



Date: 07/09/2021

To: Chair and Directors, Policy Committee

And To: John MacLean, Chief Administrative Officer

From: Lore Schick, Deputy Corporate Officer/Executive Assistant

Date of Meeting: Policy Committee_Sep13_2021

File: 0850-01

Short Summary:

Review of Grants for Assistance Policy

Voting:

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Memorandum:

At its March 5, 2021 meeting, the Board resolved that the Grants for Assistance Policy be referred back to the Policy Committee for further review.

To facilitate the requested review, staff have compiled the following list of suggested changes, based on staff experience in implementing the policy and issues that have been brought up during Committee and Board consideration of applications.

1. Intent of Year Round Intake Grants for Assistance

Suggestion: Remove the reference to the intent of the year-round intake being to assist organizations “under unforeseen or time/sensitive circumstances which preclude an application to the Annual Intake Program”;

Reasoning: This is a subjective requirement, which has caused much discussion and some disagreement at the Board table, as to whether or not policy should be waived. The subjectivity also makes it difficult for staff to make a recommendation as to whether or not approval of applications will require the waiving of policy.

2. Non-Conforming Main Intake Applications

Suggestion: Add direction for staff to review applications as they come in and contact applicants regarding any non-conformities or deficiencies (e.g. missing information, wrong form, previous reports not submitted). If the deficiencies are not corrected by the time the application is placed on an agenda for Committee consideration, the application will be considered in contravention of policy.

Reasoning: This will provide staff with a clear guideline to deal consistently with incomplete or nonconforming applications, avoid penalizing applicants for unintentional errors, and allow for complete information to be provided to the Committees for consideration.

Suggestion: That, instead of staff withholding incomplete or nonconforming applications from the Committee agendas, the applications be included on the agenda along with a report indicating why each application does not conform to policy (incomplete, etc.).

Reasoning: Historically, policy has been waived to approve a select few late applications after the completion of the main intake process. Making this change to the policy will provide all of the non-conforming applications equal opportunity for consideration by the Committee.

3. Clarification of Principle 1 (b)

Suggestion: Change this section to read: “The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.”

Reasoning: This clarifies that the intent of policy is not to provide any operational financing, whether it is one-time or ongoing.

The word “special” implies a one-time event. Past and current practice is to approve annual events such as community barbecues, car shows, music festivals, etc. The policy can be left as is if the Board’s intent is truly to limit grants to “special events”; however, this would require guidance to staff about how to deal with organizations who have been receiving funding for annual events for several years.

Attachments:

Grants for Assistance Policy

Financial Implications:

[Click here to enter text.](#)

Policy Implications:

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Alignment with Strategic Plan:

- ☐ **Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- ☐ **Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.

- ☐ **Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- ☒ **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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CAO Comments:

Whatever the ultimate policy reads we should be striving for a document that the Board is comfortable and that the Staff can effectively and safely communicate with the Public. Waiving policy to allow applications put staff in a difficult position as we do not know how to effectively advise potential applicants.

Options:

- 1) Receipt and endorse changes to Grants for Assistance Policy and/or make other changes. Direct staff to bring revised policy to Board for endorsement.
- 2) Receipt.
- 3) Deferral.

Recommendation:

That the agenda item summary from Lore Schick, Deputy Corporate Officer/Executive Assistant, dated September 7, 2021, regarding a review of the Grants for Assistance Policy, be received.
Further action at the discretion of the Committee.