

NO: **F007**

COUNCIL DATE: **April 4, 2011**

FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **March 21, 2011**

FROM: **General Manager, Parks, Recreation & Culture
General Manager, Finance & Technology
General Manager, Engineering
General Manager, Planning and Development**

FILE: **1850-01**

SUBJECT: **Applications under the Community Enhancement Partnership (CEP) Program for Grants**

RECOMMENDATION

The Parks, Recreation & Culture Department, Finance & Technology Department, Engineering Department and Planning & Development Department recommend that the Finance Committee recommend that Council:

1. Approve a grant under the CEP Program of up to \$3,000 to the Bolivar Heights Community Association to support an area clean-up and community landscaping project on 136 street and Crestview Drive, as generally described in this report;
2. Approve a grant under the CEP Program of \$3,000 to the Fleetwood Community Association to support the development of a decorative arbour in Francis Park, as generally described in this report; and
3. Approve a grant under the CEP Program of \$900 to the Chimney Hill Ratepayers to support a neighbourhood entrance beautification project, as generally described in this report.

BACKGROUND

In January 2010 Council adopted the Community Enhancement Partnership (CEP) Program, which is intended to provide financial support for projects focussed on community engagement and neighbourhood beautification. Under the CEP Program, residents and community groups may apply to the City for a grant under either of two separate categories; these being:

- **Small Project Grants** - to support in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of a neighbourhood; or
- **Partnership Grants** - to support projects that build community relationships through celebration and activity.

The CEP Program Guidelines are attached as **Appendix 1**. The CEP Program has an annual budget of \$25,000.

The community has been notified of this program through stakeholder mail-outs, newspaper ads, press releases, promotional posters at civic facilities and on the City's website. A Grant Selections Committee has been established with representatives from various Departments and is responsible for assessing grant applications on an ongoing basis. Eleven (11) CEP Program grants have been approved to date by City Council.

DISCUSSION

The City has received some new applications for grants under the CEP Program. These applications and an evaluation of each in relation to the CEP Program guidelines are provided in the following sections.

Bolivar Heights Community Association – Area Clean-up and Landscaping

The Bolivar Heights Community Association has applied for a CEP Program Small Project Grant to assist with an area clean-up and community landscaping project. The proposed site of the project is an undeveloped road right-of-way (114 Avenue) between Crestview Drive and 136th Street. The site, which provides neighbourhood access to Bolivar Park, is overgrown with blackberries and scrub, and is prone to illegal dumping activity. Unsightly concrete barriers have been placed along 136st Street to prevent vehicular access into the adjacent property.

The Association is proposing a local area clean-up and community gardening project, including the collection and removal of garbage and invasive species from the site and site preparation and landscaping work. The Association has proposed to replace the deteriorating concrete no-post barriers with log railing to provide improved aesthetics while maintaining the function of a barrier. The Association's Clean & Green volunteers and Bolivar Parks Committee volunteers will undertake to plant daffodils and ornamental grasses within the site. The Association has also committed to look after the long term maintenance of all the new landscaping features.

Residents will be involved in this project, with support from Engineering staff and Parks Operations staff regarding the replacement of the concrete barriers and the general clean-up activities. The Association has committed, through resident signatures, 400 hours of volunteer labour and donations of flowers and shrubs. Based on City estimates, the project has a value in excess of \$9,000 and will improve the appearance of the neighbourhood and will enhance access to Bolivar Park.

Based on a review of the project against the CEP Program criteria, a grant of up to \$3,000 to the Bolivar Heights Community Association is considered reasonable, subject to the following conditions:

- The provision of a letter by the Association to the Engineering Operations Division confirming that the Bolivar Heights Community Association will maintain the landscaping that is proposed to be planted within the project site; and
- The submission to the City of photographs at the start, during the implementation and at the conclusion of the project that act to document the progress and outcomes of the project.

Fleetwood Community Association – Decorative Wood Arbor at Francis Park

The Fleetwood Community Association (FCA) has applied for a CEP Program Small Project Grant to support the design and construction of a decorative wood arbor at the southwest entrance to Francis Park (83rd Avenue and 159th Street).

The FCA has proposed the arbor as a means to beautify the Park's entrance, and to recognize the historical significance of the Francis Fleetwood to the community of Fleetwood. An etched bronze plaque will accompany the arbor detailing the story of Francis Fleetwood, the Park's namesake. The FCA also views the arbor's development as a way to bring together and engage local residents with the stewardship of the Park.

The total cost to construct the arbor is estimated at \$6,000, although the actual value is estimated to be in excess of \$9,000. The FCA is requesting a CEP Program Small Project Grant of \$3,000 to augment contributions of donated professional services, in-kind materials and volunteer labour.

The proposal has been reviewed and is supported by both the Parks Planning Division and the Parks Operations Division. Staff will assist the FCA in developing construction drawings and will monitor the construction process. Parks Operations will undertake the long term maintenance of the arbor once it is complete.

This project will act to encourage community engagement, enhance the appearance of the Park and provide an opportunity to recognize an individual who has historical significance to the community.

Based on a review of the project against CEP Program criteria, a grant of \$3,000 to the Fleetwood Community Association is considered reasonable, subject to the submission of photographs at the start, during the implementation and at the conclusion of the project documenting the progress of the project.

Chimney Hill Ratepayers – Decorative Landscaping Project

The Chimney Hill Ratepayers have applied for a CEP Program grant to support a decorative landscaping project at the entrance points to Chimney Heights on 150A Street at 72 Avenue and 76 Avenue. Each of these locations has a decorative brick sign that was installed by the community. The landscaping in the vicinity of the signs is in poor condition and needs to be replaced.

The Ratepayers have applied for a Small Project Grant under the CEP Program to place rockery and timber features and landscaping around the existing signs. The group has committed 60 hours of volunteer labour and in-kind contributions of equipment for the landscaping. The Association has committed to the long term maintenance of all of the features including the landscaping.

The Ratepayers have requested a Small Projects Grant of \$3,000; however, they have included costs associated with the previously completed brick signage. The City will not consider grants for previously completed projects. Only the proposed landscaping work is eligible for a grant. Based on City estimates, the proposed landscaping has a value of \$1,800 and will improve the entrances to the Chimney Heights neighbourhood. Based on a review of the project against CEPP criteria, it is recommended that a grant of up to \$900 be provided to the Chimney Hill Ratepayers to cover landscaping costs only. This grant is subject to the following conditions:

- The provision of a letter to the Engineering Operations Division confirming the commitment by the Chimney Heights Ratepayers to maintain on an on-going basis the project including the landscaping features; and
- The submission to the City of photographs at the start, during the implementation and at the conclusion of the project that act to document the progress and outcomes of the project.

Funding

Appendix 2 provides information on the status of funding related to the Community Enhancement Partnership Program based on an assumption that Council will approve the recommendations of this report.

SUSTAINABILITY CONSIDERATIONS

The CEPP Program supports the goals of the City's Sustainability Charter by encouraging social connections, volunteerism, community ownership and citizen engagement, in accordance with the Sustainability Charter Goals SC 6, 7, 8 and 13.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council:

1. Approve a grant under the CEP Program of up to \$3,000 to the Bolivar Heights Community Association to support an area clean-up and community landscaping project on 136 street and Crestview Drive, as generally described in this report;

2. Approve a grant under the CEP Program of \$3,000 to the Fleetwood Community Association to support the development of a decorative arbour in Francis Park, as generally described in this report; and
3. Approve a grant under the CEP Program of \$900 to the Chimney Hill Ratepayers to support a neighbourhood entrance beautification project, as generally described in this report.

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Appendix 1: CEPP 2011 Program Overview and Guidelines

Appendix 2: Status of Community Enhancement Partnership Program Funding

APPENDIX 1



Community Enhancement Partnership Program (CBPP) 2011 Program Overview and Guidelines

The Community Enhancement Partnership Program (CEPP) is an initiative of Council to encourage neighbourhood projects and activities that beautify our streets and public spaces.

Through the Program, residents, groups and businesses can apply to the City for a grant to plan, organize and implement small beautification projects, activities and celebrations. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Program is a partnership in which the applicant and the City contribute equally towards the applicants proposed project.

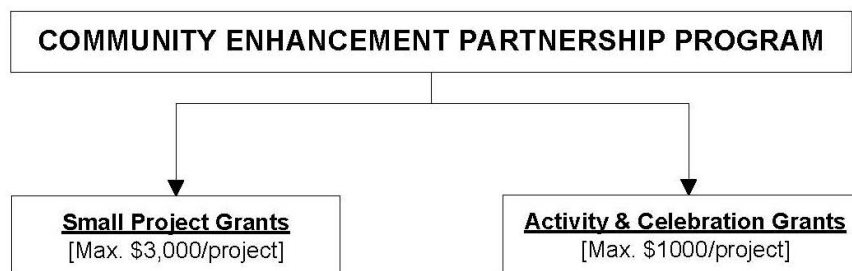
FUNDING CRITERIA & ELIGIBILITY

Grants are available to all Surrey residents, students, community groups, organizations or associations. Small businesses will also be considered for street or landscaping beautification projects. All applications must encourage neighbourhood participation without discrimination. Projects must be undertaken within the geographic boundaries of Surrey. All applicants must demonstrate their project or activity will:

- Focus on “beautifying and/or celebrating Surrey”;
- generate a public benefit in an inclusive and cooperative manner;
- involve members of the community in the project;
- commit to overseeing the project and any resulting maintenance;
- have broad neighbourhood support; and
- fall within one of the Project Grant Types listed below.

PROJECT GRANT TYPES

The Program has two separate grant categories as illustrated below.



i) **Small Project Grants**

Small project grants have a maximum amount of \$3,000 per project. They are offered to support planning, organizing and implementing projects that physically improve the appearance of the City. As examples, a neighbourhood garden, boulevard landscaping, community pathway, floral tree plantings, decorative lighting display or a neighbourhood entrance feature would fall under this category. Creativity is encouraged.

Projects in this category must be completed within twelve (12) months of a grant being awarded.

ii) **Activity & Celebration Grants**

Activity and celebration grants have a maximum amount of \$1,000 per project. They are offered to support community activism and celebration. Projects should engage, educate and celebrate community members. As examples, a neighbourhood festival or block party, a street clean-up day, a property owner awards program or a neighbourhood improvement campaign would fall under this category.

Projects that create opportunities to develop neighbourhood organization and promote community leadership, such as citizen engagement workshops or anti-graffiti training seminars, are also encouraged.

Projects in this category must be completed within six (6) months of a grant being awarded.

PROJECT MANAGEMENT & RECOGNITION

For awarded projects, photos must be submitted to the City as a permanent record and for potential posting on the City's website and within local newspapers. All projects under the Program will be eligible for Civic Beautification Awards and/or plaque or site markers.

PLEASE NOTE:

- Awarded projects may be subject to inspection by City staff during project work and upon completion.
- Applicants that have failed to undertake projects, as outlined on submitted applications, may be eliminated from consideration for future grant opportunities.
- Applicants are required to abide by all Municipal, Provincial and Federal laws and regulations.
- The City of Surrey reserves the right to remove any physical installations or improvements on public land at any time.

APPLICATION REVIEW PROCESS

Each application will be evaluated by a grant evaluation committee using the following evaluation criteria and within available funding.

Evaluation Criteria

Overall Community Enhancement Program Objective (up to 25 points)

- Project corresponds with the objective to “beautify and/or celebrate Surrey”. (25)

Project Proposal & Feasibility (up to 25 points)

- Provides a clear description of what the project is and why it is proposed. (10)
- Provides a clear public benefit. (5)
- Is well planned with a realistic timeline and a clear beginning and end. (5)
- Has a reasonable budget. (5)

Community Building (up to 30 points)

- Community contribution is documented, demonstrating broad community participation and support for the project. (10)
- Encourages inclusive community participation and provides opportunity to bring people together. (10)
- Encourages interaction between different groups, such as different ethnic groups, tenants, seniors and business owners. (5)
- Encourages collaboration between all age groups, particularly youth and adults. (5)

Outcomes (20)

- There is a clear understanding of how the community will be improved as a result of the project, with anticipated outcomes clearly documented. (10)
- Project is designed for low maintenance and the applicant and stakeholders commit to the project’s on-going maintenance. (10)

Grants will NOT be awarded to:

- Individuals, for the purpose of private gain.
- Religious organizations, government agencies, political or partisan groups, formal business associations, universities, exclusive clubs or associations, newspapers and non-Surrey-based organizations (based or originating).
- Applicants who have failed to document a community contribution.
- Applicants who have failed to successfully carry out a project for which a grant was previously awarded.

Grants must NOT be used to:

- Duplicate an existing public or private program.
- Support ongoing programs or services.
- Replace funding lost from other sources or provide gap funding.
- Pay for the applicants operating expenses that are not directly related to the project for which the grant is awarded.
- Purchase land or buildings.
- Pay for out of City travel expenses.
- Pay for expenditures or financial commitments made *before* the organization’s grant application was submitted.

APPENDIX 2



2011 FINANCIAL PLAN
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

Description	Amount	Allocation to	
		Date	Remaining
2009 Budget Allocation	\$ 25,000.00		
2010 Budget Allocation (includes 2009 carry forward)	\$ 25,000.00		
2011 Budget Allocation	<u>\$ 25,000.00</u>		<u>\$ 75,000.00</u>
1. Rotary Club of Surrey (May 17, 2010)	\$ 3,000.00	\$ 3,000.00	
2. Halls Prairie Elementary School Parent Advisory Committee	\$ 1,000.00	\$ 4,000.00	
3. Lexington Townhouse Development	\$ 3,000.00	\$ 7,000.00	
4. Lakebridge Townhouse Complex	\$ 1,500.00	\$ 8,500.00	
5. Riverdale Junior Leadership Group	\$ 1,500.00	\$ 10,000.00	
6. East Panarama Ridge Community Association - Partnership	\$ 600.00	\$ 10,600.00	
7. East Panarama Ridge Community Association - Small Projects	\$ 1,200.00	\$ 11,800.00	
8. Surrey Crime Prevention Society	\$ 3,000.00	\$ 14,800.00	
9. AHP Matthew Elementary School PAC	\$ 2,000.00	\$ 16,800.00	
10. 112 Ave Neighbourhood Association	\$ 3,000.00	\$ 19,800.00	
11. Anniveille - Royal Heights Advocates	\$ 200.00	\$ 20,000.00	
12. Bolivar Heights Community Association	\$ 3,000.00	\$ 23,000.00	
13. Fleetwood Community Association	\$ 3,000.00	\$ 26,000.00	
14. Chimney Hill Ratepayers	\$ 900.00	\$ 26,900.00	
Total Allocations to date		<u>\$ 26,900.00</u>	<u>\$ 48,100.00</u>