.
- 7.1.2 Potential benefit to the residents of the Sunshine Coast - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents.
- 7.1.3 Evidence of community partnerships or support (financial or in-kind).
- 7.1.4 Capacity to deliver the proposed program, project, service, or event.
- 7.1.5 Level of volunteer participation and citizen involvement.
- 7.1.6 Evidence of financial need.
- 7.1.7 Evidence of funding from other sources.
- 7.1.8 Ability to demonstrate or anticipate future outcomes.
- 7.1.9 Public accessibility.
- 7.1.10 Exercise co-ordination, co-operation, and collaboration with other groups to prevent duplication of projects, programs, services, or special events.

### **7.2 Electoral Areas' Grant-in-Aid will not be approved for:**

- 7.2.1 Large capital costs for equipment or improvements to (Privately) owned properties.
- 7.2.2 Fire Suppression and Life or Emergency Safety Equipment.
- 7.2.3 Annual Expenses.
- 7.2.4 Remuneration (wages, salaries, other fees).
- 7.2.5 Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member, or stakeholder), educational institutions hospitals/healthcare.
- 7.2.6 Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose.
- 7.2.7 Annual fundraising campaigns.
- 7.2.8 Endowment funds.
- 7.2.9 Debt retirement, interest payments or reserves.
- 7.2.10 Cost of developing a proposal or undertaking a facility study.
- 7.2.11 Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns.

**7.3** If an applicant's project, program, service, or special event is time sensitive where funding is required prior to the application deadline date (on or before April 1st) and/or the August 1st payment date; or funding for a project that was not realized by the announced application deadline date and/or the August 1st payment date, the applicant may submit an application to the SCRDC to be brought forward to a standing committee for review. The applicant must use the Electoral Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

## **8. ACCOUNTABILITY AND ACKNOWLEDGEMENT**

- 8.1** In the event that the Electoral Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRDC will be notified immediately, and any remaining funding must be returned to the SCRDC as soon as possible.
- 8.2** Recipients must acknowledge the SCRDC as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an SCRDC event nor may the society / organization hold itself out as an agent of the SCRDC in anyway.

## **9. REFERENCES (Bylaws, Procedures, Guiding documents)**

- 9.1 Terms of Reference – Rural Areas' Grant-in-Aid Review Committee.**





# BOARD Policy

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Approval Date:	February 11, 2021	Resolution No.	040/21 Rec. No. 1
Amendment Date:	July 28, 2022	Resolution No.	193/22 Rec. No. 3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	





SCRD Rural Areas Grants-in-Aid History (By Classification Type)

Updated 2024-04-18

	Cumulative Total	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Sunshine Coast Streamkeepers Society	1,200	-	-	1,200	-	-	-	-	-	-	-	-	-	-	-
Sunshine Coast VegFest	500	-	-	-	-	-	-	-	-	500	-	-	-	-	-
Sunshine Coast Youth Council	500	-	-	500	-	-	-	-	-	-	-	-	-	-	-
siyaya Reconciliation Project	12,500	-	5,000	-	-	-	7,500	-	-	-	-	-	-	-	-
Tides Canada Initiatives Society (formerly Howe Sound Marine Referenc	2,000	-	-	-	1,000	1,000	-	-	-	-	-	-	-	-	-
United Canadian Metis Nation	1,400	-	-	-	-	-	1,400	-	-	-	-	-	-	-	-
Vaucroft Improvement District: Dinghy Storage	3,000	-	-	-	-	-	-	-	3,000	-	-	-	-	-	-
Voice on the Coast	675	-	-	-	-	-	-	-	-	-	-	225	450	-	-
Watercan	150	-	-	-	-	-	-	-	-	-	-	-	150	-	-
Welcome Beach Community Association	6,000	-	-	-	-	-	-	-	-	500	-	-	-	4,500	1,000
West Howe Sound Community Association	2,650	-	-	-	-	-	-	1,450	1,200	-	-	-	-	-	-
West Howe Sound Fire Services Society	1,923	-	-	-	-	-	-	-	-	-	423	-	1,500	-	-
Williamson Landing Fire	1,000	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-
Woodcreek Park Neighbourhood Association	500	-	-	-	500	-	-	-	-	-	-	-	-	-	-
Youth Outreach	541,089	52,628	50,604	42,028	40,803	39,486	38,712	36,006	35,126	35,126	34,473	33,831	34,763	34,084	33,419
<b>Social, Educational, and Environmental Subtotal</b>	<b>\$ 2,294,392</b>	<b>\$ 142,034</b>	<b>\$ 145,174</b>	<b>\$ 151,825</b>	<b>\$ 131,531</b>	<b>\$ 111,281</b>	<b>\$ 147,092</b>	<b>\$ 136,843</b>	<b>\$ 127,232</b>	<b>\$ 128,744</b>	<b>\$ 146,136</b>	<b>\$ 252,059</b>	<b>\$ 281,140</b>	<b>\$ 204,876</b>	<b>\$ 188,424</b>
<b>Total GIA Funding</b>	<b>\$ 2,864,392</b>	<b>\$ 192,884</b>	<b>\$ 176,029</b>	<b>\$ 175,725</b>	<b>\$ 154,731</b>	<b>\$ 141,441</b>	<b>\$ 173,792</b>	<b>\$ 161,413</b>	<b>\$ 160,532</b>	<b>\$ 161,094</b>	<b>\$ 206,581</b>	<b>\$ 286,425</b>	<b>\$ 345,673</b>	<b>\$ 237,263</b>	<b>\$ 290,808</b>