



AGENDA

Covid Recovery Funds Committee Meeting

9:00 AM - Tuesday, June 1, 2021

Zoom Public Meeting platform

Following the release of Ministerial Order No. M192 whereas a Provincial State of Emergency due to COVID-19 has been declared, Municipal Councils may hold their meetings via electronic means.

Please be aware, if you are attending this meeting, our meetings are recorded for future viewing.

We are privileged to gather on the traditional territory of the Kwak'wala-speaking peoples.

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1. **CALL TO ORDER**
2. **ADOPT AGENDA**
 - a) Accept or amend agenda as presented.
3. **PETITIONS AND DELEGATIONS**
4. **ADOPTION OF MINUTES**
5. **CORRESPONDENCE**
6. **TABLE ITEMS**
7. **REPORTS**
 - a) Covid Recovery Funds for Vulnerable Persons
[Covid Recovery Funds](#)
[Port McNeill Donation Policy](#)
[Cumberland declaration](#)
[Port Hardy grants in aid](#)
[Duncan Grant in aid](#)
8. **BYLAWS**
9. **OLD BUSINESS**
10. **NEW BUSINESS**
11. **ITEMS FROM IN-CAMERA TO BE MADE PUBLIC**
12. **IN-CAMERA**
13. **QUESTIONS FROM THE PUBLIC AND MEDIA**

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14. ADJOURNMENT

INFORMATION

STAFF REPORT



To: Pete Nelson-Smith, CAO

Meeting Date: June 01, 2021

From: Laura Evans, DFO

Subject: Covid Recovery Funds for Vulnerable Persons

PURPOSE:

To provide the Covid Recovery Funds Committee with an update on current holdings and alternate methods of grant funding allocation.

BACKGROUND:

At the January 26, 2021 regular Council meeting \$266,400 of the Covid Restart Grant funds was allocated to vulnerable persons.

At the March 30, 2021 regular Council meeting a committee was created to look at ways to distribute funds allotted to the vulnerable in our community.

FINANCIAL:

One nonprofit organization has been granted a donation of \$10,000 under the vulnerable persons program leaving \$256,400.

CAO COMMENTS:

From an administrative perspective, some key parameters would aid staff in implementing the dissemination of these funds. Please consider these items in recommendations for a policy:

- Do applicants need to be a society?
- Is there a minimum and maximum amount an individual society can ask for?
- Is there a cap on how many times a society can apply? (for different requests)
- Will we be using the full \$256,000 for grant funding?
- Will we be requiring reporting back? If so, what format?
- Will we be requesting financials?
- Do we want to do a single (or strategic multiple) application intakes? Or consider as they come? (Note: easier for us to advertise if we are to do strategic intakes and easier to administer to consider all at once rather than piecemeal)
- Do they need to show COVID recovery benefits?
- How would we like this service advertised?

ATTACHMENTS:

The attached documents are for reference when setting parameters for dispersing grant funds.

- Town of Port McNeill Council Policy on Donations
- Village of Cumberland Community Grant Program Declaration
- District of Port Hardy Fee for Service / Honorariums / Grant-in-aid policy
- City of Duncan Covid-19 Grant-in-aid application

RECOMMENDATION:

That the committee receive this report for information purposes.

Prepared by:

Laura Evans
Deputy Finance Officer

TOWN OF PORT McNEILL

COUNCIL POLICY ON DONATIONS

Policy:

The Town of Port McNeill provides donations to assist not-for-profit, charitable organizations, students and sports teams that provide a benefit to the Town of Port McNeill.

Cash donations are subject to the availability of funds.

The purpose of this Policy is to establish a consistent and accountable process for dealing with donation requests from the Town of Port McNeill.

Definitions:

Applicant

Means a person, organization or group requesting a *grant*.

Donation

Means a financial, prize or in-kind service donation from the *Town*.

Town

Means the Corporation of the Town of Port McNeill.

Eligibility:

1. In order to be eligible for *donation* assistance, *applicants* must:
 - a. be a not-for-profit organization;
 - b. provide a social enrichment service to the *Town*;
 - c. be well publicized in the community;
 - d. demonstrate that the service being provided fills a need in the community;
 - e. show that there is no overlapping with existing services, and;
 - f. promote volunteering.

Application Process:

1. *Applicants* must submit the following documentation as part of the application process:
 - a. For *donations* under \$1000, a small *donation* application form (appendix A);
 - b. For *donations* over \$1000, a large *donation* application form (appendix B);
 - c. Request as a delegate to present request at a regularly scheduled council meeting.

APPENDIX "A" APPLICATION – SMALL DONATION

Name of organization _____

Mailing address _____

Contact person _____ **Telephone** _____

Request for cash donation, please specify amount: _____

Request for prize donation or service-in-kind, please specify type and amount:

Please describe the type of event:

Date of Application: _____

For Town of Port McNeill use only

Date application received

Date presented to Council: _____
Approved: Yes _____ No _____
Amount approved: _____

APPENDIX "B" APPLICATION – LARGE DONATION

Name of organization _____

Mailing address _____

Contact person _____ Telephone _____

Are you a registered society? Yes _____ No _____ Registration # _____

Request for cash donation, please specify amount: _____

Request for prize donation or service-in-kind, please specify type and amount:

Please describe the type of event:

Please describe the benefit your group brings to the community or the common good the community will receive from this event.

Signature of President

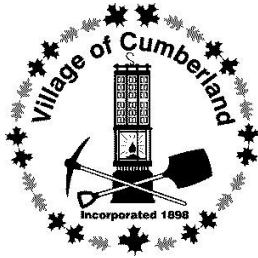
Signature of Secretary

Date of Application: _____

For Town of Port McNeill use only

Date application received

Date presented to Council: _____
Approved: Yes _____ No _____
Amount approved: _____



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No.

Community Grant Program Declaration

Organization Name:

Authorized Representative:

Position:

Mailing Address:

Contact Information:

On behalf of the organization named above, I acknowledge and agree as follows:

1. The funds received through the Cumberland Community Grant program in the amount of \$___ will be used for the _____ program to support vulnerable individuals and families in response to the COVID-19 pandemic.
2. If circumstances change and the organization cannot meet its commitments to undertake the project or if the project cannot be completed, the grant will be returned to the Village.
3. The organization will recognize the Village of Cumberland as a funder in all publications.
4. The organization will report to the Village of Cumberland how the grant was spent by January 31 in the following year using the form provided. The report must include a narrative summary, attendance figures, an evaluation of the impact on and benefits received by the community, and a statement of actual revenue and expenses following the completion of the project or activities.

Authorized Signatory:

Witness Name:

Date

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

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- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30th for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

GUIDELINES

All applications for a City of Duncan COVID-19 Grant-In-Aid must adhere to the following guidelines:

Applicants Must:

- be an organization, not an individual;
- have an office in the Cowichan Valley.

Programs/Activities/Events MUST:

- support businesses and/or residents through the COVID-19 or establish recovery programs post COVID-19 pandemic; and
- demonstrate that the organization has exhausted other potential options for funding from local, provincial, and federal sources; and
- be substantially focused on City businesses and/or residents.

Programs/Activities/Events MUST NOT:

- closely duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need; or
- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.
- use funds to pay existing staff members' salaries.

Preference may be given to applications that:

- are able to show actual or likely matching funding or grants options;
- strengthen and build resilience in the local economy;
- partner with other service providers in the community;
- request seed money to launch a program/activity/event.

In accepting a grant, the organization agrees to provide the City with an accounting of how funds were used. The City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Unless the grant amount is small (\$1000), grant funds will be dispersed as follows:

- 40% upon approval of the grant by Council
- 40% upon receipt of an approved mid project report to Council (progress and detailed breakdown of expenditures)
- 20% upon receipt of an approved end of project report to Council (progress and detailed breakdown of expenditures)

Reports to Council are to consist of a free form 2 page status update letter, and a 1 page financial report, including detailed breakdown of expenditures. Failure to meet reporting deadlines may result in forfeiture of the grant amounts.

Please complete all the blank spaces and give as much detail as possible. This will assist City Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in this application, please attach additional page(s). If you have questions, please contact the Director of Finance at 250-746-6126.

ORGANIZATION DETAILS

Name of Organization:

Purpose of Organization:

Phone:

Email:

Mailing Address:

City:

Postal Code:

Proof of registration as a society or a letter of support from an umbrella organization, related organization, supporting agency, or group attached:

Yes No, if no please explain:

CONTACT INFORMATION

Organization Chairperson:

Email Address:

Phone (Work):

Phone (Cell):

Organization Financial Officer:

Email Address:

Phone (Work):

Phone (Cell):

GRANT-IN-AID REQUEST

Amount of Grant Requested:

Proposed mid project report date:

Proposed final project report date:

Proposed Use of Grant:

This is a:

New Program

Existing Program

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

SUPPORT FROM OTHER FUNDING ORGANIZATIONS

Many activities and events in the City include residents from outside the City boundaries. Your organization is expected to make applications to the Municipality, Regional District, or First Nation from where your organization expects substantial participation or where most of your members reside.

List other agencies/organizations, and in particular, other local governments, who's financial or in-kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request

GRANT-IN-AID APPLICATION DETAILS

How does your proposed program/activity/event support businesses and/or individuals through the COVID-19 pandemic or establish recovery programs post COVID-19 pandemic?

How is the proposed program/activity/event substantially focused on City businesses and/or residents?

A detailed budget for the program/activity/event (including revenues and expenses) is attached to this application (required):

Yes No If no, please explain:

A copy of the organization's most recent financial statements for the program/activity/event is attached to this application (required):

Yes No If no, please explain:

A copy of the organization's most recent financial statements for the organization as a whole is attached to this application (required):

Yes No If no, please explain:

Is this your first grant application to the City of Duncan?

Yes No If no, please list all grants received in the past four years from the City:

Year:	Year:	Year:	Year:
Amount:	Amount:	Amount:	Amount:

If your organization received a City grant last year, what were the grant funds used for?



GRANT-IN-AID Application

Did your organization receive a grant from any other Municipality last year? Yes No

If your organization received a grant from another Municipality last year, please provide the details of the purpose and amount:

In the past year, how many persons has your organization served?

How long has your organization been in existence in the community?

Is your organization voluntary and non-profit?

What is your main source of income?

Does your organization receive any benefit from property tax exemption, other exemptions, or subsidies provided by the City?

Yes No If yes, please describe what benefit and for how many years:

Are all of the Board members/directors volunteers?

Yes No If no, please state amounts paid to each:

Position	Amount Paid

Any other information you may want to add in support of your application?

Grant applications are considered by Council soon after being received.

ACKNOWLEDGMENT & SIGNATURE

I confirm that the information included in this application is true and correct to the best of my knowledge.

Signature _____
Date

Submit applications to: Attention: Director of Finance
or email: bernice@duncan.ca

OFFICE USE ONLY: **Date Received:** **File No.**