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| <b>Policy:</b>            | 2.1.17                        |
| <b>Approved By:</b>       | Islands Trust Council         |
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| <b>Amendment Date(s):</b> |                               |
| <b>Policy Holder:</b>     | Director, Trust Area Services |

## GRANTS PROVIDED BY ISLANDS TRUST COUNCIL

### Purpose

To outline the policies that guide Islands Trust Council's provision of grants to non-profit organizations, Indigenous Governing Bodies, and individuals in accordance with Islands Trust's Object.

To provide instructions to Trust bodies regarding requests for funding for grants as part of the budget development process, and instructions to grant applicants.

To advance the Object of Islands Trust to preserve and protect the Islands Trust Area and its unique amenities and environment for the benefit of the residents of the Islands Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

### Principles

*Openness:* To make informed and responsible decisions on behalf of the public and Islands Trust through full and open debate, opportunities for public involvement, and the provision of quality information.

*Fairness:* To strive for a high standard of administrative fairness and to recognize the principles of natural justice in decision-making processes.

*Responsible and Responsive:* To provide public services and processes in a manner responsive to public needs and responsible to the Trust's mandate and policies.

*Fiscal resources:* To ensure sound, prudent and responsible management of available organizational resources.

*Community Involvement:* To continually strive to encourage community involvement in decision-making and policy setting processes.

*Inter-agency Relations:* To proactively initiate and develop cooperative relations with other government jurisdictions, community organizations, and other agencies.

### A. Definitions

**Community Heritage Site** - real property that is considered to be heritage property. (Source: Local Government Act)

**Eligible Natural Area Property** - land that meets all the following requirements:

- it must be in an area designated under section 49.2 of the *Islands Trust Act*;

- b) it must be land in relation to which there is one or more natural area values or amenities prescribed under section 53(2)(k) of the *Islands Trust Act*;
- c) it must be subject to a covenant under section 219 of the *Land Title Act* that relates to the protection of values or amenities referred to in paragraph (b) of this definition;
- d) the Islands Trust Conservancy Board must be a covenantee in whose favour the protection covenant is made; and
- e) any other requirements prescribed under section 53(2)(k) of the *Islands Trust Act* (Source: Islands Trust Natural Area Tax Exemption Regulation)

**Grant** - discretionary financial assistance provided by Islands Trust Council, for the purpose of carrying out the object of the Islands Trust, to an organization, group, or individual for activities set out in section 8(2)(h.1) of the *Islands Trust Act*.

**Natural Heritage Sites** - natural areas that:

- furnish examples of Earth's record of life or its geologic processes;
- provide examples of ongoing ecological and biological evolutionary processes;
- contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

**Heritage** - a place, feature or event of cultural, biological, archaeological, paleontological or geological significance. (Source, Islands Trust Policy Statement, Consolidated 2003)

**Heritage Conservation** - any activity undertaken to protect, preserve, or enhance the heritage value of heritage property or heritage site

**Heritage Property** - real property that is designated as protected by a heritage designation bylaw

**Heritage Site** - whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people (Source: *BC Heritage Conservation Act*)

**Protection Covenant** - a covenant referred to in paragraph (c) of the definition of eligible natural area property.

## **B. Policy**

### **1. Types of Grants**

1.1 Islands Trust Council may approve financial assistance as follows (most grants expected to be in the \$1,000 to \$2,000 range):

1.1.1 **Heritage Conservation Grants** – grants not exceeding \$5,000 to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body that conserves heritage property in the Islands Trust Area

1.1.2 **Heritage Knowledge & Awareness Grants** – grants not exceeding \$5,000 to any non-profit organization, taxpayer-supported institution, or **Indigenous**

Governing Body for activities to gain knowledge and increase public awareness, understanding and appreciation of the history and heritage of the Islands Trust Area

1.1.3 **Unique Amenities and Environment Knowledge & Awareness Grants** – grants not exceeding \$5,000 to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body for activities to gain knowledge and increase public awareness, understanding and appreciation of the unique amenities and environment of the Islands Trust Area

1.1.4 **Community-Benefit Land Use Application Grants** – grants, not exceeding the amount of the applicable application fee, may be provided to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body for land use applications that seek to preserve and protect the unique amenities or the environment of the trust area, and that provide clear, demonstrable benefit to the broader community.

Eligible initiatives must do at least one of the following:

- 1.1.4.1 establish, expand, or modify a community-serving use or structure that contributes to a unique amenity of the Trust Area and advances OCP goals and objectives in a manner that provides a measurable community benefit and reinforces the "preserve and protect" mandate;
- 1.1.4.2 establish, expand or modify a taxpayer-funded community use or structure that contributes to a unique amenity of the Trust Area and provides a demonstrable benefit to the broader community benefit;
- 1.1.4.3 advances OCP goals and objectives in a manner that provides a clear, demonstrable benefit to the broader community and reinforces the "preserve and protect" mandate;
- 1.1.4.4 protect an important community heritage site, natural heritage site or heritage property site that contributes to the unique amenities of the Trust Area; or
- 1.1.4.5 protect areas that mitigate climate change impacts and contribute to long-term environmental resilience within the Trust Area.

1.1.5 **Natural Area Protection Tax Exemption Program (NAPTEP) Application Grants** – grants not exceeding the applicable NAPTEP application fee if an application fee has been paid for a voluntary proposal that is seeking to preserve and protect the unique amenities and environment of the Islands Trust Area by placing a protection covenant on an eligible natural area property.

## 2. Budgeting for Grants

- 2.1 As part of the annual budget development process, Executive Committee may request a budget for Heritage Conservation Grants, Heritage Knowledge and Awareness

Grants, Unique Amenities and Environment Knowledge and Awareness Grants, Community-Benefit Land Use Application Grants, and NAPTEP Application Grants.

- 2.2 In exceptional circumstances, Islands Trust Council can provide grants for more than the maximum dollar amounts cited for each grant type cited in 1.1.1-1.1.3.
- 2.3 Islands Trust Council may choose to cover all or a portion of the applicable fee for Community-Benefit Land Use Application Grant requests.

### **3. Grant Approval Process**

- 3.1 Applications for funding for grants named in sections 1.1.1-1.1.3 will be due by January 15 each year. If there are remaining funds in the budget after the March Trust Council meeting, a second round of application may be received by July 15 each year.
  - 3.1.1 Staff will provide eligible applications to Islands Trust Council for consideration of approval at its next regular meeting following an application deadline (e.g. March and September).
  - 3.1.2 Applicants for Community-Benefit Land Use Application Grants will require a relevant local trust committee resolution before advancing to Islands Trust Council. Deadlines for local trust committee resolutions are December 31 in order to meet the January 15 deadline to advance to Islands Trust Council.
- 3.2 In determining whether to approve an application or request for grant funding, Islands Trust Council will consider the merits of the activities in the funding request and how they align with the:
  - Islands Trust Object;
  - Islands Trust Policy Statement;
  - Conservancy Regional Conservation Plan;
  - Islands Trust Council Strategic Plan; and/or
  - Islands Trust Council or Islands Trust Conservancy Reconciliation Declaration, as well as available funding and staff availability to provide administrative support.
- 3.3. Community-Benefit Land Use Application Grant applications should include a supporting resolution from the relevant local trust committee that conveys their assessment that the application advances Official Community Plan goals and objectives in a manner that provides a measurable community benefit and reinforces the "preserve and protect" mandate.

### **4. Conditions of Funding Approval**

- 4.1 For research projects, Islands Trust staff review and approve the methodology.
- 4.2 For grants named in sections 1.1.1-1.1.3, grant recipients must:

- 4.2.1 acknowledge Islands Trust's assistance on written materials, where appropriate. The following acknowledgement may be used: *"We gratefully acknowledge the financial support of Islands Trust."*
- 4.2.2 submit a report by March 31 of each year of the grant term and a final report summarizing the project outcomes at the end of the grant term.
- 4.2.3 notify Islands Trust as soon as practical if funds will not be spent and refund any grant funds provided for project work that has not been completed by the end of the grant term or if a grant agreement is terminated.
- 4.2.4 maintain complete up-to-date records and accounts with respect to its use of the grant funding, including copies of invoices, vouchers and payment receipts, and shall make such records and accounts available for inspection and copying by Islands Trust Council upon request. The grant recipient's obligations under this section shall survive for a period of two years following the end of the term or any earlier termination of the grant agreement.
- 4.3 For grants provided under sections 1.1.1-1.1.3, the grant recipient will be required to enter into an agreement for grant funding with Islands Trust Council.
- 4.4 For grants provided under sections 1.1.4-1.1.5, where partial or full sponsorship is approved and application fees have not yet been paid, the applicant is responsible for paying the remaining balance of the application fee prior to the local trust committee proceeding with processing the application.
- 4.5 For grants provided under sections 1.1.4-1.1.5, where an application fee has been paid in full prior to an Islands Trust Council sponsorship resolution, the Islands Trust shall issue a refund to the applicant for the sponsored portion of the fee in accordance with the resolution.
- 4.6 For grants provided under sections 1.1.4-1.1.5, the costs associated with any sponsored portion of application fees shall be charged to the development application sponsorship fund allocated in the Islands Trust Council base budget.
- 4.7 For grants provided under sections 1.1.4-1.1.5, grants will not cover extraordinary processing services outlined in Islands Trust Council's Application Processing Services Policy 5.6.1 (e.g. costs not covered include: additional public consultation, complex covenant requirements, retaining special technical assistance, First Nation site visits, or legal fees).

## **5. Restrictions**

- 5.1 For-profit applicants are not eligible to apply:

- 5.1.1 when the applicant is a registered for-profit corporation under the *Corporations Act*.
- 5.1.2 when the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- 5.1.3 when an applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- 5.1.4 applicants subject to an open bylaw enforcement action with a confirmed land use bylaw violation for which Islands Trust is seeking compliance are not eligible to apply for grants.
- 5.1.5 NAPTEP application grants will not be provided if the associated application is:
  - deemed to be a development application under an Islands Trust Conservancy Board policy; or,
  - subject to a local trust committee or Island Municipality application process.

## **6. Clarity regarding Grant Support Being Unrelated to Decision-Making on Applications**

- 6.1 Islands Trust Council provision of a Community-Benefit Land Use Application Grant associated with a development application that requires approval of Islands Trust Council, or a NAPTEP application associated with Islands Trust Council direction to the secretary to issue a natural area exemption certificate, does not fetter the discretion of Islands Trust Council. Islands Trust Council members and staff must ensure that applicants and members of the public are fully aware of the legal distinction between Islands Trust Council's financial sponsorship of an application and Islands Trust Council's separate and distinct role in decision making, as well as the Executive Committee's separate statutory duty to review and approve or reject bylaws under s.27 of the *Islands Trust Act*.

## **C. Legislated References**

[Islands Trust Act](#) - Section 8(2)(h.1)

## **D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

[Islands Trust Council Policy 6.1.1 First Nation Engagement Principles](#)

[Islands Trust Council Policy 6.5.3 Procurement Policy](#) (B.5 Financial Assistance to Community Organizations and Other Groups or Individuals)