

To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: April 15, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: Grants-in-Aid Policy 175, 2019 Amendments
Description: To amend Grants-in-Aid Policy 175, 2019 to include athletic and sporting events and update the Community Hall operating grants.

RECOMMENDATION

THAT Grants-in-Aid Policy 175, 2019 as amended and shown on Attachment A to the report to Council dated April 15, 2025, be adopted.

EXECUTIVE SUMMARY

At the June 18, 2024 Regular Council meeting, while reviewing grant in aid applications it was determined the current Grant in Aid Policy required clarity around athletic/sporting applications (resolution #2024-06-128). In addition, on January 21, 2025, Council approved an increase to funding and changes to the Community Hall Grant application structure which also requires updates to Policy 175.

DISCUSSION/ANALYSIS

In the last several years there has been an increase in the number of applications to support athletes' attendance at tournaments. The current policy does not provide guidance or criteria for these requests. After a review of other municipalities' policies staff recommended the existing policy be amended to include criteria that will assist Council and athletic groups when applying for a grant-in-aid.

For the years 2023 and 2024 the District received five requests from athletic and sporting events as follows:

DATE	APPLICANT	USE OF FUNDS	REQUEST	GRANT
2023-03-21	Kees Taekwondo	International Children's Games	\$1,000	\$1,000
2023-04-11	Gregor Burton & Donavin Scott	ADCC Canadian Open Submission Wrestling Championships	\$1,000	\$600
2023-06-20	LC School of Dance PAC	New York Tremaine Dance Competition	\$1,000	\$1,000
2024-06-18	LC Judo and Martial Arts	BC Provincial Judo Championships	\$999	\$999
2024-06-18	Spartan Wrestling Club	Purchase Mats - Declined	\$1500	\$0
		TOTAL	\$5,499	\$3,599

The addition of the Athletic and Sporting Events guidelines to the policy is intended to support travel and registration expenses for Lake Country based athletes and teams. The proposed amendments include the requirement that the athlete or team must be participating in high-level sporting event, the sport must be identified under the national Sport Organization of Canada and the athlete, or a majority of the team members (at least 50%) must be residents of Lake Country. A high-level sport event would be defined as:

- Western Canadian Championships;
- National (Junior or Senior) Championships;
- World (Junior or Senior) Championships;
- Olympic Trials or Major Games/Events; and
- Provincial/National Team Championships.

The National Sport Organization of Canada [website](#) provides a list of qualified events funded by Sports Canada. Of the applications received between 2023 and 2025, only the dance companies would not meet the new requirements set out in the policy, however, the policy includes a provision that Council may provide funds to groups or organizations Council considers enhance or contribute to projects, residents or facilities of Lake Country.

In the past, some applicants have requested funds be provided by a certain time in order to meet payment deadlines. The policy will clarify that the District is not responsible providing the funds within any event determined timelines and grants may be provided as reimbursement, depending on when applications are received and processed.

Staff propose that a maximum amount of \$500 for any one athlete per calendar year and \$1000 for any one team per calendar year. These amounts would be included in the existing Grant-in-Aid budget of \$7,000. Staff will prepare a separate Athletic and Sporting Events application form with the relevant fields and information required to support the request.

On January 21, 2025 Council passed the following the resolution:

*“THAT the Community Hall Capital Grant budget be increased from \$15,000 to \$24,000 for 2025 and future years, with funds to be reallocated from Council Contingency;
AND THAT each of the community halls, Winfield Memorial Hall, Okanagan Centre Hall and Oyama Community Club, be allocated \$8,000 of the Community Hall Capital Grant each year, to be accrued annually and available for use by each respective group for capital projects, upon receipt of a request for funds and supporting documents, including budgets and financial statements substantiating the project;
AND THAT staff be directed to bring forward amendments to Grant In Aid Policy 175, 2019 clarifying the proposed changes.”*

The policy includes updated language clarifying the changes approved by Council.

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Other (see below)

ALTERNATE RECOMMENDATION(S)

1. THAT the Grants-in-Aid Policy 175, 2019 be referred back to staff for amendments as identified by Council.

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Grant-Aid-Policy 175, 2019 Amendments.docx
Attachments:	-Grant-in-Aid Policy 175, 2019-redline-1.pdf
Final Approval Date:	Apr 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Trevor James, CFO, Director of Finance & Administration – Apr 10, 2024 – 9:06 AM

Paul Gipps, Chief Administrative Officer - Apr 10, 2025 – 2:54 PM

Makayla Ablitt, Legislative & FOI Coordinator - Apr 10, 2025 – 3:01 PM