

# THE CORPORATION OF THE CITY OF COURTENAY

## NOTICE OF COMMITTEE OF THE WHOLE MEETING

**DATE:** Monday, October 31, 2016  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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### AGENDA

#### 1.00 DELEGATIONS

- 1 1. Steve Schoenhoff re: Fire Ants – 3<sup>rd</sup> Street Project

#### 2.00 STAFF REPORTS - PRESENTATIONS

Pg#

1. Councillor Lennox – Public Engagement for City projects, i.e. 3<sup>rd</sup> Street
- 3 2. Corporate Travel and Expense Policy
- 23 3. New Grants Policy

#### 3.00 ADJOURNMENT



Hello Mayor and Council

Thank you for the opportunity to raise some of our concerns about ants.

It's important to note from the start that I'm not an expert on the European fire ants. But I have done quite a bit of research and I've been in touch with Rob Higgins, the expert on fire ants.

We raise these concerns because the development on 3<sup>rd</sup> does not appear to be following best practices when it comes to developments around an ant area.

While residents in an ant area can do a lot by simply not transplanting plants or dirt from their yards, a big development needs to be much more rigorous because so much more material can be moved, and with the removal of streets and sidewalks, new opportunities for ant migration appear.

I contacted Rob Higgins and he told me that ants prefer not to cross a road, but that they do on occasion, so he suggests that "the wider the barrier the better." On 2<sup>nd</sup> street the sidewalk was joined directly to the new street. Residents wondered why the city does not follow this safety precaution on 3<sup>rd</sup>. When I asked Higgins about a green boulevard, he offered that a "green boulevard could be an added risk, depending on local factors." It would seem an unnecessary risk to not follow the precautions taken on 2<sup>nd</sup>.

The work on 3<sup>rd</sup> involved quite a bit of machinery digging and moving soil, and Higgins recommends that it's important to quarantine soil removed from site because it's easy for heavy machinery to spread colonies. This may have happened, but in conversations with a few of the workers on site, I was told that they were instructed to "watch for ants." Knappett may have a good system in place to identify and safely deal with ants, but it wasn't obvious. I have lifted a paver and can attest to how quickly the race for a new home.

However, what was obvious was the complete removal of the existing barriers to ant migration with the removal of the sidewalk and street. It has been over a month with this reduced barrier. Higgins confirms that local conditions will vary, but generally, a dirt road such as 3<sup>rd</sup> street is now, "presents much less of a barrier than a paved street" to ant migration.

According to Higgins, it is much better to "put in the effort now than trying to control them when they spread." It is not obvious what, if any, precautions Knappett is taking to prevent migration across 3<sup>rd</sup> during this extended time of greater risk.

For example, the stone wall at 367 3<sup>rd</sup> is a good habitat for the ants. They like stones and pavers to store the heat of the sun. Disrupting this habitat so close to the dirt road could cause the ants to cross the road.

Additionally, shifting the street and sidewalk north as is happening in the current plan increases the amount of ant area disturbed.

Again, I am not the expert, but it appears that a number of unnecessary risks have been taken:

The use of a green boulevard rather than a sidewalk joined directly to street as done on 2<sup>nd</sup> to create the widest barrier possible.

The extended time with a much less efficient dirt road as barrier.

The movement of the street north deeper into the ant territory.

Thank you for your concern,  
Steve Schoenhoff





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT TO COMMITTEE OF THE WHOLE

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Corporate Travel and Expense Policy

**File No.:** 390-00  
**Date:** October 31, 2016

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### PURPOSE:

The purpose of this report is a follow up to the September 19, 2016 Council resolution.

**.04** Moved by Hillian and seconded by Theos that Council postpone  
TRAVEL/EXPENSE consideration of the adoption of a proposed new Corporate Travel and  
POLICY Expense Policy to a future meeting, pending further review and written  
390-00 feedback by Council.  
**Carried**

### EXECUTIVE SUMMARY:

At the conclusion of the September 19, 2016 Council meeting the Corporate Travel and Expense policy was deferred pending future comments and direction. The 2011 - 2016 travel costs for Councillors and the Mayor are presented for consideration. As well, the September 19, 2016 report addresses new sections embedded within the policy. These sections include:

- compensation for Councillors and the Mayor in consideration of lost wages or income when representing the City on City business;
- re-imbursment of insurance deductibles up to \$500 for staff using their vehicles to conduct City business; as well as,
- higher daily and per-meal rates for people travelling in the lower mainland.

These policy changes are presented with the perspective that people matter and staff as well as Council should be compensated for out-of-pocket expenditures they incur while conducting City business. The policy as a whole is intended to apply equally to staff and council.

### CAO RECOMMENDATIONS:

That based on the November 7, 2016 staff report "Corporate Travel and Expense Policy" report, Council approve and adopt Option 1, the Corporate Travel and Expense Policy 1650.00.02 Revision# R-7, for the City of Courtenay as presented in the attached documentation; and that Bylaw No 2562, 2009 be hereby rescinded.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

On April 25, 2016 Council passed the following resolution:

**.04** Moved by Frisch and seconded by Hillian that based on the April  
TRAVEL/ 25, 2016 staff report "Council Travel and Expenses" report, Council  
CONFERENCE POLICY approve Option 1 for the development of a policy that assigns a fixed  
budget amount for travel and related expenses to conferences, training or  
other events for each Council member with a larger amount assigned to  
the Mayor.  
**Carried**

In response to the above resolution, on September 19, 2016 Staff presented a revised Corporate Travel and Expense policy for review and comment. It addressed the allotment of funding for Councillors and the Mayor as well as four other key items discussed at that meeting. They include:

1. Allocation of the 2016 travel budget of \$45,800 for Council on the basis of:
  - a. Mayor - \$9,800
  - b. Councillors - \$6,000 per member
2. Cancellation of re-imbursements for spousal or significant other costs at events;
3. Approved listing and definition of conferences, events and ambassadorial functions;
4. Prior notification to Council before attending events or conferences not identified in item 3; and
5. Equal application of travel and expense guidelines for Council and staff.

Following the September 19, 2016 meeting, Council passed the following resolution:

**.04** Moved by Hillian and seconded by Theos that Council postpone  
TRAVEL/EXPENSE consideration of the adoption of a proposed new Corporate Travel and  
POLICY Expense Policy to a future meeting, pending further review and written  
390-00 feedback by Council.  
**Carried**

To-date, staff has received one response from Council.

**DISCUSSION:**

On September 19th Council discussed the amount of historical travel costs utilized by members. Below is a tally of the costs incurred by Council over the past six years. The 2016 costs represent costs recorded to-date.

	2016	2015	2014	2013	2012	2011	Totals
Jangula, Larry	\$ 3,125.83	\$ 3,147.17	\$ 3,521.42	\$ 8,616.63	\$ 9,715.87	\$ 2,765.00	\$ 30,891.92
Lennox, Rebecca	\$ -	\$ 4,020.74					\$ 4,020.74
Hillian, Doug	\$ 2,983.28	\$ 2,552.24	\$ 1,765.63	\$ 3,167.94	\$ 2,583.70	\$ 952.80	\$ 14,005.59
Theos, Manno	\$ 4,300.40	\$ 5,353.47	\$ 4,843.92	\$ 3,590.95	\$ 3,431.31	\$ 3,490.58	\$ 25,010.63
Frisch, David	\$ 3,981.95	\$ 3,640.86					\$ 7,622.81
Eriksson, Erik	\$ 4,802.33	\$ 3,099.97					\$ 7,902.30
Wells, Bob	\$ 6,344.68	\$ 6,270.04					\$ 12,614.72
Leonard, Ronna-Rae			\$ 3,803.87	\$ 7,200.63	\$ 6,724.28	\$ 759.40	\$ 18,488.18
Anglin, Bill			\$ 4,702.15	\$ 6,732.27	\$ 7,355.18		\$ 18,789.60
Winchester, Starr			\$ 4,379.55	\$ 4,515.58	\$ 4,655.47		\$ 13,550.60
Ambler, Jon				\$ 6,244.67	\$ 1,315.57	\$ 5,669.58	\$ 13,229.82
Phelps, Greg						\$ 7,362.01	\$ 7,362.01
Presley, Murray						\$ 2,661.08	\$ 2,661.08
<b>Total</b>	<b>\$ 25,538.47</b>	<b>\$ 28,084.49</b>	<b>\$ 23,016.54</b>	<b>\$ 40,068.67</b>	<b>\$ 35,781.38</b>	<b>\$ 23,660.45</b>	<b>\$ 176,150.00</b>

While the original plan was to provide each member of Council and the Mayor a fixed dollar amount, staff suggests an alternative, the utilization of percentages. Applying percentages to the original Council discussion of April 25, 2016, the Mayor would receive 22% of Council’s cumulative budget for travel and Councillors would each be allocated 13%. Using this methodology allows Council to set a cumulative dollar value for their travel costs and allows staff to distribute those funds to each Councillor and Mayor by the predetermined percentage thereby eliminating the need to continually update the policy whenever Council’s travel budget is modified.

Supplementary to the above Council travel discussion, the September 19, 2016 Staff Report identified new items for Council consideration. They were:

1. **A Compensation Per Diem allowance:** “\$200.00 per day or \$100 per half day portion thereof for members of Council included within the Travel Period as compensation recognizing the ancillary costs incurred in absence from a workplace or business in order to undertake the affairs of the municipality. The maximum allotment would be \$1,000 per member annually, and would be considered part of the overall budgetary allocation per member. A specific form would be used to provide compensation to applicants.”

The intent of this new section was to provide compensation to members above their regular salary indemnity rates (Mayor - \$39,564 per year, Council - \$17,010 per year).

2. **Vehicle Damage Reimbursement:** “Where a Council member or employee’s private vehicle is damaged while traveling on Corporate Business, the City of Courtenay shall reimburse the lesser of actual vehicle damage repair cost or the claimant’s vehicle insurance deductible to a maximum of \$500 per occurrence. If the claimant is guilty of wilful, wanton or gross negligence, the cost would not be reimbursable.”

This suggestion is in recognition that it would be corporately more expensive to provide vehicles for staff to use when conducting City business versus compensating staff when they use their personal vehicle and incur an insurable loss while completing city business.

3. **Daily Travel Allowance (Lower Mainland Area Only):** \$90 per day if away from home overnight (24 hour period) - Lower Mainland area only (Surrey, Burnaby, Vancouver, West and North Vancouver, White Rock, Abbotsford, Mission, Maple Ridge, Coquitlam, New Westminister, Richmond, Ladner, Delta, Langley).

4. **Meals/Gratuities – Lower Mainland Rates (when not overnight):**

- |    |           |      |
|----|-----------|------|
| a. | Breakfast | \$20 |
| b. | Lunch     | \$25 |
| c. | Dinner    | \$40 |

Items 3 and 4 address the recognition that costs in the lower mainland are higher than in other areas of the province. It is suggested that Staff and Council traveling in the lower mainland would be compensated at a slightly higher amount. The Daily Travel rate on the Lower Mainland is \$15 higher than the regular rate. Meal Rates on the Lower Mainland are \$5 higher for Breakfast and \$10 higher for Dinner.

**FINANCIAL IMPLICATIONS:**

Based on the original Council suggestion at the April 25, 2016 Committee of the Whole meeting, the cost for the Mayor and Councillors were set to fixed dollar amounts. However, if Council wishes to change their travel budget, it would be preferable to set a fixed percentage rate for the Mayor and for Council members so that annual allotments can be quickly tabulated.

The financial impact of policy changes are difficult to predict given that the amount of travel completed by staff and council changes from year to year. The policy is presented as a means to ensure that staff and council follow the same set of guidelines and that those guidelines are applied consistently throughout the organization.

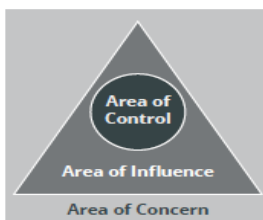
**ADMINISTRATIVE IMPLICATIONS:**

A minimum of 2 hours will be required should further minor revisions to the policy be required. If the entire policy requires significant revisions, the minimum number of hours and drafting of revised report will increase to a minimum of 10 hours.

**ASSET MANAGEMENT IMPLICATIONS:** N/A

**STRATEGIC PRIORITIES REFERENCE:**

This policy will show organizational and governance excellence by standardizing policies for staff and Council and will be a reflection of the organization’s core values that “people matter”.



- **Area of Control**  
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council's jurisdictional authority to act.



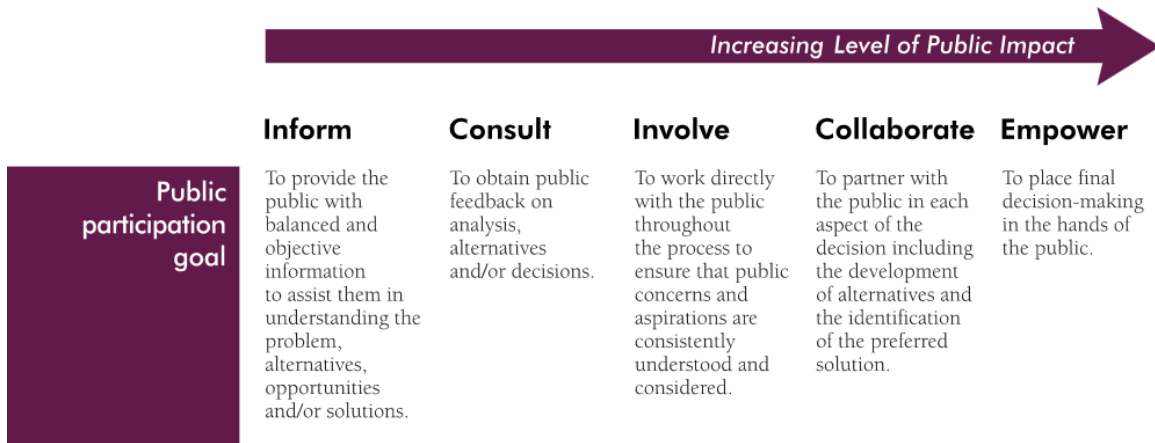
**OFFICIAL COMMUNITY PLAN REFERENCE:** N/A

**REGIONAL GROWTH STRATEGY REFERENCE:** N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff will inform the public of the new policy based on level one of the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

- OPTION 1: The Corporate Travel and Expense policy 1650.00.02, Revision # R-7, for the City of Courtenay be approved and adopted as presented in the attached documentation, and that Bylaw No 2562, 2009 be hereby rescinded. (Recommended)
- OPTION 2: The Corporate Travel and Expense policy be amended to reflect Council's suggested changes as identified during Council deliberations, and that Bylaw No 2562, 2009 be hereby rescinded.
- OPTION 3: The 2013 travel and expenditure policy continue to apply.

Prepared by:

Brian Parschauer, BA, CPA-CMA  
Director of Finance

**Attachments:**

- September 19, 2016 Staff Travel-Accommodation Report-Finalized
- Corporate Travel and Expense Policy 1650.00.02 Revision # R - 7
- Bylaw No 2562, 2009





THE CORPORATION OF THE CITY OF COURTENAY

**STAFF REPORT**

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Corporate Travel and Expense Policy

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**File No.:** 390-00  
**Date:** September 19, 2016

**PURPOSE:**

The purpose of this report is to provide Council with the Corporate Travel and Expense Policy as requested.

**EXECUTIVE SUMMARY:**

On April 25, 2016, Staff provided a report on the development of a Corporate Travel and Expense policy for City Council. Upon review, it was identified that the City's existing Travel, Allowance and Expense Reimbursement policy required updating. This report submits a policy that can be utilized by both Council and Staff while addressing the guidelines suggested and discussed at the April 25<sup>th</sup> Council meeting.

**CAO RECOMMENDATIONS:**

That based on the September 19, 2016 staff report "Corporate Travel and Expense Policy" report, Council approve and adopt Option 1, the Corporate Travel and Expense policy 1650.00.02 Revision # R-7, for the City of Courtenay as presented in the attached documentation; and that Bylaw No 2562, 2009 be hereby rescinded.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND:**

At the April 25, 2016 Committee of the Whole Council meeting Council adopted the following motion with respect to the creation of a travel and expense policy.

**.04**

*TRAVEL/*

*CONFERENCE POLICY*

*Moved by Frisch and seconded by Hillian that based on the April 25, 2016 staff report "Council Travel and Expenses" report, Council approve Option 1 for the development of a policy that assigns a fixed budget amount for travel and related expenses to conferences, training or other events for each Council member with a larger amount assigned to the Mayor.*

## **DISCUSSION:**

The intent of this policy is to provide clarity and consistency of application to Council members and Staff who travel to events, conferences and other functions. It addresses several key Committee of the Whole discussion points, identified as:

1. Division of the annual Council travel budget into a budget value for the Mayor and a budget value for Councillors. In recognition of the larger number of events the Mayor is required to attend, the Mayor is to be provided funding that is 63% higher than the amount provided for individual Councillors. For 2016, the cumulative budget of \$45,800 is distributed as follows:
  - a. Mayor – \$9,800
  - b. Councillors - \$6,000 per member
2. Reimbursement will not apply to spousal coverage at events,
3. Listing of pre-approved conferences, events and ambassadorial functions,
4. Requirement to notify Council prior to attending events or conferences not identified in item 3, and
5. Identification of travel and expense guidelines that apply equally to Council and Staff,

As this policy was being reviewed other issues were identified and suggestions have been made for Council's consideration. These issues include:

- Compensation for Council members in recognition of their lost income incurred when attending to or travelling on municipal business (see policy section B, 1 'b').
- Re-imbusement of insurance deductibles for Council or Staff when their personal vehicle is in an accident while completing work-related tasks or travel. Many Staff throughout the organization use their personal vehicles to conduct City business due in part to a shortage or availability of City vehicles. Carrying adequate business insurance is an extra cost to staff. In recognition of this extra cost to the employee and benefit to the organization, in the event of an accident while on City business, providing a refund of an insurance deductible up to a maximum of \$500 per incident is a reasonable alternative in comparison to providing City vehicles to employees (see policy section G).
- Implementation of a different daily and per-meal rate for people travelling in the BC Lower Mainland in recognition of the higher cost of meals in this area of the province (see policy section H, 3).

- Rescinding Bylaw 2562, 2009 which authorizes a fixed payment to Councillors when attending Vancouver Island Regional Library meetings outside of the Comox Valley. Application of the Travel and Accommodation policy will make this Bylaw redundant and a needless duplication.

**FINANCIAL IMPLICATIONS:**

This policy provides travel expense guidelines for Staff and Council to ensure actual costs are contained within budgetary limitations and that they are consistently applied.

**ADMINISTRATIVE IMPLICATIONS:**

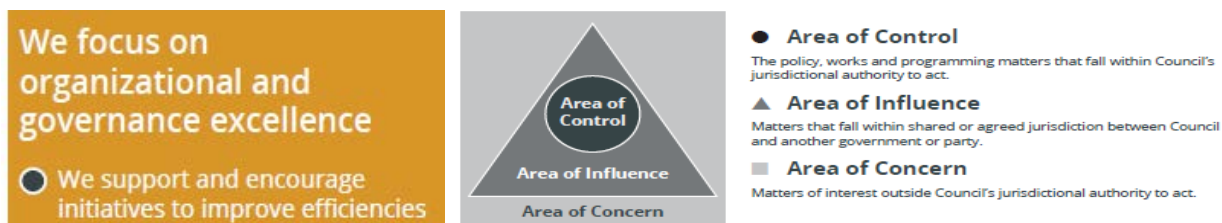
The development of this policy has taken approximately 20 hours of staff time. Should further revisions be required, an additional 2 to 3 hours of estimated time will be necessary.

**ASSET MANAGEMENT IMPLICATIONS:**

N/A

**STRATEGIC PRIORITIES REFERENCE:**

This policy will show organizational and governance excellence by standardizing policies for staff and Council, and be a reflection of the organization’s core values that “people matter”.



**OFFICIAL COMMUNITY PLAN REFERENCE:**

N/A

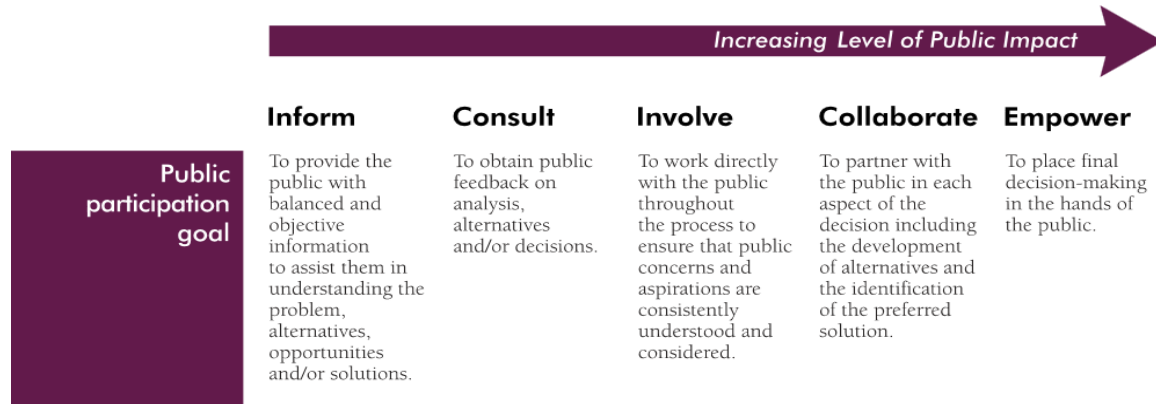
**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

The public will be informed of the new Policy for Council and Staff. This is based on level one of the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

OPTION 1: The Corporate Travel and Expense policy 1650.00.02, Revision # R-7, for the City of Courtenay be approved and adopted as presented in the attached documentation, and that Bylaw No 2562, 2009 be hereby rescinded. (Recommended)

OPTION 2: Staff amend the Corporate Travel and Expense policy based on requested Council modifications.

OPTION 3: The existing 2013 travel and expenditure policy continue to apply.

Prepared by:

Brian Parschauer, BA, CPA-CMA  
Director of Finance

*Attachments:*

- *City of Courtenay Travel and Expense Policy*
- *Bylaw No 2562, 2009*

**City of Courtenay****Policy**

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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

**Purpose:** Travel outside of Courtenay is necessary for Council and staff in order to participate in necessary and approved political and corporate business functions, professional development, training, representation, and local government informational and networking activities.

It is the purpose of this policy to establish general parameters for Corporate Business Travel and representation rationale and a clear process for approval and reimbursement of eligible expenses to all members of Council and staff when requesting, undertaking, and claiming for Corporate Business Travel.

**A. Definitions**

In this policy:

“Claimant” means an individual claiming for expense reimbursement under this policy, being a member of Council, an officer, or employee of the City of Courtenay.

Partner means a spouse or family member of a Council member or staff.

Corporate Business means the exclusive activity or activities being travelled to and from, approved by:

- Council for Council members, or
- CAO for Department Heads, or
- Department Heads for staff, and

for which a Claimant shall seek expense coverage or re-imbursement to the extent this policy permits and is further defined by classes as:

*Member Conference* which means a convention or annual meeting of an organization or professional association to which the municipality or Claimant belongs or is affiliated with;

*(Council: FCM, UBCM, AVICC, etc.)*

*(Staff: LGMA, GFOA, BCWWA, BCPRA, PIBC, CPA, etc.)*

*Professional Development* which means course attendance for which the Claimant shall receive academic accreditation associated with his/her position;

*(Staff: CPA, LGMA Certification, MATI, Public Admin Diploma, Payroll Certification, other technical certifications and qualifying courses etc.)*

*Training* which means vocational or technical course attendance required to maintain regulatory standards and/or improve Claimant and municipal business efficiencies;

*(Council: “newly elected” or parliamentary procedure seminars, LGLA etc.)*

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
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*(Staff: facility maintenance/operations, enforcement, first aid etc.)*

General Development which means an event, course, or seminar which offers recurring membership education or personal development otherwise not considered as *Professional Development* or *Training* or if so, not directly related to the Claimants role in a municipal context;

*(Council/Staff: time and people management, economic issues, symposiums, academic and training outside of Council role/job scope).*

Required Representation which means a seminar, meeting, or event for which attendance is expected, requested, or required by a third party or previously assigned by Council to enable or facilitate municipal program participation, funding, or other political or corporate advantages necessary for the municipality;

*(Council: annually approved external appointments, Government and business sponsored meetings of local (project) or regional significance)*

*(Staff: Government, partners, and business sponsored meetings of local or regional significance)*

Ambassadorial Function which means a political or corporate social event, meeting, or function, attendance at which provides for the enhancement of the City’s statutory and/or strategic corporate priorities.

*(Council: opening galas, local community fundraisers such as Rotary Auction, regional initiative announcements, Community Foundation events, Chamber of Commerce events, Leadership forums, LGLA or UBCM sponsored programs, etc.)*

**Travel Destination** means the location in which the Corporate Business shall be conducted.

**Travel Period** means the total time spent travelling to and from a Travel Destination beginning upon departure from Courtenay and ending upon return to Courtenay.

**Departure Period** means the time spent travelling to a Travel Destination from Courtenay.

**Return Period** means the time spent travelling from a Travel Destination to Courtenay.

**Distance** means the total kilometres of travel eligible for expense reimbursement incurred by a Claimant during a Travel Period.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

## B. Guidelines for Corporate Business Travel

### 1. Council:

#### Individual Travel

- Each year Council members will be allocated budget funds for travel **based on the percentage of 22% for the Mayor and 13% for each Council member.**
- Where the funds are used for travel, Council members will follow the guidelines set out in this policy and will be reimbursed in accordance with this policy.
- Corporate Business travel will be adjudicated on the following prioritized basis:
  - Cost to the municipality/Council budget;
  - Educational value within the context of Council duties, performance; and,
  - Corporate strategic priorities
- Attendance by a Council member to any proposed Corporate Business activity requires the prior authorization of Council unless otherwise stated in this policy.
- Corporate Business is prioritized as follows:
  - i. *Required Representation*  
Authorization: None if a pre-approved appointment by Council. Mayor may attend upon notification of Council
  - ii. *Member conference*  
Authorization: Pre approved for UBCM, AVICC, and FCM.
  - iii. *Training, Ambassadorial Functions, General Development*  
Authorization: None if event qualifies within guidelines set under Section A Definitions - Corporate Business.

### 2. Staff

The value and rationale for Corporate Business travel will be determined on the following prioritized basis:

- Cost
- Regulatory requirements
- Corporate strategic priorities

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

- Professional development
- Support for municipal goodwill and inter-community engagement

**C. General Claimant Terms**

1. Travel expenses and allowances shall be budgeted by each department and shall be contained in the current financial plan approved and adopted by Council, constituting authority in principle for these expenditures.
2. All members of Council and staff shall follow the directives within this policy when determining, undertaking, and claiming reimbursement for travel expenses incurred for Corporate Business purposes.
3. All members of Council and staff shall be entitled to the reimbursements of allowances and expenses authorized under this policy.
4. Claims for expenses not applicable under this policy as associated with Corporate Business shall not be reimbursable unless by special approval of Council (for Council members) or the CAO (for City staff).
5. Where any allowance or expense is provided without charge, is included as a part of the corporate business activity, or is paid for from public funds within a Travel Period, no claim for that allowance or expense can be made.
6. Remuneration for unionized employees shall apply as per section 26.05 of the CUPE 556 Collective Agreement and as per the City of Courtenay’s Professional Development Directive 2800.00.04.
7. Where personal and Corporate Business is combined, reimbursement is to be based upon the lesser of actual expenses or the most economical expenses that would have been incurred had personal travel not taken place. Allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.
8. Partners and family may travel with and accompany members of Council and staff to and from a Travel Destination provided that:
  - a) doing so does not displace or prohibit another Council or staff member from traveling together when otherwise possible or planned; and,
  - b) Partners costs are fully borne by the member of Council or staff and not compensated by the City.

**D. Travel Mode and Distance Considerations**

1. In all cases, economy shall be considered by staff for all Corporate Business. Fleet vehicles, including carpooling, shall be used for all travel subject to timeliness, availability, practicality, or unsafe conditions.
2. Whenever possible fleet vehicles headquartered at City Hall, if available, may be reserved by staff for Corporate Business travel.
3. Air travel shall be considered as a component to a Travel Period only when:
  - a) It is more cost-effective than an alternative

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

- b) Travel is required beyond Vancouver Island;
- c) Use of a fleet vehicle would render it corporately unavailable to staff for more than two (2) consecutive working days, subject to availability of alternate vehicles to the City; and,
- d) There is a substantive reduction in the term of the Travel Period that will clearly benefit both the Claimant and the City of Courtenay.

**E. Travel Period**

1. Travel Period terms shall be anticipated and calculated using DRIVEBC information (<http://www.drivebc.ca>).
2. Except in extraordinary circumstances, a Travel Period shall only occur between 6:00 am and 11:00 pm and a Departure or Return Period shall not exceed 10 consecutive hours within this timeframe.
3. If a Departure or Return Period requires unavoidable travel outside of (D.2), in order to attend a Corporate Business activity, the Travel Period shall include the day prior to the Corporate Business activity commencing and the day after its adjournment, including weekends.
4. A Travel Period term shall be subject to reasonable travel mode flexibility and extension in the event of severe driving conditions, highway delays or closures, or other unforeseen and clearly acceptable reasons.

**F. Distance and Vehicle Charge Allowance**

1. Distance allowance does not apply when using leased, rental, or fleet vehicles, nor within City of Courtenay boundaries.
2. Distance allowance in a private vehicle may be claimed by only one person.
3. Distance rates shall be commensurate with current Canada Revenue Agency rates.
4. Distance reimbursement shall be calculated using DRIVEBC information (<http://www.drivebc.ca>).
5. Distance allowance to singular destinations shall be reimbursed on a “there and back” basis.
6. Distance allowance to multiple destinations required to undertake corporate business shall be reimbursed on a “point to point” basis.
7. Fuel costs will be compensated on a “there and back” basis when using a private vehicle. Fuel costs may be analyzed using current Government of Canada Fuel Consumption Ratings.
8. Parking, BC Ferries, and transportation toll charges incurred during a Travel Period may be claimed at value.

**G. Vehicle Damage Reimbursement**

**Where a Council member or employee’s private vehicle is damaged while traveling on Corporate Business, the City of Courtenay shall reimburse the lesser of actual vehicle damage repair cost or the claimant’s vehicle insurance deductible to a maximum of \$500 per occurrence.**

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

The above will not apply where a court holds that the claimant or driver of the vehicle is guilty of wilful, wanton or gross negligence.

**H. Meal Allowance**

1. A maximum of three meals per day are reimbursable to a Claimant.
2. Meal expenses incurred within Courtenay in the course of job responsibilities may be claimed for meal expenses as per the breakdown noted below.
3. Daily Travel Allowance (for meals and incidentals):
  - i) \$75 per day if away from home overnight (24 hour period);
  - ii) **\$90 per day if away from home overnight (24 hour period) - Lower Mainland area only (Surrey, Burnaby, Vancouver, West and North Vancouver, White Rock, Abbotsford, Mission, Maple Ridge, Coquitlam, New Westminster, Richmond, Ladner, Delta, Langley)**
  - iii) Meals/Gratuities (when not overnight):
 

(a) Breakfast	\$15
(b) Lunch	\$25
(c) Dinner	\$30
  - iv) **Meals/Gratuities – Lower Mainland Rates (when not overnight):**

<b>(a) Breakfast</b>	<b>\$20</b>
<b>(b) Lunch</b>	<b>\$25</b>
<b>(c) Dinner</b>	<b>\$40</b>

**I. Accommodation Allowance**

1. Where block rates are made available for group Corporate Business activities, bookings under such offers shall be made without exception. If not possible, bookings shall be made on the basis of adjacency and similar service scale.
2. Accommodation is claimed by actual expense through receipt.
3. Incidental expenses may be claimed up to a maximum of \$15 per each night of travel away from home, to cover incidental expenses such as personal phone calls. No receipts are required but this only applies for overnight stays.
4. In-room entertainment charges are not eligible for reimbursement.
5. Accommodation of a personal nature (with family, friends) may be claimed at a rate of \$35 per night.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section 5 - Finance</b>	<b>Policy # 1650.00.02</b>
<b>Subject: Allowance and Expense Reimbursement</b>	<b>Revision # R-7</b>

**J. Filing an Expense Claim**

1. A form associated with this policy shall be provided for Claimants requiring reimbursement for travel or other eligible expenses in accordance with this policy, including advances.
2. All re-imburements for expenses under this policy shall only be claimed for using the claim form associated with this policy or per s.I.5 below.
3. Claim forms shall be only approved by a department head or the CAO and submitted to the Finance Department for processing.
4. Advance submissions received more than 10 days prior to the date of travel shall ensure payment prior to travel.
5. Expenses paid for during a Travel Period by Claimants with a City of Courtenay corporate credit card shall be approved and submitted to the Department Head or the CAO as required under Section A Corporate Business.

**K. Receipts**

1. Eligible expenses for re-imburement requiring receipts shall include where applicable:  
Airfare and associated fees, accommodation, car rentals, taxi/bus/shuttle/ferry fares, parking fees, fuel, transportation toll charges, and fees to sanctioned, corporately supported events or sessions.
2. Eligible expenses for re-imburement **not** requiring receipts shall include: Meals, Distance, Council Special Per Diem, Personal Accommodation.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2562**

**A bylaw to amend Council Remuneration Bylaw No. 2548, 2009**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

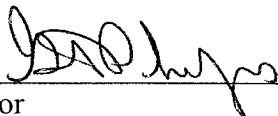
1. This bylaw may be cited for all purposes as **“Council Remuneration Amendment Bylaw No. 2562, 2009”**.
2. That Council Remuneration Bylaw No. 2548, 2008 be amended by adding the following section:
  7. *Each Councillor shall be provided with remuneration for attending meetings as outlined in Schedule ‘A’ attached hereto and forming part of this Bylaw.*

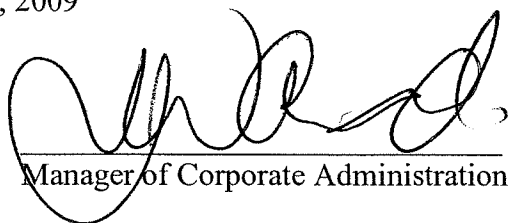
Read a first time this 5<sup>th</sup> day of January, 2009

Read a second time this 5<sup>th</sup> day of January, 2009

Read a third time this 5<sup>th</sup> day of January, 2009

Finally passed and adopted this 12<sup>th</sup> day of January, 2009

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Manager of Corporate Administration

**SCHEDULE 'A'**

**COUNCIL MEMBER  
REMUNERATION FOR MEETING ATTENDANCE**

**Meeting Remuneration**

1. The following rates will be paid for meeting attendance:
  - (a) \$125.00 to each Councillor for a duly constituted meeting of the Vancouver Island Regional Library Board, providing that the Board Meeting venue is other than the Comox Valley.







THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT TO COMMITTEE OF THE WHOLE

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** New Grants Policy

**File No.:** 1850.00  
**Date:** October 31, 2016

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### PURPOSE:

The purpose of this report is to provide Council with an updated Grants policy as per the Council resolution of September 19, 2016.

**.05**  
GRANTS IN AID/  
MATCHING GRANT  
1850-00

Moved by Hillian and seconded by Theos that based on the September 19, 2016 staff report "Grants in Aid and Matching Grant Program – Affordable Housing Initiatives", Council approve continuing to abide by the existing Grants-In-Aid and Matching Grants for Affordable Housing policies, subject to updating these policies in a staff report.

**Carried**

### POLICY ANALYSIS:

The Grant-in-Aid and Matching Grant-Affordable Housing Initiatives policies require an update as they date back to October, 2001 and 2006 respectively. These policies have not been rescinded and were last utilized in 2011.

### EXECUTIVE SUMMARY:

As per the September 19, 2016 Council resolution, Staff is presenting a combined Grant-in-Aid and Other Forms of Financial and Non-Financial policy to replace the older policies from 2001 and 2006. The new policy is meant to provide guidelines and consistency of process for those seeking City funding as well as recommends Gaming Funds as the primary source of funding for these requests.

### CAO RECOMMENDATIONS:

That based on the November 07, 2016 staff report "Grants in Aid and Matching Grant Program – Affordable Housing Initiatives", Council select Option 1 approving the Provision of Grant-in-Aid and Other Forms of Financial Support policy #1850.00.04 as presented; and, that the Grants-in-Aid policy #1850.00.02 and Matching Grant Program-Affordable Housing Initiatives policy #1850.00.03 be rescinded.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Over the past year, the City has received numerous requests from organizations seeking financial assistance from the City. On September 19<sup>th</sup>, 2016 staff identified the existence of two existing policies with respect to the provision of Grants in Aid and Matching Grant Program – Affordable Housing Initiatives. The origin of these policies dates back to 2001 and 2006. The Matching Grant program was last utilized in 2011.

In response to the report, Council passed the following resolution:

**.05** Moved by Hillian and seconded by Theos that based on the September 19, 2016 staff report “Grants in Aid and Matching Grant Program – Affordable Housing Initiatives”, Council approve continuing to abide by the existing Grants-In-Aid and Matching Grants for Affordable Housing policies, subject to updating these policies in a staff report.  
**Carried**

**DISCUSSION:**

Matching-Grants for Affordable Housing Policy:

Staff regularly receives correspondence or queries from organizations about financial contributions and reduction/waiving of application fees, Development Cost Charge fees, offsite works and service connection charges, zoning fees, etcetera. Many of these cannot be waived, or in doing so require bylaw amendments.

Since, 2015 and again this year, L’Arche Comox Valley has requested financial support for their project to construct an outreach centre and residential suites. Habitat for Humanity and the Salvation Army also submitted requests for the waiving of fees and financial assistance as noted in the table below.

Affordable Housing Grants or Other Fee Reductions		
Entity	Dollar Amount	Miscellaneous Information
<b>L’Arche Comox Valley - 1465 Grieve Ave</b>		
Building Permit Fee	9,112	City currently provides a 40% Permissive Property Tax exemption to this particular property
DCC	30,512	
Offsite work	37,500	
Landscape Deposit	54,265	
<i>Total</i>	<i>131,389</i>	
<b>Habitat for Humanity</b>		
DCC	50,600	Or substitute frontage improvement variance versus itemized dollar amounts
Sewer Connection Costs	150,000	
Curb and Gutter	50,000	
<i>Total</i>	<i>250,600</i>	
<b>Salvation Army-Pidcock Shelter</b>	50,000	Waiving of DCC Fees

In order to create a broader based grant-funding policy, Staff recommends adopting a modified policy to be more generalized and efficient in dealing with a wider array of applicants. The policy would require organizations to provide information with respect to:

- a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,
- b. what special interest they represent and a demonstrated financial need,
- c. how much grant-in-aid or other financial commitments they are requesting from the City,
- d. describe what project the resources will be used for,
- e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region, and aligns with Council’s Strategic Priorities,
- f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan,
- g. provide the organization’s audited financial statements for the past three years,
- h. identify projects in the Comox Valley that they have successfully completed,
- i. identify whether they are receiving or soliciting any other form of supplementary City funding or subsidy or fee reductions relative to the application,
- j. other requests or receipt of funding from other organizations and Comox Valley local governments
- k. identify what City support they have received in the past five years and how it has been used.

The information would be reviewed by the Director of Finance and presented in a report to Council.

Staff recommends that the primary funding source be Gaming Funds.

#### Grants-in-Aid:

The City currently uses Gaming Funds for the following Arts and Cultural organizations:

1. Comox Valley Art Gallery - \$65,000,
2. The Courtenay and District Historical Society - \$50,000, and
3. The Sid Williams Theatre - \$105,000.

The number of organizations granted Gaming Funds support for a variety of special events or causes continues to rise. In 2012 there was 1 request and since then the number of requests has been:

- 2013 - 3 requests,
- 2014 - 1 request,
- 2015 – 4 requests, and
- 2016 – 10 requests.

For 2016 Council has authorized grant payments to the first six organizations in the table below, but has not approved payment of funding for the last four requests.

<b>Grant in Aid Requests</b>			
<b>Entity</b>	<b>Amounts</b>		<b>Miscellaneous Information re: Uses</b>
<b>Amethyst House</b>	\$ 2,820	Pd	Cover 60% of municipal portion of 2016 Property Taxes
<b>Centennial Legacy Fund</b>	\$ 3,403	Pd	\$7,500 approved, city expenses incurred from event and deducted from amount granted. Remaining balance paid in cash.
<b>July 1st Committee</b>	\$ 5,000	Pd	Insurance for July 1st event
<b>Downtown Courtenay BIA</b>	\$ 2,500	Pd	Elevate the Arts festival
<b>CV Multi-Cultural and Immigration Support Society</b>	\$ 1,500	Pd	Lantern Festival
<b>Downtown Courtenay BIA</b>	\$ 5,000	Pd	Downtown Courtenay Heritage Mural Project
<b>Downtown Courtenay BIA</b>	\$ 2,500		November event
<b>Comox Valley Recovery Center</b>	\$ 1,500		
<b>Alberni Project-HMCS Alberni Memorial</b>	\$ 6,000		
<b>Active Transportation-Angela Holmes</b>	\$15,000		Multi-year request to be funded up-front, payable by October 1, 2016

Minimum/Maximum Grant Requests:

The number of grant payments will depend on the cumulative budgeted amount of grant funding Council chooses to provide each year. To avoid being inundated with numerous small grant requests or numerous large requests with no fixed limits, staff recommends a minimum threshold of \$1,000 up to a maximum limit of \$100,000 be set per grant application. Processing each application will take significant staff time and resources. Setting limits will eliminate many frivolous grant requests and allow the City to target grant resources to those entities who more closely align with the City's strategic plan.

Conclusion:

Having one Grant in Aid policy will simplify the dissemination of information to those organizations seeking a financial support from the City. It will serve as a screening process to ensure City funds are provided to legitimate organizations or groups committed to fulfilling the strategic priorities of the City.

Since the new policy notes an application deadline of August in the year prior to impending budget deliberations, applications for 2017 should have already been submitted. For year one of this policy, applicants could be given until January 31<sup>st</sup> 2017 to submit their requests. For year two, organizations would be required to provide their submissions by the August 1st, 2017 deadline for the impending 2018 budget calendar year.

### FINANCIAL IMPLICATIONS:

As identified in past reports, grants can be provided in several different ways, either via a specific reserve, general tax revenue or utility fees, Gaming Funds or via in-kind services. Any financial commitments to external entities reduces revenues potentially available for Sustainable Service Delivery as directed by Council's Policy on Asset Management, and places a higher tax burden on ratepayers when general revenues are utilized.

Council has been using Gaming Funds to support numerous requests for financial assistance. Attachment number 2 identifies the Gaming Fund table of categories and respective funding allocations as approved by Council on January 25, 2016. Past practise has been to only distribute the prior year's Gaming Fund revenues from the Province. In 2015, the City received approximately \$941,000 of Gaming Fund revenues. Only \$227,000 of the 2015 Gaming Funds remains unspent or unallocated, primarily under the categories of Council Initiatives and Projects, Social/Societal Initiatives, and Green Capital Projects/Innovation.

### ADMINISTRATIVE IMPLICATIONS:

If Council decides to revise the attached policy, it is expected that another 5 to 8 hours of staff time will be required to make amendments and present a supplemental report.

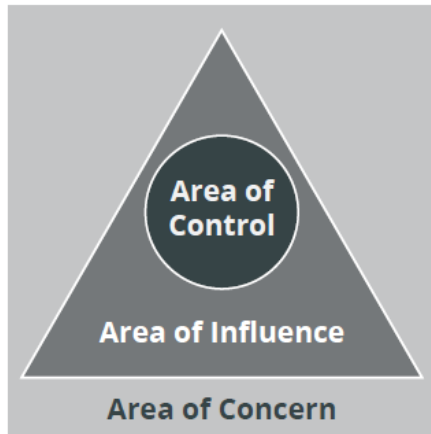
The new policy and process will require more information to be submitted, and reviewed. The amount of time spent on this process will be dependent on the number of submissions. It is expected to consume approximately 40 hours of staff time.

### ASSET MANAGEMENT IMPLICATIONS:

Any funding directed for other purposes erodes the opportunity to utilize those monies for asset management.

### STRATEGIC PRIORITIES REFERENCE:

<p><b>We support diversity in housing and reasoned land use planning</b></p> <ul style="list-style-type: none"><li>● Support densification aligned with community input and regional growth strategy</li><li>● Assess how city-owned lands can support our strategic land acquisitions and disposals</li><li>▲ Support initiatives and incentives to encourage lower cost housing</li><li>■ Proactively pursue housing diversity and advocate for senior government support</li></ul>	<p><b>We focus on organizational and governance excellence</b></p> <ul style="list-style-type: none"><li>● We support and encourage initiatives to improve efficiencies</li><li>● We support meeting the fundamental corporate and statutory obligations</li><li>● We recognize staff capacity is a finite resource</li><li>● Communication with our community is a priority, and is considered in all decisions we make</li><li>● We responsibly provide services at a level which the people we serve are willing to pay</li></ul>	<p><b>We invest in our key relationships</b></p> <ul style="list-style-type: none"><li>○ We value and recognize the importance of our volunteers</li><li>○ We will continue to engage and partner with service organizations for community benefit</li><li>▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern</li><li>▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city</li></ul>
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● **Area of Control**

The policy, works and programming matters that fall within Council's jurisdictional authority to act.

▲ **Area of Influence**

Matters that fall within shared or agreed jurisdiction between Council and another government or party.

■ **Area of Concern**

Matters of interest outside Council's jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

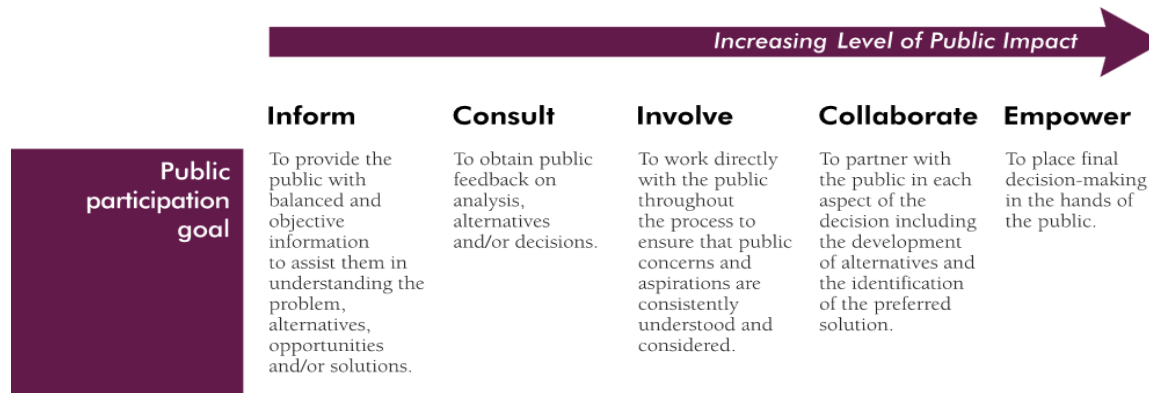
N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would inform the public based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



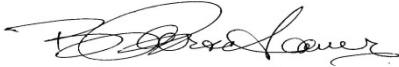
**OPTIONS:**

**OPTION 1:** That Council approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 as presented; and, that the Grants-in-Aid policy #1850.00.02 and Matching Grant Program-Affordable Housing Initiatives policy # 1850.00.03 be rescinded. (Recommended)

**OPTION 2:** That Council approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy as amended; and, that the Grants-in-Aid policy #1850.00.02 and Matching Grant Program-Affordable Housing Initiatives policy # 1850.00.03 be rescinded.

**OPTION 3:** That Council continue using existing Grants-in-Aid and Matching Grants for Affordable Housing policies.

Prepared by:



Brian Parschauer, BA, CPA-CMA  
Director of Finance

*Attachments:*

*Attachment No. 1 : Policy # 1850.00.04 Revised Policy*

*Attachment No. 2: 2016 – 2018 Schedule of Annual Gaming Funds Distribution*





**City of Courtenay****Policy**

Page 1 of 3

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision #</b>

**PURPOSE:**

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay. Council decisions with respect to the provision of these forms of support will be made after carefully reviewing all applications and in conjunction with annual budgetary planning.

**POLICY:**

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

- 1. Entity must complete the Application and provide correspondence to City Council:**
  - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,**
  - b. what special interest they represent and a demonstrated financial need,**
  - c. how much grant-in-aid or other financial commitments from the City they are requesting,**
  - d. describe what project the resources will be used for,**
  - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,**
  - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable, (*exclude if request is below \$10,000*),**
  - g. provide the organization’s audited financial statements for the past three years, (*provide prior year financial information if request is below \$10,000*),**
  - h. identify projects in the Comox Valley they have successfully completed, (*exclude if request is below \$10,000*),**
  - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;**
  - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,**
  - k. identify what City support they have received in the past five years and how it has been used.**

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision #</b>

2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. A Council resolution must authorize and determine the grant in aid payment or any other financial commitment from the City.
5. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
6. Payments will only be issued upon direction provided by the Chief Administrative Officer or Director of Finance.
- 7. Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.**
8. Grants or other City resources cannot be used for illegal purposes or anything disallowed by the Community Charter.
9. Applicants must publicly acknowledge the City of Courtenay’s contribution.
10. Applications must be submitted by **August 1<sup>st</sup> of each year**, to the Director of Finance using the prescribed application form. The Director will review the applications for completeness and arrange contact with applicants for additional information as necessary.
11. The Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council as necessary.
12. Within one year of the date of receipt of the grant, entities must provide an independent reporting of how the grant was utilized and the outcomes of the dollars received.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision #</b>

13. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

**SCOPE:**

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City’s strategic priorities as identified in the Strategic Priorities found on the City’s webpage.

**RELATED DOCUMENTS:**

**RESPONSIBILITY:**

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

The Chief Administrative Officer or Director of Finance has responsibility for processing all payments.

**REVIEW DATE:**

This policy has an intended life of 20 years, or less dependent on the discretion of Council of-the-day.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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# City of Courtenay

## GRANT APPLICATION FORM

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### ORGANIZATION INFORMATION:

I, \_\_\_\_\_ of \_\_\_\_\_,  
*Name* *Street Address*

\_\_\_\_\_ Telephone No. ( ) or ( )  
*City/Town*

In the Province of British Columbia, certify the following:

1. I am the \_\_\_\_\_ of  
the \_\_\_\_\_  
*Position Currently Held Within Organization*

\_\_\_\_\_  
*Name of Corporation, Association, Society or Organization*

Have knowledge of the facts hereinafter deposed with respect to the initiative for which a grant is being applied for.

2. Full name or title of organization: \_\_\_\_\_  
\_\_\_\_\_

3. Mailing address of the organization (including Postal Code): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name and phone number of two other officials in organization (i.e. President, Manager, etc.)

A. Name: \_\_\_\_\_

B. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_

Night Phone No.: \_\_\_\_\_

Night Phone No.: \_\_\_\_\_

5. Date Organization (or Local Chapter) was established: \_\_\_\_\_

6. Societies Act Registration Number: \_\_\_\_\_

7. Are you Registered as a charity? \_\_\_\_\_ Charitable Registration No. \_\_\_\_\_

**INFORMATION FOR REVIEW OF GRANT APPLICATION:**

1. Please provide details of the activities of your organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe what target group this will benefit and the opportunities that will be provided to the community or the region?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If your request will be used for affordable housing, how many affordable units will your initiative create? If your request will be used for other reasons, identify what community efforts or initiatives will benefit from the resources provided to your organization.

\_\_\_\_\_  
\_\_\_\_\_

4. If this grant application for affordable housing, what is the location of your housing initiative?

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

5. List the amount of Grant or various forms of support requested:

EVENT	REQUEST TYPE	AMOUNT	DETAILS
<b>Example</b>			
JULY 1ST PARADE	Grant	\$5,000	

6. Attach other information pertinent to your application:
- a. Copy of Business Case for project being completed in Courtenay;
  - b. Copy of Organization's Audited Financial Statements;
  - c. List of other similarly related projects completed in the Comox Valley region;
  - d. List of other requests or receipt of funding from other Organizations and Comox Valley local governments;
  - e. List of other forms of support requested from the City of Courtenay (Provide a list and dollar amount requested); and,
  - f. List of other provincial, federal, regional funding being pursued to support this project.
7. Provide a spreadsheet that identifies, within the past five years, what size of grant has been provided to the organization/entity and what outcomes were achieved as a result of receipt of the funding.

CERTIFIED before me at the City of Courtenay )  
 In the Province of British Columbia this )  
 \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_ )  
 )  
 )  
 )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
 Witness  
**NOTE:**

\_\_\_\_\_  
 Signature

- (1) The Corporate Services Department at the Municipal Hall (830 Cliffe Avenue, Courtenay, B.C.) has Commissioners for Taking Affidavits available for signing documents.
- (2) The personal information on this form is collected for the purpose of an operating program of the City of Courtenay as noted in Section 26(c) of the *Freedom of Information and Privacy Act*. If you have any questions about the collection and use of this information, please contact the Director of Financial Services at 250-334-4441.
- (3) **Applications Grants or other forms of support from the City must be received by 1<sup>st</sup> of August in the year prior to the taxation year for which the grant is requested in order to be included in the City's upcoming Financial Plan.**
- (4) Grant Applications are to be submitted to:

The City of Courtenay  
Attention: Director of Financial Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7

## City of Courtenay

## 2016 - 2018 Approved Schedule of Annual Gaming Funds Distribution

Distribution: Major Categories	Distributions -2016		Distributions -2017		Distributions -2018	
	Estimated Annual Funds Available	\$ 875,000	Estimated Annual Funds Available	\$ 885,000	Estimated Annual Funds Available	\$ 895,000
<b>Support Downtown Arts and Culture</b>	CV Art Gallery	\$ 65,000	CV Art Gallery	\$ 65,000	CV Art Gallery	\$ 65,000
	Ctny & Dist Historical Society	\$ 50,000	Ctny & Dist Historical Society	\$ 50,000	Ctny & Dist Historical Society	\$ 50,000
	Sid Williams Theatre Society	\$ 105,000	Sid Williams Theatre Society	\$ 105,000	Sid Williams Theatre Society	\$ 105,000
	Downtown cultural events	\$ 5,000	Downtown cultural events	\$ 5,000	Downtown cultural events	\$ 5,000
		<u>\$ 225,000</u>		<u>\$ 225,000</u>		<u>\$ 225,000</u>
<b>Council Initiatives &amp; Projects</b>	Purple ribbon Campaign	\$ 3,500	Purple ribbon Campaign	\$ 3,500	Purple ribbon Campaign	\$ 3,500
	Bus shelters - 3 per year	\$ 30,000	Bus shelters - 3 per year	\$ 30,000	Bus shelters - 3 per year	\$ 30,000
	Other projects and initiatives	\$ 41,500	Other projects and initiatives	\$ 41,500	Other projects and initiatives	\$ 41,500
		<u>\$ 75,000</u>		<u>\$ 75,000</u>		<u>\$ 75,000</u>
<b>Public Safety / Security</b>	Policing - fund two officers	\$ 375,000	Policing - fund two officers	\$ 385,000	Policing - fund two officers	\$ 395,000
<b>Social / Societal Initiatives</b>	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000
<b>Infrastructure Works</b>	Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000
<b>Green Capital Projects / Innovation</b>	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000
<b>Total Annual Distribution</b>		<u>\$ 875,000</u>		<u>\$ 885,000</u>		<u>\$ 895,000</u>