

NO: **F014**

COUNCIL DATE: **March 12, 2012**

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## FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **March 5, 2012**

FROM: **General Manager, Parks, Recreation & Culture  
General Manager, Finance & Technology**

FILE: **1850-01**

SUBJECT: **Community Enhancement Partnership (CEP) Program – Bolivar Heights  
Community Association and James Ardiel Elementary School - Earth Day  
Clean – Up Event**

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## RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance & Technology Department recommend that the Finance Committee recommend that Council approve a grant under the Community Enhancement Partnership Program in the amount of \$550 to the Bolivar Heights Community Association to support the James Ardiel Elementary School Earth Day Clean-up Event to be held on April 20<sup>th</sup>, 2012 all 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 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
- **Activity and Celebration Grants** - to support projects that build community relationships through celebrations and/or activities.

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

A Grant Selections Committee has been established with representatives from various Departments, which is responsible for assessing grant applications as and when they are received by the City. Twenty five (25) CEP Program grants have been approved to date by Council.

## DISCUSSION

An application has been received for an Activity and Celebration Grant under the CEP Program. A description and an evaluation of the application in relation to the CEP Program Guidelines are contained in the following section of this report.

### **James Ardiel Elementary School Earth Day Clean-up Party**

This initiative involves the Bolivar Heights Community Association (BHCA), the James Ardiel Elementary School PAC, the Bolivar Heights Block Watch network and other interested community partners.

The goal of the project is to clean up litter from streets, sidewalks and parking lots in Bolivar Heights with the involvement of families and students who live in the area. This cleanup will commence at James Ardiel Elementary School and be conducted along common student walking routes to/from the school and will include bus stops, and a community retail area. The cleanup will be held during school hours in concert with the Earth Day/Clean Sweep week. The BHCA will organize and promote this event to the James Ardiel PAC, school staff and students, and members of the community. The BHCA will also coordinate the activities and involvement of the people who will be collecting the garbage.

The BHCA will prepare a project summary and review upon completion. Organizers hope that students and families will be further engaged with their neighbourhood as they see the results of the project.

The BHCA has requested a grant of \$550 from the City to support this project. These funds will be used to purchase materials and snacks for 500 students, and 50 adult volunteers. The applicants have provided an estimate of 520 volunteer hours from students and teachers from James Ardiel Elementary School, 45 hours from 30 parent and community volunteers and 12 hours from volunteers from the BHCA and PAC, for a total of 580 hours. Supporting businesses will be providing garbage bags, pick-up tools and other clean-up equipment.

Based on an evaluation of the proposal using the CEP Program Guidelines, a grant of \$550 is recommended subject to a commitment by the applicant:

- To educate those involved in the clean-up effort on possible hazards they may encounter during the clean-up such as sharps, etc.; and
- To ensure that the filled garbage bags are centrally located for pick up by the City on April 20<sup>th</sup>.

### **Funding**

**Appendix 3** 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 CEP Program supports the goals of the City's Sustainability Charter by encouraging social connections, volunteerism, community ownership and citizen engagement, in accordance with the Socio-Cultural Action items SC6, SC7, SC8 and SC13 of the City's Sustainability Charter.

## **CONCLUSION**

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve a grant under the Community Enhancement Partnership Program in the amount of \$550 to the Bolivar Heights Community Association to support the James Ardiel Elementary School Earth Day Clean-up Event to be held on April 20<sup>th</sup>, 2012 all as generally described in this report.

Vivienne Wilke, CGA  
General Manager  
Finance & Technology

Laurie Cavan  
General Manager  
Parks, Recreation & Culture

Appendix 1: 2012 CEPP Program Overview and Guidelines

Appendix 2: Site Location

Appendix 3: Status of Community Enhancement Partnership Program funding



## Community Enhancement Partnership Program (CEPP) 2012 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.

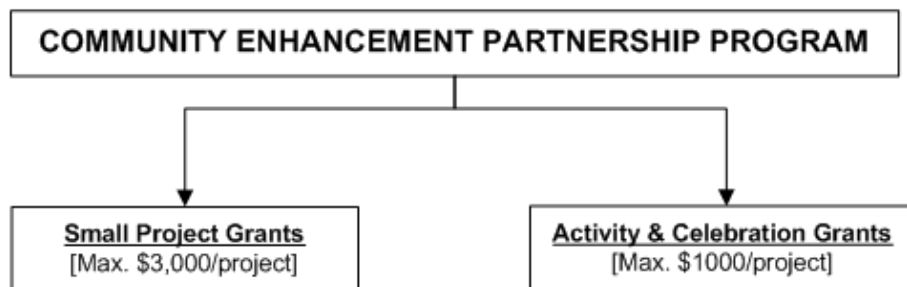
### FUNDING CRITERIA & ELIGIBILITY

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)

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#### 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.

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#### 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.
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**2012 FINANCIAL PLAN**  
**COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Amount	Allocation to	
		Date	Remaining
2009 Budget Allocation	\$ 25,000.00		
2010 Budget Allocation	\$ 25,000.00		
2011 Budget Allocation	\$ 25,000.00		
2012 Budget Allocation	\$ 25,000.00		\$ 100,000.00
<b>Grants awarded in 2010</b>			
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	\$ 1,037.42	\$ 9,537.42	
6. East Panarama Ridge Community Association - Partnership	\$ 600.00	\$ 10,137.42	
7. East Panarama Ridge Community Association - Small Projects	\$ 1,200.00	\$ 11,337.42	
8. Surrey Crime Prevention Society	\$ 3,000.00	\$ 14,337.42	
9. AHP Matthew Elementary School PAC	\$ 2,000.00	\$ 16,337.42	
<b>Grants awarded in 2011</b>			
10. 112 Ave Neighbourhood Association	\$ 3,000.00	\$ 19,337.42	
11. Anniville - Royal Heights Advocates	\$ 200.00	\$ 19,537.42	
12. Bolivar Heights Community Association	\$ 3,000.00	\$ 22,537.42	
13. Fleetwood Community Association	\$ 3,000.00	\$ 25,537.42	
14. Chimney Hill Ratepayers	\$ 900.00	\$ 26,437.42	
15. West Panorama Ratepayers Association	\$ 3,000.00	\$ 29,437.42	
16. 130B Street Group	\$ 500.00	\$ 29,937.42	
17. Anne Van Rhyn	\$ 450.00	\$ 30,387.42	
18. Residents of 13101-51 108 Avenue	\$ 200.00	\$ 30,587.42	
19. Surrey Urban Farmers Market	\$ 1,450.00	\$ 32,037.42	
20. Khalsa School	\$ 1,000.00	\$ 33,037.42	
21. Blockwatch 5-281	\$ 750.00	\$ 33,787.42	
22. Creekside Grove Residents Group	\$ 1,250.00	\$ 35,037.42	
23. South Fraser Community Services Society	\$ 3,000.00	\$ 38,037.42	
<b>Grants awarded in 2012 (to date)</b>			
24. Surrey Appreciates ME (SAME) Group	\$ 3,000.00	\$ 41,037.42	
25. Friends of Semiahmoo Bay Society, Little Campbell Watershed Society	\$ 3,000.00	\$ 44,037.42	
26. Bolivar Heights Community Association and James Ardiel Elementary School	\$ 550.00	\$ 44,587.42	
<b>Total allocations to date:</b>		<b>\$ 44,587.42</b>	<b>\$ 55,412.58</b>