



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, July 18, 2011
4:00 p.m.

Pg. # ITEM

MINUTES

- GP-5** *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, July 4, 2011.*



CORPORATE SERVICES DEPARTMENT

- GP-11** 1. **RICHMOND COMMUNITY SAFETY BUILDING PUBLIC ART PROJECT**
(File Ref. No. 11-7000-09-20-112) (REDMS No. 3250033)

[TO VIEW eREPORT CLICK HERE](#)

See Page **GP-11** of the General Purposes agenda for full hardcopy report

Designated Speaker: Eric Fiss

STAFF RECOMMENDATION

That the revised concept proposal and installation of the Richmond Community Safety Building Public Art Project “The Coat of Arms” by artist Glen Andersen, as presented in the staff report from the Director, Arts, Culture & Heritage Services dated July 5, 2011, be approved.



GP-17 2. CITY GRANT PROGRAM REVIEW

(File Ref. No.) (REDMS No. 3245549)

TO VIEW eREPORT CLICK HERE

See Page **GP-17** of the General Purposes agenda for full hardcopy report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

That:

- (1) the City Grant Policy (Attachment 6) be adopted;***
- (2) the revised City Grant Program (Attachment 7) be implemented on an interim basis until specific guidelines are prepared for the proposed (1) Health, Social & Safety, (2) Arts, Culture and Heritage, and (3) Parks, Recreation and Community Events City Grant Programs;***
- (3) staff propose the following Casino revenue allocations to City Grant Programs be considered during the 2012 budget process:***
 - (a) Health, Social & Safety, \$536,719;***
 - (b) Arts, Culture and Heritage, \$100,000;***
 - (c) Parks, Recreation and Community Events, \$96,587;***
- (4) staff report back, following implementation of the 2012 City Grant Programs and prior to implementation of the 2013 City Grant Program, regarding:***
 - (a) stakeholder consultations regarding the new Policy and Programs;***
 - (b) the establishment of an arms-length City Grant adjudication panel; and***
 - (c) possible impacts of the Social Planning Strategy on the Health, Social and Safety Grant Program.***
- (5) staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.***



GP-69 3. CITY ONLINE FORMS AND THE PREVIOUS ONLINE EVENTS APPROVALS SYSTEM FUNDING REQUEST FROM 2010 APPROPRIATED SURPLUS

(File Ref. No. 01-0340-30-CSER5) (REDMS No. 3240995)

TO VIEW eREPORT CLICK HERE

See Page **GP-69** of the General Purposes agenda for full hardcopy report

Designated Speakers: Alan Cameron & Jason Kita

STAFF RECOMMENDATION

That the \$60,000 being held from the 2010 Surplus Appropriation be allocated to fund the development of an online Event Approvals system.

☐

BUSINESS AND FINANCIAL SERVICES DEPARTMENT

GP-75 4. SOCIAL FINANCIAL HARDSHIP ASSISTANCE FUND

(File Ref. No. 03-0900-01) (REDMS No. 3238492)

TO VIEW eREPORT CLICK HERE

See Page **GP-75** of the General Purposes agenda for full hardcopy report

Designated Speaker: Venus Ngan

STAFF RECOMMENDATION

That an interest-free loan of \$9,000 from the City's Social Financial Hardship Assistance Fund to the Chinese Mental Wellness Association of Canada, with full repayment to be made to the City six months subsequent to the advance of the loan, be approved.

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, July 4, 2011

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Greg Halsey-Brandt
Councillor Ken Johnston
Councillor Bill McNulty
Councillor Harold Steves

Absent: Councillor Linda Barnes
Councillor Sue Halsey-Brandt

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 Monday, June 20, 2011, be adopted as circulated.

CARRIED

There was agreement that Item No. 1, Reaching Carbon Neutrality - Proposed Richmond Strategy, and Item No. 2, Reaching Carbon Neutrality: Energy and Emissions Inventory and Recommended Early Action, be dealt with simultaneously.

COMMUNITY SERVICES DEPARTMENT

1. REACHING CARBON NEUTRALITY – PROPOSED RICHMOND STRATEGY

(File Ref. No. 01-0370-01/2011-Vol01) (REDMS No. 3230864)

2. REACHING CARBON NEUTRALITY: ENERGY AND EMISSIONS INVENTORY AND RECOMMENDED EARLY ACTION

(File Ref. No. 01-0370-01/2011-Vol01) (REDMS No. 3086030)

Margot Daykin, Manager, Sustainability, noted that both reports were pertaining to the City's voluntary commitment to Carbon Neutrality, with the report for Item No. 1 providing an overall strategy for meeting the commitment, and the report for Item No. 2 providing specific actions and steps.

Ms. Daykin then reviewed the reports, and explained how reducing internal greenhouse gas emissions and making investments to offset unavoidable emissions were the two main actions required in reaching Carbon Neutrality.

Ms. Daykin stated that although City Council had adopted a comprehensive approach to climate change, signing the BC Climate Action Charter had accelerated the City's commitment to sustainability and climate change, and promoted leadership and collective wide action. It was noted that the BC Climate Action Charter had been endorsed by over 170 municipalities.

A discussion then took place about:

- the City's action initiatives to promote sustainability including the High Performance Building Policy, the Corporate Green Fleet Policy, the Corporate Recycling Program, the Corporate Energy-Retrofit Program and the City Carpool Program;
- the need for a wider scope for sustainability initiatives currently recognized under the provincial framework;
- the major sources of energy consumption. It was noted that out of all the types of civic facilities, aquatic facilities and ice arenas had the highest energy consumption and green house gas emissions. It was further noted that the Watermania Pool facility had reduced its net energy consumption by 20%;
- the Carbon Neutral Provisional Fund, adopted by Council, had a balance of approximately \$300,000 of which approximately \$150,000 was recouped from carbon taxes;
- how the City's Corporate Energy and Emissions Inventory provided a foundation to develop an efficient inventory system, and identified strategic opportunities for further reducing corporate greenhouse gas emissions;

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- how emissions for different sources of energy (e.g., electricity and natural gas) are measured;
- the rationale used to compile the City's Corporate Energy and Emissions Inventory. It was noted that energy consumption was compiled by account, and some buildings had multiple accounts, therefore those buildings were listed more than once in the inventory;
- the use of natural gas rather than gasoline for the City's Fleet without compromising the life span of the vehicles; and
- retaining carbon tax funds by investing locally within the community.

It was moved and seconded

- (1) *That the Carbon Responsible Strategy, as outlined in Attachment 5 of the staff report entitled "Reaching Carbon Neutrality – Proposed Richmond Strategy", dated June 1, 2011 be adopted;*
- (2) *That the City work with the Province and UBCM to establish carbon compensation credits for Richmond-based initiatives; and*
- (3) *That greenhouse gas emission reduction action in corporate facilities and civic fleet use through the 2012 budget process and the other targeted action as presented in the report titled "Reaching Carbon Neutrality: Energy and Emissions Inventory and Recommended Early Action", dated June 1, 2011, be endorsed.*

CARRIED

PLANNING AND DEVELOPMENT DEPARTMENT

3. **REPORT FROM CITY REPRESENTATIVES ON VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC) AND STATUS UPDATE OF RICHMOND AIRPORT NOISE CITIZENS ADVISORY TASK FORCE REPORT RECOMMENDATIONS**

(File Ref. No. 01-0153-04-01) (REDMS No. 2996497)

Victor Wei, Director, Transportation, introduced Haydn Acheson, City Representative on the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC).

Mr. Acheson reviewed the report and highlighted that reverse thrust usage was now restricted on both the north and south runways, and that at a meeting attended by City staff, the City's YVR ANMC representatives, and major float plan operators, a discussion had taken place about the community's concerns related to float plane operations. A follow up meeting is anticipated in the near future.

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A discussion then took place about: (i) float plane arrivals and departures and whether operators were following the recommended flight paths; (ii) concerns associated with altitudes that had been observed for different aircrafts during flight; and (iii) protocol for night operations at Vancouver International Airport. It was noted that no set guidelines for night operations at YVR has been established.

It was moved and seconded

- (1) *That a letter be sent to the Vancouver Airport Authority to:***
 - (a) *acknowledge the positive efforts made by the Authority towards addressing the Richmond Airport Noise Citizens Advisory Task Force recommendations; and***
 - (b) *request that the Authority provide a status report on its progress towards any outstanding Task Force recommendations as part of its next annual presentation to Council; and***
- (2) *That the term of the Richmond Airport Noise Citizens Advisory Task Force be extended to March 2012 in order to provide feedback on the initiatives of the Control Zone Procedures Working Group of the YVR ANMC.***

CARRIED

4. TEMPORARY LIQUOR LICENSES

Prior to adjournment, Councillor Bill McNulty made a query related to the renewal of temporary liquor licenses, particularly the temporary liquor license granted annually to the Buck and Ear Pub in Steveston for an outdoor beer garden on Canada Day. Councillor McNulty questioned who was responsible for the cost of cleaning the vicinity after the event, and if consideration could be given to requesting that some of the proceeds from the event be used to benefit the community.

It was moved and seconded

That staff report back on the experience with Licensed Liquor Establishments which have been granted Temporary Liquor Licences on the July 1st weekend.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:02 p.m.).

CARRIED

General Purposes Committee

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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, July 4, 2011.

Mayor Malcolm D. Brodie
Chair

Shanan Dhaliwal
Executive Assistant
City Clerk's Office



City of Richmond

Report to Committee

To: General Purposes Committee

Date: July 5, 2011

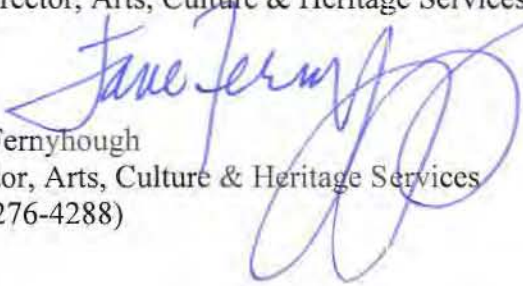
From: Jane Fernyhough
Director, Arts, Culture & Heritage Services

File: 11-7000-09-20-112/Vol
01


Re: Richmond Community Safety Building Public Art Project

Staff Recommendation

That the revised concept proposal and installation of the Richmond Community Safety Building Public Art Project "The Coat of Arms" by artist Glen Andersen, as presented in the report from the Director, Arts, Culture & Heritage Services dated July 5, 2011, be approved.


Jane Fernyhough
Director, Arts, Culture & Heritage Services
(604-276-4288)

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
RCMP	Y <input type="checkbox"/> N <input type="checkbox"/>		
Project Development	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

On May 16, 2011 the General Purposes Committee reviewed the concept proposal for the RCMP Community Safety Building Public Art Project "The Crest" by artist Glen Andersen, as presented in the report from the Director, Arts, Culture & Heritage Services dated May 2, 2011, and endorsed the following referral:

That the RCMP Community Safety Building Public Art Project be referred back to staff to work with the artist on further options.

Analysis

At the May 16, 2011 General Purposes Committee meeting the proposed public art project for the new community safety building was presented by artist Glen Andersen.

Committee members expressed their appreciation for the artist's work and recommended that the theme focus on the City of Richmond and its community and characteristics, as set out in the "City of Richmond Public Art Program Call to Artists" for this public art opportunity.

Based on the Committee's direction, the artist has revised the proposal. The artist has maintained the concept of a "deconstructed crest" but has shifted the content to reflect the Richmond community. This has been achieved by basing the artwork on the City of Richmond "Coat of Arms". The resulting concept is a stronger proposal, with a more immediate connection to the heritage and environment of Richmond.

The entrance plaza mosaic paving is based on robes, cornucopia, and alluvial river flows, effectively creating the two arms of the Fraser River to welcome visitors and staff into the building. The disappearing animal in the reeds is represented by three salmon, a direct reference to the three salmon on the shield within the Coat of Arms. The text panel, which completes the elements of the Coat of Arms, bears the inscription "Child of the Fraser" (**Attachment 1**).

The revised concept proposal has been reviewed by the Public Art Selection Panel and the Richmond Public Art Advisory Committee, who recommend that Council endorse the revised concept proposal.

Financial Impact

A public art budget of \$100,000 was allocated in the construction budget for the Richmond Community Safety Building replacement. The allocation is based on the construction costs of the capital project and excludes soft costs (i.e., administration, professional and legal fees, furnishings and permit fees).

A budget of \$90,000 is provided to the artist for the design, fabrication and installation of the artwork including all related artist expenses. The remaining \$10,000 in the approved budget is for administration of the project, including selection panel expenses, design honoraria paid to the five short listed artist teams, and a contingency fund. The operating budget impact (OBI) for cleaning and maintenance of the art work is included in the approved OBI for the 2010 Public Art Program capital project.

Conclusion

The new community safety building represents an opportunity to use public art to honour the history and identity of the City of Richmond. Staff recommend that Council endorse the revised concept proposal and installation of the Richmond Community Safety Building public art project "The Coat of Arms" by artist Glen Andersen, as presented in this report.

A handwritten signature in black ink, appearing to read "E. Fiss", with a stylized flourish extending from the end.

Eric Fiss
Public Art Planner
(604-247-4612)

EF:ef

Richmond Community Safety Building: Re-design of Public Art components

Richmond Coat of Arms



This new design for the public art at the Richmond Community Safety Building takes the concept and formal elements of the original design and reworks them based on the Richmond Coat of Arms. This way the City is represented via its own symbols, and should the use of the building ever change from RMCP/Police Force to another City use, the relationship to Richmond will remain intact.

The Coat of Arms, used for many decades and originally drawn by an un-credited artist (as was not uncommon in the day), comprises a representation of the Fraser River on the shield with the Goddesses of Fortune flanking it. They each hold a cornucopia, representing Richmond's past and present agricultural bounty which forms the ground on which they stand. A knight's helmet tops the shield with floral regalia floating from it. A dove-like bird, which more closely resembles a cedar waxwing (common to these parts) stands on the dogwoods and maple leaves adorning the crown. Underlining the shield is the phrase "Child of the Fraser", the first line of a poem by Thomas Kidd, a significant social contributor and historian of early Richmond.

VISUAL CONCEPT:

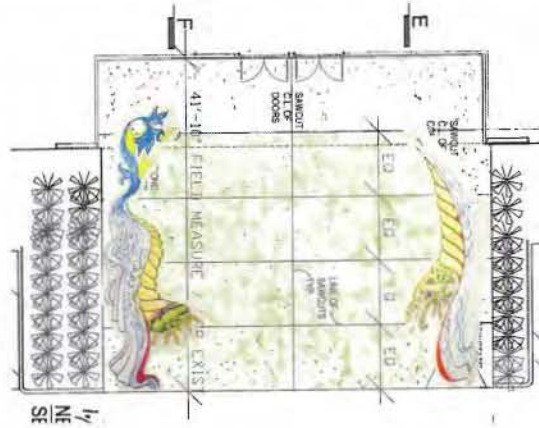
The robes of the goddesses are represented in tile mosaic, morphing into the folds of the north and south arms of the Fraser River, which frame the plaza, as the cornucopias pour their abundant garden and farming wealth into the central plaza. The fabric accoutrements to the knight's helmet are also worked into this river/robe collage.

This proposal also includes re-paving the inner section of the plaza with seeded glass and aggregates of greens, suggesting the verdant meadows of the Delta prior to development. Of course, under all the present development still lies a wealth of fertility, a reality that is easy to forget in the sweep of progress. Some fingers of blue can similarly suggest the many sloughs that once fed water deep into the what we now call "Lulu" and "Sea" Islands. In front of the doorway, the waxwing/dove is rendered in pebble mosaic, cast in independent slabs and recessed, flush with the surrounding pavement.

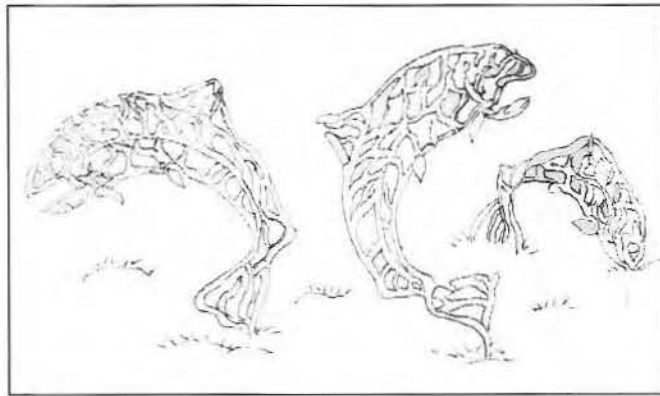


Entrance Plaza – Mosaic Design

The salmon have taken the place of the originally-conceived buffalo sculpture on the grassy mound to the south.



Grassy Mound – Salmon



The original site for signage, along the balcony fascias, will host the phrase “Child of the Fraser”, cut out of metal sheets, with light on the wall behind for night-time viewing. While this latter element could be seen as just signage, it is in fact an integral part of the artistic rendering of the Richmond Coat of Arms.



Balconies – Child of the Fraser



Technical Considerations:

MOSAICS: The tile mosaics at either side of the plaza would be built to grade with the final level of the plaza. All pavement has been removed and upon repaving would be seeded with the colored aggregates. This technique is consistent with standard exposed aggregate, except with additional material being scattered during paving. Recesses would be created for the tile mosaic using plywood “blanks” which permit the tile to reach a flush level when complete.

The 3 jumping salmon would be rendered in steel rods, built to resemble estuary reeds and grasses. Viewing of them will be privileged so that as one passes, on foot, bike or car, the clarity of the 3-D image comes and goes, leaving the view of a simple grove before and after the animal image crystallizes. This effect underlines the “now you see it ; now you don’t” aspect of public art (as well as that of the natural estuaries, which tend to get obliterated by development).



Previous examples of pebble mosaic application by the artist in other Lower Mainland locations



To: General Purposes Committee
From: Mike Kirk
Deputy Chief Administrative Officer
Re: City Grant Program Review

Date: July 7, 2011

File:

Staff Recommendation

That:

1. The City Grant Policy (**Attachment 6**) be adopted.
2. The revised City Grant Program (**Attachment 7**) be implemented on an interim basis until specific guidelines are prepared for the proposed (1) Health, Social & Safety, (2) Arts, Culture and Heritage, and (3) Parks, Recreation and Community Events City Grant Programs.
3. Staff propose the following Casino revenue allocations to City Grant Programs be considered during the 2012 budget process:
 - Health, Social & Safety, \$536,719
 - Arts, Culture and Heritage, \$100,000
 - Parks, Recreation and Community Events, \$96,587
4. Staff report back, following implementation of the 2012 City Grant Programs and prior to implementation of the 2013 City Grant Program, regarding
 - Stakeholder consultations regarding the new Policy and Programs;
 - The establishment of an arms-length City Grant adjudication panel; and
 - Possible impacts of the Social Planning Strategy on the Health, Social and Safety Grant Program.
5. Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.

Mike Kirk
Deputy Chief Administrative Officer
(604-276-4142)

Att. 7

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Staff Report

Origin

On November 9, 2009, Council made the following referral:

"That staff investigate whether it would be more efficient to develop a program for awarding grants to arts and culture organizations that would be separate from the existing community grants program."

On February 14, 2011 Council resolved:

"That a general review of the City Grant Program be undertaken with Council Representatives Councillors Linda Barnes and Evelina Halsey-Brandt including a review of the funding sources and application."

Recommended changes to the City Grant Program support the following Council Term Goal:

Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Service Strategy that includes:

- *Clearly articulated roles and services for the City, and a viable funding strategy.*

Recommendations also support Council's March 2007 motion, based on discussion of "Richmond's Sustainability Profile":

That the concept of enhanced investment in the social fabric of the community, with internal resources to support social programs, be supported.

Findings Of Fact

1. City Contributions to Non-Profit Societies

While the City Grant Program is one important means of support provided to non-profit societies serving Richmond residents, other significant contributions are made by the City on an annual basis. The total amount of grants and subsidies provided to non-profit and other Richmond organizations in 2010 totalled \$1,770,984 (**Attachment 1**), of which the 2010 City Grant budget was \$518,000. The City also provides permissive tax exemptions valued at \$836,289 in the areas of recreation, child care, community services, seniors housing and community care facilities (**Attachment 2**). Furthermore, churches and religious properties, many providing social services, received tax exemptions worth an additional \$313,503 in 2010. In addition, in-kind services are sometimes provided, including staff time, meeting space and community bus use.

Within the context of City support for non-profits, the City Grant Program represents a distinctive and essential form of support. Program reviews have been undertaken intermittently to ensure that it remains responsive to community needs.

2. City Grant Program Review

This review was lead by a City Grant Program Review Team comprised of Cllr. Evelina Halsey-Brandt, Cllr. Linda Barnes and Community Social Services staff.

A consultation process was undertaken whereby submissions were requested of Community Associations, the Richmond Communities Committee (RCC), the Richmond Community Services Advisory Committee (RCSAC) and RCSAC member organizations. Community Social Services staff also met with the RCC and the RCSAC to discuss the review and stakeholder suggestions. Arts organizations have been consulted by Arts, Culture and Heritage Services staff as part of the Arts Strategy review.

Submissions regarding the City Grant Program (**Attachment 3**) were received from:

- East Richmond Community Association
- Richmond Addiction Services
- Richmond Communities Committee (RCC)
- Richmond Community Services Advisory Committee (RCSAC)
- Richmond Mental Health Consumer and Friends Society
- Steveston Community Society
- Thompson Community Association
- Turning Point
- Volunteer Richmond Information Services

Analysis

Submissions reflected consistent concerns and suggestions for improving the effectiveness and responsiveness of the City Grant Program. Three main topics were addressed: (1) base funding (2) re-structuring and (3) application requirements and process.

1. Base Funding

1.1 Comparative Analysis

Stakeholders have observed that the City Grant Program budget may not have kept pace with increases in population, Casino funding, or City revenue, and asked for clarification. While the following table illustrates the accuracy of some of these observations, it must be borne in mind that City Grants represent one form of a range of supports provided to the non-profit sector, as described above.

Year	Population	% >	City Revenue*	%>	Grant Budget	%>	Grant/ Revenue	Casino Funds	% >	Grant/ Casino
2001	175,537		\$174,477,000		\$316,500		.18%	\$2,045,505		15.5%
2002	176,880	0.8%	\$182,947,000	4.9%	\$316,500	0%	.17%	\$2,050,450	.2%	15.4%
2003	178,248	0.8%	\$213,731,000	16.8%	\$316,500	0%	.15%	\$2,838,000	38%	11.2%
2004	179,293	0.6%	\$229,857,000	7.5%	\$316,500	0%	.14%	\$3,359,900	18.4%	9.4%
2005	181,127	1.0%	\$250,647,000	9.0%	\$500,000	58%	.20%	\$11,500,000	242.3%	4.3%
2006	182,652	0.8%	\$277,000,000	10.5%	\$500,000	0%	.18%	\$10,500,000	-8.7%	4.8%
2007	186,376	2.0%	\$399,550,000	44.2%	\$500,000	0%	.13%	\$11,000,000	4.8%	4.5%
2008	189,031	1.4%	\$340,110,000	-14.9%	\$500,000	0%	.15%	\$11,016,200	0.1%	4.5%
2009	193,255	2.2%	\$337,899,000	-0.7%	\$511,500**	2.3%	.15%	\$11,033,800	0.2%	4.6%
2010	196,217	1.5%	\$335,717,000	-0.6%	\$518,000	1.3%	.15%	\$11,080,100	0.4%	4.7%
2011	199,199	1.5%	\$340,125,500	1.3%	\$529,600***	2.2%	.16%	\$11,113,112	0.3%	4.8%
Total		12.7%		78.2%		63.8%			296.4%	

Sources: 2006 Census, BC Statistics (City of Richmond Demographic Hot Facts, Urban Futures Projections), City of Richmond Financial Services – Budgets

*includes Capital Funding sources

**Cost of Living increase has been incorporated each year since 2009

***While \$529,600 was budgeted for 2011 City Grants, \$542,522 was expended (4.7% increase over 2010).

As the table indicates, since 2001, the population has increased 12.7%; City revenue has increased 78.2%; Casino revenue has increased 296.4%; and the City Grant budget has increased 63.8%. With respect to the City Grant budget increase, the following points may be considered:

- Most of this increase resulted from an addition of \$183,500 to the City Grant Program in 2005 with the introduction of the expanded Casino.
- This increase was primarily allocated for addictions prevention services (\$80,900 for substance abuse prevention and \$91,050 for problem gambling prevention) to Richmond Addiction Services (RASS).
- While the overall City Grant Program budget increased 58% in 2005, for applicants other than RASS, grant funding increased by only 3.6% (from \$316,500 to \$328,050).
- As a percentage of Casino revenues, Grant Program funding has diminished considerably.
- As a percentage of City revenue, Grant Program funding has remained relatively stable.

The following table identifies how 2011 Casino revenues have been budgeted. While the City Grant Program constitutes 4.8% of the total, it must be noted that the quality of life for Richmond residents is significantly enhanced by all Casino revenue uses.

Purpose	Amount	% of Total
City Grant Program	\$529,600	4.8%
RCMP Officers	\$566,612	5.1%
Capital Programs (Building; Minor; Parks; Oval; Reserves)	\$8,616,900	77.5%
Facilities operating budget	\$1,400,000	12.6%
Total	\$11,113,112	

1.2 Cost of Living Increase

While the City Grant Program pre-dates 1993, the City's database of Grant expenditures begins that year, when \$348,640 was budgeted for grant allocations. BC Statistics data indicate that the Cost of Living (CoL), based on Statistics Canada's Consumer Price Index in the Vancouver area, has risen 27.8% since that time. While the overall City Grant Budget (both Health, Social & Safety and Culture, Recreation & Community Events categories) has increased 52% in the same

period (from \$348,640 in 1993 to \$529,600 in 2011), the majority of the increase was devoted to addictions prevention, as indicated above. Excluding grants to RASS for addictions prevention, the budget for all remaining applicants rose by 5%, from \$340,640 in 1993 to \$357,650 in 2011. This increase is considerably smaller than the actual Cost of Living increase (27.8%) for the same time period.

Council has recently endorsed a CoL increase for the City Grant Program as a way of keeping pace with community service organizations' rising costs. In 2008, Council adopted a revised Richmond Grant Program including the following policy:

Annual Cost of Living Increase

- *To maintain the effectiveness of Program base funding in light of general rising costs (e.g., the cost of living, fees), starting in 2009 and each year thereafter, an annual cost of living factor will be automatically added to the base program funding.*
- *The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Stats for the previous year.*
- *Finance Division of the City of Richmond will determine the amount annually and add it to the base program funding.*

Council subsequently directed staff to provide the 2011 CoL increase to each grant recipient. In February 2011 Council resolved that:

All 2011 grant recipients be awarded a cost of living allowance adjustment funded from the Council Contingency Fund.

Council direction has indicated support for the principle of providing CoL increases to the City Grant Program as a way of keeping pace with service providers' rising costs, and to adjust the amount received by recipients accordingly.

1.3 Comparison with Other Municipalities

The City's provision of grants and subsidies to non-profits, including the City Grant Program, Richmond Centre for Disability, Therapeutic Equestrian Society and others, totalled \$1,716,571 in 2010 (**Attachment 1** includes Sport Hosting Grants funded by Tourism Richmond). These expenditures represent 5.1% of City revenue, without considering permissive tax exemptions and in-kind contributions. This percentage compares favourably with New Westminster's 4.5% of revenue allocation, particularly considering that New Westminster's total includes traffic, transportation, climate change, economic development and tourism grants. This percentage is significantly higher than Burnaby's 1.1% of revenue allocated to community grants, including nominal lease payments.

On a per capita basis, the City of North Vancouver has applied a \$2 per capita formula to fund its grant program but also provides additional funding in their base budget. As illustrated above, the City Grant budget alone exceeds \$2 per capita. Including other grants, subsidies and tax exemptions, without including religious property exemptions, City contributions amount to approximately \$9 per capita.

1.4 Summary

While Richmond's contributions compare favourably with other municipalities, and the Grant budget as a percentage of City revenue has remained fairly stable since 2001, a comparative analysis demonstrates a significant reduction in the percentage of Casino revenue allocated to City Grants following the introduction of the River Rock Casino (from 9% to 4%). The City Grant Program has also lost considerable ground since 1993, considering Cost of Living increases. City Grant funding also represents a small percentage of overall Casino revenue (4.8% budgeted in 2011). Therefore, staff recommend support for stakeholders' request that City Grant funding from Casino revenues be substantially increased. Options are presented below, following an analysis of proposed structural changes to the City Grant Program.

2. Re-Structuring

The existing City Grant Program consists of two categories: (1) Health, Social and Safety Services, and (2) Culture, Recreation and Community Events. One City Grant Program budget exists and grants are awarded by Council on an annual basis.

In this section, the following aspects of City Grant Program re-structuring will be addressed: (1) Category Distinctions, (2) Program Funding, (3) Multi-Year Cycles, (4) Specific Agency Funding, and (5) Priority Service Needs and Additional Intake.

2.1 Category Distinctions

(1) Funding Imbalances

Historically, the Health, Social and Safety Services (HSS) category has received the majority of grant funding. To illustrate, in 2011, 83% (\$449,698) of City Grants were allocated in this category, compared with 17% (\$92,824) to Culture, Recreation and Community Events (CRCE). Within the CRCE category, arts organizations received the smallest amount (\$18,729). As only one City Grant budget exists, increasing funding to one sector would result in decreasing funding to another. These circumstances have perpetuated under-funding to the CRCE category, and particularly to arts, culture and heritage organizations. As identified in the following table, all grants to arts, culture and heritage organizations in 2011 were less than \$5,000.

ORGANIZATION	AMOUNT
Cinevolution Media Arts Society	\$ 2,335
Community Arts Council of Richmond	\$ 2,030
Gateway Theatre Society	\$ 4,060
Gulf of Georgia Cannery Society	\$ 1,015
Pacific Piano Competition Society	\$ 508
Richmond Art Gallery Association	\$ 2,030
Richmond Artist Guild	\$ 762
Richmond Community Orchestra & Chorus Association	\$ 1,015
Richmond Museum Society	\$ 2,030
Richmond Music School Society	\$ 914
Richmond Youth Choral Society	\$ 1,015
Textile Arts Guild of Richmond	\$ 1,015
TOTAL	\$18,729

(2) Type of Applicant

Applicants in the HSS and CRCE categories reflect operational as well as program differences. All applicants in the HSS category are non-profit societies primarily funded by senior levels of government, foundations, other granting bodies, fundraising, and donations. Most have no or minimal means of generating revenue, and none have formal, ongoing relationships with the City other than occasional fee-for-service contracts (e.g., Volunteer Richmond Information Services).

In contrast, many applicants in the CRCE category, and particularly in Recreation and Community Events, are the City's Community Partners (**Attachment 4**). As part of the City's operating budget, the City provides facilities and core staffing while Community Partners plan and fund programs and events offered through these facilities. The following table identifies Community Partner 2011 applications: Parks, Recreation and Community Events (8); Arts, Cultural and Heritage (2); and Health, Social and Safety (0).

Community Partners – 2011 Applicants*		
Community Partners	Purpose	2011 Grant
Arts, Culture and Heritage		
Richmond Art Gallery	Event – Translation	\$2,030
Richmond Museum	Event – Sustainability Exhibit	\$2,030
Total		\$4,060
Other Society operating City facility: Gateway Theatre	Event – Forbidden Phoenix	\$4,060
Parks, Recreation and Community Events		
Hamilton CA	Event – Hamilton Festival	\$1,015
Richmond City Centre CA	Program – Early Dismissal	\$4,060
Richmond Fitness and Wellness Association	Program – Volunteer Training	\$2,030
Richmond Nature Park	Event – Bog Exhibit	Denied
Sea Island CA	Event – Burkeville Daze	\$1,015
Steveston Community Society (SCS)	Event – Sockeye Spin	\$1,015
Richmond Agricultural & Industrial Society (formerly applied through SCS)	Event – Salmon Festival	\$7,000
Summer Project (various CAs)	Programs – Low-Cost Summer	\$50,750

*other Community Partners have applied in previous years, including East Richmond, South Arm, Thompson and West Richmond Community Associations, as well as the Steveston Historical Society.

Further discussion of the relationship of Community Partners to the City Grant Program follows, under Application Form and Requirements.

(3) Program Differences

In addition to distinctions in the primary type of applicant, each of the three proposed grant program areas requires specialized knowledge to properly assess. In addition to the need for program expertise, knowledge of existing funding, contractual or in-kind partnerships with the City are important to consider in assessing applications and are best done by staff in the relevant departments.

(4) Re-structuring Options

The following options may be considered with respect to City Grant Program re-structuring.

Option 1: Maintain the status quo of one City Grant Program and Budget.

Pros:

- simplifies administration concerns by having one program, budget, application form, review process and report to Council;
- allows Council to review all requests together;
- applicants are familiar with the existing program and procedures; and
- review by an inter-departmental staff team increases staff knowledge of a range of community initiatives.

Cons:

- one budget is available, whereby an increase to one category requires a decrease to another, resulting in unbalanced funding;
- arts organizations are particularly under-funded;
- the existing program and application form are insufficiently tailored for particular sectors;
- the program is cumbersome to administer; a number of staff are required to review the approximately 50 applications per year, and staff with program expertise are also consulted.

Option 2 (Recommended): Establish three separate categories of City Grant Program with separate Budget line items, funded by Casino revenue

Pros:

- separate budgets would eliminate competition for the same limited pool of funds;
- separate programs and application forms may be developed that are better suited to the sector;
- applications would be reviewed by staff with specialized knowledge;
- existing non-profit funding arrangements and reporting requirements are known by the departments responsible (e.g., funding agreements; fee-for-service contracts);
- the application review process would be less cumbersome if undertaken by relevant departments; and
- programs would be governed by one City Grant Policy and guided by a Steering Committee (see 4.1, below).

Cons:

- separating programs and responsibilities may limit a City-wide perspective; and
- staff in relevant departments will need to incorporate administration of the Grant Program into existing roles and responsibilities.

Staff recommend that, to recognize the distinct nature of programs, applicants and service goals; to eliminate “competition” for grants from one limited pool of funds; to establish grant programs that are more responsive to their field; to bring specialized knowledge to the review process; to

reflect existing relationships with the City; to enhance the profile, support and recognition of community initiatives and related City partnerships; to acknowledge the invaluable contributions made by each sector; and to make the grant review process more efficient, three separate programs be established, administered by the respective departments: (1) Health, Social and Safety (Community Social Services, with representation from Community Safety), (2) Arts, Culture and Heritage (Arts, Culture and Heritage), and (3) Parks, Recreation and Community Events (Parks and Recreation).

2.2 Program Funding

Should Council endorse the staff recommendation to create three separate Programs, the following funding levels are proposed for consideration in the 2012 budget process.

(1) Health, Social & Safety Funding

To bring the Health, Social and Safety (HSS) Grant budget to a level reflecting the CoL increase of 27.8% since 1993 (see 1.2 above regarding CoL and the overall City Grant budget), it is proposed that the CoL difference be added to the amount budgeted for non-RASS applicants, plus an estimated CoL annual increase of 2% for all applicants as per the Council-adopted Richmond Grant Program, to arrive at figures for consideration in the 2012 budget process. The full increase of 27.8% is warranted because the actual allocation to non-RASS applicants in the HSS category has decreased from \$331,570 in 1993 to \$275,168 in 2011.

Health, Social and Safety Funding		
Non-RASS applicants in the HSS category	2011 Allocation	\$275,168
Cost of Living difference since 1993	27.8%	\$76,497
Subtotal		\$351,665
Addition Prevention Grants (RASS)	2011 Allocation	\$174,530
Subtotal		\$526,195
2011 Cost of Living increase*	Estimated at 2%	\$10,524
Total Proposed HSS Budget	2012	\$536,719

*as per the Council-endorsed Grant Program

Staff recommend that an increase of the CoL difference since 1993 for non-RASS applicants (\$76,497), plus an estimated CoL increase for 2011 to the HSS budget (\$10,524), totalling \$87,021 be considered in the 2012 budget process. If approved, this would bring HSS funding to \$536,719.

(2) Arts, Culture and Heritage Funding

Under the current Grant Program there is no specific amount or percentage allocated to arts, culture and heritage. In 2011 within the CRCE category, \$18,730 was awarded to 12 arts, culture and heritage organizations with grants ranging from \$508 to \$4,060.

A robust arts, culture and heritage grant program is seen by many communities as a way to strengthen arts organizations, increase the cultural opportunities and support local artists. A review of other cities of similar size to Richmond (100,000 - 300,000 population) showed cultural grants to not-for-profit organizations (not major institutions) to range from \$1.20 up to \$2.56 per capita.

It is recommended that an Arts, Culture and Heritage component to the community grants program be initiated with \$0.50 per capita to support the growth and development of Richmond's artists and cultural sector.

Arts, Culture and Heritage (ACH)		
2011 Allocation (.09 per capita)		\$18,729
Proposed Casino funding increase		\$81,271
Proposed 2012 Budget (.50 per capita)		\$100,000

This per capita increase would require that an additional \$81,271 be considered in the 2012 budget process. If approved, this would bring the ACH budget to \$100,000.

(3) Parks, Recreation and Community Events Funding

As City Grant Program funding for Parks, Recreation and Community Events (PRCE) has not increased since 1993, an increase of 27.8% would be required to accommodate changes in the Cost of Living over the period.

Parks, Recreation and Community Events			
All applicants	2011 Allocation		\$74,095
Cost of Living difference since 1993	27.8%		\$20,598
Subtotal			\$94,693
2011 Cost of Living increase*	Estimated at 2%		\$1,894
Total Proposed PRCE Budget	2012		\$96,587

*as per the Council-endorsed Grant Program

Staff recommend that an increase of the CoL difference since 1993 (\$20,598), plus an estimated CoL increase for 2011 (\$1,894), totalling an additional \$22,492, be considered in the 2012 budget process. If approved, this would bring PRCE funding to \$96,587.

(4) Funding Options

The options presented below reflect either maintaining the status quo, or increasing the budget to reflect CoL increases.

Option 1: Maintain current funding with the annual Cost of Living increase, as per the existing Grant Program.

Existing Grant Program			
All Categories	2011 Allocation		\$542,522
Cost of Living Estimate	2%		\$10,850
Total Proposed 2012 City Grant Budget			\$553,372

Pros:

- maintains Casino funding levels available for non-Grant uses; and
- includes annual Cost of Living increase to address rising costs for non-profits.

Cons:

- does not adjust City Grant funding to keep up with Cost of Living increases since 1993;
- continues the decline in "purchasing power" of City Grant funding to non-profits; and

- maintains arts funding at relatively low levels, unless cuts are made in grants to other sectors.

Option 2: Provide an overall CoL increase to reflect rising costs since 1993, as follows.

Existing Grant Program plus Cost of Living Difference		
All Categories	2011 Allocation	\$542,522
Cost of Living difference	22.8%*	\$123,695
Total		\$666,217

* Cost of Living has risen by 27.8% since 1993; funding to the Grant Program (with the exception of RASS funding) has risen by 5% in the same period, resulting in a shortfall of 22.8%.

Pros:

- incorporates the CoL increase differential since 1993.

Cons:

- does not take into account the discrepancy in funding to addiction prevention and all other services;
- does not ensure equitable allocation of increase between categories.

Option 3 (Recommended): Provide a Cost of Living increase that most accurately reflects cost increases experienced by applicants since 1993, calculated for proposed programs as follows:

Proposed Cost of Living Increase by Program		
Specific Grant Program	2011 Allocated	Proposed 2012*
Health, Social and Safety	\$449,698	\$536,719
Arts, Culture and Heritage**	\$18,729	\$100,000
Parks, Recreation and Community Events	\$74,095	\$96,587
Total	\$542,522	\$733,306

*Please see tables in Section 2.3 for rationale

**Calculations per capita, rather than CoL

Pros:

- with the exception of substance abuse and problem gambling prevention programs, funding increases since 1993 have been minimal;
- most accurately reflects cost increases borne by the non-profit sector since 1993 Grant Program funding;
- senior government funding cuts and re-allocations, diminished Foundation revenue, and a challenging fundraising environment have also eroded organizational capacity;
- acknowledges the real cost of providing service;
- ensures that sectors will not have to compete for the same limited pool of funds;
- ensures that each sector receives an increase; and
- demonstrates City recognition of the essential role played by non-profits in creating a liveable community.

Cons:

- will reduce the City's ability to fund other Casino revenue uses; and
- may imply a greater City role in funding of services that fall under the jurisdiction of senior governments.

Bringing the 2012 City Grant budget to a total of \$733,306 would, in addition to making up for Cost of Living differences, raise the percentage of Casino revenue devoted to Grants from a budgeted 4.8% to a projected 7%, closer to pre-2005 levels.

As indicated above, separate budget line items of Casino funding are recommended for each of the three categories to ensure that program areas do not compete for the same limited pool of funds and that CoL increases are provided to the respective areas.

2.3 Multi-Year Cycles

The RCSAC has proposed multi-year funding as an alternative to annual grants. Benefits to member organizations include providing greater stability to operations, enhancing recipients' ability to leverage other funds, and reducing the time and cost of preparing annual applications. Benefits to the City include reduced City staff and Council time reviewing annual requests.

As illustrated below, most applicants in the Health, Social & Safety Category (62% in 2011) have received City grants consistently over the last five years, for operating expenses and/or ongoing programs and services. Most (13 of 18) have received annual grants for 13 years or more, and most (11 of 18) have received grants since the City Grants database was established in 1993. These organizations have demonstrated organizational stability, commitment to quality, and dedication to improving the quality of life of Richmond residents.

Recipient	Yrs.*	2007	2008	2009	2010	2011
Big Brothers of Greater Vancouver	17	\$3,000	N/A	\$3,000	\$3,000	\$3,045
Big Sisters	18	\$3,000	\$3,000	\$3,000	\$3,000	NA
Canadian Mental Health Association – Richmond Branch	19	\$14,000	\$22,000	\$27,000	\$27,000	\$27,405
CHIMO Crisis Services	19	\$40,000	\$44,000	\$44,000	\$44,000	\$44,660
Chinese Mental Wellness Association	9	\$7,400	\$8,400	\$8,400	\$8,400	\$8,526
St. Alban's Meal & Shelter (2011)	6	\$1,500	\$1,500	\$1,500	\$2,000	\$4,060
Family Services of Greater Vanc.	19	\$45,000	\$45,000	\$45,000	\$45,000	\$45,675
Heart of Richmond AIDS	14	\$6,000	\$6,000	\$6,600	\$7,500	\$7,613
Richmond Addiction Services	19	\$171,950	\$171,950	\$171,950	\$171,950	\$174,530
Richmond Carefree	15	\$3,000	\$2,500	\$2,500	\$2,500	\$2,538
Richmond Family Place	19	\$16,000	\$18,000	\$18,000	\$18,000	\$18,270
Richmond Mental Health Consumer & Friends	5	\$3,900	\$3,000	\$3,000	\$3,000	\$3,045
Richmond Multicultural Concerns Society	19	\$7,500	\$7,500	\$8,000	\$8,000	\$8,120
Richmond Poverty Response Cte.	6	\$6,000	\$6,000	\$6,000	\$6,000	\$6,090
Richmond Society for Community Living	7	\$11,000	\$11,000	\$11,000	\$11,000	\$11,165
Richmond Women's Resource Centre Association	13	\$12,000	\$13,600	\$13,600	\$14,400	\$14,616
Richmond Youth Service Agency	18	\$8,500	\$9,800	\$9,800	\$9,800	\$9,947
Volunteer Richmond Information Services	19	\$35,000	\$35,000	\$35,000	\$35,000	\$35,525

*Number of years receiving City Grants since 1993 (maximum 19 years)

A multi-year funding model has been implemented for several years by the District of West Vancouver, whose Grant Program provides three-year granting cycles, as well as annual grants. The District grants are recommended, rather than guaranteed, for three-year cycles. District Council reviews the status of the cycles on an annual basis (e.g., reviews recommendations to fund the subsequent year of a cycle), along with other grant recommendations. Recipients of three-year cycles are required to submit evaluation reports of previous grants, annual reports and financial statements to receive continued funding. The City of West Vancouver attempts to

stagger the three-year cycles so that roughly one-third of applicants are required to re-apply in any one year.

An “Updated Policy Framework” approved by the West Vancouver District Council in June, 2011 recommended the continuation of this grant structure. Discussion with West Vancouver staff indicated that the three-year cycle has been advantageous for both applicants and District staff by reducing the need for full annual applications.

Multi-Year Grant Options:

The following options may be considered with respect to multi-year funding.

Option 1: Maintain the status quo of annual funding.

Pros:

- ensures that all application information is current and reflects any relevant organizational, program or financial changes;
- emerging needs may be incorporated into the following year’s grant request; and
- ensures annual accountability.

Cons:

- costly for agency staff to complete in terms of staff time and documentation;
- reduces agency ability to deliver programs and services;
- particularly challenging for small organizations or those relying on volunteers to complete applications on an annual basis;
- a new application must be submitted annually, although many requests are to fund the same programs and services each year; and
- time-consuming for City staff and Council to review on an annual basis.

Option 2 (Recommended): Provide applicants with the opportunity to apply for a three-year funding cycle.

Pros:

- demands less time and expense of non-profits, many of whom must devote significant staff time to seeking grants;
- provides non-profits with a measure of stability;
- assists non-profits to leverage other funding by demonstrating continuity of funding;
- allows non-profits more time and resources to fulfill their missions;
- does not bind agencies or Council to long-term arrangements or contractual obligations; either party may terminate the cycle at any time;
- avoids the need to develop formalized funding agreements which can be a time-consuming and costly process;
- funding agreements based on Casino revenues may be problematic because of revenue fluctuations;
- provides flexibility given potential funding changes to the non-profit sector;
- annual documentation would still be required; and

- requires less City staff and Council time in reviewing annual applications and recommendations.

Cons:

- not a guarantee of multi-year funding;
- discontinuing a cycle may present practical challenges for non-profits planning on a previously-recommended cycle;
- although less than a full application, non-profits must still submit documentation on an annual basis; and
- staff must still ensure that accountability documentation has been received and report status to Council.

Staff recommend that a three-year granting cycle be introduced. Generally, non-profits devote considerable staff time to seeking grants, thereby reducing their capacity to deliver programs. Multi-year funding enables them to devote more time to accomplishing their mandates, provides them with a measure of stability in a challenging funding environment, and enhances their ability to leverage other funds. Furthermore, it requires less City staff and Council time in reviewing annual applications.

Three-year cycles are considered preferable to longer cycles, e.g., five-year cycles because:

- community needs may change;
- changes in senior government funding to non-profits may result in re-structuring of services;
- the non-profit sector may be de-stabilized by other factors including economic conditions;
- future Councils would not be committed to long-term arrangements;
- casino revenue may decrease, affecting the City's ability to fulfill longer-term commitments; and
- City priorities, based on Council Term Goals and adopted Strategies, may change.

Staff consider that a shorter cycle (e.g., two-year) would provide limited benefit to both applicants and the City, but may be offered as an option (e.g., choice between annual, 2-year or 3-year cycle).

2.4 Specific Agency Funding

Stakeholders suggested establishing separate City budget line items for specific agencies to help ensure their financial stability.

Some agencies currently receive funding through separate line items in the City budget (Richmond Centre for Disability, Richmond Therapeutic Equestrian Society, Touchstone's Restorative Justice Program). The RCSAC is proposing that additional agencies be removed from the City Grant Program and funded from the City's operating budget, which would both stabilize their City funding and, assuming that the Grant budget would not be reduced accordingly, make City Grant funding available for other applicants. No specific agencies are identified by the RCSAC, although RASS has made such a request, most recently in a letter to City Council dated July 4, 2011 .

Line Item Options:

Staff propose the following options with respect to creating separate City Budget Line Items for specific agencies in the City's operating budget.

Option 1 (Recommended): Maintain the status quo by not creating additional separate City operating budget line items for specific agencies.

Pros:

- removing grant recipients from the Casino-funded grant program and adding them to the base budget would increase taxes;
- the number of agencies requesting this status would grow annually;
- creating additional line items for separate agencies would be inconsistent with the perspective that the City is not a primary funder of non-profit organizations;
- providing three-year funding cycles, as recommended in this report, would provide a measure of stability to applicants;
- increasing the overall amount of funding available through the Grant Program addresses the need for increased funds in a more equitable manner; and
- the status quo option does not provide preferential treatment for some agencies.

Cons:

- does not provide organizations with the level of assurance they are seeking;
- does not streamline the City Grant Program by removing agencies that have received City Grants for many years; and
- some programs are currently funded this way.

Option 2: Create separate City operating budget line items for specific agencies.

Pros:

- provides agencies with stable funding;
- stabilizes services for Richmond residents;
- acknowledges City's long-term commitment;
- enhances agencies' ability to leverage other funds;
- ensures accountability by annual documentation requirements; and
- minimizes the need for full annual applications.

Cons:

- increases taxes;
- agency requests would be considered singly, rather than in the context of other agencies' work;
- may increase agency reliance on City funding;
- conveys impression that the City is assuming greater responsibility for funding social services;
- may be less responsive to annual changes in the non-profit sector and changing community needs;
- would provide preferential treatment to some organizations; and
- more applicants would seek to be incorporated into the City budget.

Rather than creating additional budget lines, staff are recommending alternate means for organizations to achieve a measure of City funding stability through a three-year funding recommendation as outlined above. Staff have also proposed a CoL increase as a way of increasing available Grant funds, rather than by moving agencies out of the program.

2.5 Priority Service Needs and Additional Intake

The RCSAC recommended that the City Grant Program fund priority needs that will be identified in the 10-year Social Planning Strategy.

The RCSAC also recommended establishing another intake period during the year so that recipients receiving funding for ongoing operations may also apply for grants to support emerging needs and secure matching funds for specific projects that may arise during the year.

As priority needs will be identified as part of the Social Planning Strategy, and the need for additional staff and financial resources required by an additional intake period must also be considered within the context of overall needs, staff recommend that these requests be considered in the development of the Social Planning Strategy.

2.6 Restructuring Summary

In summary, staff recommend establishing three separate City Grant Programs; providing Casino funding to create separate budget line items for each Program; increase funding for each Program to reflect CoL increases; introducing a three-year funding cycle option; and considering priority service needs and additional intake periods in the development of the Social Planning Strategy.

3. Application Requirements and Process

3.1 Simplified Application Form

A number of submissions emphasized the need for a simplified application form for minor grant requests (e.g., \$5,000 or less). The following table identifies 2011 requests and grants received of \$5,000 or less.

2011 Applicant	Requested ≤ \$5,000	Received ≤ \$5,000
Health, Social & Safety		
Big Brothers of Greater Vancouver		\$3,045
Canada Low Income Seniors		\$2,030
Canadian Mental Health Association – Vancouver/Burnaby Branch		\$4,060
Civic Education Society		\$2,030
Integration Youth Services Society		\$3,045
Richmond Amateur Radio Club		\$1,015
Richmond Carefree Society		\$2,538
Richmond Chinese Community Society		\$2,538
Richmond Food Security Society		\$2,030
Richmond Mental Health Consumer & Friends	\$5,000	\$3,045
St. Alban's Community Meal		\$4,060
Turning Point		\$2,030

2011 Applicant (cont.)	Requested <= \$5,000	Received <= \$5,000
Culture, Recreation & Community Events		
Cinevolution Media Arts Society	\$3,950	\$2,335
Community Arts Council		\$2,030
Gateway Theatre		\$4,060
Gulf of Georgia Cannery	\$2,000	\$1,015
Hamilton Community Association	\$1,000	\$1,015
Pacific Piano Competition	\$1,500	\$508
Richmond Art Gallery	\$2,000	\$2,030
Richmond Artists Guild	\$1,500	\$762
Richmond City Centre CA		\$4,060
Richmond Community Orchestra & Chorus		\$1,015
Richmond Fitness and Wellness Association		\$2,030
Richmond Girls Ice Hockey Association	\$2,000	\$1,015
Richmond Museum Society	\$5,000	\$2,030
Richmond Music School Society		\$914
Richmond Youth Choral Society	\$1,000	\$1,015
Sea Island Community Association	\$1,200	\$1,015
Steveston Community Society		\$1,015
Textile Arts Guild	\$3,000	\$1,015

As illustrated by this table, a number of 2011 applicants in the Culture, Recreation & Community events category both requested and received grants of \$5,000 or less, and the majority (73%) of applicants in this category received minor grants (18 of 25). In contrast, only one Health, Social & Safety applicant requested \$5,000 or less, although approximately 40% of applicants (12 of 29) received minor grants.

Staff propose that applicants for minor grants in the 2012 City Grant Program complete a Grant Application Summary Sheet and provide required documentation, as outlined in Submission Requirements (**Attachment 5**). These requirements may be used by all proposed Programs, or until such time as Program-specific forms are developed. Applicants will be consulted regarding the effectiveness of this streamlined form following the first year of implementation and reported to Council prior to 2013 implementation. The form may be refined as necessary thereafter.

Applicants requesting more than \$5,000 (major grants), as well as those seeking three-year funding cycles, will be requested to complete the existing City Grant application form, with appropriate modifications, until such time as program-specific forms are developed. Major grant applicants must also provide required documentation and complete a Grant Application Summary Sheet.

3.2 Documentation Requirements

Community Associations requested that, based on existing reporting and accountability documentation required by their funding agreements with the City, they be exempt from submitting additional copies to the City Grant Program. Furthermore, most receive small grants, and find the time and effort required by the duplication of required documents, in addition to the lengthy form, to be excessive given the small grants received. Staff therefore recommend that Community Partner documents submitted to fulfill annual funding agreements with the City be considered as part of City Grant application requirements.

3.3 On-line Submission

It was also suggested that the City develop the capacity to accept applications on-line, including attachments. Staff recommend that Information Technology assess City capacity to adopt this method of application.

4. City Grant Policy, Program and Administration

To ensure consistency among City Grant Programs, staff recommend the adoption of a City Grant Policy (**Attachment 6**) that will incorporate recommendations proposed in this report.

It is proposed that a revised City Grant Program (**Attachment 7**, revisions underlined) be implemented on an interim basis until such time as specific programs are developed. As long as specific programs and application forms conform with City policy, they may be modified by staff.

Staff recommend that the department responsible design, administer and report on each Program, i.e., Parks, Recreation and Community Events by the Parks and Recreation Department. To ensure communication among the City Grant Programs, staff propose that a City Grant Steering Committee be established consisting of representatives of Community Social Services, Community Safety, Arts and Culture, and Parks and Recreation departments. The Steering Committee would meet at key points in the Grant cycle (e.g., once applications have been received; prior to the presentation of recommendations) and otherwise on an as-needed basis. Coordination of this committee may be undertaken on a rotating basis.

Stakeholders have proposed that an arms-length adjudication process be considered. Potential benefits include an independent assessment of applications and considerable savings in staff time. As exploration of this alternate structure merits further consideration, staff recommend that this analysis be undertaken in time for the 2013 Grant Program.

Financial Impact

An additional allocation of Casino funds, for consideration in the 2012 budget process, is proposed as follows:

Specific Grant Program	2011 Allocated	Proposed Additional Casino Funds	Proposed 2012 Budget
Health, Social and Safety	\$449,698	\$87,021	\$536,719
Arts, culture and heritage	\$18,729	\$81,271	\$100,000
Parks, Recreation and Community Events	\$74,095	\$22,492	\$96,587
Total	\$542,522	\$190,784	\$733,306

Conclusion

Staff have reviewed stakeholder submissions and considered ways in which the City Grant Program may become more responsive to community needs, and have also considered ways in which the Grant Program may be more effectively structured and efficiently managed from both a community and staff perspective. Adoption of a City Grant Policy incorporating key stakeholder suggestions, governing three City Grant Programs, funded to reflect increases in the Cost of Living, is recommended.



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Social Planner
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LS:ls

CITY OF RICHMOND
Statement of Grants and Subsidies in 2010

Grants and Subsidies	Amount
2010 World Wheelchair Rugby Championship	3,500
Big Brothers of Greater Vancouver	3,000
Big Sisters Of BC Lower Mainland	3,000
Canadian Low Income Affordable	1,000
Canadian Mental Health Assoc (Richmond)	27,000
Canadian National Institute for Blind	1,000
CHIMO - Crisis Services	44,000
Chinese Mental Wellness Association	8,400
Cinevolution Media Arts Society	2,300
City Centre Community Association	35,000
Community Arts Council	2,000
Community Meal St Albans Hall	2,000
East Richmond Community Association	1,000
Family Services of Greater Vancouver]	45,000
Gulf of Georgia Cannery Society	1,000
Hamilton Community Association	8,200
Heart of Richmond Aids Society	7,500
KidSport Richmond	5,000
Pacific Piano Competition Society	500
Paradigm Shift Martial Arts Inc	300
Richmond Addiction Services	171,950
Richmond Agricultural & Industrial	7,000
Richmond Amateur Radio Club	1,000
Richmond Art Gallery	2,000
Richmond Artists Guild	750
Richmond Carefree Society	2,500
Richmond City Baseball Association	3,457
Richmond City Centre Community Association	3,000
Richmond Committee on Disability	110,496
Richmond Community Band Society	1,000
Richmond Community Orchestra & Chorus	1,000
Richmond Country Club	5,000
Richmond Curling Club	400
Richmond Family Place	18,000
Richmond Food Security Society	15,000
Richmond Gateway Theatre Society	985,900
Richmond Girls Soccer Association	4,330
Richmond Hospice Association	4,000
Richmond Lacrosse Association	9,510
Richmond Mental Health Consumer & Friend	3,000
Richmond Minor Football League	1,000
Richmond Minor Hockey Association	3,510
Richmond Multicultural Concerns Society	8,000
Richmond Museum Society	2,000
Richmond Music School Society	900
Richmond Poverty Response Committee	6,000
Richmond Secondary School Athletic Association	600
Richmond Senior Lacrosse	1,906

CITY OF RICHMOND
Statement of Grants and Subsidies in 2010

Schedule 5b

Grants and Subsidies	Amount
Richmond Senior Soccer League	1,980
Richmond Soccer Association	1,263
Richmond Society for Community Living	11,000
Richmond Summer Project	50,000
Richmond Therapeutic Equestrian Society	46,975
Richmond Winter Club	2,697
Richmond Women's Resource Centre	14,400
Richmond Youth Services Agency	9,800
Richmond Youth Soccer Association	11,720
Safe Communities Richmond	5,000
Sea Island Community Association	1,000
Seafair Minor Hockey Association	200
South Arm Community Association	240
Textile Arts Guild	1,000
The Nations Cup Soccer Society	2,800
Turning Point Recovery Society	2,000
Volunteer Richmond Information Services	35,000
Grants and Subsidies	<u>1,770,984</u>

2010 Permissive Property Tax Exemptions

Property / Organization	Address	2010 Municipal Tax Exempted
<i>Churches and Religious Properties</i>		
B.C. Muslim Association	12300 Blundell Road	\$ 5,755
Bakerview Gospel Chapel	8991 Francis Road	1,811
Beth Tikvah Congregation	9711 Geal Road	5,605
Bethany Baptist Church	22680 Westminster Highway	15,065
Brighthouse United Church	8151 Bennett Road	4,147
Broadmoor Baptist Church	8140 Saunders Road	5,543
Canadian Martyrs Parish	5771 Granville Avenue	7,143
Christian and Missionary Alliance	3360 Sexmith Road	2,490
Christian Reformed Church	9280 No. 2 Road	5,555
Church of God	10011 No. 5 Road	3,300
Church of Latter Day Saints	8440 Williams Road	8,043
Cornerstone Evangelical Baptist Church	12011 Blundell Road	1,518
Dharma Drum Mountain Buddhist Temple	8240 No 5 Road	6,627
Emmanuel Christian Community	10351 No. 1 Road	2,923
Faith Evangelical Church	11960 Montego Street	2,635
Fraserview Mennonite Brethren Church	11295 Mellis Drive	7,213
Fujian Evangelical Church	12200 Blundell Road	5,073
Gilmore Park United Church	8060 No. 1 Road	8,891
I Kuan Tao (Fay Chungder) Association	8866 Odlin Crescent	2,365
Immanuel Christian Reformed Church	7600 No. 4 Road	3,289
India Cultural Centre	8600 No. 5 Road	7,609
International Buddhist Society	9120 Steveston Highway	3,533
Ismaili Jamatkama & Centre	7900 Alderbridge Way	19,310
Johrei Fellowship Inc	10380 Odlin Road	2,844
Lansdowne Congregation Jehovah's Witnesses	11014 Westminster Highway	2,310
Larch St. Gospel Meeting Room	8020 No. 5 Road	1,890
Ling Yen Mountain Temple	10060 No. 5 Road	5,099
Nanaksar Gurdwara Gursikh Temple	18691 Westminster Highway	1,971
North Richmond Alliance Church	9140 Granville Avenue	1,670
Our Savior Lutheran Church	6340 No. 4 Road	4,078
Parish of St. Alban's	7260 St. Albans Road	4,187
Patterson Road Assembly	9291 Walford Street	486
Peace Evangelical Church	8280 No 5 Road	4,961
Peace Mennonite Church	11571 Daniels Road	8,069
Richmond Alliance Church	11371 No. 3 Road	3,648
Richmond Baptist Church	6560 Blundell Road	1,004
Richmond Baptist Church	6640 Blundell Road	3,545
Richmond Bethel Mennonite Church	10160 No. 5 Road	11,966
Richmond Chinese Alliance Church	10100 No. 1 Road	4,970
Richmond Chinese Evangelical Free Church	8040 No. 5 Road	2,356
Richmond Gospel Society	9160 Dixon Avenue	5,993
Richmond Pentecostal Church	9300 Westminster Highway	6,689
Richmond Pentecostal Church	9260 Westminster Highway	513
Richmond Presbyterian Church	7111 No. 2 Road	3,282
Richmond Sea Island United Church	8711 Cambie Road	6,141
Salvation Army Church	8280 Gilbert Road	2,564
Science of Spirituality SKRM Inc	11011 Shell Road	1,013
Shia Muslim Community	8580 No. 5 Road	4,871

South Arm United Church	11051 No. 3 Road	2,357
St. Anne's Anglican Church	4071 Francis Road	3,159
St. Edward's Anglican Church	10111 Bird Road	2,949
St. Gregory Armenian Apostolic Church	13780 Westminster Highway	705
St. Joseph the Worker Roman Catholic Church	4451 Williams Road	7,410
St. Monica's Roman Catholic Church	12011 Woodhead Road	4,872
St. Paul's Roman Catholic Parish	8251 St. Albans Road	17,198
Steveston Buddhist Temple	4360 Garry Street	7,160
Steveston Congregation Jehovah's Witnesses	4260 Williams Road	3,491
Steveston United Church	3720 Broadway Street	2,373
Subramaniya Swamy Temple	8840 No. 5 Road	623
Towers Baptist Church	10311 Albion Road	5,757
Trinity Lutheran Church	7100 Granville Avenue	7,595
Ukrainian Catholic Church	8700 Railway Avenue	1,763
Vancouver Airport Chaplaincy	3211 Grant McConachie Way	435
Vancouver Gospel Society	11331 Williams Road	708
Vancouver Gospel Society	8851 Heather Street	846
Vancouver International Buddhist Progress Society	6690 - 8181 Cambie Road	6,607
Vancouver International Buddhist Progress Society	8271 Cambie Road	2,444
Vedic Cultural Society of B.C.	8200 No. 5 Road	1,320
West Richmond Gospel Hall	5651 Francis Road	2,164
		\$ 313,503

Recreation, Child Care, and Community Service Properties

Cook Road Children's Centre	8300 Cook Road	\$ 1,806
Girl Guides of Canada	4780 Blundell Road	2,423
Kinsmen Club of Richmond	11851 Westminster Highway	365
Navy League of Canada	7411 River Road	10,326
Richmond Caring Place	7000 Minoru Boulevard	163,452
Richmond Family Place	8660 Ash Street	8,226
Richmond Lawn Bowling Club	6131 Bowling Green Road	6,340
Richmond Public Library	11580 Cambie Road	3,162
Richmond Public Library	11688 Steveston Hwy	7,494
Richmond Rod and Gun Club	7760 River Road	14,445
Richmond Tennis Club	6820 Gilbert Road	13,071
Richmond Winter Club	5540 Hollybridge Way	90,251
Riverside Children's Centre	5862 Dover Crescent	1,112
Scotch Pond Heritage	2220 Chatham Street	7,824
Terra Nova Children's Centre	6011 Blanchard Drive	1,691
Treehouse Learning Centre	100 - 5500 Andrews Road	1,428
Richmond Ice Centre	14140 Triangle Road	144,968
Richmond Watermania	14300 Entertainment Blvd	218,348
		696,732

Private Educational Properties

B.C. Muslim Association	12300 Blundell Road	\$ 2,139
Choice Learning Centre	20411 Westminster Highway	714
Choice Learning Centre	20451 Westminster Highway	4,748
Cornerstone Christian Academy School	12011 Blundell Road	1,684
Richmond Christian School	10260 No 5 Road	12,197
Richmond Christian School Association	5240 Woodward's Road	27,494
Richmond Jewish Day School	8760 No. 5 Road	15,979
St. Joseph the Worker Roman Catholic Church	4451 Williams Road	20,162
		85,117

Senior Citizen Housing

Richmond Kiwanis Senior Citizens Housing	6251 Minoru Blvd	\$ 32,685
Richmond Legion Senior Citizen Society	7251 Langton Road	24,028
		\$ 56,713

Community Care Facilities

Canadian Mental Health Association	8911 Westminster Highway	\$	6,574
Development Disabilities Association	6531 Azure Road		1,517
Development Disabilities Association	8400 Robinson Road		1,689
Greater Vancouver Community Service	4811 Williams Road		1,976
Pinegrove Place, Mennonite Care Home Society	11331 Mellis Drive		17,879
Richmond Society for Community Living	303 - 7560 Moffatt Road		747
Richmond Society for Community Living	4433 Francis Road		1,482
Richmond Society for Community Living	5635 Steveston Highway		4,856
Richmond Society for Community Living	9 - 11020 No. 1 Road		903
Richmond Society for Community Living	9580 Pendleton Road		6,026
Rosewood Manor, Richmond Intermediate Care Society	6260 Blundell Road		39,194
		\$	82,844
<i>Municipal Use</i>			
Oval 3 Holdings	6051 River Road	\$	85,141
Oval 4 Holdings	6071 River Road		109,866
0815024 BC Ltd	5440 Hollybridge Way		27,348
Richmond Oval	6111 River Road		597,069
			819,424

City Grant Review Submissions

Turning Point

- No new monies – grant funding levels have not increased although City budget has
- 2-3 main recipients of majority of funding – limits other projects from expanding or adding new programs or maintaining other vital services
- Form itself is not entirely user friendly – it would be nice to have a form that can be filled in (that might be a technical problem at my end however)
- ok with the timing of the granting cycle as it is now.

Richmond Mental Health Consumer and Friends Society:

- the only feedback we have is that the application form is too long, considering the amount of funding granted.

Richmond Addiction Services

- consider core funding alternatives to the Grant process
- for bigger grant amounts it should be similar to the current reporting process and application, but agencies requesting less money should not need to complete the same amount of work that agencies like Richmond Addiction Services must do
- the application is similar to many grant proposals that I have completed.

Volunteer Richmond Information Services

- Consideration should be given to multiyear grants – 3? – this would allow organizations to plan appropriately, less admin work needed for the organization and the City, and each year the org would have to put in an accountability report. Applying each year is an onerous process and no sooner do we receive our funds then it seems like we are applying again. And in MOST, not all cases, there is no change to the application, it is for continued programming. Seems very inefficient to start from scratch every year.
- The concern might be for “funds available” but for the longest time the grant pool money has been pretty consistent.
- The other consideration might be for application procedures for minor/major amounts – and determining what that is – less than \$5000, less of a process for example.
- Also another way to categorize it is one time (project) vs on going funding, but I think you do that to some degree now.
- Grant funds should be for Richmond based organizations only.

East Richmond Community Association

- Comprehensively written and very similar to other grant applications (government, charitable or corporate)
- Beneficial and should continue to be available.
- If the submitter doesn't have any experience in grant writing it could be complicated.
- Public benefit societies and associations (non-profits) must have a program that is solid enough in structure that it is worth funding, Including: objectives, deliverables, uniqueness, size.
- The program must not rely only on grant monies, especially annual programs, and must prove to be sustainable.

RICHMOND COMMUNITIES MEETING

**Wednesday May 25, 2011
7:00 pm
Cambie Community Centre**

Present:

Kuo Wong – Chairperson
 Ian Shaw, Karen Adamson – South Arm Community Association
 Julie Halfnights - Thompson Community Association
 Hans Havas, Richard Scott – West Richmond Community Association
 Ben Branscombe, Jim Kojima – Steveston Community Society
 Sherry Sutherland, Marie Murtagh – East Richmond Community Association
 Dick Chan, Eric Ling - Hamilton
 Maggie Levine, Bill Sorensen – Minoru Seniors Centre
 Paige Robertson – City Centre Community Association
 Elizabeth Ayers, Sue Varley, Lesley Sherlock – City staff

Meeting called to order at 7:10 pm.

1. Round table introductions
2. Agenda approved with the addition of Grant Opportunity under New Business.
3. Revised minutes from March 30, 2011 – accepted as circulated.

4. **City Grant Program – Lesley Sherlock**

Lesley stated that the review of the program was an ongoing process. Council had formally requested a review of the program which would be headed by Councillors Linda Barnes and Evelina Halsey Brandt and would include consultations and possible alternate funding sources. The program is Casino funded at present and is for non profit societies that add value to the community.

Lesley stated that comments had been received that the application form was too cumbersome for the small amount received. Lesley then requested feedback on the program by June 3, 2011.

Comments from community association representatives were as follows:

Question:

What is the funding spread?

Response:

The largest amount goes to Richmond Addiction Services (\$171,950), however, the average amount is \$15,000 with CHIMO, Volunteer Richmond and Family Services receiving \$40,000.

Comments:

West Richmond only received \$750 for fireworks display one year and the following year zero.

Thompson took 22 hours to complete the application form but did not receive any funding even though the application was only for a few thousand dollars. Julie suggested that applicants from City owned properties should be treated separately from other applicants as others seem to be a "fee for service". Also, could a reason be given for grant refusal?

Response: For the last two years, the reason for refusal has been included and this will continue.

Jim commented that we seem to be going backwards, there is too much paperwork and it is cumbersome. Could applications be divided into sections i.e. \$1,000 to \$5,000, \$5,000 to \$10,000 and so on so that the forms could be simpler for the regular applicants and more comprehensive for the larger amounts. "I hope something gets done".

Ian stated that he recalled the same conversation two years ago and a lot of effort and feedback was given on the form and it appeared to be as if the City was "starving winners and feeding losers". Ian drew attention to the fact that the community associations may have large bank accounts but it is all earmarked. "We would certainly like to work with the City as partners".

Sherry enquired if other funding models were preferable for community associations.

Response – this will be looked into.

Richard enquired how much was available in City grants and Lesley confirmed \$500,000. Richard noted that only approximately 10% (\$13,000) went to the community associations.

Lesley stated that following the review of the grant application form, the results will be circulated to the community associations in July.

5. Continuing Business

Job Evaluation

Sherry circulated information on the hourly rate and the BC minimum wage rate as it applies to positions affected by the new legislation. The committee will provide everyone with amended pay schedules prior to November 1, 2011 and May 1, 2012.

Sherry referred to a scheduled meeting for Monday June 20th from 6 pm to 8 pm at Thompson Community Centre and circulated an attendance list for confirmation of attendance. The reason for the meeting will be an update on the JE plan and Sherry requested that those attending must bring along their JE Binders.

Jim expressed his concerns in regard to salaries and "where we are all going now and into the future". The purpose being to standardize wages for job positions, however, it is also important to keep programs affordable. To have the process staff driven and comparable to unionized workers is a concern. Jim asked that the committee take this into consideration. Sherry emphasized that these kinds of concerns will be addressed at the meeting.



RCSAC | Richmond Community Services Advisory Committee

RCSAC Grant Review Meeting & Submission
Date and Time: Thursday, May 26, 2011, 1 -3 pm
Location: Touchstone Family Association, RJ Room
209 – 6411 Buswell Street
Richmond

Meeting Notes

A task force was struck consisting of a sub-group of RCSAC member agencies to review and provide initial feedback on the City of Richmond annual grants program.

Task Force members include:

Elizabeth Specht Volunteer Richmond Information Services
(Meeting Chair)

Carol White Heart of Richmond Aids Society

Rebeca Avendano Chimo Crisis Centre

Lisa Whittaker Family Services of Greater Vancouver

Kim Winchell Richmond Family Place

Lisa Cowell Richmond Society for Community Living

Regrets: Jennifer Larsen (provided comments to be included in the discussion), Judy Valsonis

Meeting Notes:

The task force discussed the City of Richmond grant program. The discussion brought forward common themes based on the experience each agency had with the grants process which are documented below.

It was decided the notes of the meeting would be summarized into themes so that the top 2-3 issues and recommendations could be identified when reviewing the meeting results with the RCSAC executive and general committee.

Timing of Grant Applications:

Grants are requested and granted during one time of the year.

Consideration should be given to project or "one time" funding outside of regular or annual funding requests.

The city process does not provide an opportunity to apply for grants at different times of the year. This becomes an issue when, for example, provincial grant funds are approved and additional funds may be required to complete the funding for a project or program.

Perhaps the City could look at other city models to see if there are ways to incorporate funding opportunities throughout the year.

Currently there is only one grant application program which includes both ongoing and special projects requests. Consideration should be given to multi-year grants as the current process of applying annually for the same thing without a change is onerous.

Programs also evolve over time and funding does not increase to meet the needs.

There is also no additional money or subsidy to respond to emerging needs throughout the year. Consideration should be given to additional or discretionary funds made available to meet emerging community needs or projects when other funding has come through.

Throughout the year the priorities of a community social service agency may come up outside of grant time and there is no process for this in Richmond. There are cities that do provide grant application opportunities throughout the year, Surrey and Vancouver, for example have funds available for these types of applications. This is a mindset around how funding takes place.

The timing from grant application to grant approval: submit in October – funds received in January. The grant application requests budget information from March 31st. The application timing does not follow the fiscal calendar of City or non-profits.

Funding of the Grant Program:

The pool of funds has remained the same for several years. The following question was raised: On what principles is the \$500,000 established?

There are not appropriate adjustments of scale to the total grant amount available.

Questions were raised regarding how the City allocates budget dollars for the grant program:

- What is the % of the budget allocated to the grant program 10 years ago, 5 years ago, 3 years ago?
- What is the change in the community population this time from Census?

- What is the projection for grant funding in the future, say in 2013?
- Could there be an evaluation of City budget increases received through gaming, business, property taxes etc. and compare the change to the grant funds available?
- What are the Cities priorities and how do these priorities match the allocation of grant funds? For example, do the grant fund recipients and amounts support the draft Social Planning Strategy?
- Are the grant recipients and funding amounts changing as the priorities of the community of Richmond changing?

Applying for Grants:

There should be an abridged application form for lower grant request amounts, \$5,000 and lower for example, could use a truncated application and process.

Evaluating Grant Applications:

Questions were raised about what kind of support City staff receive to assist in making grant decisions? Is there an opportunity to provide more transparency in how grant decisions are made so the grant process is understood by applicants better? With this knowledge whether to undergo the City grant process to apply for a grant for a project, program or service would be better understood.

The criteria for grants could be clarified more. If more clarification of grants eligibility was available it would help to know when to apply for a grant and when not to.

Late proposals are accepted when it is communicated that they will not be accepted.

Coalitions partnering with other community agencies should not have to work from operational funding. Often the province or other funders ask if City is on board.

Eligibility of funding:

Currently the requirements are that you are a registered non-profit, and your board approves the application. Also describes the type of program / service eligible.

Only one application per group may apply. This limits taking the opportunity to apply throughout the year for grant funds and does not support having the grant program manage emerging needs.

Meeting Adjourned: 2pm

June 2, 2011

Key Recommendations

Overall Grant Funding:

Tie grant funding to City strategies like the Social Planning Strategy.

Provide appropriate adjustments of scale to the total grant amount available.

It is recommended that the City make provision for multi-year funding commitments.

Timing of the Grant Program

Provide opportunity to apply more than one time of the year to take into consideration “emerging needs” and to complement other funding approved outside of the City grant timeline.

Currently there is only one grant application program which includes both ongoing and special projects requests. Consideration should be given to multi-year grants as the current process of applying annually for the same thing without a change is onerous.

Applying for Grants:

Move regular, annual funding to the City budget as a “line item” vs. applying for an annual grant while providing the same stringent process of reporting on how funds are being used throughout the year.

Provide an abridged application form for grants requesting a smaller funding amount, \$5,000 or less, for example.

Evaluating Grant Requests:

Currently City staff are tasked with evaluating grant requests. In order to provide a neutral evaluation without historical or political influence the City might consider designating an outside organization to evaluate grant requests.



STEVESTON COMMUNITY SOCIETY

4111 Moncton Street, Richmond, BC V7E 3A8

Tel: 604-718-8080 Fax: 604-718-8096

Salmon Festival Tel: 604-718-8094

stevestoncommunitysociety.com

stevestonsalmonfest.ca

June 6, 2011

Lesley Sherlock
Social Planner
City of Richmond

by email

Re: 2011 City Grant Review

Dear Lesley,

We are pleased to offer the following thoughts regarding the City Grant Program for consideration with your review:

1.

We do feel that the City Grant Program is an appropriate source of additional funding for community events or programs. We do, however, have a number of concerns with respect to the review process.

Each year, we complete the application, which frankly has become quite a task, and year after year, receive the same funding and for the same one event, despite requesting support for other projects or events. It appears that the adjudicators do not take the time to read our submission, and simply "renew" funding "same as last year". This is very discouraging, especially when the funding amount is less than a percent of our event's total budget, and other, new projects or events do not seem to receive consideration at all.

2.

The application form has become very complex, time consuming and expensive to complete, especially for small groups who may only need a little help. For organizations who do not have staff to complete the application, it can be very intimidating, and we are aware of a number of groups who no longer bother to submit an application due to the complexity of the application versus the possible reward of little or no funding. We apply for a number of grants each year, and none compare to the City of Richmond for its level of difficulty and detail. (i.e. Section 5, especially page 7, part 4 of section 5).

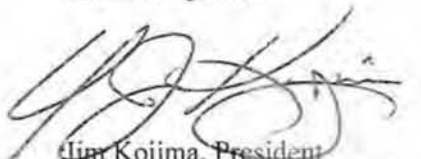
Respectfully we would like to offer for consideration the following suggestions for improving the application form:

- have a system in place for repeat applicants so as to not need to submit all information year after year i.e. group's history, vision, purpose etc., unless there is a change to report
- simplify the language in the application. Keep in mind that many of the people who complete these applications are volunteers working at the proverbial kitchen table and are not necessarily trained to prepare grant applications to the extent that this one seems to be

- consider two application options, for example one for funding requests for smaller amounts perhaps under \$5,000, and one for requests over \$5,000
- for the smaller requests, keep the application simple.
 - a one-page application: applicant name and related information; a simple detail of the reason for the funding request, project description, and the amount requested.
 - Does the group's proposal meet with the City's vision, which is "...". A simple yes or no response.
 - rather than section 5 (Demonstrating Community Need, Measurable Benefits, Target Groups etc.) can this somehow all be simplified?
 - attach operating and project budget
 - attach financial statement
 - attach Board list
- what is the reasoning for requiring three support letters from other organizations?
- what is the reasoning for obtaining a board motion to approve submission of a grant application?
- for the larger requests, ask for more detailed information (i.e. this is when Section 5 could come into play)
- in today's digital (and green) age, can this application be submitted on-line, with the various attachments uploaded, rather than submitting four single sided complete sets of documentation?
- Should there be some kind of community representation on the adjudication committee? i.e. include committee representation from various categories – peer evaluations.
- Although we appreciate and understand you receive applications and demonstrated need which far outweighs the available funding, it is discouraging when year after year it appears our application is "rubber stamped" from the previous year. When we apply for funding for a new project or event, it would be good to have some kind of response which acknowledges this, rather than "same level as previous".

Thank you for this opportunity to provide input into the City Grant Program. Should you require any further information or clarification, please contact us at any time.

Kindest regards,



Jim Kojima, President
Steveston Community Society

June 7th, 2011

Dear Councillors Linda Barnes and Evelina Halsey-Brandt and Ms Sherlock

Thank you for the opportunity to provide feedback to the grants process and to Ms Sherlock for her attendance at the May 25th Richmond Communities meeting. In answer to questions asked within Ms Sherlock's memo of April 27, 2011:

Funding Sources:

- As our operations are currently modelled, Thompson Community Association is dependent upon facilities, staffing and resources provided by the City. However, the Thompson Community Association does not receive core operational funding from the City of Richmond. We do return annually remit for approximately \$26,000 for services provided by City staff to extend hours of operation to our community.
- We agree that the City Grant program is a good idea and an appropriate source for special events, new programs and initiatives that have community value but will not return sufficient funds to cover costs incurred.
- Thompson believes that the City staff and Councillors involved in grant request reviews need to recognize that most community associations have money 'in the bank' and many years have an excess of revenue over expenses but that these funds are usually designated to major and minor projects, equipment lifecycle replacement as well as prudent fiscal policy that retains a percentage of budget for unforeseen business interruptions. Thompson, with an annual budget in excess of \$1,000,000, aims to retain \$222,000 for business continuance alone.

Application Form:

- We believe a short form should be made available to all organizations for grant requests of \$2000 and less, that this form should be written in simple language and be no more than two pages long.

Other:

- Regardless of the size of the grant request, Thompson would like to see a City Grant model that allows community associations and other bodies that work under partnership agreements with the City of Richmond and in City facilities to deliver

recreation, heritage and cultural services to be exempt from the requirements that prove the veracity of the organization. Our missions, visions, organizational structures, budgets, annual reports and financial statements are all shared with the City's PRCS department in the normal course of business and should not need to be reiterated each year for the grant process.

- Thompson and other community associations often work in partnership with the organizations that receive the larger grant fund amounts and we appreciate the work they do. Based upon information outlined by Ms Sherlock at the Richmond Communities meeting, we respectfully suggest that those larger annual grants that annually provide for specific community services be separated from the remainder of the City Grant program and administered under a fee for service or other arrangement. It appears that evaluation by the City and planning by these organizations for their programs is quite different from that required for the smaller grant requests that our organization may submit.

Thompson Community Association has only once submitted a City Grant request and this was denied; we were staggered by the amount of time required to pull all the paperwork required for our submission. While any future request could be built upon this and thereby reduce the volunteer hours spent in preparation, it constituted a significant commitment by several board members and some staff. We look forward to a simpler system and one that is more efficient for both City staff and prospective grant seekers.

Sincerely



Angela Lim

President

Cc: Karen MacEachern, Thompson Community Centre Area Coordinator

Elizabeth Ayers, Richmond PRCS Manager of Recreation Services

Presidents of City Centre Community Association, East Richmond Community Association, Hamilton Community Association, Minoru Seniors Society, South Arm Community Association, Steveston Community Society, Sea Island Community Association, West Richmond Community Association



City of Richmond
British Columbia, Canada

[Home](#) > [Culture & Heritage](#) > [About Culture & Heritage](#) > [Community Partners](#)

ABOUT CULTURE & HERITAGE

Community Partners

In Richmond, leisure opportunities are made possible through a partnership between the City and our community associations. The city provides the facilities and core staffing and the associations plan and fund all programs and events offered through these facilities.

Britannia Heritage Shipyard Society

Email: britannia@richmond.ca

Phone: 604-718-8050

Chair: Larry Tolton

East Richmond Community Association

Email: cambie@richmond.ca

Phone: 604-233-8399

President: Balwant Sanghera

City Centre Community Association

Email: citycentre@richmond.ca

Phone: 604-233-8910

President: Susan Match

Hamilton Community Association

Email: hamilton@richmond.ca

Phone: 604-718-8055

President: Dick Chan

Minoru Seniors Society

Email: seniors@richmond.ca

Phone: 604-718-8450

President: Jacob Braun

Nature Park Society

Email: nature@richmond.ca

Phone: 604-718-6188

President: Brenda Bartley-Smith

Richmond Aquatics Services Board

Email: aquatics@richmond.ca

Phone: 604-448-5353

Chair: Ian MacLeod

Richmond Arenas Community Association

Email: arenas@richmond.ca

Phone: 604-448-5366

Chair: Frank Claassen

Richmond Art Gallery Association

Email: gallery@richmond.ca

Phone: 604-231-6440

London Farm Historical Society

Phone: 604-271-5220

Richmond Fitness & Wellness Association

Email: fitness@richmond.ca

Phone: 604-718-8004

Chair: Bonnie Beaman

Richmond Museum Board

Email: museum@richmond.ca

Phone: 604-231-6440

Chair: Peter Wagenblast

Sea Island Community Association

Email: seaisland@richmond.ca

Phone: 604-718-8000

President: Terri Martin

South Arm Community Association

Email: southarm@richmond.ca

Phone: 604-718-8060

President: Karen Adamson

Steveston Community Society

Email:

stevestoncc@richmond.ca

Phone: 604-718-8080

President: Jim Kojima

Steveston Historical Society

Phone: 604-271-6868

Chair: Graham Turnbull

Thompson Community Association

Email: thompson@richmond.ca

Phone: 604-718-8422

President: Kim Jones

West Richmond Community Association

Email: westrich@richmond.ca

Phone: 604-718-8400



City of
Richmond

City Grant Program Application Submission Requirements

6911 No. 3 Road, Richmond, BC V6Y 2C1
Tel: 604-276-4000
www.richmond.ca

The City Grant Program and Application Form is available from the Information Counter at Richmond City Hall or on the City's Website at www.richmond.ca.

Please read the Richmond Grant Program and these submission requirements before completing the application form. Please submit this signed document with your application.

SUBMISSION REQUIREMENTS

1. For Minor Grant Requests (\$5,000 or less):
 - ☐ Complete the City Grant Application Summary Sheet (attached)
 - ☐ Attach all documentation identified below
2. For Major Grant Requests (over \$5,000):
 - ☐ Complete the City Grant Application Summary Sheet (attached)
 - ☐ Complete the City Grant Application Form
 - ☐ Attach all documentation identified below
3. Please ensure that the following documents are attached to the back of your application:
 - ☐ Your Group's history, purpose, vision, goals and objectives
 - ☐ A list of the Group's Board of Directors, Officers and Executive Directors including addresses and contact information
 - ☐ Financial Statements, including a Balance Sheet
 - a. The Group's audited financial statements for the most recent completed fiscal year including the auditors' report signed by the external auditors, OR one of the following alternatives:
 - b. If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - c. If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - d. If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
 - ☐ The Group's current fiscal year operating budget.
 - ☐ City Grant Progress Report/Evaluation Plan, including results to date (if a City grant was previously received)
4. Please include documentation that specifically supports your request. Please do not include general information that does not pertain directly to your application (e.g., promotional brochures, annual reports).
5. Submissions should be on letter-size paper and three whole-punched. Please clip; do not bind.
6. Send **four complete sets of documentation (original plus three copies)** to the **Information Counter** at Richmond City Hall by the stated deadline.

7. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
8. **Please Note: Late submissions will not be considered.**

APPLICATION PROCESS

1. If you have general questions regarding your application, please contact the Community Services Department, City of Richmond at (604) 276-4000.
2. As part of the review process, a City staff member may contact you for further information.
3. Decisions regarding funding allocations within the City Grant Budget rest with Richmond City Council.
4. Following Council approval, each applicant will receive notification of Council's decision pertaining to the application.
5. The annual review and allocation of City grants may take three to six months.
6. **Please submit your application by 5:00 p.m., October 14, 2011 to:**

**The Information Counter
(City Grant Applications)**
Richmond City Hall
6911 No. 3 Road
Richmond, BC V6Y 2C1

SIGNATURES

Signatures of two signing officers of the Board of Directors are required to indicate agreement that:

To the best of our knowledge, the information provided in this City Grant application, including all required documentation, is accurate, complete and endorsed by the organization.

_____ Signature	_____ Title	_____ Date
_____ Signature	_____ Title	_____ Date



This Summary Sheet will be provided to City Council for consideration. Please type.

1.	Applicant:		
2.	Grant Request: \$	Proposal Title:	
3.	Summary of Request (including proposed activities, target group(s) and community benefit)		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End Date:		
6.	Non-Grant City Supports Currently Received (e.g., facility use; permissive tax exemption):		
7.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$	\$
	Total Expenses	\$	\$
	Annual Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain:	Please explain:
8.	Amount of Previous City Grant: \$ Year: Spending Details:		
9.	PROPOSED CITY GRANT USE		
	1. Use:	Amount:	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request:		
	Other Funding Sources for this Operating Assistance/Service:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total project budget:		
10.	FOR STAFF USE ONLY		
	Recommended Grant: Purpose:	Staff Comments/Conditions:	



Page 1 of 1

Adopted by Council: 9

Policy 9

File Ref: 9

City Grant Policy

City Grant Policy

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
 - Health, Social and Safety (Community Social Services, with representation from Community Safety)
 - Arts, Culture and Heritage (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each Program receives an annual Cost of Living increase.
4. Recipients who received a grant the preceding year for the same purpose will receive a Cost of Living increase.
5. A City Grant Steering Committee consisting of a representative of Community Social Services, Community Safety, Arts and Culture, and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
6. Applications will be assessed based on relevance to the City's Corporate Vision, Council Term Goals and adopted Strategies, as well as program-specific criteria.
7. Each Program will consist of two tiers, one for minor (\$5,000 or less) and one for major grant requests. Application requirements for minor grant requests will be streamlined.
8. Only registered non-profit societies serving Richmond residents, governed by a volunteer Board of Directors, are eligible.
9. Applicants may apply to one of the three Programs.
10. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
11. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
12. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.

City Of Richmond Grant Program

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ATTACHMENT A	GRANT PROGRAM APPLICATION NOTICE
ATTACHMENT B	GRANT PROGRAM APPLICATION FORMs
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THE RICHMOND GRANT PROGRAM

1. Overview

(i) **City Grant Policy**

- The Program is governed by the City Grant Policy (attached).
- This Program will be in effect until such time as separate Grant Programs are established as follows:
 - Health, Social & Safety,
 - Arts, Culture and Heritage,
 - Parks, Recreation and Community Events

(ii) **Purpose**

The purpose of the Richmond Grant Program is to:

- Achieve the City's Corporate Vision: "To be the most appealing, livable well managed City in Canada",
- Ensure that the limited Program dollars are effectively spent,
- Improve Program benefits, effectiveness, management, administration and phases.

(iii) **Program Context**

- The City of Richmond is one of the most diverse and family oriented communities in Canada.
- Richmond residents voluntarily form many types of community groups to meet a wide range of social, economic and environmental interests.
- In doing so, these groups assist in creating a vibrant, livable and appealing City.
- The Richmond City Council acknowledges that these groups:
 - Are essential in building a viable community,
 - Make Richmond a better place to live, work and play,
 - Address important needs and issues,
 - Wish to contribute their ideas, vast experience, abilities, and education,
 - Sometimes require financial assistance to implement their projects.

(iv) **Principles**

The Program is based on the following principles:

- Support The City's Corporate Vision
- Support Non-Profit Groups
- Benefit Richmond Residents
- Maximize Program Benefits
- Promote Volunteerism
- Build Partnerships
- Increase Community Group Capacity
- Cost Sharing
- Cost Effectiveness
- Grants Earned - Not An Entitlement
- Promote User Pay of Community Group Programs
- Innovation.

(v) **Goal Of The City Grant Program**

The goal of the Program is to build strong communities by assisting non-profit community groups in delivering services to Richmond residents.

(vi) **Program Objectives**

The objectives of the Grant Program are:

- To assist Council to achieve Term Goals and adopted Strategies.
- To improve the quality of life of Richmond residents through a wide range of beneficial community group programs,
- To assist primarily Richmond based community groups to provide more beneficial programs, to more residents,
- To build community group capacity to deliver programs,
- To promote partnerships and financial cost sharing among the City, other funders and community groups.

Program Criteria and Interpretation

To maximize the City's Program benefits and limited funds, the following Criteria are established. The table clarifies how the Multiple Criteria can be interpreted; applications are to indicate how.

MULTIPLE CRITERIA – CITY GRANT PROGRAM	
CRITERIA A - BENEFITS TO THE RICHMOND COMMUNITY	
General Objectives	Interpretation
<ul style="list-style-type: none"> - Promote Livability - Promote an Appealing City - Build A Legacy - Build Sustainability - Build Financial Viability - Build A Complete Community - Promote "Well Managed" - Promote Diversity - Promote Volunteerism - Promote Wellness - Innovation - Other 	<ul style="list-style-type: none"> ➤ Applications are to clearly address some of these criteria. ➤ Applications which promote volunteer participation and citizen involvement are encouraged. ➤ Innovation is encouraged.
Types Of Residents	
<ul style="list-style-type: none"> - General Population - Seniors - People with Disabilities - Children - Youth - Families - Low Income - Women - Men - Immigrants - Tourists - Other 	<ul style="list-style-type: none"> ➤ Applications must address at least one of these communities. ➤ Group program objectives must be stated. ➤ Need: Applications are to: <ul style="list-style-type: none"> ▪ Demonstrate community need ▪ Show financial need, and ▪ Demonstrate the impact that would occur if the City did not fund the application. ➤ Maximize Benefits: Applications that provide the greatest benefits to the largest number of Richmond residents are encouraged.
Priority Activities	
<ul style="list-style-type: none"> - Prevention - Intervention - Treatment - Wellness - Build Organizational Capacity - Build Community Capacity - Improve the Quality of Life: <ul style="list-style-type: none"> ➤ Social ➤ Economic ➤ Environmental - Other 	<ul style="list-style-type: none"> ➤ Applications must address at least one of these types. ➤ How the Group's program benefits Richmond residents must be stated.
CRITERIA B - BENEFITS TO THE APPLICANT GROUP	
General Priorities	Interpretation
<ul style="list-style-type: none"> - Improve Quality of Service - Maximize Number Served - Promote Partnerships - Leverage More Funds from Others - Build Organizational Capacity - Support Stable, Capable Groups - Minimize Duplication of Services - Other 	<ul style="list-style-type: none"> ➤ The Group's program benefits must be clearly stated. ➤ What the Group will do must be clearly stated. ➤ The City will favour applications that involve more partners. ➤ How Group and/or resident capacity is built must be explained. ➤ Co-ordination: <ul style="list-style-type: none"> ▪ Applications, which demonstrate co-ordination and co-operation with other groups to prevent the duplication of projects, programs, services or events, are favoured. ➤ Multiple-Funded Project: <ul style="list-style-type: none"> ▪ Applications, which provide evidence of having funding from a variety of sources, are favoured. ➤ "User Pay" ➤ Where appropriate, projects that require that the users of the proposed program/ service pay some amount for the services are favoured.

(viii) **Program Funding**

a) **Base Program Funding**

- Until Council determines otherwise, \$500,000 is available for the Program.
- Every five years beginning in 2013, Council will review base program funding.
- Council may increase or decrease the amount allocated to the Program, or keep it the same, based on overall City corporate priorities.

b) **Annual Cost of Living Increase**

- To maintain the effectiveness of Program base funding in light of general rising costs (e.g., the cost of living, fees), starting in 2009 and each year thereafter, an annual cost of living factor will be automatically added to the base program funding.
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Stats for the previous year.
- Finance Division of the City of Richmond will determine the amount annually and add it to the base program funding.

2009 Grant Program Funding	
Base Funding	\$500,000 (reviewed every 5 yrs., beginning in 2013)
Consumer Price Index (CPI)	To be determined annually
TOTAL	\$500,000 + CPI = New base program funding

c) **Unused Program Funds**

At the end of each year, any unallocated Grant Program dollars must be returned to the City's General Revenue Account.

(ix) **Definitions**

To clarify terms for applicants, reviewers and Council, the following are defined:

Partnership: A relationship between individuals or groups that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

Duplication: Two or more agencies running an identical non-profit service and/or program for the same target population during the same a.m. or p.m. hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

School (public and private) based programs: "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

Community based programs in schools: "Community based programs" offered in public and private schools or on school grounds will be considered to be "community based" rather than school-based if they do not meet the definition of "school -based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

2. Eligibility

(i) **Who Can Apply**

- Only registered non-profit societies (society incorporation number must be provided).
- The Group's Board must approve of the application being submitted.

(ii) Who Cannot Apply

- Groups other than registered non-profit groups [e.g., for profit groups].
- Individuals, who do not represent a registered non-profit group.
- Public and private schools including post secondary educational institutions, or groups seeking funding for school-based programs (see Definitions, p. 5).
- Pre-schools and child care providers [A separate City Child Care Grant Program exists].
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Others, as determined by Council.

(iii) Applications Per Year

Due to limited Program funds, only one application per Group/per year will be accepted.

(iv) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative support salaries.
2. **Community Service (e.g., program, project)**
Must respond to the program criteria, have specific goals and objectives, and have a defined start and finish date.
3. **Community Event**
Must respond to the program criteria, have specific goals and objectives, and have a defined start and finish date.

(v) Key Determinants of Eligibility

To be considered eligible, all proposals must demonstrate that:

- a. Primarily Richmond residents will be served,
- b. An effort has been made to seek funding from sources other than the City and the applicant, and
- c. Funding and/or non-funding partnerships have been established.

(vi) Items Eligible For Funding

Items eligible for funding are those required to directly deliver the project, including regular Group operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals [e.g., vehicles, equipment, and maintenance]
- Heat
- Light
- Telephone
- Photocopying
- Materials

(vii) Items Not Eligible For Funding

Grants are not for:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or Group,
 - Lobbying of a political party, or for a political cause.

- Activities that are restricted to or primarily serve the membership of the organization, unless group membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
- Expenses that may be funded by other government programs or entities
- Annual fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums, or conferences
- Public and private school-based programs (see Definitions)
- Pre-school or child care programs, as a separate City Child Care Grant Program exists
- Travel costs outside the Lower Mainland
- Other, as Council may determine.

3. Application Review Considerations

(i) Benefits of Funding Proposal

To determine the benefits of funded group programs, the following qualitative and quantitative factors are considered:

- The quality and credibility of the group (e.g., accreditation, licenses).
- The purpose of the proposed program (e.g., prevention, treatment and wellness programs have inherent value).
- The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals).
- The number of clients served.
- Evaluations of the program once delivered (e.g., client and participant letters, surveys; community acceptance; program evaluations).
- Benefits to the community at large.

(ii) Grant Allocation Considerations

- In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to meeting the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements including:
 - Demonstrated organizational efficiency, effectiveness and stability
 - The number of Richmond residents served
 - The quality of service
 - The financial need of the Group
 - The proposed community interaction
 - The role and number of volunteers
 - The use of existing community services and facilities
 - Unique nature – not a duplication of service
 - Applying to more than one funding source
 - Partnership roles
 - Other City programs, services and financial assistance already provided.
- Grant allocations are partially dependent on the annual Program budget.
- The value of any other City support (e.g., space, photocopying, staff services) that the Group receives may affect the amount of grant awarded.
- Not all groups meeting the Program requirements will necessarily receive a grant.
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it.
- Grants are not to be regarded as an entitlement.
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.
- As Council wishes to maximize benefits from the Grant Program, the assessment of City Grant applications is flexible.

(iii) Quality Of Documentation

- A quality, fully completed application has a better chance of receiving City funding (see chart below).

Quality Of Application	Comments
– Thoroughness of proposal	
– Clarity of proposal	➤ Applications are to clearly address criteria.
– Amount of requested grant and why	➤ Groups must be accountable.
– State proposed benefits of City grant	
– Capability of Group to deliver project	➤ Groups must demonstrate that they are capable.
– Applicants are to demonstrate financial partnerships and whether they have been:	➤ Applications are to clearly and fully state funding details.
• Applied for, or	
• Already received	

- City staff have a limited amount of time to ask groups to clarify their applications.
- Applicants are required to address Grant Program Phases 2, 6, 7 and 8.
- Successful applicants are those who fully address all their Program Phases and requirements.
- Applicants are to provide documentation that addresses the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements.
- How well applicants do this, thoroughly and with clarity, will affect the success of their application and their future applications.
- All application projects must have a specific set of goals, objectives, deliverables, clients and benefits.
- All funded activities must specify a start and finishing date.
- Documented authorization of the application by the Group's Board must be provided (e.g., Board resolution).
- organizations seeking funding of community based programs in schools or on school grounds(see Definitions) must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.
- All required documentation is indicated on the Grant Notice and Application.

(iv) Financial Considerations

Applicants must submit:

- The Group's audited financial statements for the most recent completed fiscal year including the auditors report signed by the external auditors.
- If audited financial statements are not available, submit the reviewed financial statements for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
- If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- The Group's current fiscal year operating budget.
- The Group's budget to support the application (e.g., Operating Assistance or Community Service budget).

Group applications will be reviewed for financial accountability by Finance staff.

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate [e.g., users of the proposed service, program, or project would pay some of the cost].

(vi) Less Favourably Considered Applications

Applications which are less favoured, are those which:

- Rely only on City funding
- Are funded by a single Group and the City
- Risk the Group becoming dependant on City grants
- Demonstrate insufficient partnering
- Unnecessarily duplicate existing services
- Other.

4. Procedures

(i) Program Phases and Considerations

The following Program phases and considerations are to be managed, monitored and improved, as necessary:

Program Phase	Who	Activity	Considerations
Phase 1	City staff	Prepare For Annual Grants	<ul style="list-style-type: none"> Follow Program requirements Promoting the Program
Phase 2	Applicant	Apply For A Grant	<ul style="list-style-type: none"> Stability - of Group applying Capability – experience, reliability of Group Accountability - of Group Maximum benefits: <ul style="list-style-type: none"> Increased numbers served Of quality of service Degree of Need Most assisted per grant Cost effectiveness - of proposal Promote multiple partner funding & support Leverage of more funds from others Group's own support of their application: <ul style="list-style-type: none"> Funding Services, In-kind resources Thoroughness of proposal Clarity of proposal Amount of requested grant Benefits of any previous City grant
Phase 3	City staff	<ul style="list-style-type: none"> Review applications Make recommendations 	Follow program requirements
Phase 4	Council	<ul style="list-style-type: none"> Reviews applications Reviews staff recommendations Considers any presentations Awards Grants Any referrals by Council regarding the grant recommendations will be addressed by staff and forwarded to Council 	<ul style="list-style-type: none"> Program Principles Program Policies
Phase 5	City staff	Issue letters: <ul style="list-style-type: none"> Awarded grants Explaining denied grants 	Follow program requirements
Phase 6	Applicant	Delivers funded service/program	Follow program requirements
Phase 7	Applicant	Monitors funded service/program	Follow program requirements
Phase 8	Applicant	Reports results to City: <ul style="list-style-type: none"> Mid year, or At end of service/program, or When next applying for a grant. 	Follow program requirements
Phase 9	City staff	Periodically: <ul style="list-style-type: none"> Evaluates Grant benefits Evaluates Grant Program Proposes Program improvements 	<ul style="list-style-type: none"> Address Council instructions Analysis Options Make recommendations
Phase 10	Council	<ul style="list-style-type: none"> Reviews recommendations Approves changes 	Makes decisions
Phase 11	City staff	Implement program changes	Follow program requirements

(ii) Funding Programs

- To facilitate comparisons, staff will categorize the applications as follows:
 - Operating Assistance
 - Programs, Services (e.g., Health, Social and Safety), and Events(e.g., Cultural and Community).
- Applicants may apply to one of three Grant Programs:
 - Health, Social & Safety.
 - Arts, Culture and Heritage.
 - Parks, Recreation and Community Events
- Guidelines and application forms may be developed specific to each Program.
- Staff will provide information to Council regarding the total amount requested and recommended in each category as part of the annual grants review report.

(iii) Application Forms

- A simplified application form will be available for minor requests (\$5,000 or less)
- A longer application form will be required of applicants seeking over \$5,000, or wishing to be recommended for a three-year funding cycle.

(iv) Application Deadline

The annual deadline for submitting City grant applications will be determined annually (e.g., on the second Friday of October).

(v) Late Applications

Applications which miss the application deadline must not be accepted, processed or funded from the Grant Program for that application year, as:

- There is an ample annual application notice period for all.
- There are limited Program funds.
- The Program management phases are to be completed within a defined time period.
- Applicants desire a decision, as soon as possible.
- The processing of late applications would require that those applications that made the deadline be re-evaluated, thus delaying the process.
- Late applicants may apply in the next year.

(vi) Staff Review Of Applications

- Staff are to administer the Program based on the City Grant Policy, Council Term Goals, adopted Strategies, Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements.
- Staff in the respective departments will review the applications:
 - Health, Social and Safety (Community Social Services, with representation from Community Safety)
 - Arts, Culture and Heritage (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation)
- As staff review applications, they may contact the applicants and others, to clarify the proposals.
- As it is Council who makes the final grant decisions, while reviewing applications, staff are not to advise applicants regarding:
 - Whether or not they will receive a grant, or
 - The possible amount of a grant.

(vii) Timing Of Grant Decisions

Generally, Council will decide on the applications in the first quarter of the year; however, no specific date is set to allow for processing, budget and timing.

(viii) No Interim Funding

There is to be no interim funding of a group or its application while it waits to hear if its application is approved, as such would delay application review times and final decisions.

(ix) Reporting of Grant Benefits

Those who receive a City grant are required to demonstrate the benefits of their program, by providing:

- A statement of program purpose
- Program evaluations (e.g., by group, or independent sources)

Groups are required to demonstrate program benefits in several ways:

- When they apply, by providing information regarding anticipated program benefits,
- Those receiving a grant must report either at year-end or, if applying again, by providing information regarding the program benefits including evaluation results.

Mid-year progress and financial reports may be requested from those seeking annual grants. For those seeking a three-year grant cycle, evaluation results, annual reports and financial statements will be required prior to each year's funding, as well as information regarding any changes that may impact the use of City grants.

(x) Program Review

- The Program will be reviewed annually by staff after the grants have been awarded for that year.
- Council may change the Program at any time.

5. Awarding of Grants

(i) Council Decision

- Council will make the final grant decisions, at its sole discretion, based on the Program Goals, Principles, Multiple Criteria, Policies and Requirements, and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - In total, with or without conditions (e.g., subject to a mid-year review)
 - In part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application.
- For example, where a large amount of grant money is to be provided, or where Council is not familiar with the proposed program, Council may:
 - Issue the program dollars in phases, and
 - Request additional information (e.g., mid-year reviews) to ascertain program benefits prior to issuing any additional program dollars.
- If an application is not funded by Council, it is deemed to be denied.

(ii) Recuperation of Grant

Should the funds not be used for the stated purpose, the applicant is to automatically return them to the City.

(iii) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited Grant Program funding, and as applicants may apply in the next year.

6. Program Support Documents

To facilitate Program administration, a variety of documents may be used and modified from time to time by staff, including:

ATTACHMENT A	GRANT PROGRAM APPLICATION NOTICE
ATTACHMENT B	GRANT PROGRAM APPLICATION FORM
ATTACHMENT C	GRANT APPLICATION SUMMARY SHEET (FOR COUNCIL)



City of Richmond

Report to Committee

To: General Purposes Committee

Date: July 06, 2011

From: Alan Cameron
Director of Information Technology

File: 01-0340-30-
CSER5/2011-Vol 01

Re: City Online Forms and the Previous Online Events Approvals System Funding
Request from 2010 Appropriated Surplus

Staff Recommendation

That the \$60,000 being held from the 2010 Surplus Appropriation be allocated to fund the development of an online Event Approvals system.

Alan Cameron
Director of Information Technology
(604-276-4096)

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

At the Council meeting on June 13, 2011 the following referral was assigned to staff:

That Item No. 7 – Consultant for Event – Online Form and the related potential Surplus Appropriation be referred back to staff for further analysis on other appropriate forms for online use.

Background

The City provides a significant number of online systems and staff continues to review existing processes to identify those that would benefit from online automation. The current online systems include:

- Recreation registration
- Home Owner Grant Application
- My Property Accounts
- Volunteer Recruiter
- Property Information Inquiry
- Pay Parking Tickets
- Purchase Garbage Tags and Vouchers
- Order Recycling Receptacles
- GIS
- Parks Database
- Archives Database – General and BC Packers Exhibit
- Public Art
- Customer Feedback/Request A Service
- Let's Talk Richmond (OCP and Planning Discussions)
- Discussion Forums – Talk Recycling
- Calendar of Events
- Email Notification System – Subscribe to the Website
- Job Applications
- Live Election Updates
- Council Meeting Scheduler
- BizPal
- Richmond Service Directory
- Fire-Rescue Recruitment Results
- Heritage Inventory

The current systems range from simple forms to fully automated systems. There are approximately 30 simpler forms used to solely to solicit information from the public, similar to a hard-copy survey handed out at an open house. An example of one of those forms is the City Centre Transportation Plan Update - Comment Sheet. The Recreation Registration system, however, is a far more complex system which automates the entire process of checking

individual accounts, confirming eligibility for courses, selecting courses, wait-listing individuals and taking payment.

Analysis

Other Appropriate Forms for Online Use

There are currently several other online initiatives underway to automate existing processes that involve publishing online forms. These initiatives have already had their requirements documented (the initial stage of any proposed technical development work) and are in various stages of development and implementation:

- Business Licensing
- Facility Booking
- Vote Anywhere
- Request a Service (being updated)
- Integrated Calendar of Events (being updated)

More recently there has been some interest in reviewing the feasibility of hosting City Grant Applications online too but that idea has yet to be developed to a proposal that can be reviewed.

Earlier this year the IT Steering Committee (which comprises all business units in the City) met to prioritize project proposals and the following online system ones were included in the submissions:

- Events Approvals system (\$60k)
- Integrated Calendar of Events (replace the existing system –\$70k)
- Domestic Animal Licensing (\$44k)
- Field Entry of GIS Data Capability (\$16k)
- Open Online Access to Corporate Memory (\$9k)
- Extend the existing Online Job Applications system to include RFR Applications (\$12k)
- Open Data Portal (\$17k)
- Extranet (external collaboration portal for volunteers, staff, consultants, vendors working on projects - \$100k)

The committee recommended the Event Approvals proposal be funded. The ranking of proposals was ultimately approved by TAG with four proposals only being recommended for funding.

After reviewing the Events Approvals proposal it became clear to the committee that the business procedures involved in approving events being held in the City are extensive. The process may involve numerous departments and external agencies, have many approvals, involve significant collaboration as requests are refined, involve numerous updates and requests for additional information, and conclude with approvals either given or withheld. These procedures typically involve significant collaboration, which takes a great deal of time and can result in

delays in refining and approving an event. The amount of disparate communication can also result in misunderstandings, delaying the final approval further. The committee agreed that customer service and effective use of staff time would benefit significantly from automating this process and publishing it online.

It was also anticipated that implementing an online system in the City will reduce the lead time for approvals without increasing the staff hours dedicated to the process. In addition, the Event Approvals proposal is the only proposal that has completed the prerequisite requirements documentation stage and is ready to be approved for technical development work. This is an involved process and the work needed to identify the requirements was significant. The Enterprise Team responsible for this proposal has completed that work.

Current Events Approvals Process

Events in Richmond come in all sizes, from small community events (hosting up to 50 guests) to large international events (hosting tens of thousands of guests). Each event organizer must apply to the City to host their specific event no matter the size. More than 100 events take place in Richmond annually and the number is expected to continue to grow.

Applying for and receiving approval for events in Richmond can be lengthy and unwieldy for event organizers. When an event occurs in the City, a number of City departments and outside agencies are involved both in the approval process and during event itself. They are grouped together as the Richmond Events Approval Coordination Team (REACT). The members are:

Parks	Major Events
Recreation	Richmond Olympic Oval
RCMP	BC Ambulance Service
Fire Rescue	Translink – Coast Mountain Bus Company
Emergency Programs	Transit Police Service
Community Bylaws	Vancouver Coastal Health
Building Approvals	Insurance Corporation of BC
Transportation	Steveston Harbour Authority
Business Licenses	Canadian Coast Guard
Sport Hosting	Port Metro Vancouver

Challenges to the current Event Approval process include:

- Inefficient and ineffective approval process including approval of up to 18 different areas and involving 20 different business units/agencies (REACT)
- Lack of a coordinated communication process between business units/agencies (REACT) and event organizers
- Event organizers are usually not aware of City standards and often leave out key details from their application, causing delays in event approval

Proposed Online Events Approvals System

Stakeholders, including REACT, current event organizers, City departments and other municipalities were consulted as part of the improvement process. The resulting proposed Online Event Approvals system is an integrated, user-friendly, efficient and effective tool for both event organizers and the City's REACT committee members.

The proposed Online Event Approvals system consists of numerous approval forms that are used to input information to a database. The database will provide logging and centralization of communication with the added benefit of automated workflows. Also, event organizers need submit common information such as names and addresses once only. The system will also lead the event organizers through the applications process ensuring necessary forms only are completed, again improving the customer experience. The approval forms are:

1. General Customer Information Form (REACT)
2. General Event Information Form (REACT)
3. Temporary Tents or Structures Information Form (Building Approvals)
4. Transportation Plan Information Form (Transportation, Translink, Transit Police Service)
5. Street Closures Information Form (Transportation)
6. Parking Plan Information Form (Transportation, Community Bylaws)
7. Electrical and Power Information Form (Parks)
8. Washroom Information Form (Parks)
9. Food and Beverage Information Form (Vancouver Coastal Health)
10. Merchandise and Vendor Information Form (Business Licenses)
11. Amplified Sound and Recorded Music Information Form (Community Bylaws)
12. Potable (Drinking) Water Information Form (Parks, Engineering and Public Works)
13. Water-Based Event Information Form (Steveston Harbour Authority, Canadian Coast Guard, Port Metro Vancouver)
14. Alcoholic Beverage Information Form (RCMP, Parks)
15. Pyrotechnics and Fire Information Form (Fire Rescue)
16. First Aid Information Form (BC Ambulance Services, Fire Rescue)
17. Safety Plan Information Form (RCMP, Fire Rescue, Emergency Programs)
18. Litter and Recycling Information Form (Parks)

Recommendation

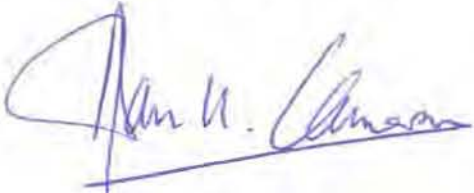
Improving the existing Events Application process was determined to be a corporate priority and was recommended for funding by both the IT Steering Committee and TAG. In addition, the prerequisite requirements documentation work for this proposed system has been completed in preparation of technical development work. It is therefore recommended that the \$60,000 being held from the 2010 Surplus Appropriation be allocated to fund the development of an online system to automate the Event Approvals process.

Financial Impact

The estimated cost of developing the system is \$60,000. The IT Division will assume responsibility for ongoing maintenance of the system without any additional operating costs.

Conclusion

The City has numerous processes already online and several more pending. The prerequisite requirements documentation for an online system to provide a more effective Events Approvals process has been developed and a proposal was submitted requesting funding to develop an online Events Approvals system. The IT Steering Committee, comprising all business units, recommended this proposal proceed for funding.



Alan Cameron
Director of Information Technology
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Jason Kita
Manager, Enterprise Team
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:ac



City of Richmond

Report to Committee

To: General Purposes Committee
From: Andrew Nazareth
General Manager, Business & Financial Services
Re: **Social Financial Hardship Assistance Fund**

Date: June 30, 2011
File: 03-0900-01/2011-Vol
01

Staff Recommendation

That an interest-free loan of \$9,000 from the City's Social Financial Hardship Assistance Fund to the Chinese Mental Wellness Association of Canada, with full repayment to be made to the City six months subsequent to the advance of the loan, be approved.

Andrew Nazareth
General Manager Business & Financial Services
(604-276-4095)

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Community Social Services Group		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO
			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

On October 26, 2009, Richmond City Council approved the establishment of a Social Financial Hardship Assistance Fund (the "SFHA Fund"), where \$500,000 is to be funded from the 2008 unallocated surplus for a period not to exceed three years. The maximum annual allocation is \$250,000, \$150,000, and \$100,000 respectively for years 2010, 2011 and 2012.

The intention of the SFHA Fund is to provide temporary financial assistance and interim funding for social service agencies and community organizations that are experiencing delays in receiving grants from other funding bodies during the economic downturn. Once the SFHA Fund is approved by the City, the fund can be utilized by qualified applicants to finance their daily operations until their grants are received from other donors or funding agencies, for up to a period of no more than six months.

The conditions with respect to obtaining a loan from the SFHA Fund include:

- Maximum loan for any qualified applicant will not exceed \$25,000 during the three-year period;
- Repayment period for the term of the loan is six months;
- The loan is interest-free upon timely repayment of the loan, otherwise, an annual interest rate of 2.0% compounded monthly will be charged on the loan from the day the fund is dispersed; and
- Applicant is required to provide supporting documentation that funding has been approved by an independent external donor/agency.

Analysis

An application was received from the Chinese Mental Wellness Association of Canada (CMWAC) to apply for a six-month interest-free loan from the City's SFHA Fund.

Staff have reviewed all the required documentation submitted by CMWAC. Based on staff's review and discussion with the board members of CMWAC, it is noted that:

- Due to reduced funding from external agencies, CMWAC has been depleting its cash reserve to continue operations. CMWAC's current cash position is only enough to cover its operational expenses for the next 3 months.
- The availability of temporary bridge financing to CMWAC will allow it to focus on improving its long-term financial sustainability through re-positioning itself with new partnerships, expanded membership and increased fundraising.

- CMWAC indicated that they will apply for \$48,000 in external grants to ensure continued operations, which includes an application of \$20,000 from the BC Gaming Grant. However, CMWAC has not received any assurance from these agencies, thus the likelihood of receiving the funding is unknown at the time the application is made.
- In the absence of any commitment letters from these external agencies, staff reviewed the history of CMWAC's BC Gaming Grant receipts to assess its likelihood of getting its upcoming annual grant funding from the BC Gaming Commission.
- Based on the 2007 to 2011 information provided by CMWAC, it is noted that CMWAC has received BC Gaming Grants annually over the past few years. Assuming that the grant amount remains at a similar level, it is estimated that CMWAC could be receiving approximately \$9,000 in BC Gaming Grants in March 2012.
- Despite the absence of any commitment letters from any external agencies showing that funding has been approved (one of the requirements of the SFHA Fund Program), staff believes that the likelihood of CMWAC receiving \$9,000 in BC Gaming Grants can be reasonably assured based on the historical trend provided.

Recommendation

Staff is recommending that an interest-free Social Financial Hardship Assistance Fund loan of \$9,000 be advanced to CMWAC for a six-month period. The amount of \$9,000 has been determined using the following basis:

- With the purpose of the SFHA Fund being to provide temporary financial assistance and interim funding for social service agencies and community organizations that are experiencing delays in receiving grants, the amount of borrowing from the SFHA Fund should not be more than the amount of committed funding from an external agency. In this case, the amount should not be greater than the expected funding of \$9,000 from the BC Gaming Grant.
- The recommended amount of \$9,000 will assist CMWAC in covering its office rental costs for a period of six months.
- During this time, CMWAC could focus on its effort to restructure its business model in efforts to ensure its long-term sustainability by finalizing its partnership agreement with the Multicultural Helping House Society and allowing for the expansion of its membership base and fundraising efforts.
- Any time before the end of 2012, CMWAC would still qualify to apply for additional loan(s) of up to \$16,000 (\$25,000 maximum amount less \$9,000 recommended) in bridge financing from the SFHA Fund Program when it receives other external funding commitments in the future.

Public Notice Requirement

Under section 24 of the *Community Charter*, Council must give public notice of its intention to provide financial assistance (i.e. lend money) to a person or an organization. The notice must be published before the assistance is provided where the intended recipient of the assistance be identified, and the nature, term and extent of the proposed assistance be described. In accordance with section 94 of the *Community Charter*, the publication must be posted in the public notice posting places and be published in a newspaper that is distributed at least weekly for two consecutive weeks.

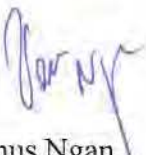
A public notice regarding the financial assistance provided to CMWAC has been scheduled for publication for the two-week period ending July 23, 2011.

Financial Impact

Under the terms of the SFHA Fund program, CMWAC is required repay \$9,000 to the City's SFHA Fund on or before six months after the advance the loan. If repayment is not made within six months, CMWAC will be charged an annual interest rate of 2.0% compounded monthly on the loan from the day of the advancement of the loan.

Conclusion

That an interest-free loan of \$9,000 from the City's Social Financial Hardship Assistance Fund to the Chinese Mental Wellness Association of Canada, with full repayment to be made to the City six months subsequent to the advance of the loan, be approved.



Venus Ngan
Manager, Treasury Services
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