



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Agenda - Final

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

Special Committee of the Whole

Monday, April 8, 2019

5:45 PM

Esquimalt Council Chambers

1. CALL TO ORDER
2. LATE ITEMS
3. APPROVAL OF THE AGENDA
4. PRESENTATION
 - 1) [19-166](#) Chief Del Manak, Victoria Police Department, Victoria Police Department 2019 Provisional Budget
5. PUBLIC INPUT (On items listed on the Agenda)
Excluding items which are or have been the subject of a Public Hearing.
6. STAFF REPORTS

Finance

- 1) [19-146](#) Local Grant Policy, Staff Report FIN-19-004

Recommendation:

That the COTW receive Staff Report No. FIN-19-004 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

Attachments: [ADMIN-32 \(Local Grants\)](#)
[ADMIN-29 \(Local Grants - Esquimalt High School\)](#)
[ADMIN-52 \(Local Grant Brodeur\)](#)
[2019 Local Grant Worksheet](#)

7. PUBLIC QUESTION AND COMMENT PERIOD
Excluding items which are or have been the subject of a Public Hearing.
Limit of two minutes per speaker.
8. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Staff Report

File #:19-146

REQUEST FOR DIRECTION

DATE: March 27, 2019

Report No. FIN-19-004

TO: Laurie Hurst, Chief Administrative Officer

FROM: Ian Irvine, Director of Financial Services

SUBJECT:

Local Grant Policy Review

ESSENTIAL QUESTION:

What areas of improvement does the Committee wish to see in an amended Local Grant Policy?

RECOMMENDATION:

That the COTW receive Staff Report No. FIN-19-004 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.

BACKGROUND:

During recent deliberations, the Local Grant Committee expressed an interest in exploring ways to improve the local grant process and Council Policy ADMIN-32 Local Grants as part of their recommendations. These recommendations were approved by Council at its March 4, 2019 meeting.

The Local Grant Policy was amended during February 2016 to create criteria for established events and implement a different funding mechanism. With these changes in place, staff and the Committee recognized the need for additional policy revisions to further improve the process. Later that year, changes were made to the timing of the grant process, a calculation was added to increase the annual budget amount and a clause was added to prevent multiple applications being made during the same fiscal year.

Also discussed by the Local Grant Committee is the funding allocation for Esquimalt High School and L'école Victor Brodeur. While the funds are approved as part of the local grant process and are allocated from the local grant account, the amounts are outlined within two separate Council Policies. These Policies are attached to this report for your information.

ISSUES:

Based on Committee deliberations and subsequent comments received, a number of areas could be

explored with the intention of improving the process and Council Policy ADMIN-32 Local Grants. These include, but are not limited to, the following:

Application Process

During the last policy revision, the timing of the application and review process was shifted to correlate with the Township's budget process and the fiscal year of many applicants. The deadline is now December 31 for the receipt of all applications and there is a commitment for the Committee to meet prior to February 28 each year to review applications. This has served to provide more fiscal certainty to applicants earlier in the year and has alleviated any requests for early approval by organizations seeking funds outside the process.

Currently, the Policy requires that representatives from applicant organizations must appear before the Committee to speak to their submission. With the last Council Policy revision, this requirement was eliminated for those organizations satisfying the Established Events criteria. For the purpose of comparison, the Council Policy FIN-16 Permissive Tax Exemption requires applicants to appear before the Committee if they are a first time applicant, in the first year of a new Council or if the organization's function has changed.

Funding

For a number of years, the Local Grant Committee has commented about the difficult funding allocation decisions they are required to make. Until 2016, when the local grant budget was increased, these decisions were made more challenging due to requests increasing at a faster rate than the funds available for allocation. While the annual requests continue to increase, there is currently a mechanism which attempts to reduce this gap. This involves increasing the local grant account balance to an amount based on the previous year's actual tax revenue amount.

With the creation of established events in the Council Policy, requests for in kind support are now limited to those organizations which satisfy the criteria. During the first year after the introduction of this category, annual requests totaling \$67,500 were received from six organizations for their events. This year, cash and in kind services approved for these same six organizations totaled \$84,500 which represented almost 65% of the total grants available for allocation.

Committee recommendations for which organizations should receive cash and in kind support are based on criteria included within the Council Policy. While an organization may request grant funding for multiple years, historically the Council has consistently approved support for the current year only. This has allowed for certainty within the Township's financial plan while also providing consistent treatment and a level of short term fiscal certainty for all local grant recipients.

Reporting

The Council Policy requires recipients to not only acknowledge the Township's contribution but to also submit a final report within 120 days of project, program or event completion. Staff receive grant reporting documents throughout the year and ensure that all reporting criteria are met. If the reporting requirements related to the prior year support are not satisfied, applicants are advised that their current year application will not be included in the binder for Committee review until they

comply.

Currently, the Council Policy does not differentiate between established events and other organizations as it relates to reporting requirements. Even though individual established events are approved each year for cash and in kind support totaling in excess of \$20,000, they have the same reporting requirements as all other local grant recipients.

ALTERNATIVES:

1. That the COTW receive Staff Report No. FIN-19-004 for information, provide any additional direction to staff as the COTW considers advisable, and direct staff to prepare a report for Council's consideration.
2. That the COTW provide alternative direction to staff.
3. That the COTW request further information from staff.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants Policy

NO. ADMIN - 32

PURPOSE:

This grant program is designed to financially assist community groups and not-for-profit societies and organizations in achieving their objectives. Local grant funding is intended to provide support to societies, organizations and committees with the expectation is that alternate sources of funding will be secured.

PROCEDURES:

APPLICATION

- Application forms can be obtained from the Township's Financial Services Department or the Township website. Completed forms, together with all supporting documents may be delivered, mailed, emailed or faxed to the attention of the Director of Financial Services.
- All applications must be received prior to December 31 each year.
- Each application should include the following details regarding their project, program or event:
 - the nature, goals and objectives;
 - the names of those who will be involved and, if applicable, a list of the Board of Directors;
 - a projected statement of revenue and expenses;
 - any additional support provided by the Township, such as a permissive tax exemption, community events funding or in kind contributions
 - a statement indicating the anticipated impact on the Township of Esquimalt; and
 - the prior year's financial statements for the organization.
- Organizations holding events are encouraged to provide details regarding Green initiatives which will form part of their event planning and execution. For additional information and guidance, please refer to the Township's Green Event Planning Guide located at www.esquimalt.ca/greenevents.
- No retroactive funding applications will be considered.
- Organizations that receive a partial grant or are denied funding will be unable to make a second request within the same calendar year.

EFFECTIVE DATE:
October 3, 2016

APPROVED BY:
Council

REF:
Staff Report
FIN-16-014

AMENDS NO.
February 22, 2016

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ESTABLISHED EVENTS***Criteria***

The designation as an Established Event will be made by Council if:

- The organization is holding a community event (programs and projects do not qualify)
- The event has been held within the Township during the last two consecutive calendar years; and
- The organization has submitted all annual reporting requirements under this Policy.

Once designated, there would no longer be a requirement for event organizers to appear before the Local Grant Committee to speak to their application. Instead, organizers would only be required to submit all event details, budget and financial information and the amount of financial and in kind support requested. Although established events can make annual requests, Council has the final decision regarding the actual level of financial and in kind support granted to each established event.

In Kind Support

- In kind support will only be provided for established events, unless otherwise approved by Council
- Each event committee may be provided, at the discretion of Council, a maximum value of \$10,000 which may include utilization of Township staff, facilities or equipment without being directly charged for the related costs
- Council will support the Event Committee as they:
 - Plan and implement all activities associated with their Event;
 - Work with municipal staff to coordinate services, facilities, and resources as required and available; and
 - Identify Green initiatives related to their Event with the assistance of the Township's Green Event Planning Guide.

Appointments

For any community event receiving in kind support, Council may:

- elect a Councillor to act in an advisory and liaison capacity with the Committee and attend committee meetings; and
- request that a staff representative attend committee meetings

The Event Committee shall annually submit to the Municipal Council for ratification, a list of Committee liaisons. The Event Committee may invite representation from other community groups/organizations.

Insurance

Each Event Committee will be responsible for coordinating and obtaining insurance coverage for their event. The Committee shall ensure that their event carries insurance with a minimum of \$2,000,000 liability coverage and the Township will be identified as an additional insured within the policy. Evidence of this insurance coverage shall be provided to the Director of Financial Services prior to commencement of the event.

FUNDING

Each year Council may provide an amount of funding through the Local Grants Account within the Financial Plan. The initial balance in the account each year will be equal to a figure which represents a .50% tax increase based on the previous year's actual financial results.

A Local Grant Committee will recommend the allocation of grants to programs, projects and events. This recommendation is not to exceed 90% of the Local Grant Account balance. Subsequent to Council's approval of the local grant allocations, any balance remaining in the account may be allocated throughout the remainder of the year at the discretion of Council.

To access the remaining funds after the initial 90% has been allocated, applicants must submit an application to the Director of Financial Services. The applicant will then be required to appear before Council for a direct decision regarding their funding request.

GRANT REVIEW PROCESS

- The Local Grants Committee members will be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term, and will be supported by a non-voting representative from the Financial Services Department.
- Applications will be received and reviewed by the Director of Financial Services to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
- No grant request will be forwarded for consideration if an application is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- The Committee will meet to review all applications prior to February 28 each year.
 - For an application to be considered, applicants (other than established events) must appear before the Committee to speak to their application for a maximum of three (3) minutes at a date and time arranged by the Township.
 - Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.
 - It should be the goal of each organization to reduce the amount of financial support requested from the Township in each subsequent fiscal year.
- Following all presentations, the Committee will draft their recommendations to Council for the allocation of support and the total amount to be included in the Financial Plan.
- Council will make the final decision on the allocation of support and once approved:
 - The Financial Plan will be updated to reflect the total amount of cash and in kind support to be provided from the Local Grant account;
 - All local grant financial payments will be made prior to March 31 each year; and
 - Any in kind support commitments will be communicated to the appropriate Township departments.

- Communication will be sent to all applicants advising them of Council's decision and a list of recipients and corresponding amounts will be posted annually on the Township website.
- To request support after the grant process has been completed new applicants must submit a formal application and appear before Council for a decision on funding.

CONDITIONS OF SUPPORT

- Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
- All recipients must acknowledge the Township's support (financial and/or in kind) through social media and in all printed publicity material related to the project including banners and signs on site during the event.
- Each recipient of financial or in kind support must submit a final report to the Director of Financial Services within 120 days of project or event completion. This report should include the following details for their project, program or event:
 - a brief evaluation (based on the pre-established goals and objectives);
 - a financial statement of actual revenue and expenses (where applicable);
 - details regarding the Green performance (where applicable);
 - attendance figures (where applicable);
 - number of participants; and
 - an evaluation of the impact on the community
- In the event that the project is not completed, the grant recipient organization must notify the Township within the same calendar year during which funding was received. The Township of Esquimalt reserves the right to request the return of the grant.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

LOCAL GRANT APPLICATION

For Year: _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ Fax: _____ email: _____

Contact Person: _____

Position(s) with Organization: _____ Phone: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

Have you applied before? _____ When? _____ Grant Received: \$ _____

If yes, have you submitted a final report for previous year funding? Yes [☐] No [☐]
(note: report must be submitted to receive consideration for further funding)

Fiscal year of organization: From _____ To _____

Are you currently receiving benefit from a Property Tax Exemption
from the Township of Esquimalt? Yes [☐] No [☐]

Incorporation number and date of incorporation: _____

Registered Canadian Charitable Organization number: _____
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Is your organization based in Esquimalt Yes [☐] No [☐]

Is the project for which you are requesting funding based in Esquimalt? Yes [☐] No [☐]

If yes, please provide the location/address: _____

Describe your organization, its mandate and program(s): _____

Describe the project for which funds are being sought. What other sources of funding are being pursued? Please indicate why you think it should receive municipal funding. Feel free to use additional sheets of paper.

Project Description (including date and location):_____

Purpose of this project:_____

The names of those involved in carrying out the project:_____

Green Event Initiatives:_____

Benefit to Esquimalt:_____

PROJECT BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative. (note: Expenditures must NOT exceed Revenues)

REVENUE (Please state source)		EXPENDITURE (Please itemize)	
Description	Amount	Description	Amount
SECURE			
Subtotal			
SPECULATIVE			
Subtotal			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist in the assessment of your project.

Please mail or fax this application to:

Director of Financial Services
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Phone: 414-7141
Fax: 414-7111



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Local Grants – Esquimalt High School

NO. ADMIN - 29

POLICY:

The Township will award grants annually from its Local Grants allocation to the Esquimalt High School as follows:

C. A. Kelly Scholastic Achievement Award	\$ 50.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Graduation Class Book Presentation	\$ 150.00
Athletic Programs	\$2,750.00
Musical Instruments	\$ 600.00
Terry Fox Scholarship	\$ 500.00
Industrial Education /Trades Award	<u>\$ 500.00</u>
Total	<u>\$4,800.00</u>

With the exception of funding from the Athletic Program (which requires a presentation to Council in order to be considered for funding) payment of the Esquimalt High School Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

BACKGROUND:

Historically, the Municipal Council has awarded local grants which previously have been approved either by policy or by resolution of Council.

1. C. A. Kelly Scholastic Achievement Award

This annual award for highest scholastic achievement was given by Mr. C.A. Kelly, Principal of the Esquimalt High School until his retirement in 1969 after 43 years. The award consists of a plaque on which the winning student's name is inscribed. The award was taken over by the Township and renamed the C.A. Kelly Scholastic Achievement Award. The award covers the annual cost of engraving and a keeper trophy.

2. 1912- 2012 Esquimalt Centennial Art Scholarship

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt's 1912- 2012 Centennial. The theme for the Centennial and the logo is "Honour Our Past, Celebrate Our Present and Imagine Our Future". The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

EFFECTIVE DATE:

October 24, 2011

APPROVED BY:

Council

REFERENCE

FIN-11-023
FIN-11-036

AMENDS NO.

#1 - July 11, 2011
#2 – Oct. 24, 2011

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3. Graduation Class - Book Presentation

Since 1975 the Municipal Council has presented a book in recognition of the graduating class for that year, to a maximum amount noted above.

4. Athletic Program

This annual allocation of funds is set aside to be accessed by the senior sports Teams of Esquimalt High School. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s).

5. Musical Instruments

For many years the Township has awarded a grant to the Esquimalt High School for musical instruments.

6. Terry Fox Scholarship

This Scholarship was established by Council resolution on July 13, 1981, as a fitting tribute to Terry Fox, whose determination accomplished so much in so little time. The scholarship is to be awarded to a graduating Esquimalt resident who best exemplifies the combined qualities of scholastic aptitude, athletic ability, citizenship and the general characteristics of perseverance in all endeavours.

7. Industrial Education / Trades Award

This Scholarship was established by Council resolution on April 5, 2004. The scholarship is to be awarded to a graduating student at Esquimalt High School who is an Esquimalt resident and pursuing a "trades" program of studies.

EFFECTIVE DATE:

October 24, 2011

APPROVED BY:

Council

REFERENCEFIN-11-023
FIN-11-036**AMENDS NO.**#1 - July 11, 2011
#2 – Oct. 24, 2011**PAGE 2 OF 2**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants – L'École Victor Brodeur

NO. ADMIN - 52

POLICY:

The Township will award grants annually from its Local Grants allocation to L'École Victor Brodeur as follows:

Township of Esquimalt Athletic Awards	\$ 500.00
1912 – 2012 Esquimalt Centennial Art Scholarship	\$ 250.00
Team Funding	<u>\$ 1,750.00</u>
Total	<u>\$ 2,500.00</u>

With the exception of funding from the Team Funding (which requires a presentation to Council in order to be considered for funding) payment of the L'École Victor Brodeur Local grant funds will be made in June of each year.

A report showing the use of the funds for the intended purposes, including names of award recipients, must be submitted at least annually.

The School is responsible to determine the recipients of the awards.

BACKGROUND:

1. Township of Esquimalt Athletic Award

This annual award for athletic achievement will be given to both a male and female student and each recipient will receive a certificate with their name and a cheque for \$250. If scheduling will allow, the Mayor of the Township of Esquimalt will attend the award ceremony to make the presentation.

2. 1912 - 2012 Esquimalt Centennial Art Scholarship

This scholarship was first awarded in 2010 to an Esquimalt student who inspired and created the logo design that best illustrated Esquimalt's 1912- 2012 Centennial. The theme for the Centennial and the logo is "Honour Our Past, Celebrate Our Present and Imagine Our Future". The Scholarship continues as a legacy of the Centennial and is awarded to the graduating student with the highest artistic achievement, who is continuing in art studies or art design.

3. Team Funding

This annual allocation of funds is set aside to be accessed by teams representing L'École Victor Brodeur. Representatives of the teams must appear before Council to request funding for travel costs to tournaments or competitions in advance of the event(s). Costs may include, but are not limited to, registration fees, travel and accommodation costs or uniforms.

EFFECTIVE DATE:

July 11, 2011

APPROVED BY:

Council

REFERENCE

FIN-11-023

AMENDS NO.

June 15, 2009

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Corporation of the Township of Esquimalt				
2019 Local Grant Applications				
Organization	2017 Payments	2018 Payments	2019 Requests	2019 Committee
	\$	\$	\$	\$
Established Events				
Buccaneer Days	10,000	12,000	32,000	24,000
Celebration of Lights	10,000	5,000	5,000	5,000
Esquimalt Farmers Market Society	7,000	16,000	20,000	20,000
Ribfest	10,000	10,000	10,000	10,000
Victoria Nikkei Society	500	1,500	1,500	1,500
Township Community Arts Council	30,000	20,000	24,000	24,000
	67,500	64,500	92,500	84,500
Esquimalt-Based Organizations				
Victoria Rainbow Kitchen Society	7,500	5,000	15,000	5,000
Rockheights Middle School	3,000	2,125	8,295	4,150
Macaulay Elementary School PAC	10,000	10,000	10,000	10,000
Michael Dunahee Keep the Hope Alive	1,000	900	900	900
Harbourview Community Church			3,000	NIL
Victoria Tool Library		1,000	1,000	1,000
2483 PPCLI RCACC Support Committee			4,100	NIL
Esquimalt Community Garden Society		10,000	450	NIL
Esquimalt Secondary School - Atom Smashers				
Esquimalt Secondary School (Council Policy No. ADMIN-29)				
Clive Kelly Award [cost of keeper trophy & engraving]	50	50	50	50
1912 - 2012 Esquimalt Centennial Art Scholarship	250	250	250	250
Library Book Gift	150	150	150	150
Musical Instruments	600	600	600	600
Student Travel Costs - Athletic Programs	2,750	2,750	2,750	2,750
Terry Fox Scholarship	500	500	500	500
Township of Esquimalt Scholarship (Industrial Education)	500	500	500	500
L'Ecole Victor Brodeur (Council Policy No. ADMIN-52)				
Township of Esquimalt Athletic Awards	500	500	500	500
1912 - 2012 Esquimalt Centennial Art Scholarship	250	250	250	250
Team Funding - Athletics	1,750	1,750	1,750	1,750
	28,800	36,325	50,045	28,350
Other Organizations				
Greater Victoria Bike to Work Society	1,000	1,000	1,500	1,500
City of Victoria/Atomique Productions	2,000	2,000	1,500	500
Racquet Club of Victoria - Skating Club			2,000	NIL
NEED2 Crisis and Information Line	1,000	1,000	1,500	1,000
Victoria Literacy Connection			1,000	1,000
Green Teams of Canada	NIL	3,000	6,000	6,000
Big Brothers Big Sisters of Victoria Capital Region	1,000	1,000	2,000	2,000
World Fisheries Trust	1,000	650	3,000	650
Gorge Waterway Action Society		1,000	6,500	1,000
Vancouver Island South Film & Media Commission	500	3,000	5,000	3,000
Aboriginal Tourism Association of BC	500	NIL	2,500	NIL
Maritime Museum of BC Society			5,000	NIL
Greater Victoria Volunteer Society		1,000	1,500	1,000
Jeux de la francophonie canadienne			10,000	NIL
Disaster Aid Canada	NIL	NIL	5,000	NIL
	7,000	13,650	54,000	17,650
Prior Year Applications - No Current Submission	20,500	3,750	-	-
Total	123,800	118,225	196,545	130,500
Maximum Allocation - per Council Policy				130,500