

NO: **F008**

COUNCIL DATE: **March 11, 2013**

FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **March 4, 2013**

FROM: **General Manager, Parks, Recreation and Culture** FILE: **1850-01**
General Manager, Finance and Technology

SUBJECT: **Community Enhancement Partnership Program Grant Application – West
Panorama Ratepayers Association for Delta View Park**

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 (CEP) Program of up to \$3,000 to the West Panorama Ridge Ratepayers Association to support a park clean-up and planting project in Delta View Park 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 to groups and/or individuals for small 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.

A Grant Evaluation Committee has been established with representatives from various Departments, which is responsible for evaluating each grant application that is received under the Program and for determining an appropriate recommendation for Council's consideration. Thirty (30) CEP Program grants have been approved to date by City Council.

The following sections of this report provide a description and evaluation of an application for a grant under the CEP Program that was recently received by the City.

DISCUSSION

West Panorama Ridge Ratepayers Association – Beautification of Delta View Park

The West Panorama Ridge Ratepayers Association (WPRRA) has applied for a CEP Program Small Project Grant to support a clean-up and planting project in Delta View Park. This project will include planting the eastern section of the park that was previously cleared of blackberries and garbage last fall. The WPRRA also intends to extend the blackberry free area further into the park. Native plants and trees will be planted with the help of the City's Natural Areas staff.

The WPRRA is requesting a Small Project Grant of \$3,000 to assist in offsetting the costs of the work including plants, trees and bark mulch. The group has committed 75 hours of volunteer labour and \$1000 in funding. The Panorama Ridge Riding Club has also offered a cash donation towards tree and shrub purchase. The City of Surrey Natural Areas staff has reviewed the proposal and will support the project through volunteer and project coordination. The Association has agreed to maintain and weed the planted areas indefinitely. The on-going work will include removing garbage, watering trees and cutting grass.

The Project will act to encourage community engagement and will enhance the appearance of Delta View Park. Staff has estimated the value of the plants that are required for the project at \$4,000. Based on a review of the project against the CEP Program criteria, a grant of up to \$3,000 is considered reasonable, subject to the following conditions:

- The first \$1,000 of documented costs are to be covered by the WPRRA;
- The WPRRA will be responsible to coordinate the project with the City's Natural Areas staff;
- The WPRRA will be responsible for the on-going maintenance of the plants that are installed under the project; and
- The WPRRA will be responsible to submit to the City photographs 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 objectives 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 approve a grant under the CEP Program of up to \$3,000 to the West Panorama Ridge Ratepayers Association to support a park clean-up and planting project in Delta View Park all as generally described in this report.

Laurie Cavan
General Manager
Parks, Recreation and Culture

Vivienne Wilke, CGA
General Manager
Finance and Technology

Appendix 1: CEPP Program Overview and Guidelines

Appendix 2: Status of Community Enhancement Partnership Program Funding

APPENDIX 1 - CEPP Program Overview and Guidelines



Community Enhancement Partnership Program (CEPP) 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.

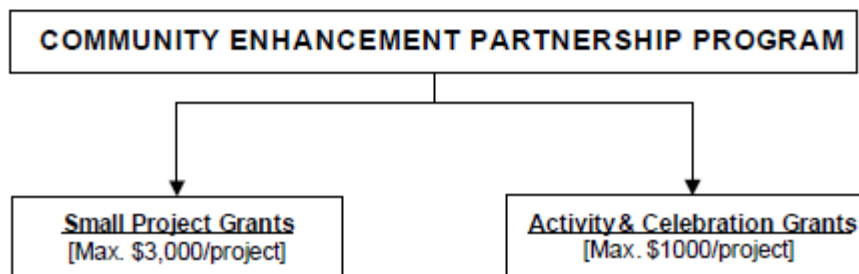
FUNDING CRITERIA & ELIGIBILITY

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 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

- Project corresponds with the objective to “beautify **and** celebrate Surrey”.

Project Proposal & Feasibility

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

Community Building

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

Outcomes

- There is a clear understanding of how the community will be improved as a result of the project, with anticipated outcomes clearly documented.
- Project is designed for low maintenance and the applicant and stakeholders commit to project maintenance, with the majority of maintenance undertaken by the applicant.

Grants will **NOT** be awarded to/for:

- The purpose of private gain.
- 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 or maintain 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 - Status of Community Enhancement Partnership Program Funding



**2013 FINANCIAL PLAN
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Amount	Allocation to		Remaining
		Date		
2009 Budget Allocation	\$ 25,000.00			
2010 Budget Allocation	\$ 25,000.00			
2011 Budget Allocation	\$ 25,000.00			
2012 Budget Allocation	\$ 25,000.00			
2013 Budget Allocation	\$ 25,000.00			\$ 125,000.00
Grants awarded in 2010				
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	\$ -	\$ 9,537.42		
7. East Panarama Ridge Community Association	\$ 1,800.00	\$ 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		
Grants awarded in 2011				
10. 112 Ave Neighbourhood Association	\$ 3,000.00	\$ 19,337.42		
11. Anniveille - Royal Heights Advocates	\$ -	\$ 19,337.42	\$ 200.00	
12. Bolivar Heights Community Association	\$ 3,000.00	\$ 22,337.42		
13. Fleetwood Community Association	\$ 3,000.00	\$ 25,337.42		
14. Chimney Hill Ratepayers	\$ 900.00	\$ 26,237.42		
15. West Panorama Ratepayers Association	\$ 3,000.00	\$ 29,237.42		
16. 130B Street Group	\$ 500.00	\$ 29,737.42		
17. Anne Van Rhyn	\$ 450.00	\$ 30,187.42		
18. Residents of 13101-51 108 Avenue	\$ 200.00	\$ 30,387.42		
19. Surrey Urban Farmers Market	\$ -	\$ 30,387.42	\$ 1,450.00	
20. Khalsa School	\$ -	\$ 30,387.42	\$ 1,000.00	
21. Blockwatch 5-281	\$ 750.00	\$ 31,137.42		
22. Creekside Grove Residents Group	\$ 1,250.00	\$ 32,387.42		
23. South Fraser Community Services Society	\$ 3,000.00	\$ 35,387.42		
Grants awarded in 2012 (to date)				
24. Surrey Appreciates ME (SAME) Group	\$ 3,000.00	\$ 38,387.42		
25. Friends of Semiahmoo Bay Society, Little Campbell Watershed Society	\$ 3,000.00	\$ 41,387.42		
26. Bolivar Heights Community Association and James Ardiel Elementary School	\$ 527.60	\$ 41,915.02		
27. LA Matheson Secondary School	\$ 3,000.00	\$ 44,915.02		
28. Community Clean Landscapes- Cedar Hills Elementary	\$ 800.00	\$ 45,715.02		
29. East Panorama Community Celebration	\$ 500.00	\$ 46,215.02		
30. Royal Heights Fall Fest	\$1,000	\$ 47,215.02		
Grants awarded in 2013				
31. West Panorama Ratepayers	\$3,000	\$ 50,215.02		
Total allocations to date:		\$ 50,215.02		\$ 74,784.98