



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Grant-in-Aid Program

**File No.:**  
**Date:** June 28, 2023

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### PURPOSE:

To consider entering into an agreement with the Comox Valley Community Foundation (CVCF) for the administration and distribution of the City's annual grant-in-aid (GIA) program and adoption of revised Grant-in-Aid policy #1850.00.04.

### BACKGROUND:

The following resolution was passed by Council on November 25, 2019:

**.01** Moved by Frisch and seconded by Hillian that based on the GRANT-IN-AID AND November 25<sup>th</sup>, 2019 staff report, "Grant-in-Aid and Other Forms of OTHER FORMS OF Financial Support Policy 1850.00.04 Revision", Council support FINANCIAL SUPPORT OPTION 1 to approve the Provision of Grant-in-Aid and Other Forms of POLICY 1850.00.04 Financial Support policy 1850.00.04 as presented; and REVISION 1850-01

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and,

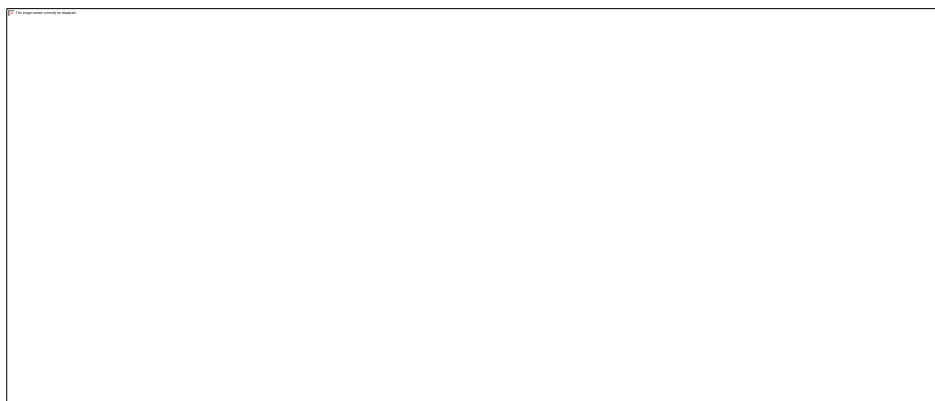
That staff be directed to pursue the "Flow-Through Funds" opportunity with the Comox Valley Community Foundation for the 2021 grant year.

**Carried**

### DISCUSSION:

The Comox Valley Community Foundation was established in 1996 and has grown to be an important contributor to the quality of life in the Valley by granting millions of dollars of funding to hundreds of organizations across the valley whose purpose is to enhance the overall wellbeing of the community.

The mission of the CVCF is to work with generous donors and supporters from all corners of our community to build lasting legacy and enrich life in the Comox Valley forever.



The flow-through fund opportunity as described in Appendix 3 – Grant-in-Aid and Policy Revision Report November 25, 2019 is the method in which the City will provide the community with GIA funding while reducing the administrative burden on staff. The CVCF specializes in matching donors with recipients to create the desired outcomes for both the donor and recipient. The CVCF has the expertise on staff and established practices to maximize the impact of the City’s GIA program by combining various funding sources and matching them to fund project requests to 100%. This opportunity for stacking has the potential to exceed the \$10,000 single recipient limit set by the City and possibly the \$50,000 annual GIA contribution. By partnering with the CVCF, the City’s GIA program has the opportunity to leverage funds to contribute to larger projects in the region.

**POLICY ANALYSIS:**

In accordance with Council direction, Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 has been updated to direct applicants to the Comox Valley Community Foundation to access grant-in-aid funding. Updates to this policy include:

- Removing the City’s grant-in-aid application timeline in favour of a unified timeline through the CVCF; and
- Clarifying that grants not being available to individuals or for-profit entities.

Eligibility for GIA funding is captured in the proposed agreement between the City and CVCF. During the strategic planning sessions, Council direction from 2019 to amend the GIA program and enter into the service agreement with the CVCF was confirmed. This program was included in the five-year financial plan and approval of this agreement will allow for the flow of GIA funds that was interrupted during the COVID-19 Pandemic.

Per section 8 of policy 1850.00.04 includes the following City set criteria for determining eligibility for GIA funds:

- Organizations must be based in The City of Courtenay.
- Funding is not available for individuals or for profit entities.
- The project/activity must benefit the entire community (all ages and groups).
- The request is the only financial support from the City.
- Other sources of funding have been applied for.
- The organization is financially sustainable.
- Each Grant-in-Aid from The City of Courtenay funds will not exceed \$10,000.

Currently, a review of the GIA criteria is not included in the 2023 work program. Should Council wish to review the GIA requirements/eligibility and how City funding is to be distributed by the CVCF, additional criteria will have to be developed. Given the work being undertaken in the Recreation, Culture and Community Services (RCCS) division in 2023, staff recommend not amending the criteria at this time. The completion of the Community Social Development Framework and other RCCS studies in 2023 could provide guidance on future prioritization.

**FINANCIAL IMPLICATIONS:**

The 2023-2027 Five-year Financial Plan includes \$50,000 annually for the grants-in-aid program. Funding for grants-in-aid is set to come from gaming funds. The CVCF charges a 5% administration fee to provide the

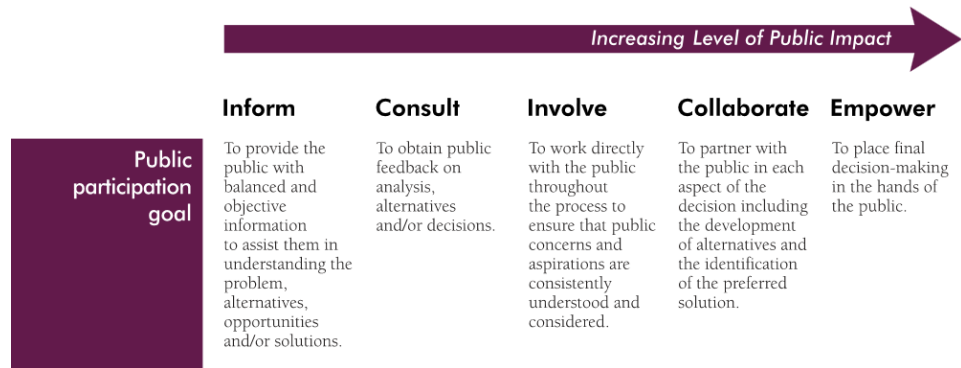
services to distribute and administer GIA funds. The cost to the City will be \$2,500 annually assuming a continued \$50,000 annual GIA program.

**ADMINISTRATIVE IMPLICATIONS:**

Should Council approve the proposed agreement the administration of the GIA program will shift from the Financial Services division to CVCF. City staff involvement will include monitoring and administering the agreement as well as CVCF’s reporting back on outcomes. Implementing this agreement is consistent with Council direction and free up Financial Services staff to deliver core services as well as initiatives outlined in the City’s strategic priorities.

**PUBLIC ENGAGEMENT:**

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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**STRAEGIC PLAN IMPLICATIONS:**

The Grant-in-Aid program can support all four cardinal directions of the strategic plan:

- Climate action
- Reconciliation
- Equity
- Community well-being

Support for all four cardinal directions comes from the broad reach and accessibility of grant funds to various organizations that individually might not deliver all 4 cardinal direction but as a whole group deliver all four cardinal directions.

**OPTIONS:**

1. THAT Council enter into an agreement with the Comox Valley Community Foundation for the administration and distribution of the City’s annual grant-in-aid program.  
and  
That Council adopt Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04
2. THAT Council provide alternative direction to staff.

Prepared by: Adam Langenmaier BBA, CPA, CA, Director of Finance

Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

Appendices:

Appendix 1 – Memorandum of Agreement – Grants-in-Aid

Appendix 2 – Grant-in-Aid policy #1850.00.04

Appendix 3 – Grant-in-Aid and Policy Revision Report November 25, 2019