

Late Agenda Item

**Regular Council Agenda
January 20, 2026**

Recommendation:

That Council amend the agenda to add the following item:

7.6. Grant In Aid Policy – 2025 Revisions

**Pages
2-7**

Recommendation:

That Council approve the 2025 revisions to the Grant in Aid Policy 05-1850-A as presented at the January 20, 2026 meeting by the Director of Financial Services.

STAFF REPORT TO COUNCIL

Report Prepared By: Financial Services Department
 Meeting Date: January 20, 2026
 File No: 1850-01
 Re: Grant in Aid Policy Revisions for 2026 intake

RECOMMENDATION:

That Council approve the 2025 revisions to the Grant in Aid Policy 05-1850-A as presented at the January 20, 2026 meeting by the Director of Financial Services.

EXECUTIVE SUMMARY:

At the December 2, 2025 meeting, Council approved a Notice of Motion to amend Grant in Aid Policy 05-1850-A by removing the requirement for the Festival of Lights Society, The Arts Council of Ladysmith & District, and the Ladysmith Celebrations Society to submit Grant in Aid applications and instead directed staff to create 2-year service agreements for the organizations. The overall budget for the Grant in Aid program was reduced to reflect the change from 0.8% to 0.5% of the previous year's municipal taxation budget, and additional clarifying language was incorporated as presented.

PREVIOUS COUNCIL DIRECTION:

CS 2025-332	2025-12-02	<p>AMENDED BY RESOLUTION CE 2025-2033</p> <p>That Council direct staff to:</p> <ol style="list-style-type: none"> 1. Remove the following three (3) organizations from the Grant in Aid program and create a 2-year servicing agreement with: <ol style="list-style-type: none"> a. Festival of Lights; b. Arts Council of Ladysmith & District; c. Ladysmith Celebrations Society; 2. Set the servicing agreements at \$10,000 per year for each organization, with a 2% increase per year; and 3. Amend the Grant in Aid Policy to reduce the overall Grant in Aid budget from 0.8% to 0.5%. <p>Main Motion, As Amended, Carried</p> <p>OPPOSED: Councillors Jacobson and Stevens.</p>
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INTRODUCTION/BACKGROUND:

Staff amended the Grant in Aid (GIA) Policy to reduce the overall budget from 0.8% to 0.5% of the prior year municipal tax levy. For 2026, this resulted in a reduction of the GIA budget from \$69,708 to \$43,537, a reduction of \$26,140.

Staff will begin negotiating the servicing agreements with the 3 groups (Festival of Lights, Arts Council of Ladysmith & District, and Ladysmith Celebrations Society) with the aim to have the agreements signed and payments made by May of 2026, similar to when the remaining approved GIA payments will be dispersed.

The current policy also states that the Town will provide decreasing funding for 4 years and one year of no funding. Some organizations are asking if they opt for no funding part way through the cycle, if the maximum amount resets. Staff revised Policy Statement #8 to limit the cycle to 5 years. Should an organization wish to defer funding one year within the 5-year cycle, they must still wait the entire 5 years for their maximum amount to reset.

*The maximum number of years an organization may receive a Grant in Aid is four (4) years **within a 5 year period**, with the first year funded at 100%, the second year funded at 75% **of year one**, the third year funded at 50% **of year one**, and the fourth year at 25% **of year one**. Organizations must wait an entire year before re-applying for full funding.*

ALTERNATIVES:

In the past, Council waived the requirement in the Policy that limits an organization to apply/receive only one (1) GIA. If Council wishes to amend this restriction, an additional resolution could be made: *That Council direct staff to remove policy statement #4 and allow multiple applications per organization per year if budget remains.*

Policy Statement #9 sets a maximum request limit of \$10,000. With some of the large events moved to a servicing agreement, Council could reduce the maximum funding from \$10,000 to \$5,000. The resolution could be: *That Council direct staff to amend policy statement #9 from its current maximum of \$10,000 to a maximum of \$5,000.*

FINANCIAL IMPLICATIONS:

Adjusting the GIA policy from 0.8% to 0.5% results in a reduction of \$26,140. The taxation budget was increased by \$3,860 to ensure there was \$30,000 set aside for the servicing contracts.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Some organizations in Ladysmith rely on GIA funding to operate.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance leads the GIA process, though the Parks, Recreation & Culture department administers the GIA – waiving of fees budget.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Revised Grant in Aid Policy 05-1850-A

TOPIC:	Grant in Aid Program		
POLICY No.:	05 1850 A		
APPROVED BY:	Council	RESOLUTION No.:	CS 2013-266
ORIGINAL DATE:	2013.08.06	AMENDMENT DATE:	2023.07.18
AMENDED:	2016.11.21 (Resolution No. CS 2016-373); 2023.07.18 (Resolution No. CS 2023-184)		

PURPOSE

The Grant in Aid program is designed to assist not-for-profit organizations in good standing with the Town of Ladysmith, the Registrar of Companies and with other community groups with projects or special activities, or to allow them to take advantage of development opportunities and events. In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Ladysmith will take into account the below objectives.

POLICY

The primary purpose of a Grant in Aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith.

1. The organization should be a registered Society or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.
4. Council will consider only one (1) application per Organization per year.
5. Funds must be used for the purpose for which they were requested. If the project or event is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
6. By accepting Grant in Aid funds, the applicant agrees to acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
7. By accepting Grant in Aid funds, the applicant agrees to report to the Town, using the prescribed form, how the Grant in Aid monies were used. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding.
8. The maximum number of years an organization may receive a Grant in Aid is four (4) years within a 5 year period with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.
9. The maximum funding request per organization is limited to \$10,000.

10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

PROCEDURE

Application Process

11. Each year, Council may establish a Grant in Aid budget equal to 0.58% of previous year municipal tax levy for Grant in Aid. Council may approve up to 90% of this funding for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving of fees.
12. The application deadline is December 15th each year for funding in the following year.
13. An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.
14. The Finance Department will respond to organizations that have submitted an incomplete application. Failure to provide requested information before the agenda deadline will result in the application not being considered.
15. Grant in Aid applications received after December 15th may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
16. Applications may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
or dropped off at City Hall: 410 Esplanade, Ladysmith, BC

Evaluation Process

17. All compliant Grant in Aid requests will be presented to the Committee of the Whole for consideration.
18. The amount of the Grant in Aid provided will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.
19. All decisions are final following ratification at the next Regular Meeting of Council.

Payment

20. No Grant in Aid payment will be disbursed until after the adoption of the Financial Plan.

Late Applications

21. Subject to budget, Council may allocate funding for extraordinary requests received after the deadline.

Reporting Process

22. An organization must, using the form provided, report back to the Town by December 31st of the same year funding was received regarding how the Grant in Aid monies were spent to support the organization's operations or event and provide evidence that the Town's funding was publicly acknowledged.
23. Reports may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
Or dropped off at City Hall: 410 Esplanade, Ladysmith, BC

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