

Policy Title: Community Partnerships Requests	Policy Number: P151
Policy Category:	
Approval Date: November 3, 2025	Policy Owner: Planning and Development Services
Approved by: CVRD Board	File Reference: 0340-50

PREAMBLE

1. The Comox Valley Regional District (CVRD) recognizes that community partnerships are important in achieving shared social, environmental, cultural and economic outcomes for residents.

CVRD is often approached by non-profit organizations, community groups and networks and other entities seeking partnership for the purpose of collaboration or administrative support to access funding and/or deliver community-based initiatives.

This policy is aligned with other CVRD grant policies in that it establishes an equitable, transparent and consistent framework for evaluating and managing partnership requests. This is to ensure that the CVRD resources are allocated and administered in a responsible manner, aligned with regional priorities and CVRD services, and effectively serve the community.

The policy is also intended to be a tool to support communications to inform the public on the importance of community partnerships and what CVRD considers in assessing partnership requests.

PURPOSE

2. The purpose of this policy is to implement a framework to guide the CVRD Board of Directors and staff to evaluate, approve and manage community partnership requests.

The policy supports:

- Consistent and equitable processes for decision making;
- Appropriate and sustainable allocation of staff and financial resources;
- Clear understanding of roles, responsibilities, and limits to CVRD involvement;

- Compliance with applicable legislation; and
- Transparent communications and reporting to the public and demonstrated accountability to taxpayers;

SCOPE

3. This policy applies to all CVRD departments and staff who engage with, evaluate, or manage relationships with community organizations or other entities seeking CVRD partnership, financial resources and/or administrative support.

This policy does not apply to, nor is it intended to replace, existing grant programs, processes and service agreements.

DEFINITIONS

Community Partnership - An arrangement where CVRD and one or more non-profit organizations, non-registered entities (e.g. community groups, networks, coalitions) or other entities (e.g. corporations, cooperatives, community contribution companies) share resources, responsibilities and risks to achieve a mutually beneficial outcome.

Fiscal host/sponsor - A legally registered organization that provides the legal, administrative and financial structure for a:

- a) Non-registered entity, enabling them to operate without their own legal status or bank account; and
- b) Non-profit organization who are not eligible to receive grants due to the eligibility criteria of the funder.

Non-Profit Organization - Includes a society incorporated pursuant to the BC Societies Act (or the previous Society Act) and an organization which is registered as a charity pursuant to the Income Tax Act.

Non-Registered Entity - A community group or organization that lacks formal legal status and therefore lacks the ability to take on fiduciary or legal risk and responsibility associated with its management and operations.

Risk - A chance of an event occurring that could have a negative impact; it is measured in terms of a combination of the likelihood of an event and its consequences. Consequences may affect the environment, community (social), service delivery, lifecycle cost, strategic and operational objectives, or ability to fulfil regulatory requirements.

POLICY

4. Decision-Making Framework

When requests for partnership are received, CVRD shall assess requests and for partnership based on the following information:

a) Internal Conditions

Assessment of the request in relation to CVRD's operations including:

- i. Alignment with CVRD Services and Strategic Drivers, Regional Growth Strategy and other CVRD priorities, strategies and plans;
- ii. Availability of staff and financial resources and organizational capacity;
- iii. Timing of request in relation to deadlines, budget and election cycles;
- iv. Compliance with CVRD's legislation, jurisdiction and other applicable CVRD policies; and,
- v. Consideration of other support already provided by CVRD and/or member municipalities to the requesting entity.

b) External Conditions

Assessment of the request in relation to the requesting entity and community including:

- i. Type of entity making the request;
- ii. Governance capacity, financial stability and reputation of the entity;
- iii. Presence of risk management, insurance and fiscal controls;
- iv. Demonstrated community benefit and alignment with identified community needs or plans; and,
- v. Evidence and strength of collaboration among additional partners.

c) Risk and Resource Management

Assessment of the request in relation to the level of CVRD's risk and resources required including:

- i. Legal and fiduciary obligations;
- ii. Financial and risk exposure;
- iii. Staff capacity and administrative demands;
- iv. Potential impact on CVRD services; and
- v. Reputational considerations.

5. Communications

A communication plan shall guide transparent communication to the public regarding:

- a) CVRD's strategic commitment to community partnerships to achieve mutually beneficial and strategically aligned outcomes for residents;
- b) pathways for community partnership requests to be made to the Board; and
- c) the decision-making framework outlined in this policy.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Board of Directors	<ul style="list-style-type: none">• Receives and considers the request for community partnership• Provides direction to staff to assess request• Makes final decision
Chief Administrative Officer	<ul style="list-style-type: none">• Delegation of request to staff
CVRD Staff	<ul style="list-style-type: none">• Review of the request using the decision-making framework to guide discovery, analysis and recommendations to the Board• Development and implementation of ongoing communications plan
Community Organization/Entity	<ul style="list-style-type: none">• In preparing request, review and consider Community Partnership Policy & Community Partnership information on CVRD Website

REVISION HISTORY

Approval Date	Approved By	Description of Change