

Attachment 1:  
Draft Social Grant Program Communication and  
Promotional Material (10 pages)





# SOCIAL GRANT PROGRAM



City of  
Campbell  
River

*\*Created for the purpose of public consultation  
and to initiate a 2019 pilot program.*



# SOCIAL GRANT PROGRAM

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In an effort to address complex social issues and encourage positive change in our community, the City of Campbell River has created the Social Grant Program. The funding program is designed to enhance community wellbeing by supporting innovative solutions to local challenges.

## The Purpose

The Social Grant Program furthers Council's Strategic Plan (see page 9) by building capacity in the organizations that improve the lives of people of Campbell River. The program aims to fill funding gaps where local solutions can increase the affordability and accessibility to programs and services for people in vulnerable situations. A key program objective is to stimulate a culture of collaboration by encouraging strong relationships and partnerships among social purpose organizations.



## Who is Eligible?

Registered Not-for-Profit societies and charitable organizations as defined by Canada Revenue Agency, in good standing, who operate in Campbell River.

## Eligible Activities

Activities eligible for funding include:

- 1. SEED FUNDING**  
Seed funding supports initiatives, programs or services in operation for less than three years.
- 2. SMALL CAPITAL PURCHASES**  
Small capital purchases (or contributions thereto) are eligible for funding to improve the delivery of a service or program.
- 3. PROJECT-BASED INITIATIVES**  
For projects with clear outcomes that aim to address a community need and have a clear beginning and end. No more than 20% of the application funding amount may go toward administrative activities.



Core funding and ongoing operational activities are not eligible for funding.













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## Funding Requirements

The Social Grant Program has **\$100,000 allocated annually** within the 2019-2028 Financial Plan. This amount is subject to change through the annual budgeting process.

1. **FUNDING APPLICATIONS** must be a **minimum of \$5,000** and there is **no maximum**.
2. **ONLY ONE APPLICATION** per eligible community group can be received annually; however, community groups may partner or collaborate on more than one application.
3. **ALL FUNDED ELIGIBLE ACTIVITIES** must take place within the city of Campbell River, within a one-year term and have direct benefit and impact on the community.



Applicants may or may not receive the full amount requested.

## Applications

### For the Year 2019

Application submissions are **requested by Oct. 18, 2019** in a succinct written proposal format.

Proposals must include:

1. **DETAILS** on the proposed eligible activity;
2. **HOW THE PROPOSAL** meets the intent and purpose of the Social Grant Program;
3. **DETAILED BUDGET**, including matching funding and in kind contributions;
4. **HOW SUCCESS** will be measured; and
5. **PROVIDE PROOF OF ELIGIBILITY** (not-for-profit or charitable status, in good standing).

Please submit your proposal by email to [sustainability@campbellriver.ca](mailto:sustainability@campbellriver.ca) by Oct. 18, 2019.

### 2020 and Beyond

Beyond 2019, Social Grant applications will be submitted no later than Feb. 15 and awarded by April 1 annually. Applications will be reviewed by the Community Partnership Committee, which will evaluate and make recommendations to Council.



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# Social grants help enhance community wellbeing.

## Application Evaluations

The applications will be evaluated based on the grant section of the Council Finance Policy and on the following criteria:

### HOW THE GRANT ACTIVITY:

- **FURTHERS** Council's Strategic Plan (page 9) and aligns with the objectives of the City's Sustainable Official Community Plan; and
- **FULLFILLS** the purpose of the Social Grant Program (Page 2).

### APPLICATION WEIGHTING CONSIDERATIONS INCLUDE:

1. **MATCHING** contributing and in-kind funding that support the proposed grant activity;
2. **IF THE ELEGIBLE** applicant receives funding from any other City funding program (such as permissive tax exemption);
3. **IF THE APPLICATION** includes collaboration with other social purpose organizations and community groups;
4. **DEMONSTRATED** need for financial assistance;
5. **THE BENEFITS** to the community; and
6. **ANY OTHER FEATURE** that may be deemed relevant.

## Funding Reporting

Successful applicants will be required to enter into an agreement prior to receiving funding. Funding will be distributed 70% up front and 30% upon receipt of an approved final report. Reporting criteria will be required at the end of each funded activity no later than Dec. 31 each calendar year. Reporting will be required in a written format. Additionally and to better communicate grant impacts, lessons and successes, complementary communication formats will be encouraged such as presentations and videos. Program impacts should be monitored, evaluated and celebrated.



**Presentations to support/expand an application may be requested. Sufficient notice will be given.**









# COUNCIL'S 2015 - 2019 STRATEGIC PLAN



LEFT YOUR HORSE THIS MORNING  
AT A QUARTER AFTER NINE  
COULD HAVE BEEN THE WILKIE WILSON  
COULD HAVE BEEN THE WINE

WAS A LONDOON  
TIME RUNNING  
IT'S BEEN A LONDOON  
TIME COMIN'  
WELL WORTH THE WAIT

HEARD A TAP ON THE WINDOW  
IN THE MIDDLE OF THE NIGHT  
HOLD BACK THE CURTAINS  
FOR MY OLDER BROTHER MINE

WHEAT KINGS AND PRETTY THINGS  
AND SUCH SEE YOUR THE MORNING DRINKS





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Each and every decision Council makes will be approached in a fiscally responsible manner that promotes prosperity and social, economic and environmental health for current and future generations.

### FOCUS ON RELATIONSHIPS

We recognize our role as a regional hub and offer services to neighbouring communities in a manner that is financially responsible and sustainable for our residents.

We value our first nations neighbours and seek alignment and opportunities to work together.

We understand that a community is strengthened through diversity and is defined by how it treats its most vulnerable.

### FOCUS ON ECONOMIC GROWTH

We will align our internal processes in support of economic health within the community.

We want a vibrant and prosperous downtown core.

We support our tourism industry in attracting visitors and business to the city.

### FOCUS ON LIVABILITY

We will address community safety issues for transportation and infrastructure in Campbell River.

We recognize access to recreational and cultural amenities as key to a healthy, vibrant and liveable community.

We will ensure a marine and river waterfront that is open and accessible.

### FOCUS ON MANAGEMENT AND GOVERNANCE

We actively support a regional solution for management and reduction of solid waste.

We plan proactively for the longterm costs of maintaining our critical infrastructure.

We value community input and will be disciplined in defining the scope of advisory groups and others.

\* Council's Strategic Plan is updated from time to time.





Workshops will be held to assist organizations with the social grant program application process.

CONTACT US WITH QUESTIONS OR FEEDBACK

Cleo Corbett, Senior Planner  
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cleo.corbett@campbellriver.ca  
301 St Ann's Road  
Campbell River, BC V9W 4C7



*\*Created for the purpose of public consultation and to initiate a 2019 pilot program.*



Attachment 2:  
Draft Council Finance Policy Amendment -  
markup of Section 2.3 Grants (8 pages)





# CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

**Amendment June 9/03 Res #03-0599 Section 2.3 and 2.4/ Amend. Jan 24/06 Res#06-0167  
Amend. May 11/15 Res. 15-0263 Sec. 2.3 replaced in its entirety**

## 2.3 GRANTS

### ~~2.3.1 BACKGROUND~~

~~Due to limited funds available to the City and in an effort to recognize the potential for senior government 'downloading', Council appointed a task force in 2005 to review best practices and maximize effectiveness in providing grants-in-aid according to the economic conditions of the day. Research from other similar sized municipalities showed that whilst recreation and sports facilities are usually directly operated by local government and social services are governed by other levels of government, arts and cultural facilities and programs are operated by non-profit organizations and therefore require further municipal funding.~~

### 2.3.12 PURPOSE

The Community Partnership Program is designed to support community arts and culture groups and the social purpose sector with the delivery of services and/or major events. These groups assist the City in ~~fulfilling the principle objective of~~ promoting a dynamic arts and cultural community and, ~~while promoting a positive~~ affecting positive social change. ~~community spirit in Campbell River.~~

Grants-in-aid are intended for arts and cultural organizations, but not for religious, sports or social service groups; nor for groups whose primary purpose is to educate through course work, and/or training, as distinct from those that educate through community outreach and programming. Exceptions include discretionary grants approved by Council as listed under Funding Category 3 (see Section 2.3.8). ~~Notwithstanding the above, facility rental subsidies are available to all community groups. The grants-in-aid program structure is based on the acknowledgement that while local governments directly operate recreation and sports facilities, arts and cultural facilities and programs are largely operated by not-for-profit organizations and therefore require further municipal funding and support.~~

The Social Grant Program furthers Council's Strategic Plan by building capacity in the organizations that improve the lives of people of Campbell River. The program aims to fill funding gaps where local solutions can increase the affordability and accessibility to programs and services for people in vulnerable situations. The program aims to stimulate a culture of collaboration by encouraging relationships and partnerships within the social purpose sector through community development.

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### 2.3.2 COMMUNITY PARTNERSHIP COMMITTEE

The purpose of the Community Partnership Committee is to assist Council in its decision making role by ensuring that Council receives thoughtful and comprehensive advice from a well represented





## CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

group of individuals from the community with unique skills and knowledge specific to the mandate of this Committee.

The Committee's function shall be to make recommendations to Council on applications for grants-in-aid and social grants. –Working in the best interests of all Campbell River residents, the Committee will explore ways that community partnership funding can best meet the needs of a growing community.

This policy will provide criteria for determining the appropriateness and suitability of grant-in-aid and social grant applications.

### **Mar 19/18 Res.#18-0145**

~~The City of Campbell River will work toward an amount of 1.6% of its General Revenue Operating Budget, excluding debt and transfers to other funds and governments based on the previous year's budget, in support of eligible community groups. City loan guarantees are not included in the annual percentage.~~

#### 2.3.3 FUNDING

Approval of all applications will be based on the City of Campbell River's ability to pay the requested funding, or a portion thereof.

The City of Campbell River will work toward an amount of 1.6% of its General Revenue Operating Budget, excluding debt and transfers to other funds and governments based on the previous year's budget, in support of eligible community groups for Funding Categories 1-5 (see Section 2.3.8). City loan guarantees are not included in the annual percentage. The amount for Funding Category 6 - Social Grants Program, will be funded annually in an amount determined by Council.

A consultative process will be entered into to consider repairs, maintenance and long-term replacement or refurbishment of City owned facilities. Funding for this will be in addition to Community Partnership grants.

Council delegates to the Community Partnership Committee the authority to approve grants up to \$1000.

#### 2.3.4 DEFINITIONS

**“Community Group”** - A registered non-profit society or charitable organization as defined by Canada Revenue Agency - in good standing.





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“**Community Partnership Committee**” - Made up of 97 members of the community at large to be selected by Council. A staff liaison and two Council liaisons (all non-voting) will be appointed to this Committee. The Community Partnership Committee’s terms of reference are established by bylaw.

### 2.3.5 GRANTS-IN-AID ELIGIBILITY CRITERIA

A community group may apply for funding and/or subsidized rent if it and the event and/or service fit within the Grant Policy’s purpose and comply with the following criteria for Funding Categories 1 through 5:

- a. be a benefit to the whole community, or the greatest number of Campbell River residents as reasonably possible;
- b. provide a worthwhile service or facility to the community and not duplicate or compete with existing services or facilities;
- c. the community group must be based in Campbell River;
- d. the event must be open to all members of the public;
- e. demonstrate that every effort has been made to earn or acquire funding from other sources prior to applying for municipal assistance;
- f. applicants are expected to have greater than 50% of required funding coming from other sources;
- g. with the exception of Funding Categories 1 and 5, demonstrate they will not create a dependency after the assistance ceases;
- h. the community group must be in compliance with and adhere to all bylaws and policies of the City of Campbell River.

A community group may not apply for assistance, or the application will not be accepted, if:

- a. it is for a for-profit organization;
- b. it is for an event that is/or has been under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations;

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## CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

- c. it is for a purpose which is disallowed by the *Community Charter*;
- d. it is for a purpose which, in the City's opinion, could expose the City to an unacceptable level of risk of liability;
- e. it is for an individual;
- f. it is to pay for City services, i.e. property taxes, development fees;
- g. if the organization is currently receiving a permissive tax exemption, with the exception of City owned buildings.

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### 2.3.6 SOCIAL GRANT ELIGABILITY CRITERIA

A community group may apply for funding within the Grant Policy's purpose and comply with the following criteria for Funding Category 6:

- a. Eligible social grant activities include:
  - Seed funding – a program, service or initiative that is new and has not been in operation for longer than three years;
  - Small capital purchases, or a contribution thereto, that improve the delivery of a program or service;
  - Project based – short-term initiatives with that have a clear beginning and end. Projects have specific deliverables and desired outcomes and are not ongoing activities or services. Up to 20% of the requested amount may go towards the administrative and operational costs to deliver the project.
- b. applications with matching funds will be given a higher priority;
- c. applications from community groups who receive no other City of Campbell River funding, such as a permissive tax exemption, will be given a higher priority;
- d. the community group must be in compliance with and adhere to all bylaws and policies of the City of Campbell River;
- e. the community group and the grant activity must be based in Campbell River.

A community group may not apply for assistance, or the application will not be accepted, if:

- a. it is for core funding or ongoing operational activities;



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Adopted: September 12, 2000

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- b. it is for a for-profit organization;
- c. it is for a purpose which is disallowed by the Community Charter;
- d. it is for a purpose which, in the City's opinion, could expose the City to an unacceptable level of risk of liability;
- e. it is for an individual;
- f. it is to pay for City services, i.e. property taxes, development fees,

### 2.3.7. CONDITIONS OF FUNDING

Community groups are expected to abide by the following funding conditions:

- a. funds must be used for the purpose for which they were requested. The City funds cannot be used to issue grants or to provide any type of financial assistance to other organizations;
- b. if the event is a fundraiser, it is run by a local not-for-profit group and 100% of money raised through the event stays in Campbell River;
- c. the applicant must acknowledge the support of the City of Campbell River in its promotional material related to a program, project, service or the event, including banners and signs on site during the an event;
- d. in the case that the event a grant activity is not completed, the City of Campbell River reserves the right to request all or part of the funds returned.

### 2.3.87 FUNDING CATEGORIES

Inclusion in any category does not obligate or guarantee that funding will be forthcoming for a particular year.

Applications will be considered based on the following five-six (56) different types of funding categories:

#### Category 1 – Core Operating Assistance

- a. Community groups which provide ongoing services and which use city land and/or buildings and require ongoing long term funding.

**Mar 19/18 Res.#18-0143**

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## CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

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- b. Funding will be approved for a term of 1 to 5 years to match the duration of the organization's license of occupation. Organizations in this category must submit to the Community Partnership Committee a detailed financial plan to support the number of years of requested funding.
- c. Each Core Operating group will have a license of occupation with the City, which will match the duration of the approved grant and which will define their eligibility requirements.
- d. Costs for standard and special maintenance on City building(s) occupied by applicant needs to be included in the budget/funding request.

### Category 2 - Ongoing Event and/or Service

- a. Community groups which provide for an ongoing major event and/or service.
- b. Funding will be reviewed and approved annually for a term of one year.

### Category 3 – Discretionary

Organizations in this category are not affiliated with arts and culture but nevertheless provide a valuable contribution to the community as a whole which Council wishes to support. There are currently three (3) organizations receiving grants under this category as follows:

- a. Campbell River Citizens on Patrol,
- b. Campbell River Search and Rescue and
- c. Greenways Land Trust.

### Category 4 - One-off Special Event and/or Service and Travel Grants

- a. Community groups which provide an infrequent "one-off" major event and/or service:
- b. The City will only consider, on a case by case basis, requests for financial sponsorship of convention functions that are directly related to the Municipal Council or Municipal staff (e.g. Association of Vancouver Island Municipalities/Local Government Managers Association).
- c. This category would include travel grants for representatives of local organizations and where the individuals are attending provincial, national or international events and can be reasonably considered ambassadors of the City of Campbell River. Such grants will be paid only to the supporting organization.

### Category 5 – Recreation Facility Rental Subsidies



# CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

Council Resolution No. 00-762

- a. Community groups which require the use of City facilities while hosting athletic, social or cultural events.

**Amendment Nov 2/15 Res.#15-0490 Section b and c**

- b. The available subsidy will cover no more than 50% of the rent to a maximum of \$1,000 based on the availability of facilities.
- c. A total of \$15,000 is set aside to fund events and/or services for Category (5).
- d. The Recreation Manager will provide a quarterly report on subsidized rent applications/approvals to the General Manager of Parks Recreation and Culture and will provide an annual report to the Community Partnership Committee.
- e. The applicant is responsible for ensuring that the space/facility required has been reserved for the required times.

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### **Category 6 – Social Grants**

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- a. Community groups in the social purpose sector may apply for seed funding for a new initiative, small capital purchases or project based activities that will enhance community wellbeing.
- b. Funding applications must be a minimum of \$5,000.
- c. Funding will be reviewed and approved annually for a term of one year.

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## **2.3.98 APPLICATION PROCESS AND REQUIREMENTS**

The application process and requirements for grant applications will be determined by the Community Partnership Committee and will form part of the application package. The Committee will review application requirements on an annual basis.

## **2.3.109 EVALUATION OF APPLICATIONS**

Applications for funding of all categories will be judged on the following merits:

- a. The Organization's goals, objectives and activities, and how closely they are aligned with the City's goals, and objectives within the purpose of Council's Grant Policy and Strategic Plan
- a-b. The service the organization provides to the community
- c. Demonstrated need for financial assistance
- d. Consideration of matching, contributing and in-kind funding;





## CITY OF CAMPBELL RIVER COUNCIL FINANCE POLICY

Adopted: September 12, 2000

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b.e. Any additional funding the Community Group receives from other City programs

e.f. The benefits to the community as a result of the assistance

d.g. The degree of community/volunteer support

e.h. Demonstrated level of effective performance in previous year(s), if applicable

f.i. Other features which may be deemed to be relevant

With the exception of Category 5 organizations (Facility Rental Grants) review and evaluation will be done by the Community Partnership Committee.

### 2.3.1~~0~~ MISCELLANEOUS GRANTS OUTSIDE OF THE COMMUNITY PARTNERSHIP GRANTS

***Amended Oct 16/12 Res #12-0347, Amended May 11/15 Res #15-0268 Sec c. added***

- a. The Royal Canadian Legion is authorized use of the Campbell River Community Centre for up to four hours free of charge on November 11 of each year for the purpose of Remembrance Day activities and that the operating cost of this in-kind contribution, be taken from Council Contingency.
- b. Consideration may be given to reduce Transit fees for student group fares for those persons associated with non-profit community activities.
- c. Council, upon written request, may provide an annual grant not exceeding \$10,000 to the following community groups for the purposes of beautification, public art and public amenities by way of a partnering agreement:
  - i. Campbellton Neighbourhood Association
  - ii. Downtown "Heart of the City" Business Improvement Area Association
  - iii. Pier Street Association
  - iv. Willow Point Business Improvement Area Society

Funding requests must include the following information:

- v. Detailed description of the work to be completed
- vi. Proposed budget
- vii. Funding request
- viii. Report on use of the previous year's grant (if applicable)

Following approval of the partnering agreement, the community group shall undertake the work and then submit an invoice to the City who will reimburse the community group after it has confirmed that the works have been completed as agreed.

Attachment 3:  
Draft Advisory Committee Amendment Bylaw 3744,  
2019 and markup version (17 pages)





## **Advisory Committee Amendment**

### **Bylaw No. 3744, 2019**

ADOPTED \_\_\_\_\_, 2019

#### **PURPOSE**

This bylaw sets out to amend Advisory Committee Bylaw No. 3698, 2018 to add social grant administration to the Community Partnership Committee's mandate.

The Council of the City of Campbell River enacts as follows:

**PART 1: Title**

**1.1** This bylaw may be cited for all purposes as **Advisory Committee Amendment Bylaw No. 3744, 2019.**

**PART 2: Amendments**

**2.1** Advisory Committee Bylaw No. 3698, 2018 is hereby amended by:

a) adding Airport Advisory Committee and Community Partnership Committee to the purpose;

b) Replacing section 3.2(b) and 3.2(c) with the following:

3.2(b) The Committee’s function shall be to make recommendations to Council on applications for grants-in-aid, social grants and permissive tax exemptions. Working in the best interests of all Campbell River residents and guided by Council’s Finance Policy and Financial Plan, the Committee will explore ways that community partnership funding can best meet the needs of a growing community.

3.2(c) The Community Partnership program is designed to support community groups with the delivery of major events and/or services. These groups assist the City in fulfilling the principle and objective of promoting a dynamic arts and cultural community, and the promotion of a positive, supportive and inclusive community.

c) removing “Council’s Five Year” from 3.2(d).

d) replacing section 4.2 with the following:

**4.2 Community Partnership Committee**

a) 7 (seven) voting members at large, drawn from a broad community representation of people committed to providing community services by local nonprofit agencies;

b) 2 (two) voting members with experience and expertise in the social purpose sector.

READ THE FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ 2019

READ THE SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ 2019

READ THE THIRD TIME this \_\_\_\_ day of \_\_\_\_\_ 2019

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2019



Signed by the Mayor and City Clerk this \_\_\_\_\_ day of \_\_\_\_\_ 2019

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Andy Adams, MAYOR

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Elle Brovold, CITY CLERK



City of  
**Campbell  
River**

MARK UP

# BYLAWS

ADVISORY COMMITTEE

**BYLAW 3698, 2018**

**Consolidated Version**





## DISCLAIMER

Hyperlinks, internet addresses, QR codes and any material associated with, or accessed through such links, do not form part of the bylaw and are provided as supplementary material for convenience only. In the event of any query, dispute or legal challenge, a plain text-only version of the bylaw is available and maintained as being the authoritative copy.

Unless an image, photograph or diagram is explicitly referred to in the text of the bylaw as being part of the bylaw, any images, photographs and diagrams do not form part of this bylaw and are provided as supplementary material for convenience only.

Cover photo by Toni Falk



The “QR code” to the left provides quick access to the Campbell River website  
<http://www.campbellriver.ca> using a mobile QR code reader app.



## **Advisory Committee**

**Bylaw No. 3698, 2018**

**Revised May 13, 2019**

**Consolidated for Convenience Purposes  
to include Bylaw 3698, 3706, 3735**

**ADOPTED May 7, 2018**

### **PURPOSE**

This bylaw sets out to provide the terms of reference for the **Airport Advisory Committee**, **Community Partnership Committee**, **Community Planning Advisory Committee**, **Environmental Advisory Committee** and **Community Health and Public Safety Advisory Committee**.



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The Council of the City of Campbell River enacts as follows:

## **PART 1: Title**

**1.1** This bylaw may be cited for all purposes as **Advisory Committee Bylaw No. 3698, 2018**.

## **PART 2: Definitions**

**Amd Bylaw 3735 May/19 Def'n added**

**2.1** In this bylaw unless the context otherwise requires:

<b>Airport</b>	means all land and improvements known as Lot A, Sections 7, 8 and 18 Township 1, Comox Land District, Plan VIP74726
<b>Committee</b>	means any of the following: Airport Advisory Committee, Community Partnership Committee, Community Planning Advisory Committee, Environmental Advisory Committee or Healthy Community & Public Safety Committee.
<b>City</b>	means the City of Campbell River
<b>Council</b>	means the Council of the City of Campbell River

## **PART 3: Purpose**

**Amd Bylaw 3706 Oct/18 Sec 3.1, 3.2 and 3.3 replaced, Amd Bylaw 3735 May/19 Sec. 3.1 and 3.2 added**

The purpose of the committees is to assist Council in its decision-making role by ensuring that Council receives thoughtful and comprehensive advice from a well-represented and diverse group of individuals from the community with unique skills and knowledge specific to the work of each Committee.

**3.1** Airport Advisory Committee

- a) The purpose of the Committee is to provide policy advice and recommendations to Council, on various issues related to the airport including general aviation, long range planning, economic development, marketing, air transportation planning, and environmental and sustainability issues. The following matters are within the mandate of the Committee to investigate and make recommendations to Council:
  - i. Airport zoned lands for aerospace or any other aviation related or complimentary commercial venture that is consistent with the Airport Master Plan;
  - ii. Economic development and marketing for the airport;
  - iii. Air transportation services for Campbell River and region;
  - iv. Receiving and reviewing information, correspondence and minutes from other external organizations/committees as requested by Council and forward them to Council with recommendations as required.;
  - v. Any other matter referred by Council.



- b) The Airport Advisory Committee is authorized to spend up to \$5,000 of their approved budget annually on any one expenditure under the condition that the expenditure meets the objectives of the Committee as stated in section 3.1(a).

### 3.2 Community Partnership Committee

- a) The purpose of the Committee is to assist Council in its decision-making role by ensuring that Council receives thoughtful and comprehensive advice from a well-represented group of individuals from the community with unique skills and knowledge specific to the mandate of this Committee.
- b) The Committee's function shall be to make recommendations to Council on applications for grants-in-aid, social grants and permissive tax exemptions. Working in the best interests of all Campbell River residents and guided by Council's Finance Policy and Financial Plan, the Committee will explore ways that community partnership funding can best meet the needs of a growing community.
- c) The Community Partnership program is designed to support community groups with the delivery of major events and/or services. These groups assist the City in fulfilling the principle and objective of promoting a dynamic arts and cultural community, and the promotion of a positive, supportive and inclusive community.
- d) Notwithstanding section 3.2(b), the Community Partnership Committee is authorized to approve a grant-in-aid to an organization not exceeding \$1,000.00 each, providing the application complies with Council's Finance (grant) Policy. The Committee's authority to approve grants-in-aid is limited to the amount prescribed in Council's Finance Policy and Council's Five Year Financial Plan.

### 3.3 Community Planning Advisory Committee:

The Community Planning Advisory Committee's function shall be to make recommendations to Council, on matters concerning community visioning, long range planning, OCP & Zoning Bylaws, development issues and opportunities, transportation planning, parks planning, downtown revitalization, public art, utilities planning & development, affordable housing and economic sustainability with respect to land use, planning & development and other matters as referred by Council.

### 3.4 Environmental Advisory Committee:

The Environmental Advisory Committee's function shall be to make recommendations to Council, on environmental issues of concern related to environmental sustainability, waterfront foreshore restoration and protection, Campbell River Estuary, conservation areas and passive parks, green ways and green spaces, streams and wetlands, landfills, organic waste (composting), energy and emissions, effects of climate change (storm severity, sea level rise), and watershed and water conservation and other matters as referred by Council.

### 3.5 Community Health & Public Safety Advisory Committee

The Community Health & Public Safety Advisory Committee's function shall be to make recommendations to Council, on matters concerning community health and social sustainability, public safety, community security, homelessness, emergency and transition

housing, the opioid crisis and social policy development and other matters as referred by Council.

**3.6** Advisory committees shall not refer an issue to another advisory committee.

**3.7** City employees are not permitted to serve on any advisory committee.

## **PART 4: Membership**

**Amd Bylaw 3706 Oct/18 Part 4 replaced, Amd Bylaw 3735 May/19 Sec. 4.1 and 4.2 added**

The Committees shall consist of not less than 9 voting members, and not more than 10 voting members, one non-voting Council Liaison and up to 2 ex-officio (non-voting) members as follows:

### **4.1 Airport Advisory Committee**

- a) 9 (nine) voting members at large appointed by Council who will be able to provide a balanced perspective on issues related to the airport including general aviation, long range planning, economic development, marketing and environmental and sustainability issues.

### **4.2 Community Partnership Committee**

- a) 7 (seven) voting members at large, drawn from a broad community representation of people committed to providing community services by local nonprofit agencies;
- b) 2 (two) voting members with experience and expertise in the social purpose sector.

### **4.3 Community Planning Advisory Committee**

- a) 3 (three) members who have experience and expertise in such areas community planning, architecture and land development;
- b) 1 (one) member with experience and expertise in the areas of environmental/sustainability, conservation and environmental protection;
- c) 1 (one) member with experience and expertise in economics or finance;
- d) 1 (one) member to represent the arts community;
- e) 1 (one) member to represent the business community;
- f) 2 (two) members to represent the community at large;
- g) 1 (one) member to represent the local First Nations.

### **4.4 Environmental Advisory Committee**

- a) 4 (four) members who have experience and expertise in the areas of environmental/sustainability, conservation and environmental protection;
- b) 2 (two) members to represent the business and industry community;
- c) 3 (three) members to represent the community at large;
- d) 1 (one) members to represent the local First Nations;



- e) 1 (one) ex officio member to represent Fisheries and Oceans Canada (non-voting);
- f) 1 (one) ex officio member to represent the Ministry of Environment (non-voting).

#### 4.5 Community Health & Public Safety Advisory Committee

- a) 4 (four) members who have experience and expertise in the provision of social services
- b) 1 (one) member representing the Campbell River RCMP;
- c) 1 (one) member to represent the business community;
- d) 3 (three) members to represent the community member at large;
- e) 1 (one) members to represent the local First Nations.
- f) 1 (one) ex officio member to represent the Provincial Ministry of Mental Health & Addictions (non-voting);
- g) 1 (one) ex officio member to represent the Vancouver Island Health Authority (non-voting).

## PART 5: Appointment of Members

**Amd Bylaw 3706 Oct/18 Section 5.1 b) added**

### 5.1 The following shall apply to all appointments:

- a) Council will appoint members to the Committee;
- b) In the event that no appropriate applicants fulfill the requirements under Part 4, Council may appoint a person to fill any of the vacant positions
- c) At least two-thirds ( $\frac{2}{3}$ <sup>rd</sup>s) of the members appointed to the Committee shall be either residents or taxpayers of the City;
- d) In the event of a vacancy, Council may appoint a person for the unexpired term;
- e) Where a Committee member is requested to serve as a representative to another advisory body, the Committee is authorized to designate its representative.

## PART 6: Term of Appointment

**Amd Bylaw 3735 May/19 Sec. 6.1a amended**

### 6.1 The following shall apply to all appointments:

- a) All appointments shall be for a three (3) year term. The term of appointment to the Committee shall expire March 31<sup>st</sup> or when a successor is appointed.
- b) Notwithstanding section 6.1(a), Council's inaugural appointments shall consist of three (3) one-year appointments, three (3) two-year appointments and three (3) three-year appointments.
- c) The Committee may review the attendance circumstances of any member who has

missed three consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.

- d) Any appointee to the Committee may be removed by an affirmative vote of two-thirds ( $2/3^{\text{rds}}$ ) of all members of Council.
- e) A member of the Committee may not serve for more than two (2) consecutive terms. Council may, however, by two-thirds ( $2/3^{\text{rds}}$ ) majority of those present, reappoint a person who has served two (2) consecutive terms.

## PART 7: Chairperson

Amd Bylaw 3735 May/19 Sec. 7.2 added

- 7.1** The Committee shall elect a Chairperson and Vice Chairperson at its first meeting.
- 7.2** The Chairperson shall be appointed for a two-year term, after which time the Vice Chairperson will move into the position of Chairperson and a new Vice-Chairperson will be appointed for a two-year term. In the event that no other committee member wishes to be appointed as Chairperson, the current Chairperson may serve another one-year term.
- 7.3** Council members will not serve as Chairperson.
- 7.4** The Chairperson is responsible for ensuring the rules of procedure are followed prior to and during each meeting, and, in consultation with the staff liaison that items on their meeting agenda fall within their mandate.
- 7.5** The Chairperson or Vice Chairperson shall conduct the meeting in accordance with this bylaw, the *Community Charter*, *Local Government Act*, Council policy, Council's Procedure Bylaw and Roberts Rules of Order.
- 7.6** If the Chairperson or Vice Chairperson are not present at the time appointed for the meeting, the staff liaison should call the meeting to order and the members present should immediately elect a Chairperson *pro tem* to preside over that meeting, or until the Chairperson or Vice Chairperson arrives. Such office is terminated by the entrance of the Chairperson or Vice Chairperson, the end of the meeting, or the election of another Chairperson *pro tem*.
- 7.7** The Chairperson's duties are:
  - a) Check if a quorum is present and open the meeting at the prescribed time;
  - b) Announce the business in the proper sequence – as on the agenda;
  - c) Recognize members entitled to speak, in the order in which they request to speak;
  - d) State and put the questions (resolutions which have been moved and seconded) to a vote;
  - e) Enforce the rules of procedure and decorum;
  - f) Expedite business;
  - g) Decide questions of order and respond to parliamentary enquiries; and
  - h) Declare the meeting adjourned when the business is complete.

- 7.8** The Chairperson shall serve as a leader and facilitator who encourages people to participate, helps people listen to each other and reflects back the common threads of the discussion. The Chairperson should be prepared to put aside their personal interests in an effort to help the Committee reach general consensus.

## **PART 8: Meeting Procedures**

**Amd Bylaw 3735 May/19 Sec. 8.2 amended**

- 8.1** The Committees shall meet on a monthly basis for the first six (6) months and at least four (4) times per year at the call of the Chairperson thereafter.
- 8.2** The Committees should strive for consensus in their decision-making; however, final decisions are made by resolution adopted by majority vote with the exception of the Community Partnership Committee where all decisions are decided by consensus.
- 8.3** A quorum for a meeting shall be a majority of members currently serving on the Committee.
- 8.4** Committee proceedings will be open to members of the public, unless authorized to be held in-camera by the *Community Charter*.
- 8.5** The Committee meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Committee agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chairperson or member presiding and distributed to the Committee members.

## **PART 9: Delegations and Correspondence**

- 9.1** All delegations requesting permission to appear before the Committee shall submit a written request to the City Clerk, including a written synopsis clearly outlining their topic of concern by 3:00 p.m. on the Wednesday of the week preceding the meeting.
- 9.2** Delegations will be 10 minutes to present, unless a longer period is agreed to by majority vote of those members present.
- 9.3** Where a request to present has not been received by the City Clerk as prescribed in section 10.1, an individual or delegation may present to the Committee if approved by majority vote of those members present.
- 9.4** The deadline for the public to submit items to the City Clerk for inclusion on the Committee agenda shall be 3:00 p.m. on the Wednesday of the week preceding the meeting.

## **PART 10: Sub-Committees**

- 10.1** The formation of a sub-committee shall only be permitted by a majority vote of Council under the condition that the sub-committee be given a specific mandate and time frame.
- 10.2** Staff liaisons or recording secretaries will not be appointed to any sub-committee.

## **PART 11: Conflict of Interest**



- 11.1** This section applies to a person appointed to the Committee under section 6 in relation to Committee meetings.
- 11.2** Where a member of a Committee attending a meeting of a Committee considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- a) a direct or indirect pecuniary interest in the matter, or
  - b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- 11.3** After making the declaration under section 11.2 of this Bylaw, the Committee member must not do anything referred to in section 101(2) of the *Community Charter*, as if that section applied to Committee members.
- 11.4** The official responsible for recording the minutes of a meeting of the Committee will record the declaration of a conflict by a member of the Committee, the reasons given for the declaration, the time of the member of the Committee's departure from the meeting room, and if applicable, of the member's return.
- 11.5** If Council considers that a member of the Committee has acted in breach of this section, it may remove the member from the Committee, unless Council considers that the breach was done inadvertently or resulted from an error of judgment in good faith or that the conflict of interest would be of a type described in section 104 of the *Community Charter* or a regulation under that section.

## **PART 12: Remuneration**

- 12.1** No member of the Committee will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Committee that were previously approved by the Committee. The Committee's budget will be established by Council on an annual basis.

## **PART 13: Technical and Administrative Support**

- 13.1** The City Manager shall designate a staff liaison and recording secretary to aid the work of the Committee. Designated support staff may attend the Committee meetings in a resource capacity, but not be permitted to vote. The Committee does not direct the staff liaison, nor can they request other staff resources. Such requests must go through either the City Manager or Council.
- 13.2** The staff liaison provides support to the Committee on behalf of Council to ensure the mandate of the Committee is met. Acting in their capacity as liaison, staff provides Committees with technical and operational information that assists the Committee in their work on behalf of Council. The staff liaison will assist with the preparation of recommendations to Council as requested by the Committee.
- 13.3** Under the direction of the Chairperson, the recording secretary shall be responsible for the preparation of agendas, minutes and follow-up from the meetings.

- 13.4** The recording secretary will have meeting agendas available for pick up on Friday at noon prior to the meeting of the Committee.
- 13.5** The Committee is entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc. for Committee business, which are to be arranged by the recording secretary.

## **PART 14: Reporting**

- 14.1** The Committee Chairperson, with the assistance of the staff liaison, will report to Council on behalf of the Committee utilizing the standard reporting format adopted by the City. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.
- 14.2** To make a presentation before Council at a regular meeting, the request is made to the City Clerk by submitting the report or presentation in written form. The report must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally, a report to Council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the Committee.
- 14.3** Prior to November 30<sup>th</sup> each year, the Committee will present an annual report to Council, setting out its activities and accomplishments for the previous year. The report shall also present to Council for its approval, work plan and budget for the following year.

## **PART 15: Expectations**

- 15.1** The Committee and its members are required to:
- a) be accountable and responsive to Council;
  - b) be open and transparent by observing legislative meeting protocol and conducting their business in public meetings;
  - c) be collaborative in nature and respectful;
  - d) remain accessible to each other, and to the Committee;
  - e) regularly consult with the peer groups that they represent; and
  - f) regularly share, and disseminate information between all Committee members on a timely basis.
- 15.2** As the Committee and its members are representatives of the City of Campbell River, members must distinguish when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or as an individual. As a general rule, it is the Chairperson of a Committee that speaks publicly on behalf of the Committee when and where appropriate.

## **PART 16: Repeal**

**Amd Bylaw 3735 May/19 Sec. 16.1 amended**

- 16.1** The following bylaws are hereby repealed:

- Advisory Planning & Environment Commission Bylaw No. 3487, 2012
- Community Services, Recreation and Culture Commission Bylaw No. 3488, 2012.
- Airport Advisory Committee Bylaw No. 3642, 2016
- Community Partnership Committee Bylaw No. 3489, 2012.

READ THE FIRST TIME this 23<sup>RD</sup> day of April, 2018

READ THE SECOND TIME this 23<sup>rd</sup> day of April, 2018

READ THE THIRD TIME this 23<sup>rd</sup> day of April, 2018

ADOPTED this 7<sup>th</sup> day of May, 2018

Signed by the Mayor and City Clerk this 9<sup>th</sup> day of May, 2018

Original signed by:

Andy Adams

\_\_\_\_\_  
MAYOR

Elle Brovold

\_\_\_\_\_  
CITY CLERK





City of  
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River**

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Attachment 4:  
2019 Social Grant Council Resolutions (2 pages)

## Attachment 4

The following provides recent resolutions relating to the establishment of the Social Grant Program and the subject report from which the resolutions are based.

14 May 2019	THAT the policy statement under 1.1 be restated to create a broader purpose in the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
14 May 2019	THAT Council endorse the policy statement under 2.1 from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment; AND THAT staff report back on how to manage multiple applications from a single organization.
14 May 2019	THAT Council endorse policy statement 3.1.1 and 3.14 from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
28 May 2019	THAT Council does not endorse policy statement 3.1.2 which reads, "Operations funding (such as coordinator positions)", from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
28 May 2019	THAT Council endorse policy statement 3.1.3 which reads, "Small Capital Purchases up to \$10,000" but remove the "up to \$10,000", from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
28 May 2019	THAT Council endorse policy statement 4.1.1 which reads, " Application amounts are to be a minimum of \$5,000", from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
28 May 2019	THAT Council endorse policy statement 4.1.2 which reads, " Application with matching funds will be given a higher priority for approval", from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.
28 May 2019	THAT Council endorse policy statement 4.1.3 which reads, "Council will utilize a percentage of the Social Grant Fund each year to partner with other local funders on an accelerated impact project or initiative starting with 10% or \$10,000 in 2019 with United Way", from the Long Range Planning and Sustainability Department's April 29, 2019 report regarding Social Grant Program Establishment.



## Attachment 4

28 May 2019	THAT the Social Grant policy be amended by adding that applications for social grant funding from organizations who have not received funding from other city funding programs, will be given a higher priority than those who have received funding.
28 May 2019	THAT a simple application process for the Social Grant Funding be established based on the values and eligibility criteria established and the associated policy and bylaw amendments; AND THAT the funding allocations be a separate process for 2020 forward;  AND THAT the Social Grant Funding program be administered by the Community Partnership Committee.
28 May 2019	THAT criteria for reporting back to Council on the success of the Social Grant program be developed and brought back to council.
10 Jun 2019	THAT Council supports the establishment of a Social Grant Program as amended; AND THAT the associated policy and bylaw amendments for the establishment of a Social Grant Program be prepared and brought forward for Council's Consideration;  AND THAT once the associated policy and bylaw amendments are drafted to the satisfaction of Council, a small stakeholder consultation process be conducted with community stakeholders and the Community Partnership Committee for information and refinement purposes;  AND FURTHER THAT a draft communications strategy be developed and included with the draft report to be brought back with the policy amendments.

Attachment 5:  
April 29, 2019 Report to Council entitled  
“Social Grant Program Establishment” (27 pages)

**Council Agenda Information**

COTW May 14, 2019  Regular Council [Click and type date of meeting]



## City of Campbell River Report/ Recommendation to Council

Date: April 29, 2019 File No. 5080-20-SGRANTS  
Submitted by: Cleo Corbett, Senior Planner, Long Range Planning and Sustainability  
Subject: Social Grant Program Establishment

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### Purpose / Introduction

To provide Council with recommended options for how to establish a social grant program. Once Council has reviewed the options and provided direction, the regulatory structure will be prepared and brought forward for consideration.

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### Recommended Resolutions

**THAT Council supports the establishment of a Social Grant Program as outlined in the Long Range Planning and Sustainability Department report dated April 29, 2019;**

**AND THAT the associated policy and bylaw amendments for the establishment of a Social Grant Program be prepared and brought forward for Council's consideration;**

**AND FURTHER THAT once the associated policy and bylaw amendments are drafted to the satisfaction of Council, a small stakeholder consultation process be conducted with community stakeholders and the Community Partnership Committee for information and refinement purposes.**

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### Executive Summary

The proposed Social Grant Program aims to affect positive social change in Campbell River and provide measured impact while balancing usability with accountability. The proposal is based on furthering Council's Strategic Plan and builds on the success of the Community Partnership Program model. The proposal is presented to provide Council with recommended program eligibility and structure, and also provides different options with associated implications. Once Council provides direction on the desired structure of the Social Grant Program, the associated policy and bylaw amendments would be drafted to formally establish the new funding program.

## **Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

## **Background**

### Social Grant Program History – Attachment 1

While the Community Partnership Program (CPP) provides the opportunity for grant-in-aid requests, the program primarily focuses on arts and culture, and explicitly excludes social purpose requests. As the number of requests related to social causes has increased over time, the need for a social grant funding program was identified.

Exploring a Social Grant Program formally began in 2015. In Council's desire to create a funding program, structural elements that were discussed included being linked to and furthering Council's Strategic Plan, eligibility of activities to be funded (whether project-based versus operational funding) and various decision making structures. The social funding structure was discussed and reports were received in meetings throughout 2016. A full account of previous Council resolutions can be found in Attachment 1.

Council originally allocated \$25,000 annually from the Gaming Reserve, wishing to create a grant to address social challenges being felt in the community and as a way to address the increased funding requests being received. In 2019, Council increased the amount allocated to the social grant fund to \$100,000.

### Funding History – Attachment 2

Attachment 2 provides a summary of all social related funding requests and approvals between 2015 and the present. The tables are broken by funding source including Council Contingency Fund, Community Partnership Program, the Community Land Development Account and monies already allocated to the Social Grant Program. The tables show the wide variety and scope of activities that have been funded related to the social health of the community. Most notable is the operational nature of many of the funding requests. Operational funding refers to costs associated with delivering services and day to day administration expenses.

## **Discussion**

The following discussion provides the recommended design for the social grant program broken down into different fund elements. It is broken down in the aspects of where specific decisions can be made regarding grant mechanics. While developing the proposal, Council's Strategic Plan (current and draft), the Sustainable Official Community Plan, Funding Best Practices, accountability and usability were all considered.

Social Grant Programs are quite rare for smaller and mid-size Cities. Most comparable communities across BC have established Grant-in-Aid and neighbourhood-based programs but typically not socially targeted funds. Council should be commended on identifying the unique need in our community and providing an opportunity for the community to establish and invest in local solutions.



## **Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

After Council provides direction on the critical elements that make up a funding program, the necessary policy and/or bylaw amendments required for implementation would be drafted. The forthcoming amendments will be dependent on Council direction. The Social Grant Program would be monitored over time and amendments can be made to increase efficiency and effectiveness over time and respond to changing community needs.

Seven critical elements are identified and discussed below. Recommendations in the form of policy statements are provided for six of the critical elements. Alternatives to the recommended policy statements are provided within the "Options" section of this report should Council wish to take a different direction on any particular element.

### **1. Values and Impacts:**

Funding programs generally target specific impacts or areas of interest to fill an identified gap, solve a problem or address a challenge. They can range from very focused, to broad in nature. The more focused the funding program, the more impact can be felt in a specific area, or specific outcomes can be realized with measurable the results. Targeted programs, however, lack flexibility and are less responsive to changing needs. Regardless of approach, values and desired impacts of a program should be developed and articulated. They can also change over time as the landscape of community needs can be ever changing when addressing social wellness. It is recommended Council take a balanced approached based on the Strategic Plan:

#### **Recommended Policy Statements:**

##### **1.1 The Social Grant Program will focus on furthering Council's Strategic Plan by:**

- 1.1.1 Supporting innovations in housing;**
- 1.1.2 Increasing affordability and accessibility to services to enhance the wellbeing of people in vulnerable situations;**
- 1.1.3 Supporting our economy through supporting people;**
- 1.1.4 Nurturing relationships with our Indigenous neighbours; and**
- 1.1.5 Encouraging a culture of collaboration through service delivery and engaging community.**

### **2. Applicant Eligibility:**

Registered not-for-profit societies and charitable organizations as defined by Canada Revenue Agency should be eligible to apply for funding similar to the Community Partnership Program (CPP). This provides a level of accountability as structures and reporting requirements are in place to monitor financial activities.

Individuals and for-profit businesses should not be eligible to apply for funding under the program. Individuals and businesses may choose to partner with eligible applicants for various projects or causes.

Another emergent structure for tackling social challenges are issues-based tables; these community development driven collaborative entities, such as the Coalition to End Homelessness or the Community Action Team, are successful models in addressing challenges

## Report/Recommendation to Council

Social Grant Program Establishment

April 29, 2019

that do not have formalized structures. Typically, the tables have Not-for-Profit membership who can assist in accessing funding, including through the proposed social grant program.

### Recommended Policy Statement:

**2.1 Registered Not-for-Profit society and charitable organizations as defined by Canada Revenue Agency, in good standing, that operate in Campbell River.**

### **3. Activity Eligibility:**

Funding programs often restrict the kind of activity that can receive funding. Typically, these include differentiating between seed funding for a new program or initiative, operational funding, capital expenditures, or project-based applications. The table below provides some pros and cons for funding each.

Activity	Pros	Cons	Recommended?
Seed Funding	Can help start new programs or initiatives. Can be responsive to changing needs and encourage innovation.	Activity has not yet been proven. Risk associated with new activities failing.	Yes
Operating	Operating funding for non-profit organizations is the hardest funding to come by and usually the most needed.	Organizations can get dependant on on-going funding and become reliant. If funding is removed, service delivery is impacted.	Yes
Capital	Capital expenditures can build assets and equity that can support increased capacity and service delivery into the future.	Controls should be imposed on how substantial capital assets are managed over the long term as they can be sold off or mismanaged (e.g.: covenant on land).	Yes for small capital purchases such as equipment up to \$10,000 but not for land (see explanation below)
Projects	Have a beginning and an end and are easily measured and evaluated.	May have fewer long-term impacts and can provide inconsistent results.	Yes

### Recommended Policy Statement:

- 3.1 The following activities are eligible for social grant funding:**
- 3.1.1 Seed funding for brand new programs and initiatives;**
  - 3.1.2 Operations funding (such as coordinator positions);**
  - 3.1.3 Small capital purchases up to \$10,000; and**
  - 3.1.4 Project based.**

## **Report/Recommendation to Council**

### **Social Grant Program Establishment**

April 29, 2019

The above activities are recommended at this time based on historic social funding requests (Attachment 2), the perceived needs in the social purpose sector and observed local circumstances. Limits can be placed on funding certain activities such as a maximum number of years' operational funding will be provided to any given organization. Funding criteria can also encourage boards to engage in financial planning exercises to become more financially sustainable. Criteria can be developed should Council wish to see limits placed on certain eligible activities.

Should Council wish to explore land purchases for affordable housing as part of the social grant allocation, Administration would recommend a separate process. Land acquisition and disposition could involve reserve funds, various policies, require land use restrictions and conditions, and could involve different notification requirements. Land acquisition and disposition is recommended to remain separate from the Social Grant Program.

#### **4. Funding Parameters and Leveraging**

A minimum application amount helps moderate the cost to administer the grant program. Setting a minimum amount in the application process also encourages the funding program has measured impacts with reduced administration costs. A \$5,000 minimum application amount is recommended. No maximum application amount is recommended at this time; however, grant guidelines would specify the annual funding amounts and that awards would balance program subscription and uptake.

Some funding programs are based on leveraging bigger impacts through requiring matching funds. This requirement can be fairly easy for established organizations but harder for new initiatives or issue-based tables. To offer flexibility but still encourage leveraging additional impacts and investment, application weighting and evaluation could reward applications that have matching funds and or provide meaningful in-kind support, but not require it.

Supporting and encouraging collaboration is important to increasing efficiency and is key when addressing social challenges. As increasing collaboration is encouraged by Council and is proposed as a value statement for the grant program, Council should consider taking this approach with a portion of the grant funds. Council could choose to partner with other community funders to have an accelerated impact model. The City could choose to approach potential partners in the community who share similar values and have established funding programs surrounding social causes. United Way and the Community Foundation are two examples. The United Way has already provided support for this approach in its new granting structure (see Attachment 3) and have verbally committed to match \$10,000 in funding in 2019 with the City. If Council is supportive, a shared value and desired impact will be chosen annually and a simple process would be established. If successful, this aspect of the Social Grant Program could be expanded over time for larger impacts.

## **Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

### **Recommended Policy Statement:**

#### **4.1 That the following funding parameters be set:**

**4.1.1 Applications amounts are to be a minimum of \$5,000;**

**4.1.2 Applications with matching funds will be given a higher priority for approval;  
and**

**4.1.3 Council will utilize a percentage of the Social Grant Fund each year to partner with other local funders on an accelerated impact project or initiative starting with 10% or \$10,000 in 2019 with United Way.**

#### **5. Application Process**

The application processes for funding can vary widely from very detailed proposals to more casual letters-of-intent. A balanced approach is recommended where the required information is gathered in an efficient low maintenance process. Applicants would fill out a simple form summarizing the proposed activity, how the activity will support Council's Strategic Plan and the established grant criteria (where applicable) including: Not-for-Profit information, timelines, basic work plans, overall budget including matching or in-kind contributions and partners.

#### **Timing**

Application intake is recommended once a year. An annual process helps organizational planning (both for the funder and the funded) and is less maintenance from an operational perspective than an ad-hoc process whereby applicants can apply at any time. Timing of approvals could be conducted with the Community Partnership Program (CPP) for 2020 onward; however, a different process is recommended for 2019 given the funds are committed and the CPP process is over for 2019. Timing and process will be solidified based on Council's direction.

### **Recommended Policy Statement:**

**5.1 A simple application process would be established based on the values and eligibility criteria established above and the associated policy and bylaw amendments. The 2019 funding allocations would require a separate process and for 2020 forward, the Social Grant Funding program would follow the same timing as CPP.**

#### **6. Adjudication and Decision Making**

As referenced above, for 2019, it is recommended that Council evaluates the applications, receives presentations from eligible applicants and awards the funds accordingly. Following the 2019 allocation, it is recommended that the successful and established Community Partnership Committee (CPC) adjudicate the funds. The Campbell River Council Finance Policy and terms of reference bylaws be amended to include the Social Grant Program adjudication process. As the Community Partnership Committee (CPC) Establishment Bylaw No. 3489 was recently amended to expand the membership from seven members to nine, it is recommended that the two new Committee members be recruited from the social service sector.



## **Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

Regardless of what governing body reviews the applications and makes recommendations related to funding, an evaluation process would be designed to assist adjudicators in ensuring the activities meet the values and desired impacts outlined above. Processes would also include encouragement to engage with and involve the segments of the population the grant initiatives and projects aim to address and that persons with lived experience be included.

### **Recommended Policy Statement:**

**6.1 That Council adjudicates 2019 funding allocations through an RFP application process and for 2020 funding forward, the Social Grant Program be added to the Community Partnership Program.**

### **7. Measuring Impacts, Program Evaluation and Celebrating Success**

To evaluate impacts, successes and provide accountability, funding program reporting requirements are established and made part of a program. This provides good feedback to Council and the community as to how the program is working, or not. It is also important to reflect on the overall performance of the program to monitor the successes, evaluate where and how improvements can be made over time, and assess whether funding is having the desired impacts. Reporting requirements would be based on the aforementioned grant mechanic that Council chooses.

A level of creativity should be encouraged to the form of reporting and communication. As mentioned above, programs should aim to balance providing the necessary information without being overly onerous, acknowledging that time is a precious resource. Final reporting could be encouraged in various different forms of presentations with supplemental written reports. For instance, short videos could be submitted as a final report to communicate a project or initiative. The City could then promote these videos on social media, widen the audience who engages with the City and heighten the awareness of the social funding program and desired outcomes. This can help celebrate successes.

No recommendation required at this time.

## **Options**

The various options for how the social grant program can be designed are vast. The following section provides all the key elements above with options for each and the recommendation as a comparable.

## **Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

### **1. Values and Impacts:**

#### **Recommendation:**

**1.1 The Social Grant Program will focus on furthering Council's Strategic Plan by:**

- 1.1.1 Supporting innovations in housing;**
- 1.1.2 Increasing affordability and accessibility to services to enhance the wellbeing of people in vulnerable situations;**
- 1.1.3 Supporting our economy through supporting people;**
- 1.1.4 Nurturing relationships with our Indigenous neighbours; and**
- 1.1.5 Encouraging a culture of collaboration through service delivery and engaging community.**

#### **Other Value Options:**

**1.2 Choose any combination of areas of focus listed (in no particular order) below (targeted would be one or two, flexible would include many):**

- 1.2.1 Housing and Homelessness
- 1.2.2 Food Security
- 1.2.3 Truth and Reconciliation
- 1.2.4 Substance Misuse
- 1.2.5 Social Connections – Reducing Isolation
- 1.2.6 Poverty Reduction
- 1.2.7 Improving the affordability of basic needs
- 1.2.8 Build capacity in the social sector
- 1.2.9 Increase literacy
- 1.2.10 Address discrimination
- 1.2.11 Reduce inequities
- 1.2.12 Foster a culture of collaboration
- 1.2.13 Increase the social well-being of children and youth
- 1.2.14 Increase the social well-being of families
- 1.2.15 Increase the social well-being of seniors
- 1.2.16 Other (As specified by Council): \_\_\_\_\_

**1.3 Have a very wide and flexible approach – The Social Grant Program is designed to enhance the quality of life and well-being of all Campbell River residents.**

### **2. Applicant Eligibility:**

#### **Recommendation:**

**2.1 Registered Not-for-Profit Society and charitable organizations as defined by Canada Revenue Agency, in good standing that operate in Campbell River.**

**Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

Applicant Options:

2.2 Other government agencies such as Strathcona Regional District.

2.3 As determined by Council \_\_\_\_\_.

**3. Activity Eligibility**

**Recommendation:**

**3.1 The following activities are eligible for social grant funding:**

**3.1.1 Seed funding for brand new programs and initiatives;**

**3.1.2 Operations funding (such as Coordinator Positions);**

**3.1.3 Small capital purchases; and**

**3.1.4 Project based.**

Activity Options:

3.2 Council may choose any combination of the above activities with prescribed time limits (such as 3-5 years) for operational funding.

3.3 As determined by Council \_\_\_\_\_.

**4. Funding Parameters and Leveraging:**

**Recommendation:**

**4.1 That the following funding parameters be set:**

**4.1.1 Applications amounts are to be a minimum of \$5,000;**

**4.1.2 Application with matching funds will be given a higher priority for approval; and**

**4.1.3 Council will utilize a percentage of the Social Grant Fund each year to partner with other local funders on an accelerated impact project or initiative starting with 10% or \$10,000 in 2019 with United Way.**

Funding Options:

4.2 That the following funding parameters be set:

4.2.1 Applications amounts have no minimum/maximum;

4.2.2 Application with matching funds will be given a higher priority for approval; and

4.3 That the following funding parameters be set:

4.3.1 As determined by Council as follows \_\_\_\_\_.

**5. Application Process:**

**Recommendation:**

**5.1 A simple application process would be established based on the values and eligibility criteria established above and the associated policy and bylaw amendments. The 2019 funding allocations would require a separate process and for 2020 forward, the Social Grant Funding program would follow the same timing as CPP.**

Application Options:

5.2 Application process and timing determined by Council as follows: \_\_\_\_\_

**6. Adjudication Decision Making**

**Recommendation:**

**6.1 That Council adjudicate 2019 funding allocations through an RFP application process and for 2020 funding, the Social Grant Program be added to the Community Partnership Program.**

Decision Making Options:

6.2 That Council solely adjudicates the Social Grant Program (most control).

6.3 That a new Council Committee be established to assist in allocating the funding and make recommendations to Council regarding the new Social Grant Program (medium control).

6.4 That Council support creating a participatory budgeting process where the community is asked to decide how funds are allocated (least control).

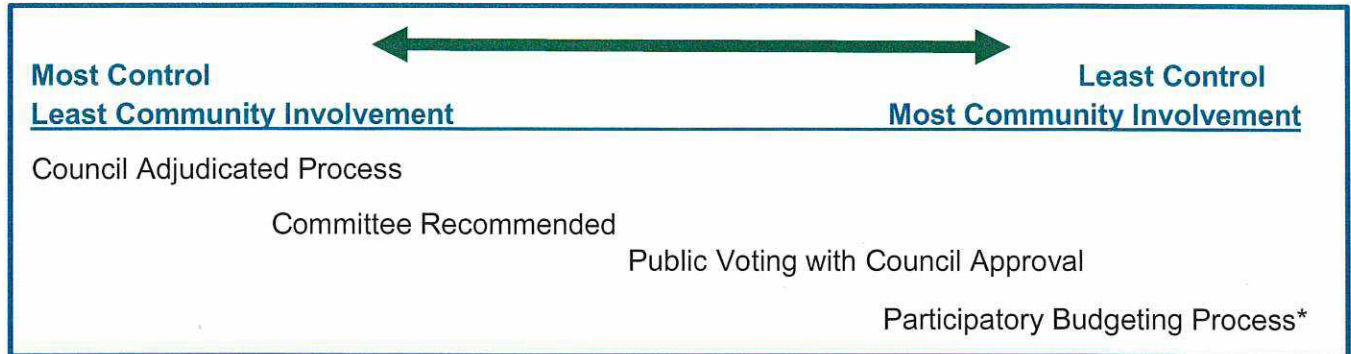
The figure below identifies where the decision making models fall in terms of the degree of control Council has over the process:



## Report/Recommendation to Council

Social Grant Program Establishment

April 29, 2019



\* Participatory budgeting is a democratic deliberation and decision making process where citizens decide on how funding is spent.

## Financial /Operational Considerations

Currently, there is an approved ongoing budget of \$100,000 from the Gaming Reserve for social grant funding. A history of funding expenditure is included in Attachment 2.

Operational impacts are dependent on the direction Council provides. Some approaches to funding have varied operational impacts on staff time and capacity. The recommended balanced approach to the funding program is possible within existing funding and service levels.

## Communications

Once the preferred social grant program mechanics are established by way of bylaw and policy preparation and consideration, the program will be finalized and promoted accordingly. A specific name would be chosen and branded, and promoted widely to raise awareness and encourage community participation. Community partners would also be notified and engaged in a short review and refinement process. Should Council choose to allocate a portion of the annual funds to the accelerated impact model with community partners and for 2019, United Way, a specific funding process would be developed as outlined above.

Following the social grant program establishment, Administration also recommends that community workshops be designed and delivered to assist community members with the grant application process and build community capacity by offering support in project development and management skills. This was a recommended best practice especially for newly established funding programs.

## Conclusion

The proposed Social Grant Program is designed to provide funding opportunities to enhance the collective well-being of Campbell River through focused investment. The proposal is based on the values in Council's Strategic Plan (both current and draft) and builds on the success and established structure of the Community Partnership Program. The accelerated impact model also provides the City with an opportunity to lead by example and work collaboratively with other locally operating funders to leverage more funding and have greater impacts.

**Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

Following Council's endorsement of the key elements presented above, and subject to any changes Council may dictate, staff will prepare the relevant policy and bylaw amendments necessary to give effect to the program, as well as communications/branding material for Council's review and consideration.

**Attachments:**

1. Previous Resolutions regarding social grant funding
2. Social Funding History - 2015-present
3. United Way correspondence dated April 12, 2019

**Report/Recommendation to Council**

Social Grant Program Establishment

April 29, 2019

<b>Prepared by:</b>		<b>Reviewed by:</b>	
 <hr/> Cleo Corbett, MCIP, RPP Senior Planner		 <hr/> Chris Osborne, MRTPI, MCIP, RPP LRPS Supervisor	
		 <hr/> Peter Wipper, Director of Planning	
<b>Reviewed for Form and Content / Approved for Submission to Council:</b>			
<b>City Manager's Comments</b>			
<hr/> <b>Deborah Sargent</b>			
<b>Corporate Review</b>			<b>Initials</b>
Finance			AM/DB
Economic Development			RK/KD

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**Attachment 1:  
History of Council Resolutions Relating to the  
Social Grant Program**



## Attachment 1

The following table provides a history of resolutions relating to the Social Grant Program.

07 Dec 2015	THAT the 2016-2025 recommended Service Level Change Requests - Ongoing/New Services be amended by adding Item #72 New Social Grants in the amount of \$25,000 in 2016-2025 with funding from Gaming Reserve.
14 Dec 2016	THAT Council receives the General Manager, Corporate Services' November 14, 2016 report on an opportunity to fund social grants from existing grants-in-aid budgets within general operating.
14 Dec 2016	THAT Council continue funding social grants from the gaming reserve at the current \$25,000 and establish detailed policies for Council or Council committee to distribute these funds.
14 Dec 2016	THAT staff bring back recommendations on a policy for directing additional gaming funds received from the Casino to the social fund.
14 Dec 2016	THAT staff report back on how funding for operating expenses can be transferred from the Gaming Reserve.
14 Dec 2016	THAT staff report back on options to utilize the 1.7% of the City's general revenue operating budget for grant funding as the City's tax base grows.
14 Dec 2016	THAT the motion be amended by adding; AND THAT the report include on overview of how permissive tax exemptions form a component of social grant funding.
14 Dec 2016	Question called on the main motion as amended.
14 Dec 2016	THAT the draft policy for social grant programs not include funding for operating expenses at this time.

## Attachment 1

14 Dec 2016	THAT the draft policy for social grants not be limited to matching grants but would encourage it.
14 Dec 2016	THAT staff prepare a draft agreement for Council review that would be used in conjunction with social grant application that contains measurable outcomes and key performance indicators.
09 Jan 2017	THAT Council continue funding social grants from the gaming reserve at the current \$25,000 and establish detailed policies for Council or Council committee to distribute these funds.
03 Dec 2018	THAT the proposed 2019-2028 Financial Plan be amended by moving \$10,000 for Operating Index #45, Summerside Express Mentorship, above the line in 2019, with funding to come from the \$100,000 Social Grants budget.
28 Jan 2019	THAT the City provide funding of \$10,000 to the Campbell River and District Coalition to End Homelessness to support a part-time coordinator position as recommended in the report dated January 16, 2019 from the Long Range Planning and Sustainability Department; AND THAT the \$10,000 in funding come from the City's Social Grants budget.
28 Jan 2019	THAT the motion be amended by changing the funding source from "Social Grants" to "2018 Council Contingency".
25 Feb 2019	THAT the motion to approve one-time seed funding of \$10,000 to support a part-time coordinator position at the Campbell River and District Coalition to End Homelessness, be amended to come from 2019 Social Grants Budget.

**Attachment 2:  
Social Funding History from 2015 to present**

## Social Grant Program Funding History

Organization	2018	2019
CR Baptist Church Dinner Program and Security	\$3,478.23	
Summerside Express Mentorship		\$10,000
Coalition to End Homelessness		\$10,000

BLACK – Amount approved and/or actuals  
RED – Amount requested, not approved  
*GREEN – Amount approved, \$0 spent*

# Council Contingency Social Funding History

Organization/Program/Event	2015	2016	2017	2018	2019
Hospice Society - Evergreen Road	\$24,272.99	\$2,432.03			
CR Housing Resource Center	\$2,000.00				
Emergency Shelter Refurbishment	\$10,000.00	\$7,000.00			
Syrian Refugee Fundraising Event	\$954.73	\$457.00			
Hospice Society - Utilities Expenses	\$45,000.00				
Extreme Weather Shelter Room Sponsorship	\$6,000.00				
Habitat for Humanity (129 Westgate)	<i>\$32,690.00</i>	\$3,617.00	\$7,622.00		
Campbell River Food Bank - Refridgeration Equipment		\$20,000.00			
Community Foundation's Vital Signs		\$10,000.00			
Increase Downtown Security		\$9,929.00			
Extreme Weather Shelter Site Prep		\$6,369.38			
Social Procurement Infrastructure Pilot			\$9,238.00	\$3,000.00	
Grassroots Facility Costs/Dinner			\$9,688.00		
Wounded Warrior Run BC			\$2,500.00		\$2,500.00

BLACK – Amount approved and/or actuals  
RED – Amount requested, not approved  
*GREEN – Amount approved, \$0 spent*



# Council Contingency Social Funding History

Organization/Program/Event	2015	2016	2017	2018	2019
Laichwiltach Aboriginal Days			\$500.00	\$500.00	
Be More Than a Bystander			\$2,500.00		
Habitat for Humanity (477 Hilchey) - Development Cost Charges				\$56,847.80	
Habitat for Humanity (477 Hilchey) - Parkland Dedication				\$11,300.00	
Incubate a Community Benefit Hub				<i>\$3,305.00</i>	
DCC's for 531 9th Avenue				\$62,728.41	
Radiant Life Church dinner program				\$11,600.00	
Grassroots Kind Heart Society - 3 month license			<i>\$12,000.00</i>	<i>\$3,000.00</i>	
Radiant Life Church Security				\$5,405.74	
Community Health Network	<i>\$20,000.00</i>	<i>\$20,000.00</i>			
Grassroots Kind Hearts Society - Polar Bear Swim Fundraiser					\$500.00
CR Baptist Church Dinner Program and Security					\$20,700.00
CR Baptist Church Dinner Program - kitchen stove replacement					\$5,000.00

BLACK – Amount approved and/or actuals  
RED – Amount requested, not approved  
*GREEN – Amount approved, \$0 spent*

## Community Partnership Committee Grants in Aid Funding History

Organization/Program/Event	2015	2016	2017	2018	2019
Salmon Festival	\$20,000.00	\$20,000.00	\$25,000.00	\$20,000.00	\$25,000.00
CR Volunteer Search And Rescue	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00
Citizens On Patrol	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00
Volunteer Campbell River	<u>\$35,000.00</u>	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00
Laichwiltach Aboriginal Days	\$500.00	\$500.00	<u>\$500.00</u>		
Campbellton Neighbourhood Association	<u>\$1,500.00</u>	\$1,500.00			
Campbell River North Island Transition Society		<u>\$10,000.00</u>			
Sexual Wellness And Education Society Of CR		<u>\$4,000.00</u>			
Willow Point Lions Club - Signage		<u>\$2,250.00</u>			
Campbell River Food Bank Society	\$9,850.00				
Twinning Society	\$5,000.00				
Dare Program	<u>\$1,700.00</u>				
Community Fund Allocation (For Unexpected Grants)		\$15,000.00		\$20,000.00	
Volunteer Campbell River	\$15,000.00				
United Way Central & Northern Vancouver Island					<u>\$15,000.00</u>

BLACK – Amount approved and/or actuals  
RED – Amount requested, not approved  
 GREEN – Amount approved, \$0 spent

# Community Land Development Account Funding History

Organization	2015	2016	2017	2018	2019
CR Hospice (402 Evergreen)	\$1,750.00	\$16,176.93			
Habitat for Humanity (129 Westgate)		\$2,625.00			
Habitat for Humanity (477 Hilchey)				\$14,670.06	
CR Head Injury Support Society				\$31,000.00	

BLACK – Amount approved and/or actuals  
RED – Amount requested, not approved  
 GREEN – Amount approved, \$0 spent

**Attachment 3:**  
**United Way Correspondence dated April 12, 2019**





**Date:** April 12, 2019

**RE:** United Way CNVI Impact investments/grant cycle 2019-2020

**2019-2020 Impact investments are made possible by the thousands of donors** who gave in 2018-2019 to United Way CNVI. If you are a donor and reading this communication, thank you for giving through your workplace campaign, mailing in a gift, giving monthly through your credit card, or by donating securities or life insurance. Because you care and give – thus show your *Local Love* - we can, for the 61<sup>st</sup> year, work on your behalf to create opportunities for a better life for everyone in our communities.

#### **How is United Way Making a Difference: Our Mission**

We improve lives and build community by engaging individuals and mobilizing collective action.

United Way helps communities by investing in solutions through our three impact areas:

- From Poverty to Possibility
- All That Kids Can Be
- Healthy Communities

#### **Changes in How United Way is Making a Difference in 2019-2020**

Over the last two years, UWCNVI has tested new approaches to investing in our communities. This has been prompted by the dramatic rise in homelessness and the deepening poverty faced by many of our neighbours as well as the research being done by United Ways across the country on how best to improve lives and build strong communities.

We have carried out community development work - participated or led many issue-based tables, including health networks and homeless coalitions, conducted research, participated in community consultation processes, and spoke with other funders to determine what is working and where there are gaps, all to better understand our local communities' needs and how to best target donors' investments.

We have also been testing how we can better support our communities in innovative ways not just through grants to Community Partner agencies. United Ways across the country are also making these shifts in investments and we have connected with them to learn how they are making more upstream investments and co-funding with government and other funders to improve local results.

In addition, we are working with some of our corporate donors to invest their donations in specific areas in some of our communities. We started this in 2018-19 and will continue to do so in 2019-20. **We will be reaching out to several charities to work through corporate directed funding programs (as Community Partner grants) made directly with them rather than through the call-for-grant proposals.**

We also note that many of the agencies we have funded for years now have their own robust fundraising programs in place and are funding their own programs. And, as announced in 2018, **we will not be funding early years programs in 2019-2020.** The new provincial early years funding programs are rolling out this spring and summer and local agencies are securing funding that way.



Our new impact investment strategy is based on what we have been learning (which continues to evolve every year) and is three-fold:

1. Continue **Community Partner grants** (some of which will be developed with corporate donors);
2. Establish a **Community Development grants** stream that is responsive to emergent needs;
3. Increase investment in local impact staff time in communities so that they can drive or **support more local community development initiatives and solutions.**

Here is more information on each of the three areas of Impact investment:

1. **Community Partner Grants** to agencies that provide local services (these are similar to previous years but will not focus on the early years) and will be handled through a Letter of Intent (LOI) process or we will call you if it is a corporate directed investment.

Campbell River: agencies are eligible to apply for micro grants up to \$2,000 per program

Comox Valley: agencies are eligible to apply for grants up to \$5,000 per program

Central Island: agencies are eligible to apply for grants up to \$10,000 per program

Cowichan: agencies are eligible to apply for micro grants up to \$2,000 per program

## 2. **Community Development Grants**

Community Development Grants will be available for each region and range from \$5,000 to \$20,000 per project. The purpose of this funding stream is to be more responsive to emerging community needs, encourage community agencies to work together collaboratively, and to help move the dial on pressing community issues such as the opioid crisis, housing, homelessness, and support for programs in Indigenous communities and agencies. These will not be awarded through an LOI or Call-for-Proposal (CFP) process, as they are identified through local issue-based tables or our local Impact Officers working with other funders and in community.

## 3. **Local Community Development Initiatives**

Improving local lives and building strong communities can be achieved through more than awarding grants to local charities. Over the last few years, UWCNVI has been working with other funders through community development work and providing expertise or leadership to improve services on the ground. Some examples of this work include:

- Driving the creation of the Homeless Coalitions in several communities as well as funding or conducting research (Point in Time Counts) to help coordinate funders/service providers and make the case for more funding from governments;
- Funding and participating in Vital Signs reports in several communities to help make government funders and others in our communities aware of pressing social issues;
- Helping get Health Networks established in several communities;
- Funding and managing the process to create multi-year plans that align agencies to tackle issues in a more strategic way;



- Bringing partners together to solve a community issue. For example, getting the women's shelter funded and approved by a municipality to operate in Cowichan last year;
- Managing communication work for an issue to increase public education and help support local solutions as they are implemented. For example, Nanaimo tent city;
- Funding the implementation of bc211 in our region – 24/7 call, text, webchat service that has all the social service agencies and programs in our region listed.

#### **Where United Way is Funding in 2019-20**

Your donation stays local in your community. So, the more donations we receive in each community, the more we can invest there. (If you would like to see more money invested in effective local programs in your community, contact our fundraising team at [dd@uwcncvi.ca](mailto:dd@uwcncvi.ca) about setting up a campaign or making a gift. We would love to connect!)

For 2019-20, United Way donors are investing in the following communities:

- Cowichan
- Central Island, including Nanaimo area, Ladysmith, Qualicum Beach, Parksville, Port Alberni
- Comox Valley
- Campbell River

#### **Who Is Eligible to Apply for Funds?**

Registered Canadian charities operating local programs may apply for United Way Community Partner Grants or be considered for a Community Development grant.

#### **Non-Eligible Organizations**

- Organizations without Charitable Registration Numbers/BN Registration Numbers
- Formal education – universities, school districts, private schools
- Hospitals
- For-profit organizations
- Political parties
- Religious activities
- Capital expenditures
- General operating expenditures (not program specific)
- Individuals

#### **KEY DATES - 2019**

April 19 – Community Partner Grant stream opens. Application info will be sent via email & website

May 10 – Submission of LOIs closes

May 16-28 – Follow-up with applicants where more info is required

May 31 – Submission of Grant Applications closes (if applicable)

July 5 – Funding decisions announced, Memorandum of Understanding (MOU) to successful applicants

July 19 – MOU due date (Signed and dated)

August 1 – Funding starts for 2019-2020 cycle



**United Way**  
Central and Northern  
Vancouver Island

## **HOW TO APPLY**

### Community Partner Grants

LOI process will open April 19<sup>th</sup> and close May 10<sup>th</sup>, 2019. An announcement email will be sent to Community Partners & the information will be posted on our website. Please note that we are introducing a new on-line grant software system for the 2019-2020 LOI and grant application process. Access information will be included in announcement email.

All applying agencies will be required to fill out an LOI. If we have any questions, we will contact you.

\*For grants under \$2,000: if your LOI is accepted, we will contact you to fill in a supplementary form.

\*For grants over \$2,000: if your LOI is accepted, we will contact you to complete a full application, which will be due by May 31st.

Funding decisions for Community Partner grants will be announced by July 5th, 2019. If your organization is successful, you will be sent an MOU to review and sign.

For successful applicants, funding will commence in August 2019 for 12 months.

### Community Development Grants

Funding decisions for Community Development Grants will be announced through 2019-20 after MOUs are negotiated with agencies delivering the programs.

## **QUESTIONS? CONTACT US**

### Cowichan

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