



Trout Lake Community Centre Association
3360 Victoria Drive, Vancouver, BC

Office: 604-257-6973 | Fax: 604-257-6961 | Email: troutlakecc@gmail.com

Practices & Procedures

Subject: Policies for Association Subsidies

Document owner: Program Committee

Last updated: March 16, 2023 **Created by:**

Summary

The policies herein address member-level and program-level subsidies for initiatives offered by the Trout Lake (Vancouver) Community Centre Association. This includes requests from the general membership for individual subsidy, recommendations by the Program Committee for program-level support and allocation of subsidies to community organizations for promotional purposes. The matters touched upon in this document include:

- Allocation maximums per individual for member-level subsidy
- How subsidy requests are processed or recommendations made
- The funding pool cap for member-level, program-level and promotional subsidy types
- Financial reporting requirements
- Document approvals and accountabilities, and revision schedule

Table of Contents

Introduction	1
1.0 Member-level Subsidies for Association Initiatives	1
1.1 Policy Statements	1
1.2 Procedures	2
2.0 Program-level Subsidies	2
3.0 Promotional Subsidies	2
4.0 Related Policies and Procedures	3
5.0 Roles and Responsibilities	3
6.0 Revision Schedule	3

Introduction

The Trout Lake (Vancouver) Community Centre Association (TLCCA, or Association) is a charitable organization that operates the Trout Lake Community Centre (TLCC) in partnership with the Vancouver Board of Parks and Recreation.

As set out in its 2019–2024 Strategic Plan, the mission for TLCCA is to “provide accessible and inclusive social, cultural, recreational, and educational opportunities that strengthen individual, family, and community wellbeing”. Specifically, as outlined in Strategy 4: “Ensure that our programs are accessible and responsive to community need.”

In an effort to increase accessibility, the following outlines the policies for member-level and program-level subsidies for initiatives offered by the Association.

1.0 Member-level Subsidies for Association Initiatives

1.1 Policy Statements

- 1.1.1 A community member can request up to two member-level (known as “Program Cost Assistance”) subsidies per fiscal year, with a maximum of one subsidy per program season.
- 1.1.2 Members accessing subsidies for their dependent children (under 18 years of age) can request up to two program subsidies per fiscal year per child, with a maximum of one subsidy per child in a program season.
- 1.1.3 Requests for subsidies will be received and administered by the Programmer or the Community Recreation Supervisor. Members will need to state their financial need.
- 1.1.4 The value of each member-level subsidy will be:
 - Up to 50% off a program with the exception of private music lessons
 - Up to 25% off Youth and Senior programs
 - Members who are enrolled in Vancouver Board of Parks and Recreation’s Leisure Access Program (LAP) may, with the approval of a programmer, receive a further discount of up to 50% of the remaining value, if needed.
- 1.1.5 The Program Committee, in consultation with the Treasurer, will recommend the total value of the member-level subsidy pool as part of the proposed annual operating budget for the next fiscal year. The total value may be 2% of current fiscal year’s net programming revenue if the proposed annual operating budget so allows. This pool will be prorated over the four programming seasons.
- 1.1.6 Contractors/instructors are paid out in full no matter the number of subsidized participants their programs include.

1.1.7 The Program Committee will report to the Association on the member-level subsidies on a quarterly basis.

1.2 Procedures

1.2.1 Those interested in the Program Cost Assistance subsidy must meet with the Programmer. At this meeting, the Programmer will a) explain the Subsidy Policy, b) discuss the financial need, and c) assist the applicant to complete the one-page application.

1.2.2 The financial assistance and program registration can then both be arranged.

1.2.3 In addition, the Programmer will a) suggest the LAP as a further resource, and b) assist the patron to complete the LAP application if they so wish.

2.0 Program-level Subsidies

2.1 Recommendations for program subsidies will come from the Program Committee, based on community assessment reports, strategic planning documents, and targeted analysis of community needs.

2.2 The total value of the program-level subsidy pool will be recommended by the program committee in consultation with the Treasurer in the proposed annual operating budget and may be up to 3% of current fiscal year's net programming revenue depending on the availability of funding in the proposed annual operating budget. This pool will be available for use across the fiscal year at the discretion of the Program Committee and not restricted to distribution over the programming seasons.

2.3 The Program Committee will report to the Association on the program-level subsidies on a quarterly basis.

3.0 Promotional Subsidies

3.1 Requests can be directed to the Community Recreation Supervisor and/or Program Committee.

3.2 The Association may approve requests from community groups for complimentary access to an Association initiative (i.e., a birthday party package). These approvals are a mechanism to promote the Association and a way of investing in the community.

3.4 Requests will be approved by the Association on a first-come, first-served basis over the course of the fiscal year. Promotional subsidies may be allocated over each of the four programming seasons.

3.5 The value of the promotional subsidy pool will be recommended by the program committee in

consultation with the Treasurer in the proposed annual operating budget and may be up to 2% of current fiscal year’s net programming revenue depending on the availability of funding in the proposed annual operating budget. This pool will be available for use across the fiscal year at the discretion of the Program Committee and not restricted to distribution over the programming seasons.

3.6 The Program Committee will track promotional subsidies and provide the Association with quarterly reports thereon.

4.0 Related Policies and Procedures

- Birthday Party Package Practices and Procedures will be detailed in a separate document
- Program and Room Rental Benefits for Association Directors, Volunteers and Staff

5.0 Roles and Responsibilities

The Program Committee is the owner of this policy set. All requests for revisions must go through the Program Committee.

6.0 Revision Schedule

This policy shall be reviewed at the end of its first active year, and subsequently reviewed at minimum every four years or as required by an Association resolution. Document owners will be responsible for managing the document revision cycle. All document revisions will be presented to the Association for approval by motion and amendments will be stored in the following table.

Table 1: Subsidy Policies amendment history

Version	Date	Comments
1.0	May 09, 2018	Draft policy
2.0	Spring 2019	Revisions by Sarah/Program Committee & Board Admin
3.0	Summer 2021	Revisions by Program Committee
3.0	July 28, 2021	Board Approval
4.0	March 22, 2023	Board approved amendments to member-level policy & procedure