



Date: 15/05/2024

To: Central Cariboo/City of Williams Lake Joint Committee

And To: Murray Daly, Chief Administrative Officer

From: Darron Campbell, Manager of Community Services

Date of Meeting: eSCRIBE Meeting Date

File: 1850-02

Short Summary:

Proposed Central Cariboo Joint Grant for Assistance Program

Voting:

Ratification Required by CRD and COWL

Memorandum:

At its meeting in January 2024 the Central Cariboo Joint Committee directed that a proposed joint annual grant for assistance program for the City of William Lake and Central Cariboo electoral areas be developed and brought forward for consideration.

The Regional District has an annual joint grants program with the District of 100 Mile House in the south Cariboo that has operated effectively and efficiently for many years. It is proposed that a similar process be implemented in the central Cariboo that would allow community non-profit groups to appropriately make application to both local governments and subsequently enable the requests to be considered by elected officials at the same time to avoid overlap and confirm joint support.

Under this joint process, both the City of Williams Lake and the central Cariboo Electoral Areas D, E, F, J and K would advertise for a grant intake in August and September, and each office would collect applications submitted to it separately.

Staff would then compile all the applications received into one summary document, with full submission details attached as necessary, that would be considered at a special meeting of the Central Cariboo Joint Committee which includes participation from all members of city council as well as electoral areas J and K that are not currently regular members of the joint committee.

The “Grants for Assistance Review Meeting” would be held in October to allow the decisions made to be included in the budget planning for the following fiscal year. Having this “Grants” meeting follow the regularly scheduled monthly joint committee meeting would simplify the timing and logistics.

At this meeting, each electoral area and city council collectively would table the grant contribution that they would be prepared to make towards each application.

A real-time spreadsheet summary collects this information and allows the whole group to balance decisions and confirm contributions to each approved applicant.

The minutes of this meeting and grant-approval recommendations from therein would then be forwarded to City Council and the Regional District Board for final endorsement and to be included in the financial plan for each organization.

This process effectively allows grant applications to receive funding that is shared by multiple contributors, but also enables individual electoral areas and the City to approve grants not shared by any other participants.

As a working example, the 2024 South Cariboo Grants for Assistance Summary is attached.

Attachments:

1. South Cariboo Grants for Assistance 2024 Spreadsheet example
2. CRD Grants for Assistance Policy

Financial Implications:

Financial implications will vary from year-to-year and be based on the value of grant application approved. Each electoral area has a maximum grant allocation that they can provide based on a rate of \$0.10 per \$1,000 for the net taxable assessment of land and improvements within each electoral area and the City of Williams Lake currently budgets \$35,000 annually towards its Grants-in-Aid program.

Policy Implications:

The Cariboo Regional District has a Grants for Assistance Policy (2019-9B-16) that guides the principles, evaluation, and award of both the annual grant program that is available for applications in August and September and the ongoing year-round grant program that has an open intake and a maximum award of \$1000 per application.

The City of Williams Lake's existing 'Council Policy No. 18 – Grants-in-Aid Policy' directs the City's annual Grants-in-Aid application, evaluation and award process. There is currently no maximum award amount per application stipulated in the City's policy. However, the City's Committee of Whole Council is scheduled to be reviewing Policy No. 18 at an upcoming meeting, and will be receiving recommendations on amendments to the City's Grants-in-Aid policy and program, such as a grant maximum, at that time. Should the Joint Committee direct staff to bring forward a Memorandum of Understanding for the proposed joint CRD/City grants for assistance review process, City staff will include recommended amendments to the City's policy to accommodate this joint review initiative at the time a new or amended Grants-in-Aid policy is presented to Committee of Whole Council.

Alignment with Strategic Plan:

- Infrastructure and Asset Management:** To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.
- Enhanced Communications and Engagement:** To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.
- Effective and Responsive Land Use Planning and Development:** To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.
- Relationships with First Nations:** To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

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Options:

1. Endorse the Recommendation;
2. Other action at the direction of the Committee;
3. Defer.

Recommendation:

That an annual Central Cariboo Grants for Assistance program be established jointly as proposed between the City of Williams Lake and Cariboo Regional District electoral areas D, E, F J and K and further that the Central Cariboo Joint Committee Terms of Reference be amended to include an annual meeting with participation of full city council and central Cariboo electoral area directors to review all grant applications received and determine funding to be provided.