

Tuesday, July 14, 2020, 6:00 p.m.

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, July 14, 2020, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

1

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *June 23, 2020.*

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 2020 Tax Sale Deferral Bylaw - First Three Readings and Adoption

5

Recommendation:

That Council give 2020 Tax Sale Deferral Bylaw No. 4187 first three readings and adoption.

8. REPORTS

8.1 Community Grant Policy 11

Recommendation:

That Council approve Grant Policy 7.06.03.

8.2 Community Culture Development Investment Program - Spring Intake, 2020 37

Recommendation:

That Council approve the following Community Cultural Development Investment Program grant applications:

1. *Project Category:*

- *Art Focus Artists' Association - \$5,000;*
- *Theatrix Youththeatre Society - \$5,000;*
- *Wilson Centre Seniors Advisory Association - \$3,000;*

That Council defer a decision on the following Community Cultural Development application until the 2020 Fall Intake:

1. *Project Category:*

- *Polonez Polish Canadian Dance Society - \$5,000.*

That Council consider the full funding request for the Port Coquitlam Heritage and Cultural Society during budget deliberations this fall.

8.3 Community Capital Projects Matching Grant Program, 2020 42

Recommendation:

That Council approve funding for the following Community Capital Projects Matching Grant Program (previously called the Self-Help Matching Grant Program) applications:

1. *\$3,919 to Port Coquitlam Tennis Club;*
2. *\$10,000 to Coquitlam Search and Rescue;*
3. *\$3,024 to Ducks Volleyball;*
4. *\$10,000 to Port Coquitlam Minor Baseball Association; and,*
5. *\$1,000 to Port Coquitlam Skating Club.*

9. NEW BUSINESS

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, July 14, 2020, Council Meeting be adjourned.

11. MEETING NOTES



Council Minutes

Tuesday, June 23, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Present: Chair - Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, June 23, 2020, Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved-Seconded:

That the minutes of the following Council Meetings be adopted:

- June 9, 2020.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4. PROCLAMATIONS

4.1 June 2020 - Pride Month

Mayor West proclaimed June 2020, "Pride month".

5. DELEGATIONS

6. PUBLIC HEARINGS

7. BYLAWS

7.1 Pilot Project - Alcohol in City Parks - First Three Readings and Adoption

Moved-Seconded:

That Council give first three readings to "Consumption of Liquor in Public Places Bylaw, 2020 No. 4185" to permit the consumption of alcohol at Castle Park, Settlers Park, Gates Park, Lions Park, Aggie Park, Evergreen Park and Cedar Park as a pilot project ending October 31, 2020; and

That Council give first three readings to "Parks and Facilities Bylaw, 2003, Amendment Bylaw, 2020, No. 4186"; and

That Council direct staff to report back on the pilot project to permit the responsible consumption of alcohol at the conclusion of the pilot project, including public feedback, calls for service and bylaw enforcement complaints.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Opposed (1): Councillor Washington

Carried

7.2 Zoning Amendment Bylaw for 2156 Salisbury Avenue - Adoption

Moved-Seconded:

That Council adopt Zoning Amendment Bylaw No. 4148.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.3 Housing Agreement, OCP Amendment and Zoning Amendment Bylaws for 2117 Prairie Avenue - Adoption

Moved-Seconded:

That Council adopt Housing Agreement Bylaw No. 4181, OCP Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

8. REPORTS

8.1 2019 Statement of Financial Information and Annual Report

Moved-Seconded:

That Council approve the City's 2019 Statement of Financial Information.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

9. NEW BUSINESS

Council provided updates related to community events.

10. RESOLUTION TO CLOSE

10.1 Resolution to Close

Moved-Seconded:

That the Council Meeting of Tuesday, June 23, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, June 23, 2020, Council Meeting be adjourned at 7:23 p.m.

12. MEETING NOTES

None.

Mayor

Corporate Officer

Delay 2020 Tax Sale until 2021

RECOMMENDATION:

That the 2020 Tax Sale Deferral Bylaw, No. 4187 be adopted.


PREVIOUS COUNCIL/COMMITTEE ACTION

June 23, 2020 – Committee of Council

That Committee of Council direct staff to prepare a bylaw to delay the statutory date of property tax sale by one year.

Ministerial Order No. M192 provides that council may adopt this bylaw on the same day that a bylaw has been given third reading.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt the 2020 Tax Sale Deferral Bylaw No. 4187.
	2	Refer the bylaw back to staff for amendments .
	3	Conduct the tax sale in 2020.

ATTACHMENTS

Att#1: June 23, 2020 Committee of Council Report “Delay 2020 Tax Sale until 2021”

Att#2: Bylaw 4187 – Tax Sale Deferral Bylaw 2020

Delay 2020 Tax Sale until 2021

RECOMMENDATION:

That Committee of Council direct staff to prepare a bylaw to delay the statutory date of property tax sale by one year.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

The city is required by the Local Government Act S.645 to hold an annual property tax sale on September 28, 2020. Due to the financial hardship Covid-19 has exerted on British Columbia taxpayers, the provincial government has issued Ministerial Order M159 that allows local governments to delay the 2020 property tax sale and redemption period by one year. By extending the tax sale date until 2021 the city will provide financially distressed property owners an additional year to pay their delinquent property taxes.

BACKGROUND

The Local Government Act S.645 requires the city to hold an annual tax sale where at 10:00 am on the last Monday in September, the municipal collector must conduct an annual tax sale by offering for sale by public auction each parcel of real property on which taxes are delinquent. Delinquent taxes are defined as any taxes remaining unpaid on December 31, two years after the year the tax was imposed. For example, taxes imposed in 2018 and still unpaid become delinquent on January 1, 2020.

As part of the property tax sale process all properties have a minimum bid price of the upset price which is equal to the amount of outstanding property taxes plus 5% and the land title registration fees. The highest bidder above the upset price or, if there is no bid above the upset price, the bidder at the upset price will be declared the purchaser. If there is no bid, or no bid equal to the upset price, the city will be declared the purchaser. Once sold the property owner has one year to redeem the property by paying the outstanding property taxes plus any interest that has been charged.

Since 2002, Council has authorized Finance staff to bid on behalf of the city to a maximum of 50% of the assessed value of the particular property being auctioned. In the event the city successfully purchases the tax delinquent property, the city will earn interest on the properties until they are

Delay 2020 Tax Sale until 2021

redeemed which increases the city's investment return in addition to the interest the city is earning on these funds since the funds will remain invested. The owner of the property is not affected by this since they would have to pay the interest if any other person was the successful bidder. Further there are benefits to the owner of the property because having a city bidder usually results in the property being sold at the upset price where the property owner will pay less interest. Finally, if the properties are purchased by the city, the property owner will have the redemption period extended by an additional eleven months and twenty-one days if they pay at least half of the upset price and the accrued interest within the initial one year redemption period.

In 2019 two properties and in 2018 four properties were auctioned off at the minimum upset price and subsequently redeemed by their owners. It is rare for a property owner to not redeem the property and over the last twenty-five years no taxpayer has lost their home due to this process.

DISCUSSION

The COVID-19 pandemic continues to cause hardship for many Port Coquitlam taxpayers. In response to this impact, the provincial government has taken action to help those facing hardship by issuing a Ministerial Order M159 that allows local governments to delay the 2020 property tax sale and redemption period by one year. All properties sold in the 2019 property tax sale have been redeemed so an extension of the redemption period will not be required.

In order to delay the property tax sale for 2020, Council is required to pass a bylaw supporting the ministerial order by August 31, 2020. The provincial order also limits Councils authority to pick and choose between property classes, meaning, if Council supports delaying the property tax sale, this must be applied to all property class specs or not at all.

Within two weeks of the bylaw adoption, the city must send a notice to each property owner with delinquent taxes. The notice must state that tax sale has been delayed for one year, until September 27, 2021 and, unless paid at any time prior to the 2021 tax sale, the outstanding delinquent taxes for 2020 will remain as delinquent through the remainder of 2020 and 2021 (up to the 2021 tax sale date) and will continue to accrue interest.

If the tax sale is delayed, there will be no requirement for public notice of tax sale in 2020 (under S.647 of the Local Government Act) because there would be no tax sale. However, it is recommended that the city provide a public notice by posting a notice on the city website and the doors of city hall in addition to placing an ad in the local newspaper advising the public that there will be no tax sale in 2020.

Extending the tax sale date will provide distressed property owners an additional year to pay their delinquent property taxes. Reminders will be sent in August 2020 and staff will call all property

Delay 2020 Tax Sale until 2021

owners of delinquent properties to encourage them to pay prior to the end of September 2020 to reduce the amount of interest they are charged.


If a bylaw is not adopted in accordance with the terms of the order, the city must proceed with the 2020 tax sale in accordance with the Local Government Act, and redemption period for the 2019 tax sale will end in September 2020 (the normal process).

As of June 8, 2020 there were 132 properties that had delinquent property taxes outstanding which would result in the property being sold if these delinquent taxes are unpaid at 10:00am on September 28, 2020.

FINANCIAL IMPLICATIONS

If property owners do not pay their delinquent taxes, the city will continue to earn interest on the outstanding amounts.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Direct staff to prepare a 2020 Delay of Tax Sale Bylaw.
	2	Direct staff to proceed with the 2020 Property Tax Sale.

Lead author: Brian North

CITY OF PORT COQUITLAM

2020 Tax Sale Deferral Bylaw

Bylaw No. 4187

The purpose of this Bylaw is to defer the annual Tax Sale for 2020 until September 27, 2021.

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was made on March 18, 2020 in response to the COVID-19 pandemic;

AND WHEREAS the Minister of Public Safety and Solicitor General issued Ministerial Order No. M159 authorizing a council of a municipality, by bylaw adopted on or before August 31, 2020, to defer the annual Tax Sale for 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, until September 27, 2021, with the effect that the annual Tax Sale would be on that date in respect of the upset price described in section 649 [*Upset Price for Tax Sale*] of that *Act*;

The Council of the City of Port Coquitlam enacts as follows:

1. Citation

1.1 This Bylaw may be cited as “2020 Tax Sale Postponement Bylaw, 2020, No. 4187”.

2. Provisions

2.1 The annual Tax Sale for 2020 is hereby deferred to September 27, 2021.

2.2 Written notice shall be sent within two (2) weeks of the adoption of this Bylaw to owners of all properties that are subject to the postponed annual Tax Sale advising that:

a) the annual Tax Sale for 2020 has been postponed to September 27, 2021;

b) any and all taxes that are delinquent, as described in section 246 (1) [*Delinquent Taxes*] of the *Community Charter*, will remain delinquent for 2021, with applicable interest charges that are carried under the *Charter*; and

c) unless the delinquent taxes are paid before the start of the Tax Sale on September 27, 2021, the property will be subject to Tax Sale on September 27, 2021.

3. Severability

3.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

READ A FIRST TIME this _____ day of _____, 2020

READ A SECOND TIME this _____ day of _____, 2020

READ A THIRD TIME this _____ day of _____, 2020

ADOPTED this _____ day of _____, 2020

Mayor

Corporate Officer

RECOMMENDATION:

That Council approve Grant Policy 7.06.03.

PREVIOUS COUNCIL/COMMITTEE ACTION

May 26, 2020 - Committee of Council

That Committee of Council direct staff to prepare a revised Community Grant Policy as outlined in this report, and

That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

REPORT SUMMARY

This report summarizes the current revisions to the Community Grant Policy (Attachment 1).

BACKGROUND

On May 26, 2020, Committee received a complete overview of the various grant and funding programs provided by the City, as well as recommendations to ensure a consistent and streamlined granting process. The City currently has a selection of programs that provide funding assistance to many individuals, groups and organizations. This amounted to over \$900 thousand in 2019 and included funding through the Recreation granting programs, Permissive Tax Exemptions, many legacy funding arrangements, as well as ad hoc requests to Council. The revised policy addresses three gaps in the current grant policy (Attachment 2). Firstly, it does not cover all of these programs. Secondly, although the Recreation funding programs and permissive tax exemptions have a detailed application process, most of the other funding arrangements do not have an application process. Finally, reporting back to the City on how the community has benefited has been very inconsistent.

DISCUSSION

The revised policy includes all grants and funding programs currently provided by the City. The intent of revising the grant policy is to ensure the City's processes are clear and consistent to those looking for funding, and to outline the reporting requirements for recipients to demonstrate accountability for their deliverables.

The streamlined application process will include clear and comprehensive information for all funding programs on one city webpage. Staff will continue to provide the well received grant

Community Grant Policy

information sessions that provide potential applicants with an overview of the guidelines, answer questions and guide applicants through the process.

Consistent reporting requirements will be introduced that align with the value and type of project. The reporting will range from a simple written project update to staff, to requiring financial statements, a written report and a presentation to Council for those that receive over \$50 thousand annually.


Staff will arrange to meet with each organization currently receiving City funding to review the criteria, application and reporting requirements to ensure a successful transition. For those with approved ongoing funding, such as the PoCo Sport Alliance, staff will focus the discussion on the reporting requirements.

Organizations currently receiving funding that has been approved for a limited time, such as the Port Coquitlam Heritage and Cultural Society and the Port Coquitlam Community Foundation, will be guided through the application process to ensure completed applications are received in advance of the budget process. This will ensure that Decision Packages can be prepared by staff for consideration in the annual budget deliberations.

FINANCIAL IMPLICATIONS

There are no additional financial implications related to the Grant Policy. Financial assistance will be granted through the budget process and included in the City's Financial Plan.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve 7.06.03 Grant Policy
	2	Direct staff to consider other options for inclusion in a new Grant Policy.

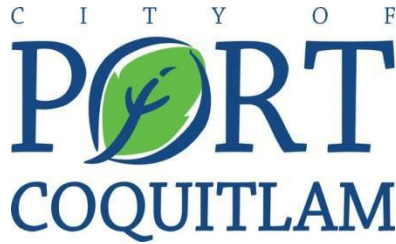
ATTACHMENTS

Att#1: Grant Policy 7.06.03

Att#2: Grant Policy 7.06.02

Att#3: May 26 Review of Grant and Funding Programs Council Report

Lead authors: Karen Grommada, Lori Bowie, Carrie Nimmo



Subject Area: Finance			Policy # 7.06.03
Policy Title: Grant Policy			
Authority:	Legislative	X	Effective Date: 2020-07-14
	Administrative		Review Date: 2025-07-01
Issued By: Karen Grommada, Director of Finance		Issue Date: Manner Issued: E-mail to Department Heads	

Guiding Principles:

Community development is a shared responsibility of government, the private sector, the non-profit sector and individuals, where financial support through grants may be needed to enable the delivery of necessary and desirable services, and may also help to leverage additional resources.

Community grants support services and programs that facilitate the physical, spiritual, mental and emotional well-being of Port Coquitlam residents and help to build a sustainable and strong community.

Purpose:

To provide a framework for the distribution of a variety of grant programs for individuals, groups and non-profit organizations.

Associated Policy Documents:

- Processing of Development Applications #5.02.02
- Affordable and Family Friendly Housing #5.05
- Permissive Property Tax Exemption #7.02.04

Scope:

This policy applies to community grant programs including:

- Community Cultural Development (CCD) Investment Program which supports arts, culture and heritage programs and services;
- Community Capital Projects Matching Grant (formerly Self-Help Matching Grants) which

supports capital projects and asset development;

- Neighbourhood Development Initiatives including, but not limited to, Little Free Library and Block Party programs;
- Neighbourhood Connections Grants - small grants to support community-led initiatives;
- Community Sport Initiatives Grants - small grants to support initiatives led by local community sport groups;
- Youth Firefighter Mentorship Grants; and
- Operating Grants for Community Groups and Organizations.

This policy does not apply to:

- Subsidies and users of facilities in Port Coquitlam's parks, community centres, or other municipal facilities;
- In-kind services provided by Recreation and Engineering and Public Works Departments to various organizations;
- Permissive Tax Exemptions - Policy 7.02.04 provides guidelines for exempting property taxes;
- Special Needs Housing Grants - The Density Bonus Policy provides guidelines for the purpose of constructing or altering housing meeting special needs;
- Funding for the Downtown Port Coquitlam Business Improvement Association - specific legislation in the Community Charter provides requirements for Business Improvement Areas.
- Direct funding provided to a non-profit organization or a private sector enterprise pursuant to a Lease or Service Agreement;
- Financial Assistance for Recreation Programs;
- Fundraising events;
- Sponsorship, philanthropic donations, reimbursement, refunds or other benefit provided to an external organization, cause or individual through a discretionary vote of Council or as a result of standard budget and accounting practices.

Policy:**1. Budget**

- Where practicable, changes to grant program amounts will be timed to align with the City's financial planning process. Council will establish base funding allocations for each grant category or focus area.
- Approval of grants will be subject to the availability of funding.
- Any funds which remain unspent at the end of the year will be transferred into a reserve fund and retained for use in the same focus area in subsequent years.

2. Guidelines

- Applicants are required to complete a grant application and demonstrate community benefit.
- Individuals, groups and organizations are eligible for funding. Organizations are required to be a non-profit organization or a registered charity in good standing with the Canada Revenue Agency.
- The following may make an applicant ineligible for a grant:
 - Applicant is currently in financial arrears with the City;
 - Applicant has one or more instances of non-compliance with the City's regulations or policies;
 - Groups and organizations that discriminate by race, religion, color, creed, sex, age or national origin;
 - Religious or sectarian groups and organizations unless engaged in a project benefiting the entire community, not just members of the religious or sectarian group; and
 - For profit ventures/companies. An exception may be made with respect to art, music and theatre schools operating as private businesses in the event that a project is proposed which clearly demonstrates benefit to the community and the need for subsidy (i.e. links students or facility to the community in meaningful ways, such as outreach programs for at-risk youth).

3. Specific Grant Programs

- Staff establish specific guidelines and application processes for each grant category including:
 - Community Initiatives and Development Grants;;
 - Project Grants;
 - Operating Grants.
- Staff provide regular reports with recommendations to Council for grant funding and Council approves grants, with the exceptions of:

- Neighbourhood Development initiatives less than \$250 are approved by staff; and
- Youth Firefighter Mentorship Grants for the Camp Ignite program are vetted and recommended by School Counsellors.
- Funds will be allocated to various programs in response to trends, priority needs, and maximum benefit and impact.

4. Accountability and Reporting:

An annual report is required to maintain operating funding status. Organizations awarded funding over \$50,000 are required to provide a written report and a presentation to Council in addition to their annual report.

Responsibility:

The Director of Finance shall be responsible for overall administration of this policy.

END OF POLICY**Record of Amendments:**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.06.01	2002-01-17	2008-01	Yes	2005-01
7.06.02	2005-01	2010-03	Yes	2020-07
7.06.03	2020-07-14			

Definitions:*Grant:*

A one-time, annual or multi-year allocation of funds provided by the City to a specific recipient, for a specific purpose which, through objective evaluation, meets the criteria in a specific program as expressed in that program's guidelines.

Guidelines:

A published document containing comprehensive information about a specific grant program, or a document describing administrative practices and processes. Guidelines function as terms of reference, and guide the work of staff, contractors, applicants and evaluators in program administration and determination of grant awards. Guidelines may be amended from time to time.

Individual(s):

A person or group of persons who are not formally incorporated or registered as a non-profit organization, corporation, company, partnership, cooperative or any other legal entity.

Non-profit organization:

Includes a Society incorporated pursuant to the BC Societies Act (or the previous Society Act) and an organization which is registered as a charity pursuant to the Income Tax Act. (Note: some program guidelines may limit eligibility to only registered charities.)

Program:

A funding opportunity provided by the City, governed by published guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing, and are subject to change.

Category:

Category refers to three groups of grant programs: community initiatives and development grants, project grants and operating grants.

Subject Area: Finance			Policy # 7.06.02
Policy Title: Grant Policy			
Authority:	Legislative	X	Effective Date: 2019-03-26
	Administrative		Review Date: 2024-04-01
Issued By:	Farouk Zaba, Acting Director of Finance		Issue Date: 2019-04-02
			Manner Issued: E-mail to Department Heads

Purpose:

To provide a framework for the distribution of funds from the City's financial assistance programs.

Associated Policy Documents:

- Processing of Development Applications #5.02.02
- Affordable and Family Friendly Housing #5.05
- Permissive Property Tax Exemption #7.02.04

Scope:

This policy applies to:

- Payments in return for a service provided by a local group which, in the opinion of Council, would otherwise be provided by the City.
- Funding to support arts, culture and heritage activities, paid in the form of grants.
- Funding from the Special Needs Housing Reserve for the purpose of constructing or altering housing meeting special needs.

This policy does not apply to:

- Subsidies to users of facilities in Port Coquitlam's parks, community centers, or other municipal facilities.
- In-kind services provided by Recreation and Engineering and Public Works Departments to various organizations.

Policy:**1. General Principles**

The following are general guidelines. It is anticipated that there may be occasions when City Council may decide to apply different principles to the disbursement of grants.

- 1.1. Where practicable, changes to grant program amounts will be timed to align with the City's financial planning process.
- 1.2. Approval of grants will be subject to the availability of funding.
- 1.3. Applicants should demonstrate:
 - The community benefit they provide to Port Coquitlam residents;
 - A financial need;
 - Proof of financial responsibility and accountability;
 - An attempt to seek monies from other funding sources, or contribution of their own funds.
- 1.4. Organizations applying for funding should be a non-profit organization or a registered charity in good standing with the Canada Revenue Agency.
- 1.5. The following may make an applicant ineligible for a grant:
 - Applicant is currently in financial arrears with the City;
 - Applicant has one or more instances of non-compliance with the City's regulations or policies.

2. Program Specific Guidelines

- 2.1. Arts, Heritage and Culture grant programs:
 - Support may be provided to groups with a minimum of 75% of their membership having residence in Port Coquitlam;
 - The maximum financial support which may be paid to any single group in any one year is \$2,500;
 - The maximum financial support which can be paid for any single event/item in a year is \$1,000;
 - Funding will not be made available for regular school curriculum such as school plays and band concerts.
 - Any funds which remain unspent at the end of the year will be transferred into a reserve fund for the same purpose.
- 2.2. Special Needs Housing programs:
 - A maximum of \$1,000 per new dwelling unit may be allocated to a maximum of \$75,000 per project; and
 - A maximum of \$1,000 per dwelling unit to be altered may be allocated to a maximum of 50% of the project cost.

Responsibility:

The Director of Finance shall be responsible for overall administration of this policy.

END OF POLICY**Record of Amendments:**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.06.01	2002-01-17	2008-01	Yes	2005-01
7.06.01	2005-01	2010-03	No	

Review of Grant and Funding Programs

RECOMMENDATION:

That Committee of Council direct staff to prepare a revised Community Grant Policy as outlined in this report, and

That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report provides an overview of the existing grant and funding programs for community organizations, groups and individuals, summarizes the usage of the various programs, and recommends revising the City's grant policy. The proposed changes will ensure City funding is used to support initiatives that benefit the residents of Port Coquitlam by:

1. streamlining the funding applications currently available from the City;
2. clarifying the eligibility criteria with respect to who can apply and what can be funded for each option, and;
3. enhancing accountability and transparency through a standardized application process and final report requirement.

BACKGROUND

In 2019, the City provided a total of \$940,558 through various funding programs, and in response to requests from community organizations for one-time and on-going funding. The City has a Grant Policy 7.06.02 (Attachment 1), which provides a framework for the distribution of funds. The policy outlines several City funding programs that non-profit organizations and registered charities can apply to for support with projects, operating costs and community service delivery in Port Coquitlam.

Council has also approved requests from community groups and non-profit organizations for one-time and on-going funding that are not currently covered under existing policies. The process for applying for funding and the requirements for reporting back to the City on how the funding has benefitted the community in these circumstances, are not clearly outlined.

Review of Grant and Funding Programs

Staff propose directing all future funding requests through a consistent application and reporting process to ensure clear expectations are communicated to all applicants. This process would make it possible for the City to track benefits to the community stemming from the grants, and to account for the money invested.

In addition to grant funds, the City provides in-kind assistance to various groups and organizations in the form of space (e.g. PoCo Museum and Archives), production supplies, site preparation and clean up for festivals and events, and subsidies within the City's fees and charges policy. In-kind assistance is not addressed in this report. In-kind support to festivals and events will be addressed in the Festivals and Special Events Service Level Review Report, which will be brought forward to Committee later this spring. Staff are also conducting research for a report to Committee to propose updates to the Recreation Financial Assistance Program, in order to provide equitable access to recreation programs and services for families and individuals; the report is scheduled for fall of 2020.

Current Funding Programs

1. *Community Grant Programs*

Community grants are investments that contribute to a vibrant, safe and healthy city. This funding supports individuals, groups and non-profit community-based organizations that provide services, projects and programs to facilitate the physical, spiritual, mental, and emotional well-being of Port Coquitlam residents in response to dynamic community needs and Council priorities. Supporting these initiatives recognizes the contributions residents make to the city and helps build a sustainable and strong community. The following grant programs provide funding assistance to residents and organizations:

- **Community Cultural Development (CCD) Investment Program** supports the development of arts, culture and heritage within Port Coquitlam. This program awards \$45,000 annually, with \$20,000 being allocated towards Operating Grants and \$25,000 towards Development and Project Grants. The amount distributed varies each year depending on the number of eligible applicants. In 2018, an additional \$20,000 was distributed as part of the Festival Development Plan. In 2019, the program was oversubscribed and Council approved transferring \$20,000 from Self-Help Matching Grants (which has been consistently undersubscribed for the past six years) to the CCD Investment Program. The total awarded in 2019 was \$64,888. A list of the awards are included as Attachment 2.
- **Self-Help Matching Grants** support individuals, groups and organizations with funding for capital projects which involve asset development, new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental

habitat, community recreation facilities, indoor sports areas, streetscapes and arts and culture infrastructure. Eligible projects provide benefits to the community as a whole. \$40,000/year is allocated to Self-Help Matching Grants. This program awards up to a maximum of \$10,000 annually per applicant, with the applicant contributing matching funds. The amount distributed varies each year depending on the number of eligible applicants. As noted above, in 2019, Council approved transferring \$20,000 from this program to the CCD program due to the higher number of applicants in the CCD program. In 2019, the City distributed \$12,050 in Self-Help Matching Grants. Staff propose changing the name of this grant to Community Capital Projects Matching Grant to more clearly describe the type of projects funded.

- **Neighbourhood Development Initiatives** provide support to communities through the Little Free Library and Block Party programs. In 2019, the \$2,000 budget for the Little Free Library program supported sixteen Little Free Libraries. The 2019 budget for Block Parties was \$1,000, which supported twelve block parties.
- **Youth Firefighter Mentorship Grants** enable young women 16 to 18 years of age to attend Camp Ignite. Camp Ignite, in partnership with local fire departments, provides a venue for young women to challenge themselves and learn new skills in a unique team environment that focuses on the firefighting profession. High school counsellors advertise this program to their grade 11 and 12 female students as part of their work experience programs. Counsellors then forward interested names to the Fire Department. The Department registers and pays the “camper fee” of \$500 directly to Camp Ignite, fits the applicant with firefighter Turn Out gear and connects the applicant to Camp Ignite, which then manages all aspects of the camp logistics.

2. Operating Funds for Community Groups and Organizations

In addition to the above programs identified in the City's Grant Policy, Council has supported the following organizations:

- **PoCo Sport Alliance Society (PCSA)** acts as an independent body representing the interests, goals and objectives of Port Coquitlam community sport organizations and clubs. PCSA advises the City on all matters related to the delivery of sport in the community. Member organizations and clubs pay an annual fee to the Sport Alliance. The Alliance membership currently includes 16 local sport clubs and organizations. Council provides \$55,000 annually to support their initiatives. An additional \$14,000 has been approved starting in 2019, for annual ongoing funding of \$69,000.

Review of Grant and Funding Programs

- **Port Coquitlam Heritage and Cultural Society** is a volunteer-driven non-profit organization that operates Port Coquitlam's only museum and archives. The Society is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture. Council approved \$35,000 in annual funding for 2019 and 2020. In addition, the Society was awarded a \$20,000 CCD operating grant in 2018, renewed for two additional years (2019 and 2020). City funding has provided the Society with the necessary financial stability to hire one full time staff person and leverage additional support from other levels of government. The City provides in-kind facility space for the PoCo Museum and Archives.
- **Port Coquitlam Community Foundation (PCCF)** was established by Mayor and Council in 2012 to raise, manage, and distribute funds for initiatives and programs that benefit Port Coquitlam citizens but are beyond the scope of local government. Mayor and Council are members of the Society and elect a Board of Directors. As a City-controlled entity, the City maintains responsibility of PCCF and consolidates the Society's financial statements with the City's. In addition to the general fund, PCCF has five donor advised funds that individual donors contribute to for specified purposes. These funds include the Theatre Society Legacy Fund, Wesbild LIFT Fund, Live then Give Fund, Moore Family Community Fund and Wilson Family Community Fund. Since 2014, PCCF has distributed 114 grants and scholarships in the amount of \$230,000 to 21 organizations and 42 individuals; the majority of recipients have been funded two or more times within the six year period, with many of the same applicants receiving funds annually.

The strength of the Foundation is that its board is comprised of a cross-section of elected community members who are able to fundraise and assist the community by accepting donations and legacy/estate gifts that can be directed to specific needs and organizations in the community. The disadvantage is that as a charitable society it can only grant funds to organizations that are registered charities with the Canada Revenue Agency. This requirement means many community organizations do not qualify to receive grants. The City provides \$35,000 per year in ongoing funding to PCCF. Council approved an additional \$20,000 in Accumulated Surplus funding for 2019 and 2020 to hire an Executive Director to reduce the workload on City staff. Finance administration for PCCF is performed by the City's Finance Department. The PCCF Board will be reporting back to Council on sustainable funding models in Q3 of 2020.

- **Tri-Cities Chamber of Commerce** delivers a wide range of economic development and tourism services for the Tri-Cities. It promotes the Tri-Cities as the best place to live, work and play. The City's annual contribution (\$14,108 in 2019) is funded through the Development Services budget. The Chamber currently has a total of 950 members; 250 are Port Coquitlam residents or business owners. During the pandemic their focus has

Review of Grant and Funding Programs

been to provide information to all businesses, member or not, as well as running a Support Local Campaign.

- **POCOMO Meals on Wheels Society** provides home delivery of nutritional meals throughout the Tri-City area using a network of volunteer drivers. The City has supported this program since 1981. The cost is \$5.75 for each meal and the City is billed monthly for \$1.25 per meal delivered in Port Coquitlam. In 2019, the City paid \$3,701 to the Society from the Development Services budget.

3. One-time Funding Requests

The following one-time requests were approved by Council in 2019:

- **Port Coquitlam Events Society** is a dedicated group of volunteers committed to expanding and supporting events in Port Coquitlam by:
 - Conducting activities and producing events for the people of Port Coquitlam,
 - Encouraging community involvement in events and activities, and
 - Supporting community groups and other not-for-profit organizations in delivering community events or other activities.

Council approved \$120,000 in funding from the Arts and Culture Reserve for 2019. No request for funding has been received for 2020.

- **Coquitlam River Watershed Roundtable** is a multi-stakeholder initiative that coordinates and implements activities that promote the health and sustainability of the Coquitlam River watershed. Council approved \$15,000 from Accumulated Surplus for three years (2019-2021).
- **Tri-Cities Homelessness and Housing Task Group's** mission is to make homelessness rare, brief, and one-time. The inter-agency Task Group counts amongst its accomplishments starting a Tri-Cities cold and wet weather mat program, as well as an extreme weather response shelter. The Task Group was a key player in attracting funding for a permanent shelter and transitional housing facility in Coquitlam. City funding provides support to pay a part-time Task Group Coordinator, cost-shared between Coquitlam, Port Coquitlam and Port Moody. Council reviews and approves funding on an annual basis: \$4,100 was approved in 2018 and \$4,100 in 2019, from Accumulated Surplus. No request for funding has been received for 2020.

4. Funding Programs with Policies

The City has clear application processes for Permissive Tax Exemptions, Special Needs Housing Grants and for the Downtown Port Coquitlam Business Improvement Association. Staff do not propose changes to these processes, but they are summarized below for Committee's information.

- **Permissive Tax Exemptions** - Policy 7.02.04 (Attachment 3) provides guidelines for exempting property taxes. Permissive Tax Exemptions provide tax relief to non-profit property owners and non-profit occupiers of City property (i.e. Heritage Society and Kinsmen Club), including churches, private schools, and other non-profit organizations that meet the criteria identified in the Community Charter, and the City's Policy. Other non-profit organizations that may qualify include registered charities who provide services to the community and are able to demonstrate that at least 75% of the services of their organization are open to and used by residents of Port Coquitlam. In 2019, these exemptions saved property owners a total of \$525,967 in City of Port Coquitlam property taxes. Through this process, recipients receive further exemptions from School, TransLink, Metro Vancouver, BC Assessment and Municipal Finance Authority levies. Attachment 4 lists the 2019 permissive exemptions granted. This policy was recently updated to include reporting requirements and has specific legislation in the Community Charter.
- **Special Needs Housing Grants** provide funding to organizations from the Special Needs Housing Reserve for the purpose of constructing or altering housing to meet the needs of this vulnerable demographic. The Density Bonus Policy defines special needs housing as meeting the needs of people with disabilities or health-related needs; shelters, refuges, and secured non-market rental housing; or other housing restricted to meeting affordability criteria. Funding for this reserve is obtained from density bonus payments which are split between community amenities and special needs housing reserves. The only grant that has been awarded from this fund is \$41,000 disbursed to the Port Coquitlam Seniors Society in April 2020.
- **Downtown Port Coquitlam Business Improvement Association** - Section 215 of the Community Charter allows local governments to grant money to organizations that plan and implement business promotion schemes. This money must be recovered by means of a local service tax (as per Section 216). Downtown Business Improvement Area Bylaw, 2015, No. 3922 provides funding to the Downtown Port Coquitlam Business Improvement Association (Downtown PoCo BIA) for the period 2016 to 2020. In 2020, the bylaw provides funding of \$186,089 to the Downtown PoCo BIA, with \$167,480 being recovered from commercial properties in the Downtown as a levy on their property tax bills. The remaining \$18,609 (intended to represent the value of the levy on City owned properties in

Review of Grant and Funding Programs

the downtown) is funded from the Development Services budget. The Downtown Port Coquitlam Business Improvement Area includes 85 properties. As there is specific legislation in the Community Charter for Business Improvement Areas, staff recommend that it be excluded from the new process.

Processes for Applying for Funding

Given the wide range of funding mechanisms available through the City, there are many different processes for individuals, groups and organizations to apply for or request funds for projects, services and initiatives, including:

- 1) Applying for a Community Grant through an application and juried process with final approval from Council (CCD and Self-Help Matching Grants);
- 2) Applying for small grants for Camp Ignite, Little Free Libraries and Block Parties through staff;
- 3) Requesting operating support directly through Council; and
- 4) Requesting one-time funding directly through Council.

There are no processes for other requests such as the Tri-City Chamber of Commerce, PoCoMo Meals on Wheels or residents planning small community initiatives, except those related to arts, culture and heritage.

DISCUSSION

To implement clear, consistent and transparent processes, staff recommend that all individuals, groups and organizations submit an application for funding, and indicate/demonstrate community benefit. Staff recommend that Permissive Tax Exemptions, Special Needs Housing and Downtown PoCo BIA be exempt from this process since bylaws and policies cover these areas.

Clear guidelines and consistent reporting requirements will be provided for applicants to ensure that grant recipients account for the use of City funds and submit informative final reports. To streamline and standardize the application process and reporting requirements for financial assistance, staff recommend three funding categories:

1. Community Initiatives Category: provides funding to individuals and community groups whose initiatives benefit the residents of Port Coquitlam.
2. Project Category: provides funding for community groups and organizations implementing projects and events within Port Coquitlam, and;
3. Operating Investment Category: provides funding for not-for-profit organizations to provide ongoing programs and services that serve the residents of Port Coquitlam.

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These categories are modeled after best practices in other municipalities, align with all levels of public service funding and have become familiar with Port Coquitlam residents through the CCD Investment Program. These three categories also allow for individuals, groups and organizations to find a category that works for them. Three different categories also allows for greater support as groups and organizations evolve. For example, if an individual has an idea for a community initiative, they are eligible for a small community grant. If that initiative is successful, a group may form to develop a not-for-profit organization and be eligible for a larger project grant. If the not-for-profit organization successfully delivers three years of community initiatives and/or projects and develop an annual operating plan to deliver their programs or services, they are eligible for a larger operating grant. This three step grant program supports the development of organizations in our community and programs and services delivered to our residents. Each category will be discussed in further detail below.

Staff have developed guidelines, criteria, online applications, budget templates, evaluation scoring templates and performance reports for the distribution of CCD Investment Funds. The process has been successful and can be adapted to provide a consistent process for all grant programs.

To qualify for funding, all applicants must demonstrate community benefit. General eligibility criteria required for all three funding categories are:

- Organizations and groups are located in Port Coquitlam and provide services to Port Coquitlam residents;
- Region-serving groups providing services to Port Coquitlam residents that can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations; and
- Individuals who are Port Coquitlam residents and/or are proposing a project or service that benefits the residents of Port Coquitlam.
- All applicants must adhere to a standard of excellence with respect to ethical behaviour when involving the public (i.e. safety training, insurance for public events, policies and/or processes for the safety of participating young and vulnerable people, necessary protocols when working with First Nations).

Staff recommend that a three-member evaluation committee, representing various departments depending on the funding category, review and score the funding applications based on the criteria for each specific funding stream, and bring forward recommendations to Council for approval. Staff recommend an exception to this process for the following:

Review of Grant and Funding Programs

- Neighbourhood Development initiatives (Little Free Libraries and Block Parties) are grants less than \$250, typically require a quick response to community needs and staff have expertise in these specific areas.
- Youth Firefighter Mentorship Grants are grants vetted and recommended by School Counsellors for the Camp Ignite program.

It is recommended that staff approve these small grant programs.

1) Community Initiatives Category

Proposed Eligibility for the Community Initiatives Category: Groups, collectives and individuals who do not have not-for-profit status, as long as the initiative is demonstrated to benefit the community.

Proposed Assessment Criteria for the Community Initiatives Category: Applicants may submit more than one application per year, provided the funding request is not for the same initiative and that any outstanding initiatives have been completed and final reports submitted. Proposals are assessed based on community impact, evidence of sound planning, and capacity to deliver the project as outlined.

1. Community Impact:
 - Community engagement, participation and accessibility; and
 - Positive anticipated outcomes and benefits for participants, audiences, and community.
2. Capacity for Project Delivery
 - Clear project description and objectives;
 - Appropriate expertise, financial and human resources (staff and volunteers) to successfully undertake the proposed project or activities;
 - Project evaluation plan;
 - Plan to raise awareness of the project/activity in the community including outreach, marketing or communication strategies (i.e. advertising, marketing/promotion materials, social media, artist/expert talks or educational aspects, and/or other demographic outreach); and
 - Complete budget and, if applicable, provide evidence that in-kind revenue and diverse revenue sources are secured.

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Grant Streams:

- Community Cultural Development Initiative Grants support strategic development, professional development and community arts, culture and heritage initiatives that are not eligible for CCD Project and Operating Grants (new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but who serve the community);
- Neighbourhood Development Initiatives includes the Little Free Library Program that provides funding to stewards creating neighbourhood book exchanges and the Block Party Program that supports hosting a block party;
- Youth Firefighter Mentorship Grants provides funding for young women to attend Camp Ignite;
- Neighbourhood Connections Grants (NEW) – staff propose a new program be established to offer small grants (up to \$2,500) to support community-led initiatives such as community gardening events, neighbourhood walking tours, and programs for mental wellness, which would be evaluated by staff and Council approved. Funding for this grant would be provided through a reallocation of funds budgeted in undersubscribed grant programs;
- Community Sport Initiatives Grants (NEW) - staff propose a new program be established to offer small grants (up to \$2,500) to support initiatives proposed by local community sport groups, which would be evaluated by staff and Council approved. Funding for this grant would be provided through a reallocation of funds budgeted in undersubscribed grant programs.

2) Project Category

Proposed Eligibility for the Project Category:

Funding is provided for projects, initiatives, programs, events and festivals that take place in, or are primarily focused on, the City of Port Coquitlam and its residents. Only projects that support the provision of services and/or demonstrate a direct benefit to Port Coquitlam residents are considered. Proposals from organizations and groups located in Port Coquitlam and mandated to serve the community will be considered. Applications from region-serving groups which are so mandated and can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations may also be considered.

The proposed eligibility criteria includes: not-for-profit organizations and groups who demonstrate adequate expertise to carry out the project (whenever possible, schools are encouraged to partner with a non-profit group as a joint initiative).

Review of Grant and Funding Programs

Examples of grant types include:

- Community Capital Projects Matching Grant (previously Self-Help Matching Grants) for capital projects and asset development including new specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas;
- CCD Project Grants including art projects, festivals and events; and,
- Capacity building projects.

Proposed Assessment Criteria for Project Grants

Applicants may submit more than one application per year, provided the funding request is not for the same project or initiative and that any outstanding projects or initiatives have been completed, with the final report submitted. Project proposals are assessed based on community impact and evidence of sound planning and capacity to deliver the project as outlined.

1. Community Impact:
 - Community engagement, participation and accessibility; and
 - Positive anticipated outcomes and benefits for participants, audiences, community.
2. Capacity for Project Delivery
 - Clear project description and objectives;
 - Appropriate expertise, financial and human resources (staff and volunteers) to successfully undertake the proposed project or activities;
 - Project evaluation plan;
 - Plan to raise awareness of the project/activity in the community including outreach, marketing or communication strategies (i.e. advertising, marketing/promotion materials, social media, artist/expert talks or educational aspects, and/or other demographic outreach); and
 - Complete budget and, if applicable, provide evidence that in-kind revenue and diverse revenue sources are secured.

All approved projects must be completed within eighteen (18) months from the date of approval. As required, on a per project basis, completed projects will be inspected by the City for any deficiencies. Projects will not be funded retroactively.

3) Operating Category

In order to promote organizational stability and long range planning for established not-for-profit organizations, staff recommend funding be made available through the Operating Category. This

Review of Grant and Funding Programs

funding would be renewed annually at the same level through the City's base budget process. A review process would be scheduled every three years to assess ongoing need, benefit to the community and potential future investments by the City. An annual report would be required to maintain operating funding status, due no later than three months after the organization's fiscal year end. Organizations awarded funding over \$50,000 would be required to provide a presentation to Council in addition to their annual report.

Proposed Eligibility for Operating Category:

Organizations applying for operating funds must demonstrate their organizational capacity, development and stability to be eligible. In addition to groups mandated to produce and present on-going programs or operate non-profit facilities, organizations which operate, manage and program facilities on behalf of the City, as well as societies, are eligible to be considered within this category. The proposed criteria includes:

- Registered as a non-profit organization under the BC Society Act with a Board of Directors;
- In operation for a minimum of three years with a proven track record of relevant community service or programming; and
- Experienced personnel (paid staff or volunteers) with the expertise required to successfully manage the organization and achieve the organization's goals and objectives.

Examples of community organizations that could satisfy this criteria and have previously received funds include:

- Port Coquitlam Events Society
- PoCo Cultural and Heritage Society
- PoCo Sport Alliance
- Port Coquitlam Community Foundation
- Tri-Cities Chamber of Commerce
- POCOMO Meals on Wheels Society
- Coquitlam River Watershed Roundtable
- Tri-Cities Homelessness & Housing Task group

Proposed Assessment Criteria for Operating Grant Applications:

Successful applications would be based on a detailed assessment of the organization's practices including financial performance and demonstration of sound management practices, standards of excellence in programming and meaningful community impact. The proposed assessment criteria includes:

Review of Grant and Funding Programs

1. Financial Need and Management Practices:
 - Demonstrated financial need (i.e. services that cannot be provided without financial assistance);
 - Demonstrated standard accounting and financial reporting processes including but not limited to a practice of balanced budgets; and
 - Evidence of other sources of funding.
2. Programming Excellence:
 - Demonstrated ability to deliver quality services/programs in alignment with the organization's mission/mandate including, but not limited to: past performance reviews and achievements, and internal assessments (program evaluations, statistics, etc.).
3. Community Impact:
 - Demonstrated added value to community as a result of the City's investment;
 - Demonstrated community participation in Port Coquitlam (audiences, community membership and involvement, program partners, etc.); and
 - Extent to which an organization addresses the specific goals of the City's key priorities, and/or strategic plans, i.e. Cultural Plan, Council Action Plan.

Consolidated Grant Funding Budget

Staff propose that the existing CCD and Self-Help Matching Grant budgets be consolidated for a total annual funding of \$85,000 to be awarded to applicants requesting CCD, Self-Help Matching Grants as well as the new Neighbourhood Connections Grants and Community Sport Initiatives Grants with all awards based on application merit.

Exclusions

As stated, all applicants must demonstrate community benefit to qualify for funding. The following list includes examples of applicants that may not be funded due to an inability to demonstrate benefit to the community:

- Groups and organizations that discriminate by race, religion, color, creed, sex, age or national origin;
- Religious or sectarian groups and organizations unless engaged in a project benefiting the entire community, not just members of the religious or sectarian group; and
- For profit ventures/companies. An exception may be made with respect to art, music and theatre schools operating as private businesses in the event that a project is proposed which clearly demonstrates benefit to the community and the need for subsidy (i.e. links students or facility to the community in meaningful ways, such as outreach programs for at-risk youth).

The City directly funds individuals, groups and organizations who deliver programs, services and events. At this time, the City does not have a sponsorship program to sponsor fundraisers, events

Review of Grant and Funding Programs

and conferences. Should the City decide to develop a sponsorship program in the future, staff recommend that this be a separate program.

Agreements and Reporting Process

Staff recommend that all funding recipients be required to submit a funding application that outlines their mission, goals, plans/programs and organizational structure (if applicable), including how the work will benefit the community, and how the grant will be an effective use of City funds. Once approved, the recipient must sign an agreement acknowledging the funds awarded and the requirement to submit an annual performance report (final report). The annual performance report will include audited financial statements, details on the deliverables as per the funding agreement, and for ongoing funding, a budget for the next year. A simpler final report will be required for organizations, groups and individuals receiving less than \$5,000. Staff recommend that those organizations granted annual financial assistance over \$50,000, accompany their written year end report with a presentation to Council.

Guidance and Support for Applicants

To enhance access to grant information and promote funding opportunities, staff recommend creating one grant home page on the City website where organizations, community groups and individuals will find clear eligibility criteria, grant guidelines, application forms, deadlines and reporting expectations.

Staff recommend expanding the grant information session offered for CCD applicants to include information for all grant categories. During these sessions, staff could guide potential applicants through the criteria and each step of the process. This opportunity has been very well received for residents applying for CCD grants and has resulted in strengthening applications and increasing the number of eligible applications. Should an application not be successful, staff could review the application with the applicant, on request, similar to the process for CCD Grants, to identify how their application could be improved in order to satisfy eligibility criteria and/or enhance their application content during the next granting period. There are no appeals of granting decisions.

For organizations currently receiving City funding, staff propose connecting with each to review the criteria, application and reporting requirements, to ensure a successful transition and address any questions regarding new process. For those with approved ongoing funding, the focus of the discussion with staff will be a review of the reporting requirements.

FINANCIAL IMPLICATIONS


There are no additional financial implications related to the recommendations in this report. Financial assistance will be granted through the budget process and included in the City's Financial Plan.



Report To: Committee of Council
Department: Finance
Approved by: K. Grommada
Meeting Date: May 26, 2020

Review of Grant and Funding Programs

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Prepare a new Grant Policy based on the proposal in the report, and approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.
	2	Direct staff to consider other options for inclusion in a new Grant Policy, and do not approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

ATTACHMENTS

Att#1: Grant Policy 7.06.02

Att#2: 2019 Community Grants and Support

Att#3: Permissive Property Tax Exemption Policy 7.02.04

Att#4: 2019 Permissive Property Tax Exemptions

Lead authors: Karen Grommada, Lori Bowie, Carrie Nimmo

Community Cultural Development Investment Program – Spring Intake, 2020

RECOMMENDATIONS:

That Council approve the following Community Cultural Development Investment Program grant applications:

1) Project Category:

- Art Focus Artists' Association - \$5,000;
- Theatrix Youtheatre Society - \$5,000;
- Wilson Centre Seniors Advisory Association - \$3,000;

That Council defer a decision on the following Community Cultural Development application until the 2020 Fall Intake:

1) Project Category:

- Polonez Polish Canadian Dance Society - \$5,000.

That Council consider the full funding request for the Port Coquitlam Heritage and Cultural Society during budget deliberations this fall.

PREVIOUS COUNCIL/COMMITTEE ACTION

May 26, 2020 - Committee of Council

That Committee of Council direct staff to prepare a revised Community Grant Policy as outlined in this report; and,

That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

REPORT SUMMARY

An interdepartmental Evaluation Committee comprised of staff from Recreation, Communications and Finance ranked the Community Cultural Development (CCD) Investment Program grant applications based on budget, community support, benefit to the community, ability to deliver the project, project design, and the ability to meet current or anticipated public health requirements related to COVID-19. The Evaluation Committee recommends awarding four grants, including three in the Project Category. The Committee recommends deferring a decision on one Project Category grant, as it is a request for support for an event in December that will only take place if gatherings of more than 50 people are permitted as well as the Operating Category Grant request

Community Cultural Development Investment Program – Spring Intake, 2020

from Port Coquitlam Heritage and Cultural Society so that it can be considered in the fall budget deliberations.

BACKGROUND

The CCD Investment Program encourages and supports the development of arts, heritage and cultural activities in Port Coquitlam. Council has awarded Community Cultural Development Investment Program grants annually since 2004. The program was developed in consultation with the community during the creation of the 2001 Cultural Plan and Policy and is designed to provide financial resources for community groups, organizations and individuals.

The Community Cultural Development Investment Program includes three categories:

- Project (April 30 and September 30 deadlines): up to \$5,000 for not-for-profit organizations applying for arts, culture, heritage projects and events.
- Development (April 30 and September 30 deadlines):
 - Professional Individual Program – up to \$1,000 for an individual's professional development;
 - Community Initiative Program – up to \$2,500 for new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but have projects that serve the community; and,
 - Capacity Building Program – up to \$5,000 for strategic development of not-for-profit organizations.
- Operating (April 30 deadline) – up to \$20,000 per year for a three-year term for overall operating costs of established non-profit organizations.

In 2020, the spring deadline was extended to May 29, 2020, in order to provide more time to applicants whose operations and projects had to be significantly adjusted in response to the COVID-19 pandemic.

Increased promotion of the CCD Investment Program began in 2017. Since 2018, a free grant-writing information session has been offered prior to each application intake to provide an overview of the process for potential applicants and offer tips on completing successful applications. The grant program application forms were updated in January 2018 to integrate festivals and align with *Imagine Port Coquitlam*, the City's Cultural Plan. The increased promotion and the addition of information sessions have contributed to an increase in grant requests, specifically for festivals and events. In order to respond to this increase, in 2018, \$20,000 of Festival Development one-time funding was dispersed to applicants. In 2019, unspent money from the Self-Help Matching Grant was dispersed to CCD applicants. The increase in successful applications and awards are tracked in the following summary:

Community Cultural Development Investment Program – Spring Intake, 2020

Year	# Awarded	\$ Awarded	Year	# Awarded	\$ Awarded
2004	13	\$27,500	2012	5	\$29,000
2005	10	\$49,997	2013	12	\$31,795
2006	6	\$40,500	2014	1	\$2,500
2007	5	\$30,500	2015	5	\$31,072
2008	2	\$22,500	2016	4	\$35,000
2009	7	\$31,100	2017	8	\$39,000
2010	6	\$31,100	2018	14	\$69,810
2011	9	\$33,900	2019	14	\$64,888

Since COVID-19, community festival, event and gallery organizers adapted and/or postponed their events and programs. Staff invited the arts community to the Cultural Roundtable in May 2020 to share what support they need during this challenging time. They requested skill development, resources on how to program virtual festivals and galleries, and flexibility on when and how they execute their programs and events. Staff responded by providing free information sessions on producing virtual festivals and galleries and requested updates from individuals, groups and organizations with projects or programs that were pivoted to online platforms or postponed due to COVID-19. Staff extended deadlines for some applicants; for example, the BC Polish Festival and the Moon Festival will be postponed to 2021. Staff have supported the adaptation of other events, such as moving dance and art programs from in person to online programs.

Staff revised the *Community Grant Policy* for Council to consider on July 14, 2020. The CCD Investment Program fits within this proposed grant framework and all recommended applicants meet the guidelines.

DISCUSSION

The City received a total of five applications in the Project and Operating Categories for this intake (Spring 2020). The interdepartmental staff Evaluation Committee reviewed all of the applications using a checklist and score sheet based on the program criteria clearly outlined in the application package for each grant category. The four applications recommended for funding successfully meet all of the criteria. The one application recommended for deferred consideration meets most of the criteria, but is for a project that will only proceed if gatherings of more than 50 people are permitted in December.

The application summary below provides a brief description of the application, amount requested, and recommended grant award.

Community Cultural Development Investment Program – Spring Intake, 2020

Project Category

Applicant	Application Description	Request	Recommended
Theatrix Youtheatre Society	To create a video recording of one full length children's musical featuring Port Coquitlam students to be made available for free online, up to ten new webinar style courses for residents to enjoy for free or low cost, at least three new online classes plus videos to showcase student performances, and two compilation videos of local kids and families performing summer challenges.	\$5,000	\$5,000
Art Focus Artists' Association	To create an on-line art exhibition as health restrictions do not permit their regular spring and fall shows originally planned for 2020. Funding will be used to hire a web designer and videographer, and to pay fees to artists who create on-line art demonstrations as part of the exhibition program.	\$5,000	\$5,000
Wilson Centre Seniors' Advisory Board	To produce a history book of the former Wilson Centre in words and historic images, to be made available on-line and limited hard copies (\$3,000). A second project is to create and provide branded t-shirts for members of the Silver Chord Choir and Wilson Centre Band (\$2,000), which the Evaluation Committee recommends be considered as a future request, once live performances are allowed again.	\$5,000	\$3,000
Polonez Polish Canadian Dance Society	To support the Society's Annual Christmas Show to be held December 6, 2020, at the Terry Fox Theatre in Port Coquitlam. As this event will only take place if health restrictions allow gatherings of more than 50 people in December, the Evaluation Committee recommends deferring the application.	\$5,000	Defer to Fall 2020 Intake

Operating Category

Applicant	Application Description	Request	Recommended
Port Coquitlam Heritage and Cultural Society	The Society operates the PoCo Heritage Museum and Archives, with a volunteer board of directors and one full-time staff person. The Board is shifting from a working board to a governance board model in order to address volunteer burnout and to empower staff to make day-to-day operating decisions. The Society is seeking to renew a three-year commitment for operating	\$20,000	Defer to fall budget deliberations in order to consider their total annual funding request.

Community Cultural Development Investment Program – Spring Intake, 2020

Applicant	Application Description	Request	Recommended
	funding. The Society's is requesting \$20,000 from CCD and an additional \$100,000 to cover staffing and other operational costs to operate the City's Museum and Archives. Their total annual request for 2021 is \$120,000.		

FINANCIAL IMPLICATIONS

The total amount of CCD funding requested by applicants is \$20,000 for Project Category grants and \$20,000 for an Operating Category grant. The Evaluation Committee recommends funding \$13,000 for Project Category grants and deferring the Operating Category grant request to the fall budget deliberations. The total amount recommended for the Spring Intake is \$13,000. The total annual budget for the CCD Investment Program is \$45,000 with \$25,000 allocated to the Project and Development Categories and \$20,000 allocated to the Operating Category. This recommendation leaves a total of \$32,000 available to support the second intake later this year.

2020 CCD Grant Annual Funding - Project & Development Categories	\$25,000
2020 CCD Grant Annual Funding – Operating Category	\$20,000
Total Funding for 2020	\$45,000
2020 CCD Grant Spring Intake Recommended Funding	-\$13,000
Total Funding Available for the 2020 CCD Grant Fall Intake	\$32,000

OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Council fund each organization as recommended by the Evaluation Committee.
	2	Fund each organization at a level determined by Council.
	3	Do not fund any of the organizations that requested financial support.

Contributing author(s): Carrie Nimmo, Robi Smith, Lori Bowie

2020 Community Capital Projects Matching Grant

RECOMMENDATION:

That Council approve funding for the following Community Capital Projects Matching Grant Program (previously called the Self-Help Matching Grant Program) applications:

1. \$3,919 to Port Coquitlam Tennis Club;
2. \$10,000 to Coquitlam Search and Rescue;
3. \$3,024 to Ducks Volleyball;
4. \$10,000 to Port Coquitlam Minor Baseball Association; and,
5. \$1,000 to Port Coquitlam Skating Club.

PREVIOUS COUNCIL/COMMITTEE ACTION

May 26, 2020 - Committee of Council

That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

REPORT SUMMARY

For 2020, a total of nine applications were received for the Community Capital Projects Matching Grant Program. The interdepartmental staff Review Committee completed a thorough evaluation of all applications and recommends that five applications be approved for funding for a total of \$27,943. The specifics of the nine funding requests are outlined in this report.

BACKGROUND

The City's Self-Help Matching Grant Program was established in 2002 and was renamed the Community Capital Projects Matching Grant Program in 2020. The name was changed to better reflect the goals of the Program, which are to fund capital projects and asset development of community organizations. The maximum total grant amount for each year is approved during the annual budget process. Since the implementation of this Program in 2002, 37 different groups have received grants to fund a wide scope of capital projects with more than \$1,771,000 value of community work being completed (not including the \$27,943 value of 2020 recommended projects). The total amount approved by Council during the 2019 budget deliberations for 2020 was \$40,000.

The Community Capital Projects Matching Grant Program (see Attachment #1) is designed to fund capital projects and asset development initiatives which directly benefit the community. This Grant Program contributes up to 50% of the total cost of a project, to a maximum of \$10,000 per

2020 Community Capital Projects Matching Grant

applicant per year. A thorough and consistent review process is applied to all project submissions to ensure best value and community need are considered in the distribution of available funding.

The application approval process is as follows:

1. All eligible applications are reviewed by the interdepartmental staff Review Committee based on set criteria.
2. The Review Committee forwards recommendations to Council for approval.

At the December 9, 2013 Finance and Intergovernmental Committee meeting, a recommendation was passed to increase the funding from \$20,000 to \$40,000. This increase was to allow more community groups to receive funding which would increase the total value invested in Port Coquitlam communities. After reviewing the grants awarded between 2014 and 2018, staff found that the increased funding had not been fully utilized. In 2019, the Committee approved moving the unspent \$20,000 from the Community Capital Projects Matching Grant Program Budget (formerly the Self-Help Matching Grant Budget) to the Community Cultural Development Investment Grant Program (CCD).

This year, to address the Community Capital Projects Matching Grant Program being under utilized, staff increased marketing efforts and offered an information session to interested applicants. Despite the uncertainty of COVID-19 and inability for some groups to submit an application this year, such as Parent Advisory Councils, these efforts resulted in nine application submissions compared to three received in 2019.

As the funding is now consolidated (approved by Committee May 26, 2020), any unspent 2020 funds following the awards of the Community Capital Projects Matching Grant Program, will be available for the 2020 CCD Investment Program.

DISCUSSION

There is one annual intake for the Community Capital Projects Matching Grant Program. In 2020, the Review Committee, consisting of staff from the Recreation Department and the Parks Division of the Engineering and Public Works Department, evaluated the nine submissions received, based on criteria documented in the application form (shown in Attachment #2). The criteria is designed to ensure projects approved demonstrate that they have matching funds, community support, are cost effective and have a realistic budget, fundraising plan and timeline.

The recommendations of the Review Committee are:

Port Coquitlam Tennis Club

\$3,919 Request (Value of Project - \$7,838)

2020 Community Capital Projects Matching Grant

This request is to fund a project to build a weather-proof permanent storage unit at Gates Park anchored on a concrete slab to house maintenance, materials and equipment for the Port Coquitlam Tennis Club.

The Port Coquitlam Tennis Club offers fun, recreational, social tennis to all age groups and is recognized as a member of the Port Coquitlam Sports Alliance Society. As the Club expands its programs and services, storage for their equipment will be beneficial for access to authorized Club members, volunteers and coaches. Gates Park is the location they play at, and having a storage container on site will allow essential items such as court sweepers, squeegees, score cards, and ball hoppers to be available for members to ensure the courts are ready for play. There is currently no storage at the tennis courts. In the application, the Club addresses security and vandalism concerns through the use of a lock box and wrapping the storage container.

The Review Committee recommends funding \$3,919 subject to the City approving the final site/location of the container, as well as their written agreement to adhere to the City's graffiti removal standards, storage contents insurance requirement and to have the wrapping renewed every 5 years to ensure it remains aesthetically pleasing.

2020 is the first year this organization has submitted an application for a Community Capital Projects Matching Grant.

Coquitlam Search and Rescue

\$10,000 Request (Value of Project - \$140,000)

This request is to fund the purchase of a marine search and rescue vessel.

Coquitlam Search and Rescue is a volunteer search and rescue team who serve the communities of Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra, Burnaby and New Westminster. This organization is responsible for inland water, wilderness and urban search and rescue in the above mentioned municipalities. For their team to continue to provide safe and swift marine rescues, they are in need of a new rescue vessel to improve capacity to carry more people, increase speed to the rescue location, carry more life saving equipment and improve their safety when travelling at night or in bad weather.

In the last 16 months, marine tasks made up 21% of their total call volume. Coquitlam Search and Rescue has secured \$90,000 in funding from the City of Coquitlam (\$30,000), BC Gaming (\$30,000) and BC Provincial Government Search and Rescue funding (\$30,000). They will be meeting with the various City Councils they serve to request support and further their fundraising efforts to support this project. Ongoing maintenance of the vessel will be completed through an existing contract with the City of Coquitlam.

2020 Community Capital Projects Matching Grant

The Review Committee recommends funding \$10,000.

This is the second time this organization has submitted an application for a Community Capital Projects Matching Grant. In 2015 they received a \$10,000 grant to purchase a mobile command vehicle with a total completed cost of \$467,505.

Ducks Volleyball Club

\$5,416 Request (Value of Project - \$10,841)

This request is for the purchase of outdoor volleyball net systems, volleyballs, masks and hand sanitizer in order to meet the organization's goal of expanding their inventory of equipment and safety supplies to allow for a quick and safe return to play. The organization's mandate is to grow the sport of volleyball, and provide their athletes a family culture as well as an elite training environment, that inspires, educates, and develops future leaders and champions.

The Review Committee recommends funding the outdoor volleyball net systems and volleyballs. This will allow for their club to adapt to playing outdoors during health requirements of COVID-19 and support ongoing outdoor play. The total cost of outdoor volleyball net systems and volleyballs is \$6,048.

The Review Committee does not recommend providing funding for disposable equipment such as masks and hand sanitizer as these do not meet the Program's requirements of a capital asset. In addition, the Review Committee does not recommend approving the request for funding the cost of replacing their indoor volleyballs, as this is not considered a capital or development asset and is outside the parameters of the Community Capital Projects Matching Grant.

The Review Committee recommends funding \$3,024.

This is the third time this organization has submitted an application for a Community Capital Projects Matching Grant. They were successful in 2016 in receiving a \$1,653 to purchase special regulation sized volleyballs with a total project cost of \$3,306. They were also successful in 2019 and received \$2,016 to purchase replacement volleyballs. The 2016 and 2019 requests were approved due to exceptional circumstances when Volleyball Canada announced part way through the season, in both years, a change to specifications for National competition volleyballs. As a result of the timing, the extra costs could not be accounted for in the Club's budget for the year. This request was granted in order for the Club to support their elite teams to train with the equipment mandated by National sporting bodies. The Community Capital Project Matching Grant does not support regular equipment replacement.

Port Coquitlam Minor Baseball



Report To: Council
Department: Recreation
Approved by: L. Bowie
Meeting Date: July 14, 2020

2020 Community Capital Projects Matching Grant

\$10,000 Request (Value of Project - \$46,071)

This request is for improvements to the Thompson Park batting cage, as well as funds to purchase additional equipment required due to the COVID-19 pandemic.

Port Coquitlam Minor Baseball is a non-profit youth sports organization with the mandate to promote, teach sportsmanship and emphasize fair play through the game of baseball.

The current batting cage has a dirt floor and poor drainage causing it to be unusable in the rainy months. The project consists of digging out the dirt floor and prepping for concrete with turf on top of it to create a clean and dry area for players to practice. The goal of this project is to enable youth involved in baseball to be active year-round and has the support of other local sports associations. Due to the current COVID-19 health and safety requirements, there is no sharing of equipment resulting in the organization requesting funding for extra bats, balls, catcher and umpire equipment.

The Review Committee recommends funding \$10,000.

The Review Committee does not recommend funding the request for equipment as these are outside the parameters of the Community Capital Projects Matching Grant guidelines for funding capital and asset development projects.

This is the second time this organization has submitted an application for a Community Capital Projects Matching Grant. They were successful in 2015 and received \$10,000 to build the batting cage in Thompson Park.

Port Coquitlam Skating Club

\$1,000 Request (Value of Project - \$2,400)

This request is for funding to purchase teaching aids and equipment so the Club can continue to provide quality instruction of Skate Canada's Learn to Skate Program, also known as Can Skate.

The Port Coquitlam Skating Club has been providing excellent skating programs and instruction for approximately 50 years. The purpose of the Club is to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the rules and policies of Skate Canada. They are requesting funding to support the purchase of teaching aids and additional equipment. The Review Committee classified the teaching aids as asset development because these necessary items are anticipated to have a lifespan of more than 5 years.

2020 Community Capital Projects Matching Grant

The Review Committee recommends funding \$1,000 subject to the City receiving a detailed equipment list with pricing and full payment of the outstanding account balance for the Club's facility rentals.

2020 is the first year this organization has submitted an application for a Community Capital Projects Matching Grant.

Access Youth Outreach Services Society – Not Recommended

\$5,000 Request (Value of Project - \$18,000)

This request is to fund costs associated with the Youth Engagement Worker Program, including a 0.5 FTE staff salary and supplies.

This Program is a flexible after-hours referral program responsible for providing comprehensive one to one support and linkage services for youth ages 12-19 years of age. Through their services they help improve the well-being of youth by connecting them to community support systems such as counseling and assistance with substance use. The Society's mandate is to develop and deliver innovative services for at-risk youth who are disadvantaged, vulnerable and/or marginalized.

The Review Committee does not recommend approving this request as it is outside the parameters of the Community Capital Projects Matching Grant to fund operating expenses such as staff salaries. This application may be eligible for a PoCo Foundation or the new Community Initiative Grant. Staff will inform the applicant of these options and share the details including intake deadlines and application requirements.

2020 is the first year this organization has submitted an application for a Community Capital Projects Matching Grant.

Port Coquitlam Ridge Meadows Ringette Association - Not Recommended

\$3,275 Request (Value of Project - \$6,500)

Port Coquitlam Ridge Meadows Ringette Association (PCRMRA) requests assistance for the rental costs of equipment storage at Maple Leaf Self Storage in Port Coquitlam during the period that storage is not available due to the construction of the Port Coquitlam Community Centre. PCRMRA is an inclusive community-minded sports organization that provides an opportunity for all to learn and play ringette. As a community sports organization, they own equipment that must be stored in a secure and conveniently located site. Provision of equipment is one of the primary factors that keep ringette financially accessible to its members.

2020 Community Capital Projects Matching Grant

The Review Committee does not recommend approving this request as this is outside the parameters of the Community Capital Projects Matching Grant to fund operating expenses such as rental costs. Staff will direct PCRMRA to the PoCo Sports Alliance Society in order to explore assistance with storage space. The PoCo Sports Alliance is working on behalf of the City with local sports organizations who previously had storage in the Port Coquitlam Recreation Centre, to collaborate and share temporary storage space during the construction of Phase 2 of the Port Coquitlam Community Centre.

2020 is the first year this organization has submitted an application for a Community Capital Projects Matching Grant.

MADD – Metro Vancouver Chapter – Not Recommended

\$1,200 Request (Value of Project - \$2,500)

This funding request is for equipment to run a mock crash campaign at Port Coquitlam secondary schools that visualizes the effects of impaired driving and promotes the message that impaired driving deaths and injuries are needless and preventable.

MADD Metro Vancouver is a volunteer-based, charitable grass roots organization that supports all communities within the Metro Vancouver area. MADD's mission is to stop impaired driving and to support victims of this violent crime through support services, heightened awareness about the dangers of impaired driving, and to save lives and prevent injuries on our roads and waterways.

The Review Committee does not recommend approving this request as this is outside the parameters of the Community Capital Projects Matching Grant to fund operating expenses such as rentals, transportation and food costs or for disposable equipment. This application may be eligible for a PoCo Foundation grant or a Community Initiative grant. Staff will inform the applicant of this option and share the details including intake deadlines and application requirements when developed.

2020 is the first year this organization has submitted as application for a Community Capital Projects Matching Grant.

Scouts Canada 9th Port Coquitlam – Application Withdrawn

\$1,250 Request (Value of Project - \$2,500)

This request was for funding to purchase trees for a tree-planting project at Blakeburn Lagoons.

2020 Community Capital Projects Matching Grant

Scouts Canada's mandate is for children to have fun adventures discovering new things and experiences they may not otherwise have access to. Through these experiences, children develop into capable, confident and well-rounded individuals, better prepared for success in this world.

2020 is the first year this organization has submitted an application for a Community Capital Projects Matching Grant.

This request was withdrawn as Scouts Canada secured funding for the entire project in collaboration with the City's Parks division's Tree Canada Grant application.

End of list of Applications.

FINANCIAL IMPLICATIONS

For an investment of \$27,943 this year, the community will receive a total of approximately \$207,150 in value of work. Since the inception of this Program, the City has invested \$325,000 and a total of \$1,771,000 in value of work that has been completed by 37 different organizations (not including the 2020 applicants).

In accordance with the Community Capital Projects Matching Grant Program's guidelines, successful applicants will receive 75% of their grant award at the beginning of their project. Upon completion and submission of their final report, they will receive the remaining 25% of the grant.

The remaining unspent funds will be used toward the CCD Investment Program. As noted above, several of the applications that were not eligible for a Community Capital Projects Matching Grant may be eligible for the new Community Initiative Grant. Staff will follow up with those applicants.

OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Council approve the funding as recommended by the Review Committee.
	2	Council approve an alternative amount for each organization.
	3	Council deny funding for all organizations that requested financial support.

ATTACHMENTS

Attachment #1: Application Guidelines and Forms

Attachment #2: Assessment Criteria

Attachment #3: Summary of 2020 Applicants

Contributing authors: Carrie Nimmo, Melissa Wilson, Lori Bowie



C I T Y O F
PORT
COQUITLAM

SELF - HELP MATCHING GRANT PROGRAM

“Working Together to Make PoCo Better”



PROGRAM PURPOSE

The Program is designed to encourage projects, which will be in concurrence with the vision and objective areas in the City's Strategic Plan. The Program allows individuals and organizations to request funding for projects which involve new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, indoor sports area, arts and culture, streetscapes, etc.

DEFINITIONS

- | | |
|-----------------------|---|
| Public Benefit | Socially worthwhile projects that primarily provide a mixed benefit(s)/access to the community. |
| Mixed Benefit | These are projects whereby both the organization and the community as a whole receive direct identifiable benefits. |

PROGRAM OVERVIEW

- The Program will contribute up to 50% of the total cost of a project to a maximum of \$10,000 subject to the budgeted allocation amount approved by City Council on an annual basis.
- The minimum acceptable request will be \$1,000 (50% of a \$2,000 project).
- Approved funds will be forwarded in two phases – 75% at the start of the project and 25% when the project is completed and a final report submitted.
- Only Port Coquitlam based organizations are eligible to apply for funding.
- Organizations that are applying for design, construction of new and renovated play spaces in Port Coquitlam must adhere to the City's Corporate Accessible Play Spaces Policy.
- All projects must occur within Port Coquitlam and the benefiting parties must be more than 50% Port Coquitlam residents.
- Organizations requesting funding must have sufficient funds in place to proceed with the project.
- Projects will not be funded retroactively.
- A Review Committee will evaluate all applications on the basis of the Program's eligibility criteria. The Committee will consist of four staff members from the City of Port Coquitlam, depending on the nature of applications being submitted.
- Committee of Council will review funding as submitted by the Review Committee and will forward endorsed projects for allocation of funds to City Council for approval.
- The City will designate a staff person as project liaison for each project that is approved for a Grant.
- All approved projects must be completed within eighteen (18) months from the date of approval and as required, on a per project basis upon completion will be inspected by the City for any deficiencies. A final report must be submitted by all project organizers within two months following the final inspection. If a project is not completed, the project organizers will not be eligible for additional Self-Help Matching Grant funds and will not be forwarded the final 25% of funding support.
- **Project submission deadline: March 31st. Extended to May 29, 2020**



PROGRAM ELIGIBILITY

The Self-Help Matching Grant Program is available to Port Coquitlam based organizations including but not restricted to community/social groups, service clubs, parent/teacher groups, sport groups, cultural organizations, environmental groups and school councils.

Projects which involve construction, renovation and/or expansion of facilities for social, environmental, heritage, recreation, sports, beautification and art or culture purposes, etc. and which occur on public property within the City of Port Coquitlam for public benefit are eligible for funding through this Program.

Unless otherwise stated and mutually agreed to for the purpose of this Program, if the project is conducted on City land, within a City facility or facility/land leased to a non-profit organization (eg. Kinsmen Hall, Women's Centre at the dissolvent) the assets will revert back to the City of Port Coquitlam.

SELECTION CRITERIA / APPROVAL PROCESS

Recommended projects will be submitted to Committee of Council for endorsement and onto Council for final approval.

All applications will be reviewed for eligibility by a City Staff Review Committee according to the requirements listed above. Each eligible application will then be assessed according to the following criteria:

Matching Dollar Value (up to 10 points):

Points are awarded if the total project value exceeds the minimum required (eg. double the amount of the grant request). If the total project value meets but does not exceed, the minimum zero points are awarded (eg. \$1,000 grant submission for a \$2,000 project value). For each 20% of the total project value that is in excess of the minimum amount, two points are awarded.

Example: A community group submits a \$1,000 grant application for a project. If the proposed project total value is \$2,400, this is \$400 more than the minimum matching dollar value of \$2,000 – 20% of \$2,000 is \$400; therefore, two points would be awarded.

Participation and Collaboration (up to 30 points):

The project involves broad community participation (up to 20 points):

- The maximum 20 points would be awarded to projects that demonstrate broad active community participation in selection, planning and implementation of the project. The level of participation required will be directly related to the scope of the project selected. Zero points should be awarded to projects which show little evidence of community support or involvement in the planning and proposed implementation of the project.



The application is supported by and is a collaboration of several organizations (up to 10 points):

- Applications that involve commitments from several organizations (a minimum of two or more) such as other community organizations, schools, churches and businesses would receive 10 points. Applications without involvement of additional partners receive zero points.

Project Impact/Need (up to 20 points):

Projects addressing a community need or problem that identifiable public benefit(s) would receive the maximum points. Applications that do not address a documented need or clearly indicate a public benefit would receive zero points. Points may be scored according to how well the need for the project is documented.

Project Design (up to 40 points):

The proposed project is cost effective, well planned and ready for implementation (up to 25 points):

- Maximum points would be awarded to projects, which are carefully planned and ready for implementation once a grant is awarded. Such projects have clearly articulated goals, a specified timeframe for accomplishment of tasks, and show evidence that the application organization has the capacity to follow through. Fewer points will be awarded to projects whose goals and timetables are vague and fail to demonstrate the capacity to complete the project.

The project's budget is a reasonable projection of the expenses and revenues (up to 15 points):

- Maximum points would be awarded to projects with budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source (contractor's estimate, price quotes, etc.). Fewer points would be awarded to projects with non-specific, incomplete or undocumented budgets.

Other Program Criteria Considerations

Projects that duplicate existing facilities or services presently available to members of the community must indicate how it will compliment or be of added benefit to the community.

Applications may be submitted for projects which are phased in over a number of years; however, an organization may only have one approved Self-Help Matching Grant at a time.

If a project from a previously approved Self-Help Matching Grant has not been completed, the organization is not eligible to apply for a second grant until the outstanding project is completed and a final report has been submitted.

Organizations, which have the ability to complete the project without the grant, will be assigned a lower priority. For example, if an organization has an unallocated surplus of approximately \$10,000 or more, the financial need of the organization is considered to be low.

Program funds may not be used to purchase consumable program supplies or equipment (eg. balls, uniforms, costumes, volleyball nets or food). *Projects are for assets and capital projects, including new*



specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas.

Projects that do not conform to zoning or City regulations will not be approved.

FINANCIAL REQUIREMENTS

The applicant's financial contribution must be in place prior to applying for the Grant. A certified bank statement must be attached to the application to verify that the applicant has sufficient funds in place to fulfill their portion of the total project value.

The applicant's contributions cannot include funds from any other City source.

Donations or gift in-kind may be included as part of the applicant's contribution to the project. Written confirmation and verification of the value of these donations must be included with the application.

A value assigned to the volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution. For grant submissions, volunteer labour costs should be calculated at \$20.91 per hour (based on the City's living wage rate).

EVALUATION PROCESS

All applications must be post marked on or before **March 31st. Deadline extended to May 29th.**

Late applications will not be accepted.

Applications will be assessed in detail on the basis of the Program's eligibility criteria previously outlined in this document.

Technical aspects of the applications will be reviewed by appropriate City Departments to ensure that the development plan is in accordance with City policies and regulations.

The Review Committee will assess all eligible applications and make recommendations to Committee of Council regarding which projects should be endorsed.

Applicants may attend a Committee of Council meeting to speak in support of their application. Eligible projects endorsed by the Committee of Council will be forwarded to City Council for approval.

The decision of Council is final. Applicants will be notified in writing of Council's decision by the end of July each year.



SUBMISSION OF APPLICATION

Submit **one (1) colour PDF** to: recreation@portcoquitlam.ca or **three (3) colour hard copies** to:

*Self-Help Matching Grant Program, c/o City of Port Coquitlam
#1100 – 2253 Leigh Square, Port Coquitlam, BC V3C 3B8*

Applications **must** be received in the Recreation Department by **March 31. Deadline extended to May 29th.**

REQUIRED DOCUMENTATION

Each application must include all of the following information:

- A detailed written description of the project. Please answer all of the questions on pages 8-10.
- Applications must include letters of support from the groups and area residents who will be affected by the project. This may include the School District, Parent Teacher Associations, neighbourhood residents, etc.
- Depending on the project, each applicant may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input and document community reaction to the project.
- Applicants must provide all of the required financial information.
- Applications must include a letter of approval from the property owner (also required for projects on City of Port Coquitlam or school property).
- The costs associated with ongoing maintenance of a proposed project must be identified within each organization. The organization or agency responsible for the ongoing maintenance of the project must also be identified.
- As applicable, applicants are responsible for providing a site plan/design services as part of the original submission, as required. The City of Port Coquitlam recommends that professional design services be secured for complex projects.
- The costs associated with the design work may be included as part of the organization's contribution to the project. The City of Port Coquitlam does not provide design services.
- All play equipment and site materials must meet CSA approved standards and the manufacturer's warranty must be attached to the application.
- Please include a copy of the "design detail drawing (or shop drawings) and specifications" for all site furnishings including benches, garbage cans, light standards, etc.



PROJECT IMPLEMENTATION

The Recreation Department will designate a Liaison Coordinator. The role of the Liaison staff person will be to assist the project organizers by facilitating, as required, the program/project process.

Major Project Detail Requirements

For major projects only and to ensure that construction/installation work is undertaken in a timely fashion, a project schedule listing dates and type of work to be completed must be forwarded to the Liaison Coordinator at least two weeks in advance of construction. If required, an on-site visit will be arranged which will include the applicant's representative and appropriate technical staff from the City. The project funds will not be released until this initial site inspection has occurred and the construction schedule has been approved by the City. All projects will be required to obtain all necessary permits and to comply with City/Provincial/Federal regulations.

In those cases where the project is located on school property, a representative from School District #43 should also be in attendance. The Liaison Coordinator should be contacted directly if any problems arise during the project.

Upon completion of the project, each organization will be required to contact the Liaison Coordinator to request a final inspection. The Liaison Coordinator person will arrange a site review with the applicant, the appropriate City technical staff and if required, a representative from any other stakeholder in the project. A list of deficiencies to be corrected will be documented at this meeting, and distributed to all parties.

FOLLOW-UP REPORT

The final report is due two (2) months after the project has been completed. The final report **must** include financial documentation (cancelled cheques, invoices, pictures of the final project/product, etc.) to verify the expenditures supported by the Program. An organization/individual cannot apply for any other City grant program, with an outstanding final report due for any City grant program. For your convenience, a sample budget sheet has been included in this application package.



Self-Help Matching Grant Application Form

Please submit **one (1) colour PDF** or **three (3) colour hard copies** of the completed application package. Pages 8 to 10 plus applicable supporting documentation as outlined on page 10.

Please print or type the following information:

1. Name of organization: _____
2. Contact person: _____ Position: _____
Mailing Address: _____ Postal Code: _____
Telephone Number: (day) _____ (fax) _____
E-mail Address: _____
Alternate Contact: _____
Mailing Address: _____ Postal Code: _____
Telephone Number: (day) _____ (fax) _____
E-mail Address: _____
3. Is your organization a registered non-profit or charitable community organization?

4. What is the name of the project? _____
5. Total (estimated) cost of the proposed project? \$ _____
6. Funding request: (50% of the total cost of the project to \$10,000 max.) \$ _____
7. Location of project: _____
8. Total of all bank accounts, term deposits, etc. \$ _____

Please provide an explanation if your organization has over \$10,000 in unallocated funds:



SAMPLE BUDGET SHEET

Name of Organization: _____

REVENUE	
Organization's Financial Contribution	
Volunteer Labour (_____ hours x \$20.91/hour) = <i>Living Wage Rate</i>	
Financial Contribution of Other Partners (please specify)	
Donations of Material or Supplies (please specify)	
School Board Contribution (if applicable)	
Total Contribution of Applicant	
Sub-total	
Self-Help Matching Grant Program Request	
Other Revenue Sources	
TOTAL REVENUE	
EXPENSES	
Purchased Materials and Supplies	
Equipment Rentals	
Professional Fees and Costs	
Cost of pea stone and pressure treated timber for border, as per City's specification where a resilient surface is required (eg. under a play structure).	
Transportation Costs and Shipping	
Other Purchases (provide details)	
TOTAL ESTIMATED EXPENSES	



DOCUMENTATION CHECKLIST

- Have you provided a detailed description of the project budget? _____
- Have you enclosed a copy of the bank statement/financial statement to verify funds are in place to match the amount requested through the Program and/or total unallocated surplus funds of \$10,000 or more? _____
- Have you attached a detailed description of the project including specific technical information on the construction? _____
 - Are there other partners involved in the project collaboration?
 - What are the objectives of this project?
 - Who will use this project?
 - How does this project benefit/impact the community?
 - How many people will be affected by this project? Why is it necessary? What community need is being met?
 - When completed, will the project require funding for on-going operating for maintenance costs? If so, who will provide these funds?
- If required, have you included the detailed design or shop specifications for the item or piece of equipment included in your project proposal? _____
- If required, have you included playground equipment warranties and indicated that it meets with C.S.A. standards? _____
- If required, do you have a detailed site plan, which provides of all the information requested? _____
- Did you attach a written confirmation of gifts in-kind? _____
- Do you have a letter from the property owner approving the project? _____
- Do you have letters of support from the citizens or area residents affected by the project? _____
- Did you attach any other applicable or required documents/permits? _____

If your application package does not include **all** of the applicable information required to your specific project request, it may be denied.

We hereby certify that we are the authorized signing official(s) of the applying organization and that this application is accurate to the best of our knowledge.

Signature	Title/Position	Date
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Signature	Title/Position	Date
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Please submit one (1) colour PDF or three (3) colour hard copies of your completed application package.

**COMMUNITY CAPITAL PROJECTS MATCHING GRANT
(FORMERLY SELF-HELP MATCHING GRANT PROGRAM)
ASSESSMENT CRITERIA**

<u>Assessment Area</u>	<u>Value</u>
1. Matching Dollar Value (the total project value exceeds the minimum required)	10
2. Broad Community Participation (broad and active neighbourhood/community participation in selection, planning and implementation of the project)	20
3. Collaboration of Several Organizations (commitments from several organizations, such as other community organizations, schools, churches and businesses)	10
4. Addresses a Documented Need/Problem (addresses a need or problem that has been identified in a City report, strategy, master plan or other publicly defined way)	20
5. Cost Effective (carefully planned and ready for implementation once a grant is awarded)	25
6. Reasonable Budget (budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source)	10
7. Innovative Response to a Problem (a new or creative approach to a problem or issue)	5
Total	100

CITY OF PORT COQUITLAM
Community Capital Projects Matching Grant Recommended Summary Form
(Formerly Self-Help Matching Grant Application)
Year 2020

<i>Name of Organization</i>	<i>Project</i>	<i>Grant Amount Requested</i>	<i>Total Value of the Project (rounded)</i>	<i>Cumulative Staff Ranking / Score (out of 100)</i>	<i>Recommended Grant Value</i>
Coquitlam Search and Rescue	Marine Search and Rescue Vessel	\$10,000	\$140,000	74.33	\$10,000
Port Coquitlam Minor Baseball Association	Batting Cage Improvements	\$10,000	\$46,071	67.21	\$10,000
Port Coquitlam Skating Club	Archway & Specialized Teaching Aid Equipment	\$1,000	\$2,400	57.47	\$1,000
Port Coquitlam Tennis Club	Storage Building in Gates Park	\$3,919	\$7,838	57.33	\$3,919
Ducks Volleyball	Outdoor Volleyball Court System & Volleyballs	\$5,416	\$10,841	55.34	\$3,024
TOTAL OF RECOMMENDED FUNDED APPLICATIONS		\$30,335	\$207,150	N/A	\$27,943