



## COMMITTEE OF THE WHOLE REPORT

To: Paul Gipps, CAO  
From: Lisa Siavashi, Financial Services Manager  
Subject: **2021 Grant in Aid Policy Review**

Date: September 28, 2021

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### RECOMMENDATION

**THAT** Council amend the Grant in Aid Policy to incorporate deliberation on decision points; and

**THAT** Council extend the deadline for 2022 applications to November 30<sup>th</sup>, 2021; and

**THAT** Applications be reviewed by Council in January 2022.

### STRATEGIC AREA(S) OF FOCUS

Economic, Growth and Prosperity

Strengthen Our Community

### BACKGROUND

The Grant in Aid (GIA) process has been in place since the City incorporated in 2008. Many recipient organizations have been receiving grants annually since that time. Others have received a one-time grant, and some have discontinued their applications altogether. In general the application and processing has become more complex over time.

With changes in procedures, policies and ownership of facilities, staff have identified anomalies where the process either strayed from policy or was not covered by it. This has led to difficulties categorizing and presenting requests to Council. With that in mind, staff took the opportunity to review the policy, adjust the application form and find ways to make it more concise. Council's review of the proposed changes will ensure that the intent is being followed.

Types of Grants currently include:

- Community Project and Special Events which are both basically one-time or short term requests (Staff recommend to combine these into one type);

- Corporate grants which are defined as operating funding assistance with the general operating expenses of the group (on-going);
- Community Events which include recurring events that Council deem as providing significant benefit to the broad community; and
- In-kind contributions which provide use of a City property/facility to the applicant.

Decision Points:

1. Does Council want to continue to offer multi-year, ongoing GIAs or would Council consider moving to one-time grant policy? There are a number of cities who only offer one-time grants. This is the least complex form of grant policy and eliminates the continued reliance on grants.
2. Does Council want to add funding restrictions on operating expenses? Council has commented in the past during grant deliberations that requests should not be made to fund ongoing operating expenses (e.g. wages, overhead, etc.).
3. Currently applications may include a combination of a cash and in-kind funding in the grant request, which can work well procedurally for the City with certain types of special event grants. Does Council want to strengthen wording to allow or disallow this?

Youth Organizations - At the council meeting Sept 20, 2016, council directed staff to craft a report detailing the financial subsidy provided to youth organizations through reduced facility and field rental fees as part of any "Recreation Facility and Park Rates/Fees" review. The subsidy for the youth organizations has been incorporated into the Grant in Aid process since that time, but is planned for removal in 2022. It clearly belongs within the rates and fees structure and is planned to be brought forward with the Recreation Facility and Parks Rate/Fee review due in the summer of 2023.

Resident's Associations – In the past we have had the various associations request either "in-kind" grants for meeting room rentals or cash grants for liability insurance. More recently there have been associations requesting both types, which is not addressed by the GIA Policy but is addressed in the Residents Association Policy. The later states that the City will provide, wherever possible, meeting space for the associations, which negates the need to apply through the GIA process for this benefit. The Residents Association Policy also states that the associations can apply for financial support through the GIA process.

Decision Point:

4. Does Council want to allow resident associations to continue to apply through the GIA process for a corporate grant, as well providing them meeting room rentals through the Residents Association Policy?

**FINANCIAL IMPLICATIONS**

The Grants in Aid program that Council provides is a significant benefit to the community of West Kelowna at approximately \$135,000 year (not including the amounts previously listed for youth sports group). This equates to nearly 0.4% of yearly taxes and must be considered very carefully to ensure the benefit is awarded fairly. The rules, categories and information must also be clear and concise for Council to make the best decisions possible.

**COUNCIL REPORT / RESOLUTION HISTORY**

<b>Date</b>	<b>Report Topic / Resolution</b>	<b>Resolution No.</b>
Sept 20, 2016	It was moved and seconded <b>THAT</b> staff be directed to ensure that all applications (both cash and in-kind) for Grants in Aid brought forward for Council consideration be supported by the required application and accompanying documentation; and, <b>THAT</b> staff be directed to provide a report detailing the financial subsidy provided to youth organizations through reduced facility and field rental fees as part of any “Recreation Facility and Park Rates/Fees” review; and, <b>THAT</b> Council’s Grant In Aid policy be adopted as presented. CARRIED UNANIMOUSLY	C326/16

**CONCLUSION**

The City of West Kelowna Grant in Aid policy was created to provide support for community organizations who in turn provide services for the residents of West Kelowna. Grant in Aid polices evolved over time to incorporate guidelines that Council required for

application eligibility. In the meantime changes in community needs and facility additions within the City necessitated a review of the policy to ensure fairness and make it a better fit for today and the future.

**Alternate Motion:**

**THAT** Council postpone consideration of amendments to the Grant in Aid policy; and

**THAT** Council extend the deadline for 2022 applications to November 30<sup>th</sup>, 2021; and

**THAT** Applications be reviewed by Council in January 2022.

**REVIEWED BY**

Warren Everton, Director of Finance, CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

PowerPoint: Yes  No

**Attachments:**

1. Grants-in-Aid Policy to be amended
2. Residents Association Policy 2011