



**General Purposes Committee
Electronic Meeting**

**Council Chambers, City Hall
6911 No. 3 Road**

**Tuesday, February 22, 2022
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-3 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on February 7, 2022.*



PLANNING AND DEVELOPMENT DIVISION

1. **2022 UBCM POVERTY REDUCTION PLANNING AND ACTION PROGRAM GRANT SUBMISSION**
(File Ref. No. 07-3190-01) (REDMS No. 6814818)

GP-10

See Page GP-10 for full report

Designated Speaker: Melanie Burner

STAFF RECOMMENDATION

- (1) *That staff be authorized to submit an application to the UBCM Poverty Reduction Planning and Action Program as described in the report titled "2022 UBCM Poverty Reduction Planning and Action Program Grant Submission," dated February 1, 2022, from the Director, Community Social Development; and*

Pg. # ITEM

- (2) *That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5 Year Financial Plan (2022–2026) be amended accordingly.*

ADJOURNMENT



General Purposes Committee

Date: Monday, February 7, 2022

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on January 17, 2022, be adopted as circulated.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

1. **COMMUNITY ENERGY AND EMISSIONS PLAN 2050**

(File Ref. No. 10-6125-07-02) (REDMS No. 6776452 v. 20)

Staff reviewed the proposed Plan and highlighted actions to reduce community greenhouse gas emissions by 50% by 2030 and net zero emissions by 2050, including through reduction of consumables and carbon sequestration. Also, staff spoke on the community consultation conducted, noting that community engagement will be on-going through the proposed Plan's implementation process.

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Discussion ensued with regard to (i) expediting related infrastructure projects, such as the City's diking system and active transportation network, (ii) coordinating with senior levels of government on actions to reduce emissions, (iii) quantifying the financial impact of the proposed Plan, (iv) incentivizing the use of public transit and reducing the reliance on private vehicles, (v) supporting programs to retrofit buildings with electric heat pumps and solar panels, (vi) continuing with community engagement and public awareness on climate change matters.

In reply to queries from Committee, staff noted that (i) the City will seek opportunities to partner with stakeholders and senior levels of government, (ii) the City has taken action on developing active transportation infrastructure, encouraging the development of efficient buildings, and densification, and (iii) the City will be examining opportunities to expand use of alternative energy sources such as district energy.

As a result of the discussion, it was suggested that the proposed Plan be sent to the Federal and Provincial Ministers of the Environment and local Members of Parliament and local Members of the Legislative Assembly.

It was moved and seconded

- (1) That the Community Energy & Emissions Plan 2050 in Attachment 1 of the report titled "Community Energy and Emissions Plan 2050" from the Director, Sustainability and District Energy, dated January 21, 2022 be endorsed;*
- (2) That the Official Community Plan Bylaw 9000, Amendment Bylaw 10328, which would include accelerated greenhouse gas emission reduction targets for 2030 and 2050, consistent with limiting global average temperature rise to no more than 1.5 degrees Celsius by 2100, be introduced and given first reading;*
- (3) That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10328, having been considered in conjunction with:
 - (a) the City's Financial Plan and Capital Program; and*
 - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;

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- (4) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10328, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation;*
- (5) *That the Climate Action Programs included in Attachment 3 of the report titled "Community Energy and Emissions Plan 2050" from the Director, Sustainability and District Energy, dated January 21, 2022 be received for information; and*
- (6) *That copies of the Plan be sent to the Provincial and Federal Ministers of Environment, local Members of Parliament, and local Members of the Legislative Assembly.*

CARRIED

COMMUNITY SERVICES DIVISION

2. **2022 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 03-1085-01/2022-Vol 01) (REDMS No. 6708493)

It was moved and seconded

- (1) *That the 2022 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the total recommended amount of \$91,423, as identified in Attachment 1 of the staff report titled "2022 Parks, Recreation and Community Events Grants," dated January 6, 2022, from the Director, Recreation and Sport Services and the Director, Parks Services; and*
- (2) *That the grant funds be disbursed accordingly.*

The question on the motion was not called as discussion ensued with regard to the grant application process and criteria.

In reply to queries from Committee, staff noted that GreenSeeds Music Society and Rabbitats Rescue Society did not meet the criteria for the Parks, Recreation and Community Events Grant, however both organizations were referred to apply for the City's Environmental Grant Program. Staff added that organizations that did not meet the criteria are provided with additional grant criteria information and that grant writing assistance for community organizations is available through the Richmond Cares, Richmond Gives group.

The question on the motion was then called, and it was **CARRIED**.

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In accordance with Section 100 of the *Community Charter*, Cllr. Loo declared to be in a conflict of interest as she is involved in KidSport fundraising activities, and Cllr. Loo left the meeting – 4:52 p.m.

Discussion ensued with regard to the recommended grant for KidSport, and as a result, the following **motion** was introduced:

It was moved and seconded

- (1) *That the grant to KidSport be awarded and a cheque disbursed for the amount of \$19,000; and*
- (2) *That \$5,000 be held back and allocated to sports groups not recognized by KidSport and that this be administered by staff, and at the end of the year any remaining funds be given to KidSport.*

The question on the motion was not called as it was suggested that the above motion be considered for future grants to KidSport.

The question on the motion was then called, and it was **CARRIED**.

Cllr. Loo returned to the meeting – 4:56 p.m.

3. **2022 ARTS AND CULTURE GRANTS PROGRAM**

(File Ref. No. 03-1085-01/2022-Vol 01) (REDMS No. 6816834)

It was moved and seconded

- (1) *That the 2022 Arts and Culture Grants be awarded for the total recommended amount of \$119,502, as identified in Attachment 1 of the staff report titled “2022 Arts and Culture Grants Program,” dated January 12, 2022, from the Director, Arts, Culture and Heritage Services; and*
- (2) *That the grant funds be disbursed accordingly.*

CARRIED

PLANNING AND DEVELOPMENT DIVISION

4. **2022 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01/2021-Vol 01) (REDMS No. 6795546)

It was moved and seconded

- (1) *That the Child Care Capital Grants be awarded for the total recommended amount of \$50,000.00 as identified in the staff report titled “2022 Child Care Grants,” dated December 15, 2021, from the Director, Community Social Development;*

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- (2) *That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$7,400.00; and*
- (3) *That the grant funds be disbursed accordingly.*

CARRIED

5. **2022 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 08-4055-01/2021-Vol 01) (REDMS No. 6796607)

It was moved and seconded

- (1) *That the 2022 Health, Social and Safety Grants be awarded for the total recommended amount of \$609,897.00 as identified in Attachment 1 of the report titled "2022 Health, Social and Safety Grants," dated December 14, 2021 from the Director, Community Social Development; and*
- (2) *That the grant funds be disbursed accordingly.*

The question on the motion was not called as discussion ensued with regard to supporting the Multicultural Helping House Society, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

That \$5,000 be awarded to Multicultural Helping House Society as part of the 2022 Health, Social and Safety Grants.

CARRIED

Discussion then took place regarding Parish of St. Alban's meal program and its equipment costs. It was noted that the Parish of St. Alban's is seeking to upgrade their commercial refrigerator and it was suggested that an increase in grant funding can be directed towards the upgrade.

As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

That \$22,000 be awarded to Parish of St. Alban's as part of the 2022 Health, Social and Safety Grants for the purchase of a new commercial refrigerator.

CARRIED

Discussion then ensued with regard to supporting community organizations that advocate for mental health in Richmond, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

- (1) *That \$10,000 be awarded to the Canadian Mental Health Association, Vancouver-Fraser Branch;*

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- (2) *That \$12,000 be awarded to the Community Mental Wellness Association of Canada;*
- (3) *That \$6,500 be awarded to Richmond Mental Health Consumer and Friends Society; and*
- (4) *That \$5,000 be awarded to the Kehlia Society of Richmond;*
as part of the 2022 Health, Social and Safety Grants.

CARRIED

Discussion then ensued with regard to grant funding assessment criteria and supporting Big Brothers and Big Sisters, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

That \$4,000 be awarded to Big Sisters of BC Lower Mainland as part of the 2022 Health, Social and Safety Grants.

CARRIED

Discussion ensued with regard to additional grant funding for Richmond Women's Resource Centre, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

That \$29,000 be awarded to Richmond Women's Resource Centre as part of the 2022 Health, Social and Safety Grants.

CARRIED

The question on the main motion, which reads as follows:

- (1) *That the 2022 Health, Social and Safety Grants be awarded for the total recommended amount as identified in Attachment 1 of the report titled "2022 Health, Social and Safety Grants," dated December 14, 2021 from the Director, Community Social Development, with adjustments, for a total of \$630,975; and*
- (2) *That the grant funds be disbursed accordingly.*

was then called, and it was **CARRIED**.

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ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:19 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, February 7, 2022.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** February 1, 2022
From: Kim Somerville **File:** 07-3190-01/2022-Vol 01
 Director, Community Social Development
Re: **2022 UBCM Poverty Reduction Planning and Action Program Grant Submission**

Staff Recommendations

1. That staff be authorized to submit an application to the UBCM Poverty Reduction Planning and Action Program as described in the report titled "2022 UBCM Poverty Reduction Planning and Action Program Grant Submission," dated February 1, 2022, from the Director, Community Social Development; and
2. That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5 Year Financial Plan (2022–2026) be amended accordingly.

Kim Somerville
 Director, Community Social Development
 (604-247-4671)

Att. 1

| REPORT CONCURRENCE | | |
|---|--|---------------------------------------|
| ROUTED TO: | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Finance Department Richmond Public Library | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | |
| SENIOR STAFF REPORT REVIEW | INITIALS: | APPROVED BY CAO |

Staff Report

Origin

In 2020, the Poverty Reduction Planning and Action Program was introduced by the provincial government to provide funding through the Union of BC Municipalities (UBCM) over three years for local governments to engage in projects that reduce poverty at the local level and to support TogetherBC: British Columbia's Poverty Reduction Strategy. That same year, the City received a grant through the program to develop a poverty reduction and prevention action plan that resulted in the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. The 2022 intake is now accepting submissions for Stream 2 of the program, which is designed to support projects that reduce poverty (Attachment 1).

The grant application requires a Council resolution indicating support for the proposed project as well as a willingness to provide overall grant management. The purpose of this report is to seek Council approval for submission of a UBCM 2022 Poverty Reduction Planning and Action Program grant application.

This report supports Council's Strategic Plan 2018–2022 Strategy #4—An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report supports Council's Strategic Plan 2018–2022 Strategy #6—Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.6 Growth includes supports and/or services for Richmond's vulnerable populations, including youth, seniors, individuals with health concerns, and residents experiencing homelessness.

This report also supports the following actions in the City's 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond:

1.2 Pursue funding opportunities to advance poverty reduction and prevention initiatives;

2.9 Develop programs and services that respond to the specific needs of demographics at risk of or living in poverty; and

3.2 Implement targeted outreach that facilitates connections to community programs and services for residents at risk of or living in poverty.

Analysis

The UBCM Poverty Reduction Planning and Action Program provides funding in two streams: Stream 1: Poverty Reduction Plans and Assessments and Stream 2: Poverty Reduction Action. Stream 2 provides funding of up to \$50,000 to fund local projects that work to reduce poverty in the community. To apply for Stream 2 funding, municipalities must have a poverty reduction plan and the proposed project's outcomes must be linked to identified actions within the municipality's plan.

On December 6, 2021, City Council adopted the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond, which will guide the City's approach, in collaboration with the community, to reduce and prevent poverty in Richmond over the next ten years. During community engagement to support the development of the plan, both residents and stakeholder organizations reported that they are not always aware of the types of services available in Richmond or how to access these services. The need to help connect residents at risk of or living in poverty to resources as well as programs and services in the community was frequently noted during engagement sessions.

Staff are in the process of preparing a grant application for Stream 2: Poverty Reduction Action of the UBCM 2022 Poverty Reduction Planning and Action Program for \$50,000 to submit by the February 11, 2022 deadline. A Council resolution supporting the grant application is required for the submission. Due to the short timeline, a Council resolution in support of the grant application can be provided to UBCM after the grant deadline. Should Council authorize staff to submit the grant application, staff will provide UBCM with a copy of the Council resolution to support the City's submitted application. Should the grant application be successful, the City would be required to enter into a funding agreement with UBCM.

The proposed project for the grant aims to develop and implement monthly outreach sessions that will connect residents who are at risk of or living in poverty to community-based resources and supports, including community-based skill building programs in key areas of digital literacy and employment readiness. Focusing on vulnerable population groups, including recent newcomers, refugees and lone-parent families, the main goals of the project are to increase community connections and social supports for vulnerable residents and to build capacity within Richmond's social support framework to help reduce poverty. Additionally, the project will work to reduce and prevent poverty in the community by increasing access to the resources and supports that residents need to move out of poverty. The proposed project will further actions within the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond, specifically Actions 2.9 and 3.2 that relate to the development of program and service delivery, and the implementation of targeted outreach programs to support residents at risk of or living in poverty.

The Richmond Public Library has agreed to host the outreach sessions and work with City staff to co-lead the project. A project coordinator will be hired on contract to implement the project and will be funded through a portion of the grant funding. As part of the project implementation, a communication and marketing plan, including a plan to reach isolated/hard to reach residents, will be developed using existing City tools and those available from project stakeholders. The Community Poverty Reduction and Prevention Table will act as the Steering Committee for the

project and persons with lived/living experience will participate in the development and implementation of the project. Further consultation will be held with community organizations and residents, including residents with lived/living experience, as appropriate.

Staff will evaluate and monitor the project throughout implementation to address emerging community needs and to ensure demand for the program is manageable within the scope of the monthly sessions. If the COVID-19 pandemic is still impacting service delivery, the program delivery will be modified to ensure it meets Provincial Health Orders.

When households who are at risk or living in poverty are not connected to community supports, they often have limited or no resources to create opportunities to advance themselves, which can leave them in a cycle of poverty. By capitalizing on the library's recognized role in the community as a welcoming place to access information and services, this project will work to connect these households to available supports and resources in the community. It will also further stakeholders understanding of emerging and changing needs in the community and create a framework that can address gaps in service delivery in collaboration with community organizations.

Financial Impact

The proposed project expenses will be fully covered by the grant. Should the application be successful, the Consolidated 5 Year Financial Plan (2022–2026) will be amended accordingly.

Conclusion

The UBCM Poverty Reduction Planning and Action Program grant provides an opportunity for the City of Richmond, the Richmond Public Library and community stakeholders to further actions in the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. Staff recommend the application to the UBCM 2022 Poverty Reduction Planning and Action Program be approved.



Melanie Burner
Accessibility Coordinator
(604-276-4390)

Att. 1: UBCM Poverty Reduction Planning & Action Program, 2022 Program & Application Guide

Poverty Reduction Planning & Action Program

2022 Program & Application Guide

1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. In 2020, the Province provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM). The first two intakes of the program in Spring 2020 and Spring 2021 awarded over \$2 million to more than 70 local governments across the province.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

The 2022 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

4. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

5. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
 - Housing
 - Education and training
 - Income supports
 - Families, children and youth
 - Employment
 - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;
- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
 - Official Community Plans or community or neighbourhood plans;
 - Zoning and other policies;
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency support services plans;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*;

Stream 2 of the 2022 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

Eligible Activities Applicable to Both Funding Streams

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community member participants who are living in poverty. It is expected that the payment of honoraria should align with current best practices and that any honoraria paid for the ongoing participation of people living in poverty should be at least the current provincial minimum wage;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of funding application package;
- Development of feasibility studies and/or business cases;
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Long-term, permanent capital investments including the purchase of land and/or buildings;
- Major capital improvements to existing facilities and/or construction of new, permanent facilities;
- Regular salaries of applicant staff or partners;
- Routine or ongoing operating (e.g. heating and lighting; security; telephone; internet) and/or planning costs or activities that are not incremental to the project;
- Purchase of software, software licences, service subscriptions, or membership fees;
- Legal, audit, or interest fees or fees to incorporate a society;
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, DCCs, etc.);
- Existing programs with established, designated funding from other partners;
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members;
- Fundraising, lobbying, or sponsorship campaigns.

7. Application Requirements & Process

Application Deadline

The application deadline is February 11, 2022.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed project budget, including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding;
- Council, Board, or Local Trust Committee resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- **For regional projects only:** Each partnering eligible local government must submit a Council, Board, or Local Trust Committee resolution that clearly indicates support for the primary applicant to *apply for, receive, and manage the grant funding on their behalf*.

Resolutions from partnering applicants must include the specific language above.

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Submission of Applications

Applications should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Demonstration of direct participation in the proposed activities by people living in poverty or with a lived experience of poverty;
- Anticipated outcomes and a clear and achievable evaluation framework on how the success of the project or plan will be measured;
- Demonstrated clear and definable benefit to the community as a whole;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations, and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant(s), community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC

8. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, budget, and an updated Council, Board, or Local Trust Committee resolution (including resolution(s) from regional application partners in the case of a regional application); and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless an amended application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the timeframe identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

9. Final Report Requirements

Final Reports are required to be submitted within 30 days of the completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that includes the actual expenditures from the Poverty Reduction Planning & Action program and other sources of funding (if applicable) and that aligns with the actual activities outlined in the final report form;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Copies of any materials that were produced with grant funding;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities E-mail: lgps@ubcm.ca

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| All final reports will be shared with the Province of BC |
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10. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).