



**CORPORATION OF THE  
TOWNSHIP OF ESQUIMALT**  
**Minutes - Final**  
**Local Grant Committee**

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

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Thursday, April 17, 2025

6:00 PM

Esquimalt Council Chambers

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**Present:** 3 - Councillor Jacob Helliwell  
Councillor Duncan Cavens  
Councillor Tim Morrison

**Staff:** Terése Finegan, Manager of Economic Development  
Victoria McKean, Committee Coordinator/Recording Secretary

**1. CALL TO ORDER**

Chair Helliwell called the meeting to order at 6:00 PM and acknowledged with respect the Songhees and Xwsepsem Nations on whose traditional territories we live, we learn, and we do our work.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor Morrison, seconded by Councillor Cavens: That the agenda be approved as circulated. Carried Unanimously.

**4. MINUTES**

- 1) [25-121](#) Minutes of the Local Grant Committee meeting held on January 20, 2025

Moved by Councillor Cavens, seconded by Councillor Morrison: That the minutes of the Local Grant Committee meeting held on January 20, 2025 be adopted as circulated. Carried Unanimously.

**5. STAFF REPORTS**

- 1) [24-496](#) Review of Local Grant Funding and Policy Options, Staff Report No. ADM-24-074

This item was received for information.

- 2) [25-044](#) Review of Local Grant Funding and Policy Options, Staff Report ADM-25-002

The Committee's discussion included the following:

- The local grant funding program is set at an amount determined by Council annually, To provide clarity and transparency, should we consider informing

applicants of how much grant funding is available in advertisements and other communications?

- The language in the guidelines should be consistent with the policy with respect to the amount of funding available within the relevant financial planning and budget process.
- When considering communication regarding the amount of funds available, information about multi-year grants should be included as they impact the amount of available funding in a given year.
- Amendments to the reporting structure were suggested, including minor word changes, added clarity regarding expenditure and reporting of funds, and the method of reporting.
- Amendments to the eligibility section of the Guidelines were suggested, including comments on the importance of intentional, legal language when discussing registered non-profit organizations and recognized non-profit organizations, a suggestion that Esquimalt-based organizations and events be given priority consideration, and word changes to provide clarity. A general discussion was had about the eligibility section of the Guidelines, including the degree of detail to be included and whether that will limit or expand the public's understanding of what events, organizations, etc., are eligible to apply.
- It was recommended that applicants be encouraged to contact staff when submitting an application, that the pre-eligibility criteria be softened with respect to quotes and project budgets, making them optional with the understanding that a more stringent approach may be appropriate in the future.
- A broad discussion regarding the definition of social value, it was recommended that applicants be asked if an event or program is offered at low cost, that an emphasis be placed on local outcomes and direct benefit to Esquimalt, and language to ask applicants to detail how their application aligns with Council Strategic Priorities.
- Several amendments were suggested to the assessment and decision process, including the benefit of a third party evaluating applications, whether a new or existing Committee may be effective in the evaluation process, how to engage with the challenge of welcoming applications from organizations with different levels of capacity and resources, and the potential for conflicts of interests when involving third parties.

Chair Helliwell called a five minute recess at 7:18 PM.

Chair Helliwell reconvened the meeting at 7:23 PM.

The Committee's discussion continued:

- It was suggested that the Program Overview and Program Objectives

sections be re-written as the following:

**Program Overview**

Program is designed to support local non-profit organizations that share the Township's goals of being a vibrant, distinct, resilient and diverse community for people to discover, feel welcome and belong.

**Program Objectives**

- Foster Thriving Community for All
  - Support local events and projects that create and reinforce a sense of community for residents and neighbours of all backgrounds through community events, arts and culture, and active living.
  - Support Environmental Stewardship
  - Support local events and projects that improve the environment either directly or via education of residents, and support those local events and projects that minimize their impact on the environment
  - Support Diverse Local Economy
  - Support local events and projects that support Esquimalt-based businesses by bringing patrons from across the CRD and beyond, increasing visibility, and/or providing opportunities to provide unique goods and services to new patrons.
  - Align with Council's Current Strategic Priorities
- Support local events and projects that support the strategic priorities identified by council.

- It was suggested that emphasis be placed on local events, providing a sense of community, and that "values of Esquimalt" be used in place of "Council's Strategic Priorities in relation to local grants".

Moved by Councillor Morrison, seconded by Councillor Cavens: That the Local Grant Committee recommends that Council direct staff prepare a report to Council on the changes to the Local Grant Guidelines recommended by the Committee. Carried Unanimously.

**6. ADJOURNMENT**

Moved by Councillor Morrison, seconded by Councillor Cavens: that the meeting be adjourned at 8:03 PM. Carried Unanimously.

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COUNCILLOR JACOB HELLIWELL, CHAIR  
LOCAL GRANT COMMITTEE  
THIS 10TH DAY OF SEPTEMBER, 2025

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VICTORIA MCKEAN  
RECORDING SECRETARY  
CERTIFIED CORRECT