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**Corporate Services**

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, 07 NOVEMBER 2007**

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**SUBJECT** Provincial Basic Grant - 2008

**PURPOSE/ISSUE**

The purpose of this report is to provide committee with some options on the best use of the provincial basic grant from the Ministry of Community Services expected to be \$36,000 in 2008.

**BACKGROUND**

In a letter dated April 13, 2007 the Minister of Community Services advised that the Capital Regional District qualifies for an administrative grant to be phased in over three years. The amount received in 2007 represented 30% of the total and was \$18,000. The funding formula is based on total electoral area population with the CRD electoral areas falling into the 20,000 to 30,000 range for a full grant of \$60,000 in 2009. The amount expected in 2008 at 60% is \$36,000.

At its meeting on July 4, 2007 the committee agreed to apply the \$18,000 grant received in 2007 towards providing financial support staff resources to help support the ever increasing demand from the local services in the electoral areas. During the current year additional local services have been added, i.e. East Sooke Fire, SSI Transit and Transportation, and Cedar Lane Water. The opportunities for grant applications from internal as well as external agencies has also increased the demand for more resources.

The Public Sector Accounting Board (PSAB) requirements for the public sector to inventory, value and amortize tangible capital assets is creating additional need for resources as it impacts local services with capital assets such as fire, recreation, ports, solid waste, septage, sewer and water.

The best use of the grant funds would be to add support resources for the Senior Business Analysts who are the main contacts for the local service staff and volunteers. The grant funding of \$36,000 would be sufficient to support a part time Financial Analyst for one year to assist with grants administration and other financial services.

**ALTERNATIVES**

- 1) That the committee approve using the 2008 basic grant to provide additional financial support services in the amount of \$36,000.
- 2) That the committee look to reducing the level of financial support resources required.

**FINANCIAL IMPLICATIONS**

N/A

**SUMMARY/CONCLUSIONS**

The Basic Grant is expected to be an ongoing unconditional grant to be used in the most effective way possible. The need for financial support resources for the services in the electoral areas has increased substantially in the past few years and will continue to increase as the organization adheres to the PSAB requirements and supports other activities such as grant applications. Additional financial analyst support for the Senior Business Analysts would be a very effective way to use the grant funds.

**RECOMMENDATION(S)**

That the committee support Alternative 1 to use the 2008 basic grant to provide additional financial support services in the amount of \$36,000.

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