



**COMMITTEE OF THE WHOLE MEETING**  
**Tuesday, October 19, 2021 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

Page

1. CALL TO ORDER
2. ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH  
Council would like to acknowledge the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.
3. NOTICE OF VIDEO RECORDING  
Audience members and delegates are advised that this proceeding is being broadcast on YouTube and Zoom, which may store data on foreign servers.
4. LATE ITEMS
5. APPROVAL OF AGENDA
6. UNFINISHED BUSINESS
7. MAYOR'S ANNOUNCEMENTS
8. PUBLIC INPUT AND DELEGATIONS
  - 8.1. A representative from each community group is invited to provide an update on group activities.
9. REPORTS
  - 9.1. Grant in Aid and In-Kind Contribution Requests (verbal report) 3 - 7  
*Donna Monteith, Chief Financial Officer*  
[Ucluelet Grant-in-Aid Application Form 2021](#)  
[Policy - Grants in Aid and In-Kind Contributions 5-1805-2](#)
10. OTHER BUSINESS
11. QUESTION PERIOD
12. CLOSED SESSION
13. RECONVENE FROM CLOSED SESSION
14. ADJOURNMENT





## GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization:		
Society Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	E-mail:
Mailing Address:		

**NOTE: Field space is limited. If you need more space, please attach in a separate document.**

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization:	
Organization's Objectives (attach additional information if available):	
Nature of Services Provided by Organization:	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

Implications for the Organization if this application is not approved. Would the project occur if partial funds were awarded?

Grant-In-aid Amount Requested: | \$  
*(not applicable to In-Kind requests)*

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	
Date of Application:	

**OFFICE USE ONLY**

Date Application Received:	
Amount Awarded:	



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**POLICY NUMBER:** 5-1850-2

**REFERENCE:**  
Grants In Aid & In-Kind Contributions

**ADOPTED BY:**  
Council  
November 12, 2019

**AMENDED DATE:**  
N/A

**SUPERSEDES:**  
5-1850-1

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**DEPARTMENT:**  
Finance

**EFFECTIVE DATE:**  
November 12, 2019

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**Policy Statement:**

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The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. Council also provides in kind contributions towards rentals and leases of facilities owned/operated by the District. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

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**1. Criteria:**

Criteria for evaluating proposals for grants in aid and in-kind contributions will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Project must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and where there is no overlapping service already existing.

**2. Ineligible Proposals:**

The following types of proposals are ineligible to receive grants in aid or in-kind contributions and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.



- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.
- d) Assistance for the payment of property taxes or various programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

### **3. Application Procedure:**

- a) Application forms are available online at [www.ucluelet.ca](http://www.ucluelet.ca) or by emailing a request to [finance@ucluelet.ca](mailto:finance@ucluelet.ca). Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to [finance@ucluelet.ca](mailto:finance@ucluelet.ca).
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
  - the nature, goals and objectives;
  - the names of those involved and if applicable a list of the Board of Directors;
  - projected statement of revenue and expenses;
  - additional support the organization currently receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
  - any additional funding sources;
  - amount of funding requested.

### **4. Grant & In-Kind Contribution Review Process:**

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of grants and in-kind support to be provided by Grants in Aid and Council Contributions.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support contribution will be communicated to the appropriate departments.




The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**

- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of grant recipients will be posted in the annual statement of financial position (SOFI).

**5. Conditions of Support:**

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year including a financial summary of the project.



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Mayor Mayco Noël  
District of Ucluelet