



Committee-of-the-Whole Meeting

Wednesday, June 12, 2024

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/12-6-2024/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_4TRuy1_SsWlhaumSv-QeQ#/registration

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions – Directors and Staff present in the Boardroom and via Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u>
<i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Committee-of-the-Whole Meeting – May 8, 2024 | 3-5 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on May 8, 2024 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Greg Willmon, Lady Rose Marine Service, Co-Owner regarding ferry services provided by the Lady Rose Marine | |
| 6. <u>CORRESPONDENCE</u> | |

7. **REQUEST FOR DECISIONS**

8. **REPORTS**

- a. **ACRD Grant-in-Aid Program Discussion – H. Zenner, Manager of Administrative Services and T. Fong, Chief Financial Officer** **6-12**

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

11. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, MAY 8, 2024

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS PRESENT:** Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷaṭṭ Government
- REGRETS:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Tom Stere, Councillor, District of Tofino
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Michael McGregor, Lands and Resources Coordinator
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/8-5-2024/>

1. **CALL TO ORDER**

The Vice-Chairperson called the meeting to order at 10:01am.

The Vice-Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Vice-Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

Director Mastrangelo entered the meeting at 10:02 am.

2. **APPROVAL OF AGENDA**

MOVED: Director Cootes
SECONDED: Director Johnsen

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held March 6, 2024

MOVED: Director Sparrow
SECONDED: Director Johnsen

THAT the minutes of the Committee-of-the-Whole Meeting held on March 6, 2024 be adopted.

CARRIED

Director Saiga entered the meeting at 10:04 am.

Director Minions entered the meeting at 10:06 am.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

- a. Parks and Trails Signage Strategy (with Staff Presentation)**
- b. Parks Services 2023 Annual Report (with Staff Presentation)**

MOVED: Director Johnsen
SECONDED: Director Cootes

THAT these reports be received.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The General Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

11. IN-CAMERA

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT the meeting be closed to the public as per the Community Charter, sections:

- 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- 90 (1) (c) Labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 11:05am.

The meeting was re-opened to the public at 11:47am.

12. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT this meeting be adjourned at 11:48am

CARRIED

Certified Correct:

Debbie Haggard,
Vice-Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

From: Heather Zenner, MA, RPF, Manager of Administrative Services
Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: June 12, 2024

Subject: ACRD Grant-in-Aid Program Discussion

Purpose:

For the Committee of the Whole to consider input from staff on the ACRD Grant-in-Aid (GIA) program and provide direction on changes to the GIA Policy prior to the 2025 GIA program.

Summary:

To date, the Alberni-Clayoquot Regional District (ACRD) Board of Directors has considered GIA Applications once a year from local non-profit organizations that provide a benefit to one or more electoral areas in the region or the entire regional district. The deadline to apply is January 31st of each year and Board consideration on GIA applications occur during budget deliberations. Attached is a copy of the current ACRD GIA Policy.

As part of the current GIA process staff organize GIA applications into groupings that reflect the broad themes that they operate in. Applicants submit financial statements and budgeting information related to their request and staff do not make recommendations on grant applications. During the 2024 GIA review process and in previous years the Board has voiced its displeasure with the GIA process and has requested that staff review the GIA process.

Background:

Staff will be providing a presentation to the Committee of the Whole (COW) on Wednesday June 12th. The presentation will review legislation and current GIA policy and staff will provide examples of other local government GIA programs. Staff will highlight the Board of Directors input received to date, emphasizing where feedback is generally aligned and also highlight options for the Board to consider. Staff will not be presenting a new GIA policy, rather proposing ideas for the COW to consider and provide feedback on. With this feedback staff should then be in a position to draft a GIA policy for the Board to consider with the goal of having a new GIA process available in 2025.

Staff are requesting that the COW be willing to consider the following topics at the June 12th COW meeting and provide feedback:

- Separate the GIA process from the budget process (e.g. approve budget then review GIA applications and make decisions within the approved budget).
- Refine applicant criteria regarding 'Registered Non-Profits' vs 'Non-Profits' or other criteria.

- Stricter application process (to understand how funding will be used and reporting requirements).
- Consider GIA applications from non-profit lease holders on ACRD property (e.g. airports).
- Consider multi-year funding agreements for specific organizations.

Time Requirements – Staff & Elected Officials:

Approximately 30-50 hours of staff time will be required to develop a new GIA policy.

Financial:

There are no direct financial implications to the discussion or development of the policy however, the ACRD allocated approximately \$300,000 worth of grants during the 2024 financial planning process.

Strategic Plan Implications:

There is no direct link to the 2024-2027 Strategic Plan.

Policy or Legislation:

The Alberni-Clayoquot Regional District's Grant-in-Aid Policy and *Local Government Act* applies.

Submitted by: Heather Zenner
Heather Zenner, MA, RPF, Manager of Administrative Services

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



**Alberni-Clayoquot Regional District
POLICY**

<i>Title:</i> Grant-in-Aid Policy	<i>Number:</i> A-1
<i>Authority:</i> Local Government Act – Sections: 181, 182, 176 (1) (c), 804 (g)	<i>Date Adopted:</i> December 7, 2012
<i>Historical Changes:</i> Rescinds current Grant-in-Aid Policy dated October 28, 2009	<i>Cross Reference:</i> Finance Department

The Alberni-Clayoquot Regional District provides Grant-in-Aid assistance once a year in order to assist local non-profit organizations that provide a benefit to one or more electoral areas in the Region or the entire Regional District.

The purpose of this Policy is to establish a consistent and accountable process for dealing with Grant-in-Aid Applications in the Alberni-Clayoquot Region.

Part 1 – Definitions

The following definitions apply to this policy:

Applicant means the organization applying for a Grant-in-Aid.

Board means the Alberni-Clayoquot Regional District Board of Directors.

Grant-in-Aid means financial assistance or in-kind assistance from the Alberni-Clayoquot Regional District.

Region means the Alberni-Clayoquot Region.

Regional District means Alberni-Clayoquot Regional District.

Part 2 – Eligibility

1. Organizations must meet the following criteria in order to be in consideration for a *Grant-in-Aid*:

- a) Must be a non-profit organization;
- b) Must be local in nature, in that the *Grant-in-Aid* requested is for a specific service to the residents of the *Region*;

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



- c) Must provide a social enrichment service to the entire *Regional District* or a specific area in the *Regional District*;
 - d) Must demonstrate that the service provided fills a need in the community, and that there is no overlapping with services already existing; and;
 - e) The organization must have sound financial and administrative management.
2. The *Regional District* will not provide a *Grant-in-Aid* to an industrial, commercial or business organization.
 3. A *Regional District* will not provide a *Grant-in-Aid* to subsidize activities that are the responsibility of senior levels of government.
 4. No double dipping. Organizations that have applied for a *Grant-in-Aid* from the City of Port Alberni, District of Tofino or District of Ucluelet will not be eligible for a *Grant-in-Aid* through the *Regional District*.

Part 3 – Grant-in-Aid Application Process

1. At the beginning of January each year, staff will advertise the process for organizations to submit a *Grant-in-Aid* application to the *Regional District* for consideration in the current year.
2. Organizations must submit the following documentation as part of their application process:
 - a. *Grant-in-Aid* Application Form (Appendix A);
 - b. Annual Report for the organization;
 - c. Current years budget and latest financial statement for the organization, noting any other sources of funding; and;
 - d. Brief report outlining what the *Grant-in-Aid* will be used for.
3. *Grant-in-Aid* applications must be submitted to the Manager of Finance at the *Regional District* Office no later than January 31st of each year.
4. Late applications will not be accepted and will be returned to the *Applicant*.



Part 4 – Approval Process

1. The Manager of Finance reviews each application to ensure the organization is eligible and the correct documentation has been submitted.
2. All eligible applications will be presented at a special Committee of the Whole meeting providing an opportunity to review applications and make recommendations to the Board of Directors. If requested, the applications will be presented to the applicable area committee.
3. The *Board* will consider the recommendations from the Committee of the Whole and will decide whether to approve *Grant-in-Aid* applications prior to adoption of the *Regional District's* financial plan at the end of March, each year.
4. The *Board* may request organizations to make a presentation on their *Grant-in-Aid* Application, prior to the *Board* making their final decision.

Part 5 – Release of Grant-in-Aid

1. In April of each year, the Manager of Finance will advise the *Applicants* in writing as to whether or not they have been awarded a *Grant-in-Aid*, and if awarded, the amount of financial assistance. Where the *Grant-in-Aid* awarded is for in-kind assistance, the *Applicant* will be advised in writing, the details of their in-kind *Grant-in-Aid*.
2. Organizations awarded *Grant-in-Aid* assistance will receive their funding on August 1st, each year.
3. If the organization requires their *Grant-in-Aid* funding before August 1st, they must submit in writing, to the Manager of Finance, a request for early release of their *Grant-in-Aid*.
4. Organizations awarded a *Grant-in-Aid* must submit a final report to the Manager of Finance no later than December 31st of the current year. The report must include how the funds were expended.
5. *Grant-in-Aids* are not guaranteed from year to year.
6. Organizations are encouraged to work toward financial independence.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

Grant-in-Aid Application Form

Name of Organization	
Mailing Address:	
Contact Name:	Phone Number:
Email Address:	

Grant Requested:	<input type="checkbox"/> Grant Assistance <input type="checkbox"/> In-Kind Assistance
	Amount \$ _____ Details: _____

1. Is your organization non-profit? yes no
2. Is your organization a registered non-profit society in BC yes no

If yes, please provide your Society Registration Number: _____

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- | | |
|--|--|
| <input type="checkbox"/> Entire Regional District | <input type="checkbox"/> City of Port Alberni |
| <input type="checkbox"/> District of Tofino | <input type="checkbox"/> District of Ucluelet |
| <input type="checkbox"/> Electoral Area "A" (Bamfield) | <input type="checkbox"/> Electoral Area "B" (Beaufort) |
| <input type="checkbox"/> Electoral Area "C" (Long Beach) | <input type="checkbox"/> Electoral Area "D" (Sproat Lake) |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

5. Please describe how the services provided by your organization fill a need in the community:

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

7. Has your organization received a Grant-in-Aid in the past from the Regional District?
 yes no If yes, complete the following:

Year: _____ Amount: _____
Year: _____ Amount: _____

8. Please include with your application, copies of the following:

- (a) **Annual Report;**
- (b) **A copy of your organizations current year budget and latest financial statement;**
- (c) **A brief report outlining what the Grant-in-Aid would be used for.**

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

**General Manager of Administrative Services
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
or by e-mail to: wthomson@acrd.bc.ca**

The **Deadline** to Submit Grant-in-Aid Applications is **January 31st** of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

Signature of Applicant

Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas: