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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 20, 2013**

SUBJECT GRANTS-IN-AID

ISSUE

To approve the grants-in-aid applications for the Electoral Areas.

BACKGROUND

The Supplementary Letters Patent for grants-in-aid require that Board approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral Areas to any organization deemed by the Board of the Capital Regional District to be contributing to the general interests and advantage of the area. This service covers the Electoral Areas.

Before exercising the powers described above, the Supplementary Letters Patent require that the Board shall obtain the written approval of the Director of each Electoral Area to the proposed grant-in-aid for such Electoral Area.

FINANCIAL IMPLICATIONS

These grants-in-aid are within the budgeted amount requisitioned for the current year.

RECOMMENDATION

That the Board approve for payment the following grants-in-aid:

- 1) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - a. Pender Island Conservancy Association \$ 1,500

Diana E. Lokken, Dip. Bus. Admin, CMA
General Manager, Corporate Services
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Attachments: 1 Application



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CRD FINANCE
NOV 06 2013
RECEIVED

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: _____
(dd/mm/yy)

FROM:

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:
Pender Island Conservancy Association

Amount Approved: \$ 1500.⁰⁰

Tax Code:

Account Assignment:

B/A	G/L	Cost Centre
1001	544000	100082 - JDF _____ 100083 - SSI _____ 100085 - SGI _____

Requested by: Dave Howe
Director's Signature
David Howe
Print Name

Date Received (dd/mm)yy

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Pender Islands Conservancy Association
PO Box 52, Pender Island, BC. V0N 2M0

Contact(s): Graham Boffey (250) 629-3099 N/A
(name) (phone) (fax)
olybof@gmail.com
Email address

Contact(s): _____
(name) (phone) (fax)

Email address

Application Summary


Project or purpose for which you require assistance:

Financial support to assist with defraying the cost of the 2012 financial audit of the Pender Islands Conservancy Association (PICA) including audit of the accounts relating to the purchase of Brooks Point Regional Park Phase 3, South Pender Island.

Amount of grant requested \$ 1,500.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- NOT being made on behalf of an industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder



(signature of authorized signatory)

Member of the Board of Directors
(title)

Graham C. Boffey
(print name)

Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The Pender Islands Conservancy Association (PICA) provides a unique service to the communities of North and South Pender Islands in assisting efforts to preserve and protect the natural environment of the Pender Islands. PICA has assisted with the establishing of Medicine Beach Nature Sanctuary, Brooks Point Regional Park and community education projects such as the impact of climate change on shorelines.

2. Describe the geographic area that receives services or benefits from your organization.

North and South Pender Islands.

3. Is your organization voluntary and non-profit? NO YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

PICA does not provide remuneration to members, officers or other members of the organization. Periodically specific work is undertaken on behalf of PICA. Applications for travel expenses may be supported under certain circumstances.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

PICA has a membership of approximately 110 and was incorporated under the BC Societies Act in 1993.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Funding support for the 2012 financial audit.)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The grant-in-aid is requested to assist with the \$ 5,250.00 audit costs associated with the handling of the significant amount of money associated with the share of funding to be provided by PICA towards the purchase of the Brooks Point Regional Park Phase 3.

3. Please describe how this proposal will benefit the community.

The Brooks Point Regional Park Phase 3 addition will provide protection of an important ecologically sensitive and significant area and will connect the two currently separated areas of the park. The project will complete a protected area greatly appreciated by the residents and visitors to the Pender Islands.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
 - o project budget,
 - o grants / funding from other sources,
 - o funding contributed by applicant through fund raising activities or other sources of revenue and,
 - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? NO YES

If yes, complete the following chart. *If no*, please explain The Brooks Point project
has direct implications for the Capital Regional District.

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?
 - NO YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2008	\$ 300.00	Annual Pender Forum - Reinventing the Wheel
2010	\$ 10,000.00	Shingle Creek Watershed - ecological assessment, etc.
2012	\$ 2,000.00	Assistance with audit costs
2013	\$ 2,500.00	Cost assistance for Brooks Point fundraising Video

4. Does your organization:

Offer direct financial assistance to individuals or families? Yes No

Provide services that fall within the mandate of either
a senior government or a local service agency? Yes No

Provide an opportunity for individuals to make direct
Contributions to the project (e.g., fundraising for the project)? Yes No

Or, is your organization:

part of a Provincial or National fund raising campaign? Yes No

The information provided in Section 4 is for data collection purposes.

Followup:

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

1. Acknowledgement

2. Reporting