



**Squamish-Lillooet Regional District
Committee of the Whole Agenda**

June 25, 2026; 9:00 AM

Meeting Held via Electronic Facilities

Meeting Location: SLRD Boardroom

1350 Aster Street, Pemberton, BC

Page

1. Call to Order

2. Territorial Acknowledgement

We would like to recognize that this meeting is being held on the Traditional Territory of the Lil'wat Nation.

3. Approval of Agenda

4. Regional Moment - Area C

5. Squamish-Lillooet Regional District Committee of the Whole Closed Meeting

THAT the Committee close the meeting to the public under the authority of section 226(1)(a) of the *Local Government Act*, section 90(2)(b)(iii) of the *Community Charter* and that there be a short recess before convening in the Closed session.

90(2)(b)(iii) the consideration of information received and held in confidence relating to negotiations between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party; (negotiations)

6. Rise and Report from the Closed Squamish-Lillooet Regional District Committee of the Whole Meeting

7. Department Reports and Other Business

(Unweighted All Vote)

7.1. Request for Decision - Proposed External Grants Policy

3 - 26

THAT it be recommended to the Regional Board:

THAT External Grants Policy No. 52-2026 be approved and associated implementation work be undertaken such as development of a communications plan and establishment of a roll-out date.

THAT staff bring back any required amendments to existing bylaws for the Board's consideration, such as Select Funds Bylaw No. 1274-2013 and Officer Designation and Delegation of Authority

Bylaw No. 1731-2021.

THAT staff be directed to include staff capacity for grants administration in the 2027 Budget process.

8. Decision on Late Business or Additional Late Business
(2/3 Majority Vote)

THAT the late business items be considered at this meeting.

9. Late Business or Additional Late Business

10. Notice of Motion

11. Motion For Which Notice Has Been Given

12. Adjournment

THAT the meeting be adjourned.



Staff Report Request for Decision

To: SLRD Committee of the Whole
Date: June 25, 2026
From: Office of the Chief Administrative Officer (CAO)

Subject: Proposed External Grants Policy

RECOMMENDATION(S)

THAT it be recommended to the Regional Board:

THAT External Grants Policy No. 52-2026 be approved and associated implementation work be undertaken such as development of a communications plan and establishment of a roll-out date.

THAT staff bring back any required amendments to existing bylaws for the Board's consideration, such as Select Funds Bylaw No. 1274-2013 and Officer Designation and Delegation of Authority Bylaw No. 1731-2021.

THAT staff be directed to include staff capacity for grants administration in the 2027 Budget process.

PURPOSE

The purpose of this report is to present and seek approval of the proposed External Grants Policy No. 52-2026 and for staff to be directed undertake associated work including any required bylaw amendments to support the policy.

EXECUTIVE SUMMARY

The proposed External Grants Policy (policy) is being developed to advance the following Squamish-Lillooet Regional District (SLRD) Board projects: Grant Funding Efficiency Updates and New Financial Policy Development, stemming from the Responsible Governance and Service Excellence strategic priority of the Board [Strategic Plan](#).

The policy focuses on a user-friendly and clear approach to guide SLRD grant funding for external applicants that is aligned with community needs and strategic planning of the Board. The policy contains clear guidelines for funding applicants, staff, and Board. It will achieve greater administrative efficiencies through the optimization of staff time, provide increased transparency and public reporting on grant funding allocations, and strengthen grant funding management according to Canadian public sector accounting standards and principles.

This report includes an overview of why the need for a new External Grants Policy, current grant management practices, a comparison of current and proposed processes, proposed External Grants Policy guidelines, operational considerations, and next steps. The policy is attached.

It is anticipated that revisions to existing bylaws such as Select Funds Bylaw No. 1274-2013 and Officer Designation and Delegation of Authority Bylaw No. 1731-2021 may be required.

To achieve this level of transparency, accountability, and governance excellence, adding a full-time permanent administrative/grants coordinator role would be required to administer the grant program.

In the short term, additional next steps would include: the development and testing of an online application form, the development of implementation and Communication Plans including a webpage update, Board information session, and training and engagement with community groups. Finally, a soft launch of the External Grants Program is targeted for Fall, 2026.

KEY INFORMATION

In recent years, the SLRD Board and administration have identified the need to improve upon and further streamline administrative processes to effectively manage grant funding administration. The 2026 Board Strategic Plan Responsible Governance and Service Excellence Strategic Priority area lists the following projects, which will be advanced through a new External Grants Policy and related program:

| Strategic Priority | Project | Comments |
|---|---|---|
| Responsible Governance & Service Excellence | Grant Funding Efficiency Updates | Create a transparent and low barrier workflow experience for non-profit societies and charities seeking various funding supports. Using different funding levels to determine reporting and contribution requirements, goal is to optimize staff time and gain efficiencies while ensuring desired and accounting practices are in place. |
| | New Financial Policy Development | Development and Improvement of various SLRD financial policies including grants, investments, administration charges, Community Works Fund, BC Hydro PILT, permissive tax exemptions and per diem policies. |
| | Budget Annual Reporting Lifecycle Project | Improving annual budgeting process and related communications and developing an annual report to align with the budget lifecycle and annual adoption of audited financial statements. |

Why the Need for the Policy?

The policy establishes a clear, streamlined framework for providing grants that support projects, initiatives and services that enhance resident well-being within the SLRD. It aligns with the grant management policies of other regional/local governments. If appropriate and suitable, larger, ongoing initiatives and operations are considered by the Board as established services or cost centres.

The policy is designed to guide a user-friendly, high-level, and broadly applicable grant management program that improves the consistency and quality of information provided to the Board, strengthens administrative processes, clarifies communication processes and requirements for applicants, enhances transparency, accountability, and fairness. It maximizes Board-level data-informed decision-making and ensures good governance practices are in place with structure to maximize informed decision-making.

Key Objectives:

- Create a user-friendly and streamlined process that reduces administrative burden for senior leadership and Board directors
- Ensure applicants provide complete, consistent information to support Board decisions
- Improve accountability, transparency, and reporting through clear guidelines and required documentation
- Establish the foundation for a formalized grant funding program with stronger internal controls, enhanced administrative efficiencies that optimize the use of Board and staff time
- Introduce annual reporting on a webpage to increase transparency and elevate the SLRD community profile

Pros and Cons of Advancing the Policy:

| Pros | Cons |
|---|--|
| Enhanced oversight and internal controls | Requires additional staff capacity (recommended: 1 full-time coordinator) |
| Complete applications support stronger staff recommendations and Board decision-making | Applicants must provide more complete information upfront, more formal requirements may be applicable (reporting, possible presentation) |
| User friendly process improves service to community groups | |
| Quarterly intake cycle creates efficiencies for staff and Board time with a review of all applications at one time during intake (urgent applications may be assessed anytime) | |
| Streamlined grant management optimizes senior leadership and Board time | |
| Emergency applications accepted year-round | |
| Transparent public reporting via annual webpage summary | |
| Fair, equitable and transparent guidelines and criteria for decision-making | |
| Predictable funding cycle with batch processing | |
| Improved staff efficiency and time optimization through clearer roles and processes | |

| | |
|--|--|
| Fast track routing of grants up to \$1,000 possible through CAO with Electoral Area Director (EAD) consultation | |
|--|--|

Current Grant Management Practices

Currently, grant requests are managed one at a time, either by Board resolution (for regional requests) or through the Electoral Area Directors Committee (EAD Committee) resolution by delegated authority provided through the [Select Funds Bylaw](#) (BL No. 1274). The Select Funds bylaw requires Elected Area directors (EADs) to act through the EAD Committee for any funding decisions. It also allows each EAD to have access to an appreciation fund valued at \$1,000 annually to be used at their discretion to express thanks to a person(s) or organization(s) which have contributed to the betterment of the community.

The Board also considers funding applications for projects, services or initiatives that may qualify for other funding streams including:

- [BC Hydro Payments in Lieu of Taxes](#) (PILT) (Board Policy No. 2.2)
- [Community Amenity Contributions](#) (Board Policy No. 12-2018)
- [Federal Canada Community Building Fund \(CCBF\) Community Works Fund \(CWF\)](#) (Board Policy No. 26-2021)

The [Pemberton and District Initiative Fund](#) (PDIF) is guided by a separate policy and is separate and apart from the proposed policy.

For grant applications other than those submitted through the PDIF, there is no centralized intake process. Applicants are directed to the [SLRD Grants & Awards](#) webpage, and applications are accepted year-round and submitted in multiple formats. Without a standardized application template, applicants provide varying levels of information and staff spend time following up on required information or passing the request through to the EAD Committee or Board without review.

There is a desire to optimize staff and Board director's time by requiring basic information up front at the time on application. Basic information would include:

- Funding amount requested
- Project purpose
- Responsible individuals
- Community benefits
- Budget/ Financial information, including other funding sources

Applications are received through a variety of channels, including by mail, email, phone, direct contact with Electoral Area Directors and other Board Directors, as well as through various staff roles (see 'Current Process', pg. 4 of this report for a visual illustration). Before an applicant applies for grant funding, Electoral Area Directors may determine that an applicant organization or its project, service or initiative is not suitable for funding, in which case the application may not be advanced to staff, EAD Committee or Board consideration at all.

The absence of a structured administrative process can lead to inconsistent messaging to potential applicants, unclear process pathways for applicants, reduced administrative efficiency, increased coordination demands for both staff and Board members, and potential inequities in terms of access to funding. Additionally, the lack of structured application process often requires back-end coordination by finance staff, the CAO’s office or other members of the corporate team to seek out or clarify information from applicants, especially when greater due diligence should be required for larger requests. Reporting requirements are not standardized, nor posted publicly, though recipients may be asked to provide proof of spending through resolution or by contribution agreement. Grants over \$25,000 are disclosed annually in the SOFI report, and all approvals appear in Board and EAD minutes.

In 2025, out of 87 total grant requests, 26 grants or 30% of grants were awarded with a value of \$1,000 or less.

| Electoral Area | Number of grants awarded in 2025 (\$1,000 or less) |
|----------------|--|
| A | 6 |
| B | 9 |
| C | 6 |
| D | 5 |
| TOTAL | 26 |

Over the past three years, SLRD has allocated \$440,000 to \$740,000+ in grant funding annually (excluding [Pemberton and District Initiative Funds](#)):

| Type of Fund | Approximate amount funded annually for last 3 years |
|----------------------------------|---|
| Select | \$200,000 |
| Community Amenity | \$40,000 |
| Payments in Lieu of Taxes (PILT) | \$200,000 to \$500,000+ |
| TOTAL | \$440,000 to \$740,000+ |

With grant contributions approaching \$500,000 to \$1 million annually, the current one-off approach is no longer sustainable.

A Comparison: Current and Proposed Process

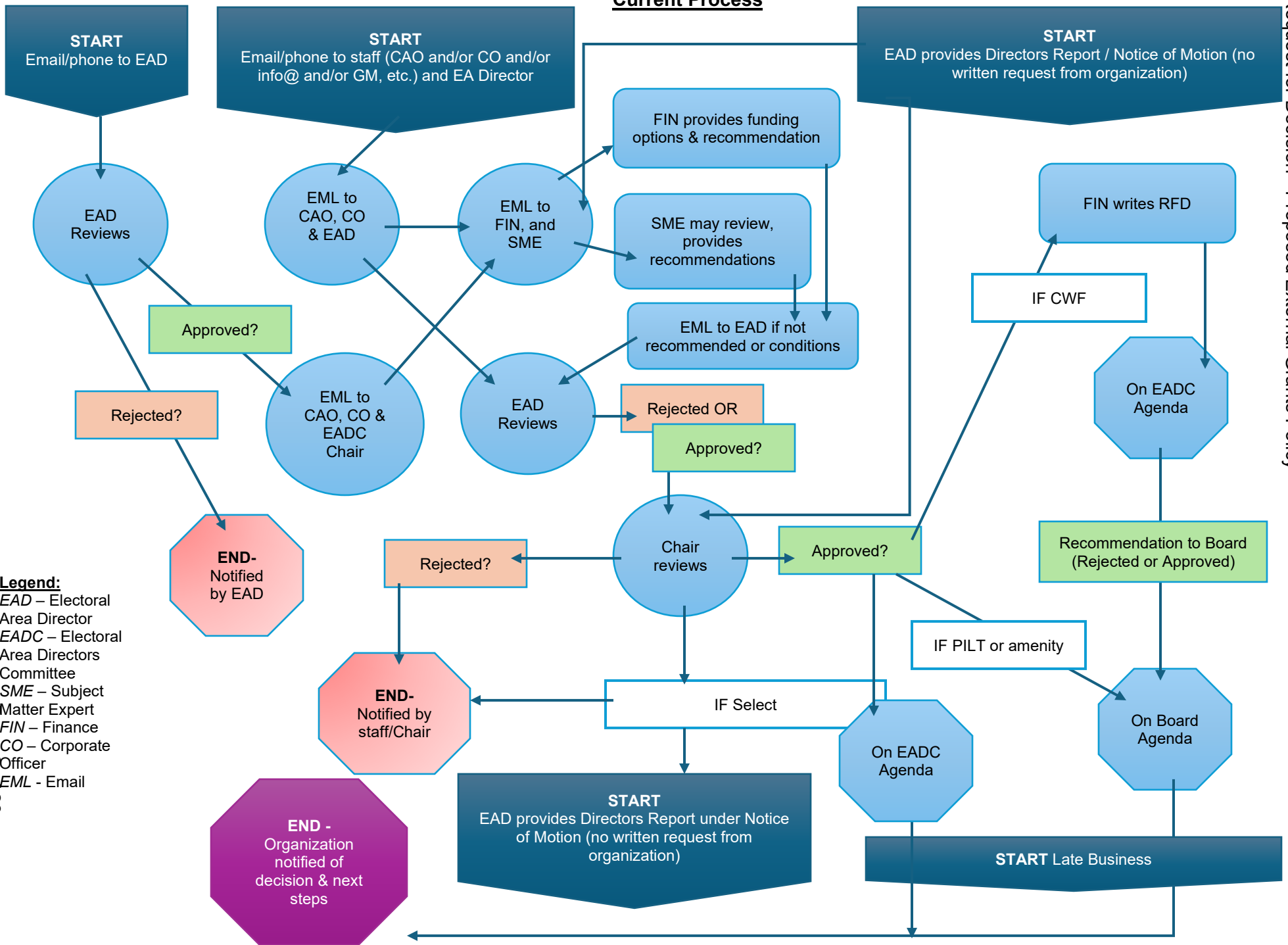
The next two flow charts demonstrate the current process, and the proposed process.

Current Process - has multiple entry or starting points for the applicant of Board Director, and involves continuous follow-up, usually under the time pressure of agenda package deadlines.

Proposed Process – streamlines work by requiring important information at the time of the request through an application process, delegating to the CAO the authority to approve up to \$1,000 of funding (in consultation with applicable Electoral Area Director), and dedicating a staff member who will manage requests and verify qualifications, relieving the workload currently held by Electoral Area Directors and senior levels of staff.

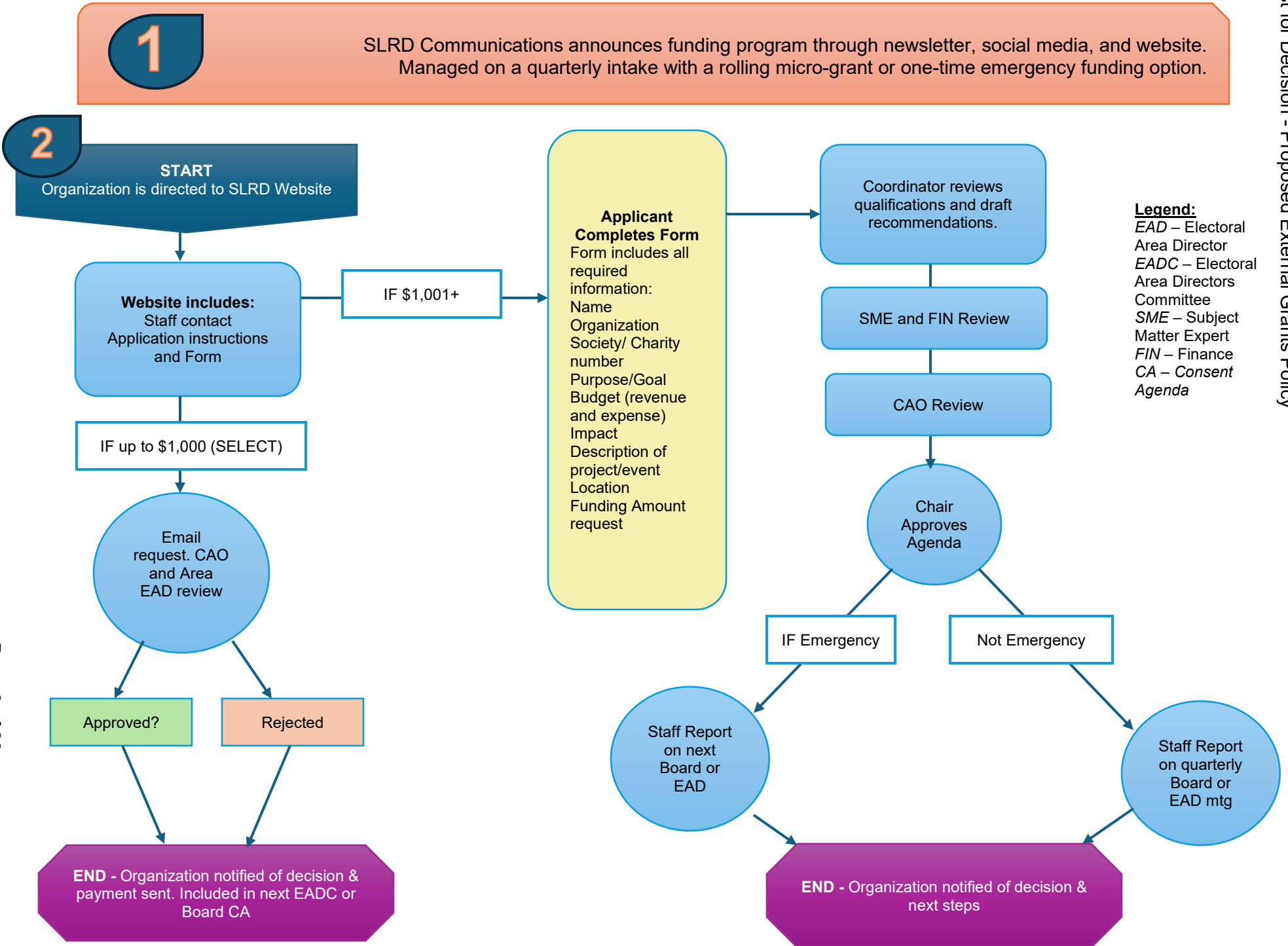
Current Process

Request for Decision - Proposed External Grants Policy



Legend:
 EAD – Electoral Area Director
 EADC – Electoral Area Directors Committee
 SME – Subject Matter Expert
 FIN – Finance
 CO – Corporate Officer
 EML - Email

Proposed Process



Proposed External Grants Policy Guidelines

The draft policy (Attachment A) is based on research into regional district and municipal grant programs, including the SLRD's own [Pemberton & District Initiative Fund](#) and recommendations from the 2025 PVUS program evaluation. The policy reflects common best practices and establishes a consistent, transparent framework for administering external grants.

Core Guidelines and Best Practices

Core Guidelines and Best Practices in the proposed SLRD External Grants Policy include:

- **Clear eligibility:** for non-profits, societies, and community groups undertaking projects, services or initiatives that:
 - Strengthen community well-being
 - Support arts, culture, recreation, sport, environment, social service, or indigenous-led initiatives
 - Fill service gaps not mandated to senior government
 - Support one-time projects, projects or initiatives (recurring projects may still apply)
 - Aligns with Board strategic priorities
 - Aligns with SLRD [Indigenous Relations, Truth and Reconciliation in Practice](#) ('The Guide')
- **Detailed Project Description:** outlining purpose, community benefit, and responsible personnel responsible
- **Transparent Financial Information:** including budgets, other funding sources and justification of need
- **Strategic Alignment:** with board priorities or regional strategies
- **Accountability and Reporting:** requirements scaled to grant amount
- **Service Gap Focus:** to prioritize unmet community needs
- **Accessibility:** considerations embedded in the program design

Basic Qualifiers

Although there are other policies that may restrict qualification for funding (for example, the narrower qualifications UBCM has outlined for Community Works Fund), all applications will need to meet a basic qualifier to be considered for application.

The following organizations would qualify for SLRD grant funding:

- Registered charities
- Registered non-profit societies
- Indigenous non-profit organizations
- Government organizations, including First Nations

Ineligible organizations or applicants that would not qualify:

- Private Businesses (For Profit)
- Political or advocacy organizations (unless project-specific and non-partisan)
- Strata corporations (*note:* community associations registered as a society would qualify)
- Higher levels of government mandated to provide a service (Provincial or Federal)

Proposed Guiding Principles and Funding Categories:

The new policy proposes that grant award decisions will be guided by the following proposed guiding principles:

- Public Benefit
- Equity and Inclusion
- Non-Substitution
- Transparency and Accountability
- Sustainability
- Strategic Alignment

Proposed funding categories are listed below:

| Category | Purpose | Typical Range | Application cycle |
|-------------------------------|--|---|-------------------|
| Micro Grants | Small local initiatives, fast-tracked funding | Up to \$1,000 | Ongoing |
| Community Grants | Smaller-scale local initiatives | \$1,001 to \$10,000* | Quarterly |
| Strategic Grants | Regional priorities – larger initiatives aligned with regional priorities | \$10,001 to \$25,000* | Quarterly |
| One-Time Capital Grant | Minor infrastructure/ equipment | Case-by-case. For larger capital requests, contingent on confirmed matching funding from other sources | Quarterly |
| Emergency Grant | To respond to acute, critical and urgent requests by community organizations | Case-by-case | Ongoing |

**Please note:* The Board may approve multi-year funding commitments in the community grants category by exception, provided the commitment does not extend beyond the current Board term, and only if the applicant has been funded more than 2 years in a row prior. The Board may also consider grant applications greater than \$25,000 at their discretion.

Tiered Application and Reporting Requirements:

| Grant Funding Amount | Application* | Grant financial and outcomes report* required? | Agreement to recognize SLRD as funder publicly? | Board presentation required**? | Outcomes and evaluation plan required? |
|-----------------------|---|--|---|--------------------------------|--|
| \$0-\$1,000 | Paragraph e.g. up to 150 word description | | | | |
| \$1,001 to \$10,000 | Shortened e.g. 300 word project description | | | | |
| >\$10,001 to \$25,000 | Longer e.g. 500 word project description, asked to clarify what regional priorities funding ask will advance, and whether the project, service, or initiative will be of regional benefit or benefit to 2 or more electoral areas | √ | √ | | |
| >\$25,000 | Applicant may be asked to provide additional documentation e.g. strategic or business plan | √ | √ | √ | √ |

Pls note:

*other than where separate application and reporting requirements are required e.g. [Canada Community Building Fund - Community Works Fund](#)

** the Board can request any organization to present.

Application and reporting form requirements are tailored to the degree of funding request – as the value of funding being applied for increases, so too would the degree of application and reporting information required:

- The **Micro Grant application**, for funding up to \$1,000, will be short and concise, grants will not have any reporting requirements in most instances
- Applicants requesting **Community Grants**, between \$1,001 and \$10,000, will be required to complete a longer application form, and will not be expected to provide a reporting form (unless unlikely requested to do so by the contribution agreement)
- Applicants requesting **Strategic Grants**, valued \$10,001 to \$25,000, are expected to complete a more comprehensive Grant Application Form and Grant Report Form
- If the grant funding request is for funding greater than \$25,000, the applicant may be requested to provide an outcomes and evaluation report and will be asked to present to the Board

All application and reporting forms will be managed online through a webform, with clear instructions on how to access staff by phone or email should the applicant have any questions.

Standard requirements for all applications include:

- Complete application information including funding amount being requested
- A description of the intended use of funds
- A description of who will benefit from the funds
- Identification of which electoral area(s) will stand to benefit
- Budget – including both expenses and revenues. The amount of detail required would depend on the size of the grant.
- Organization type identification (i.e. not for profit or society Charity, or community interest group)

Reporting requirements for recipients receiving funds greater than \$10,000 are due within a month of funds being expended, or 11 months after the strategic funding is awarded and prior to inputting a subsequent application for funds. Micro Grants, up to and including \$1,000 may still require contribution agreements (for example, funding related to fire services) and are designed for fast-tracked approval by the CAO in consultation with the applicable EAD - notification to the Board of these awards would be provided at a subsequent Board meeting.

Administrative Efficiencies

Administratively, it is expected that if approved, the new policy will provide for more accountable and data-informed decisions, and greater economies of scale and efficiencies will be realized. The current organizational structure has not been designed with capacity to audit and verify each funding request received, with most enquiries being managed by senior levels of staff. The delegated authority of Micro Grants, along with batch processing of Community and Strategic Grant applications, will allow the SLRD to assess strategic fit of applications with complete information on hand up front. A similarly designed approach for reporting reduces the fixed cost per processed application or report, ensures a streamlined process internally and for applicants, and decreases current demands on time required from senior leadership and the Board. These efficiencies would be supported by the addition of a dedicated administrative/grants coordinator.

Additional improvements include:

- A single point of contact for applicants through a dedicated administrative/grants coordinator
- Quarterly batch processing of completed applications for Board decision-making (with emergency grants considered as they arise)
- A summary sheet of applications for each intake cycle
- Batch transfer of approved funding
- Improved document control aligned with accounting practices

Operational Considerations

Staff position

Currently, staff are not resourced to provide the administrative support required to advance the work outlined in the draft policy. Staff recommend the creation of a mid-level administrative position to focus on coordinating the administration and implementation of an updated grant funding program based on the proposed policy. The role will focus on the intake, management, and execution of the grant policy and program and all applicant communications, managing back-end workflow processes (i.e. related to applying requisite approaches of Select Funds,

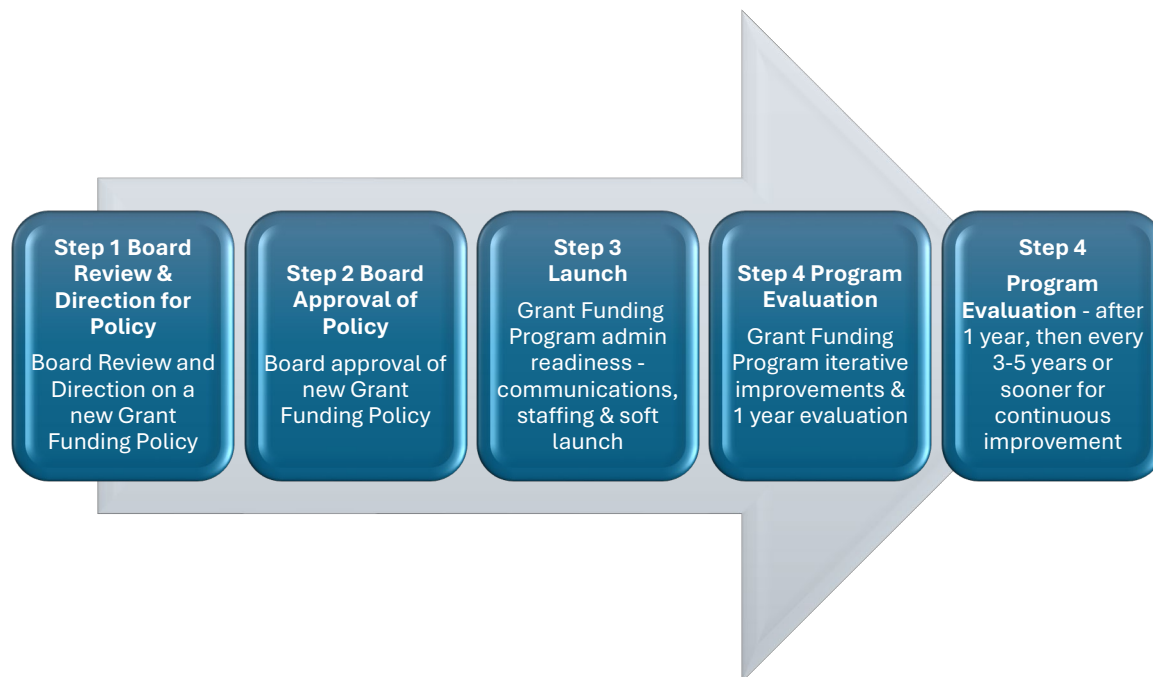
Payment in Lieu of Taxes, Community Works Fund, and Community Amenity Contribution funds).

Operational tools

Standardized application and reporting forms will be posted on an updated grant webpage to support a clear, user-friendly engagement with the grant program. The webpage will also include an annual grant report of the prior year, awarded, funding amount, the organization that received the funding, and the name of the project.

Next Steps

Adoption of the new External Grants Policy is the first step towards achieving an updated process to improve organizational grant funding efficiencies. The policy will lead to a more formalized SLRD External Grant Funds program, with a soft launch tentatively scheduled for Fall 2026.



Short Term Next Steps if policy is approved:

- 1) Board Report: [Select Funds Bylaw](#) (BL No. 1274) and [Officer Designation and Delegation of Authority](#) (BL No. 1731-2021) updated to reflect delegated authority to CAO for grants up to \$1,000
- 2) Board Report: Budget considerations and funding options for an administrative/grants coordinator will be incorporated into the outcomes of the May 27, 2026 motion:

THAT staff proceed with Option 4, as outlined in the staff report regarding funding models for Electoral Area Director support, and bring forward options to enhance departmental staff capacity, including consideration of alignment with Board strategic

priorities, approved workplans, and associated financial implications, to inform the 2027 budget process.

- 3) Development and testing of online application form
- 4) Recruitment of new administrative/grants coordinator role
- 5) Development of Implementation and Communication Plans, including preparation for an updated webpage, a Board information session, training and engagement with community groups
- 6) Soft launch of External Grants Program – Fall, 2026

CONSIDERATIONS

Relevant Plans and Strategies:

[SLRD Board Strategic Plan](#)

Under the Responsible Governance and Service Excellence Priority Area, the following projects will be advanced as a result of a new External Grants Policy: Grant Efficiency Updates, New Financial Policy Development, Budget Annual Reporting Lifecycle Project

Organizational / External Impacts:

If the recommended resolutions are approved:

- improved clarity and a clearer grant administration process for community interest groups, not for profit societies and charities on an articulated, defined SLRD Board External Grant Policy
- more efficient internal processes with greater optimization of staff and Board time
- staff administrative/grants coordinator role to be added, implementation work to be planned for and completed
- development of a communications plan and establishment of a roll-out date
- potential revisions to be brought for Board consideration on existing bylaws, such as Select Fund Bylaw No. 1274-2013 and Officer Designation and Delegation of Authority Bylaw No. 1731-2021

Financial Implications:

Administrative efficiencies shall be improved with greater economies of scale achieved through semi-annual batch processing of applications, decision requests, funding provisions, and reporting for greater transparency.

If approved, cost for a 1.0 full time administrative/grants coordinator role:

- Funded through Cost Centre #1000 (General Government)
- Estimated cost: 73,311- 90,000/ year + 20% benefits or \$1.54 - \$1.89 per \$1 Million of assessed value of land and improvements.

Truth, Reconciliation, and Indigenous Relations:

The SLRD is committed to enhancing relations with the Indigenous communities and First Nations within whose traditional and unceded territories we operate, with a focus on the Lílwat Nation, Sk̓wx̓wú7mesh Úxwumixw and St'át'imc Nation, and its member communities. Decisions are informed by the SLRD's Indigenous Relations, Truth & Reconciliation Guide.

If approved, a new External Grants Policy will allow for greater transparency of the SLRD grant funding processes through an updated webpage and the addition of staff capacity to coordinate the program and build relationships with applicants that may include Indigenous organizations and First Nation governments on whose unceded territories the SLRD operates.

Level of Community Engagement:

- Inform Consult Involve Collaborate Empower

Strategic Priority Alignment:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Community well-being and livability | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Truth, reconciliation and relationships | <input type="checkbox"/> Climate action and sustainability |
| <input checked="" type="checkbox"/> Responsible governance and service excellence | <input type="checkbox"/> Emergency planning, response and recovery |
| <input type="checkbox"/> Not applicable | |

OPTIONS

1. Approve the Recommendations as set out above
2. Do not approve the Recommendations
3. Other, as directed by the Committee of the Whole

ATTACHMENTS

- A. Draft External Grants Policy (Policy No. 52-2026)

| | |
|----------------------|--|
| Submitted by: | A. Twiss, Senior Policy Analyst |
| Reviewed by: | C. Hodgins, Deputy Finance Officer S. Lafrance, Director of Finance K. Clark, Director of Strategic Services |
| Approved by: | H. Paul, CAO |



1. Purpose

- 1.1 The External Grants Policy (policy) provides guidance to the Squamish-Lillooet Regional District (SLRD) discretionary grants program for eligible non-profit organizations or charities and societies delivering programs, other local or First Nation governments, services, or initiatives that enhance the well-being of residents within the SLRD

The program is designed to:

- (a) Strengthen community well-being and livability
- (b) Support arts and culture, recreation and sport, community service, environment, social service, and Indigenous led initiatives, that are of general interest to the residents of the SLRD
- (c) Fill a need in the community that is not mandated to be met by a more senior level of government
- (d) Support one-time projects, services, or initiatives instead of ongoing operations (although applications for recurring projects, services, or initiatives can be made)
- (e) Advance Board strategic priorities

2. Authority

- 2.1 Any grant funding provided by the SLRD from the SLRD Select Funds must comply with the following bylaw:
- (a) [Select Funds Delegation of Authority Bylaw](#) (Bylaw No: 1274-2013)
- 2.2 This policy does not apply to, and is separate and apart from, the [Pemberton and District Initiative Fund](#) (Board Policy No. 16-2020)

3. Guiding Principles

All grant award decisions will be guided by:

| | |
|-------------------------------------|---------------------|
| Approving Authority: Board | Page 1 of 10 |
| Policy Name: External Grants Policy | Policy No: 52 -2026 |
| Date of Approval: TBD | |
| Policies Superseded: none | Related Enactments: |



- 3.1 Public Benefit
 - (a) Demonstrable benefit to residents of the region
 - (b) Serves a substantial number of SLRD residents

- 3.2 Equity and Inclusion
 - (a) Fair distribution across electoral areas over time
 - (b) Priority for underserved, rural, Indigenous, or vulnerable populations

- 3.3 Non-Substitution
 - (a) Grants must not replace mandated provincial or federal government services
 - (b) Funding will not be awarded for programs or services that duplicate services already funded by local government taxation. Applications received from applicants already receiving funds through local government taxation must demonstrate that the proposed activity does not duplicate existing tax-supported local services.

- 3.4 Transparency and Accountability
 - (a) Clear criteria, transparent, defensible, documented decision-making, and public reporting
 - (b) Application and reporting requirements increase as the grant award amount increases

- 3.5 Sustainability
 - (a) Avoid long-term dependency on grant funding
 - (b) Encourage diversified revenue sources for the strategic grants category
 - (c) Funding is subject to the availability of funds

- 3.6 Strategic Alignment
 - (a) Supports Board priorities
 - (b) Supports Regional Growth Strategy

| | |
|-------------------------------------|---------------------|
| Approving Authority: Board | Page 2 of 10 |
| Policy Name: External Grants Policy | Policy No: 52 -2026 |
| Date of Approval: TBD | |
| Policies Superseded: none | Related Enactments: |



4. Eligibility

4.1 Eligible Organizations:

- (a) Registered non-profit societies, charities, Indigenous non-profit organizations in alignment with the [SLRD Indigenous Relations, Truth and Reconciliation in Practice](#), and/or government organizations with appropriate liability insurance coverage
- (b) Organizations with a focus on arts and culture, recreation and sport, community service, environment, and social service

4.2 Ineligible Organizations or Applicants:

- (a) For-profit businesses or commercial ventures
- (b) Organizations delivering public services mandated by more senior level(s) of government
- (c) Political or advocacy organizations (unless project-specific and non-partisan)
- (d) Strata corporations (note: community associations registered as a Charity or Society qualify)

4.3 Ineligible Uses of Grant funding:

- (a) Debt servicing or deficit reduction
- (b) Reserve or general revenue contributions
- (c) Prize money
- (d) Purchase of alcohol or cannabis products
- (e) Retroactive funding for capital expenses incurred prior to funding approval or for operational expenses incurred in prior years
- (f) Where the primary benefactor is a private citizen or corporate interest
- (g) Where the general public cannot access or enjoy the benefit of the funding e.g. on private property or lands not accessible for public benefit

4.4 For sports-based organizations:

- (a) Operational costs for league-based or club-based sports programs are ineligible as these are expected to be self-sustaining through membership or league fees

| | |
|-------------------------------------|---------------------|
| Approving Authority: Board | Page 3 of 10 |
| Policy Name: External Grants Policy | Policy No: 52 -2026 |
| Date of Approval: TBD | |
| Policies Superseded: none | Related Enactments: |



(b) One-time capital expenses can be considered

5. Funding Structure

5.1 Total grant envelope subject to available annual funding

5.2 Grant Categories

| Category | Purpose | Typical Range | Application cycle |
|-------------------------------|--|---|-------------------|
| Micro Grant | Small, local initiatives, fast-tracked funding | Up to \$1,000 | Ongoing |
| Community Grant | Smaller-scale local initiatives | \$1,001 to \$10,000* | Quarterly |
| Strategic Grant | Regional priorities – larger initiatives aligned with regional priorities | \$10,001 to \$25,000* | Quarterly |
| One-Time Capital Grant | Minor infrastructure/equipment | Case-by-case. For larger capital requests, contingent on confirmed matching funding from other sources | Quarterly |
| Emergency Grant | To respond to acute, critical and urgent requests by community organizations | Case-by-case | Ongoing |

**Please note:* The Board may approve multi-year funding commitments in the community grant category by exception, provided the commitment does not extend beyond the current Board term, and only if the applicant has been funded more than 2 years in a row prior. The Board may also consider grant applications greater than \$25,000 at their discretion.

| | |
|-------------------------------------|---------------------|
| Approving Authority: Board | Page 4 of 10 |
| Policy Name: External Grants Policy | Policy No: 52 -2026 |
| Date of Approval: TBD | |
| Policies Superseded: none | Related Enactments: |



6. Application Process

6.1 The application process is below:

- (a) All applications are to be submitted to the SLRD through the Grant Application Form as posted on the website
- (b) The intake for grant applications will open 30 days prior to their due date
- (c) Grant applications are due on the first day of a quarterly cycle i.e.:
 - i. January 1st (or next business day) of each year
 - ii. April 1st (or next business day) of each year
 - iii. July 1st (or next business day) of each year
 - iv. October 1st (or next business day) of each year
- (d) Grant applications must be received by 4:00pm, PT (or next business day). No late submissions will be considered after the deadline
- (e) Applicants must submit a complete application on the Grant Application Form. All questions on the application form must be answered or have included a written reason for incomplete answers. Applicants are not to submit any documentation that has not been expressly requested in the Grant Application Form.
- (f) Applicant presentations:
 - i. Applicants requesting a grant greater than \$25,000 will be asked to provide a brief verbal presentation (one to five minutes) on how the grant funding will be used at a Board Meeting (virtually or in-person)
 - ii. SLRD staff will provide applicants with the date and specifics on the presentation requirements
- (g) Applicants requesting funding greater than \$25,000 may be asked to provide additional documentation in their application such as a strategic plan
- (h) Funding for approved grant applications will be issued to successful recipients no later than the last day of the month following the date of Board approval. For example, if an application is approved on April 25, the funding will be issued by May 30th.
- (i) The SLRD Board shall have the discretion to exempt any of the terms of application

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7. Evaluation

7.1 Grant applications *may be* assessed against the following criteria:

| Criteria | Weight |
|--|-----------|
| Community need | Very High |
| Impact | High |
| Alignment with regional strategic priorities | High |
| Organizational capacity | Medium |
| Financial need & leverage | Medium |
| Reconciliation, equity, and inclusion | Medium |
| Measurable outcomes | Medium |

7.2 For grants greater than \$1,000, staff will include a cover sheet with recommendation(s) for consideration in decision-making

7.3 The Board or Electoral Area Directors Committee may conduct a technical review and scoring of grant applications

8 Approval Process

8.1 Decisions on application funding will be determined either by the CAO (in consultation with the applicable Electoral Area Director), Electoral Area Directors Committee model, or the Regional Board model.

8.2 CAO and Electoral Area Director model where the funding request is less than \$1,000

- (a) Staff confirm eligibility and completed applications
- (b) Staff review and conduct due diligence on grant applications
- (c) Staff advance complete application(s) and recommendation(s) to the Chief Administrative Officer (CAO)
- (d) The CAO, in consultation with the appropriate Electoral Area Director where applicable for Select Funds, may approve the funding

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- (e) Board is notified of funding approval at subsequent Board meeting

8.3 Electoral Area Directors Committee model

- (a) Staff confirm eligibility and completed applications
- (b) Staff review and conduct due diligence on grant applications
- (c) Staff advance complete application(s) and recommendation(s) to Electoral Area Director Committee
- (d) Electoral Area Director Committee reviews applications
- (e) Electoral Area Director Committee makes recommendation(s) to Board OR makes grant funding decisions where the [Select Funds Delegation of Authority Bylaw No. 1274](#) applies via resolution
- (f) Board considers recommendation(s) of staff and EAD Committee
- (g) Board decision on funding application via resolution is the final decision

8.4 Regional Board model

- (a) Staff ensure eligibility and completed applications
- (b) Staff review, conduct due diligence on completed applications and make recommendation(s) to the Board for consideration and approval
- (c) Strategic allocation across two or more electoral areas, two or more municipalities, or if regionally significant

9 Funding Agreements and Conditions

9.1 Approved grants must include:

- (a) Written funding agreement and amount
- (b) Defined use of funds
- (c) Reporting requirements if grant funding approved is greater than \$10,000 including financial and outcomes report(s)
- (d) Repayment clause for misuse or unspent funds

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SQUAMISH - LILLOOET
REGIONAL DISTRICT

9.2 Conditions:

- (a) Funds must be used within one year of funding approval
- (b) Unused funds within one year of funding approval must be returned within 2 weeks
- (c) Public recognition of funding source
- (d) Non-compliance with any part of this grant policy may disqualify the applicant from current or future SLRD grant funding

10 Accountability and Reporting

10.1 Grant reporting requirements:

| Grant Amount | Reporting Requirement |
|----------------------|---|
| Up to \$1,000 | None (in most instances) |
| \$1,001 to \$10,000 | Unlikely. Reporting may be requested based on the application |
| \$10,001 to \$25,000 | Financial and outcomes report required |
| Over \$25,000 | Financial, outcomes and evaluation report required, additional reporting may be requested. Presentation to the Board. |

- (a) Where required, failure to complete the Grant Report Form and submit accompanying documentation by the stated due date and time may result in ineligibility for grant funding for the next grant funding cycle
- (b) Organizations may be asked to include copies of receipts pertaining to how SLRD grant money was spent (for verification purposes only)
- (c) Any funding support provided by the SLRD at a value greater than \$10,000 must be recognized in all related promotional materials for the funding activity. Access to SLRD logos, brand guidelines, and downloadable files can be found on the application and reporting forms found on the website.
- (d) Organizations awarded funds greater than \$25,000 will be asked to provide a 1 to 5 minute verbal presentation to the SLRD Board on how the funding was used and outcomes achieved as a result of receiving the grant

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10.2 The SLRD will report annually on all grant allocations \$1,000 based on the year the grant was awarded

11 Scholarships

11.1 As part of the annual grant budget, funds may be allocated toward secondary schools within the SLRD to administer for their scholarship programs on behalf of the SLRD

12 Risk Management

12.1 SLRD strives to ensure all funding is fair, allocated correctly and will not provide funding to organizations with governance risks

12.2 SLRD will conduct proportional due diligence on an application and/or applicant organization based on grant amount requested

12.3 The SLRD may give a grant recipient written notice that it desires a representative of the SLRD to examine the books of account of the recipient, and the recipient shall produce for examination within fifteen (15) business days after receipt of such notice, all records, documents, accounts, and vouchers of the recipient to the representative for examination

12.4 All grant applicants will be required to provide proof of liability insurance as part of the application process

13 Policy Review

13.1 This policy shall be reviewed by the Board after one year of approval and at least every 5 years or sooner at the discretion of the Chief Administrative Officer. It may be adjusted based on:

- (a) Community needs
- (b) Funding pressures

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- (c) Policy and/or bylaw changes
- (d) Evaluation of the external grant funding program

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