

NO: F033

COUNCIL DATE: **SEPTEMBER 9, 2013**

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## FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **September 3, 2013**

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

SUBJECT: **Community Enhancement Partnership (CEP) Program – Grant Request from Sources Community Resources Society - Food For Thought**

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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 (CEP) Program in the amount of \$3,000 to Sources Community Resources Society - Food for Thought beautification project, all 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.

A Grant Selections Committee has been established with representatives from various Departments to assess grant applications that are received in relation to the CEP Program. Forty (40) CEP Program grants have been approved to date by City Council.

## DISCUSSION

An application has been received for a Small Project 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 sections of this report.

### **Sources Community Resources Society – Food for Thought Beautification Project**

Sources Community Resources Society in collaboration with the Surrey Food Action Coalition has proposed to undertake a project that will include the landscaping of the boulevard adjacent to the Sources Food Bank at 2343 - 156<sup>th</sup> Street (**Appendix 2 illustrates the location of the site**). With the help of a landscape designer, the group intends to develop decorative fencing, xeriscape (low water) planting, and mosaics along the street near the food bank location. Sources intends to implement the project through local community members in coordinated work parties.

The landscape designer will ensure that the boulevard planting plan is acceptable to the City prior to its implementation. The work is to take place in 3 phases, starting with the area in front of the food bank, then along the frontage of 2306 - 156<sup>th</sup> Street and finally along the frontage of 2303 - 156<sup>th</sup> Street.

The applicants have advised that the project will cost of \$3,800 including landscape design fees, materials and supplies for fencing, seating and mosaics, soil and plants. The community contributions will include \$900 in cash, and in-kind contributions of food and refreshments for work party days. Professional contributions by a landscape designer and mosaic artist will also be provided and about 100 hours of volunteer labour will be necessary to complete the project.

Based on a review of the proposal against the CEP Program Guidelines, the Grants Selection Committee is recommending that a grant of \$3,000 be provided for the subject project subject to:

- Approval by the appropriate City staff of the final planting and fencing plan;
- Sources obtaining a Highway use permit to ensure proper installation and maintenance of the project;
- Sources Community Resource Society agreeing by way of a letter to the City to be responsible for the maintenance of the boulevard planting, fencing and art on an ongoing basis; and
- Photographs being submitted to the City at the conclusion of the project that act to document the progress and outcomes of the project.

### **Funding**

**Appendix 3** provides information on the status of the funding related to the Community Enhancement Partnership Program on an assumption that Council will approve the recommendation of this report.

## SUSTAINABILITY CONSIDERATIONS

The CEP Program assists in achieving 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 (CEP) Program in the amount of \$3,000 to Sources Community Resources Society - Food for Thought beautification project, all as generally described in this report.

Laurie Cavan  
General Manager  
Parks, Recreation & Culture

Vivienne Wilke, CGA  
General Manager  
Finance and Technology

Appendix 1: CEPP Program Overview and Guidelines

Appendix 2: Site Location

Appendix 3: Status of Community Enhancement Partnership Program funding



## 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.

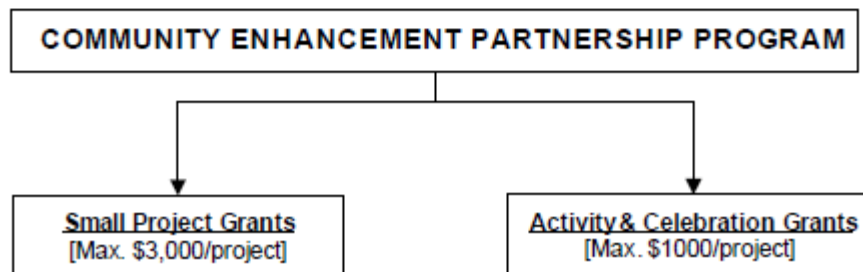
### FUNDING CRITERIA & ELIGIBILITY

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:

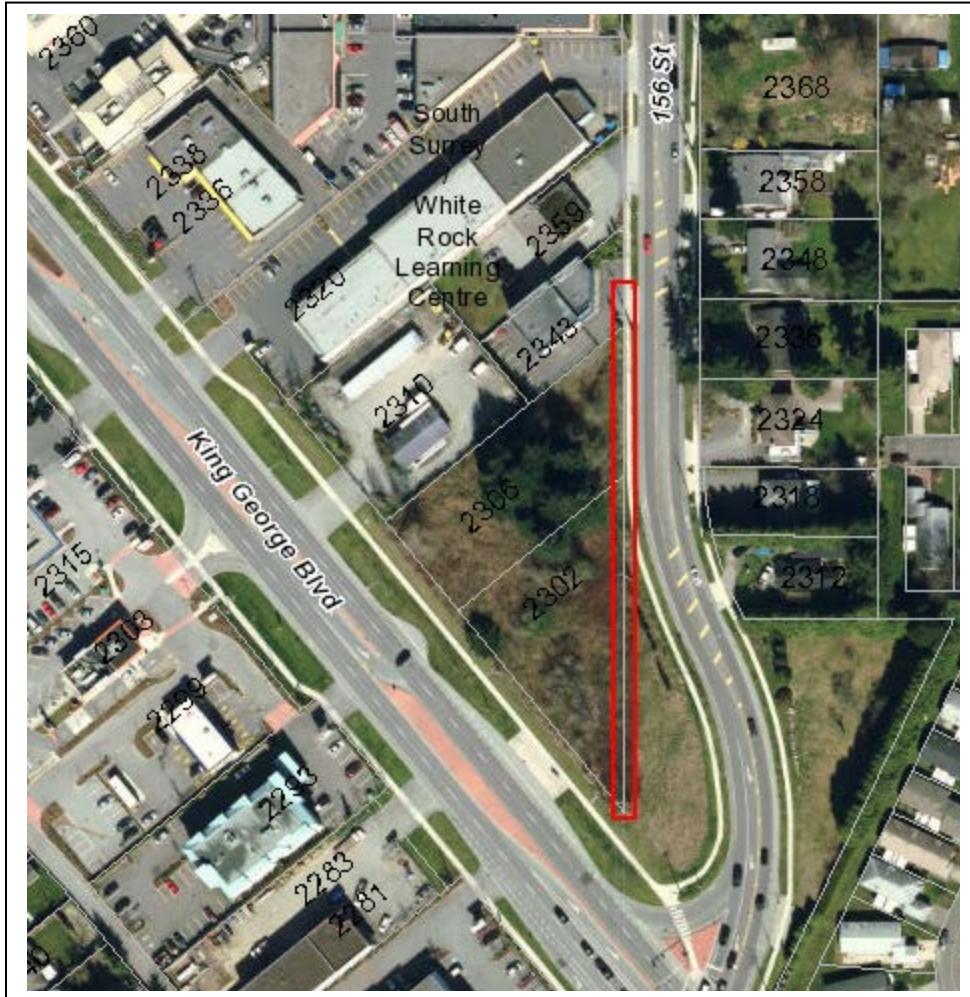
- Duplicate an existing public or private program.
- Support ongoing programs or services.
- Replace funding lost from other sources or provide gap funding.
- Pay for the applicants' operating expenses that are not directly related to the project for which the grant is awarded.
- Purchase land or buildings.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



APPENDIX 2

Location of Sources Community Resource Society Food Bank Beautification Project

- Along boulevard in front of 2342, 2306 and 2302 156<sup>th</sup> Street



Proposed boulevard planting



Existing site



**2013 FINANCIAL PLAN**  
**COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Allocation to			
	Amount	Date	not used	Remaining
<b>2009 Budget Allocation</b>	\$ 25,000.00			
<b>2010 Budget Allocation</b>	\$ 25,000.00			
<b>2011 Budget Allocation</b>	\$ 25,000.00			
<b>2012 Budget Allocation</b>	\$ 25,000.00			
<b>2013 Budget Allocation</b>	\$ 25,000.00			\$ 125,000.00
<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 Panorama Ridge Community Association	\$ -	\$ 9,537.42		
7. East Panorama 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		
<b>Grants awarded in 2011</b>				
10. 112 Ave Neighbourhood Association	\$ 3,000.00	\$ 19,337.42		
11. Annville - 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		
<b>Grants awarded in 2012</b>				
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		\$ 44,915.02	\$ 800.00	
29. East Panorama Community Celebration	\$ 500.00	\$ 45,415.02		
30. Royal Heights Fall Fest	\$ 1,000.00	\$ 46,415.02		
<b>Grants awarded in 2013 (to date)</b>				
31. West Panorama Ratepayers	\$ 3,000.00	\$ 49,415.02		
32. Fun Fun Playground Project	\$ 1,000.00	\$ 50,415.02		
33. Hall's Prairie Earth Day Project	\$ 1,000.00	\$ 51,415.02		
34. Hillcrest Elementary Boulevard Landscape	\$ 2,860.00	\$ 54,275.02		
35. Alexandra Neighbourhood House Community Garden	\$ 3,000.00	\$ 57,275.02		
36. Blockwatch 3-230 Chimney Hill	\$300	\$ 57,575.02		
37. Port Kells Farmer's Market	\$2,000	\$ 59,575.02		
38. Middleleglen Place Block Clean-up and Celebration	\$795	\$ 60,370.02		
39. Panorama Neighbourhood Association	\$1,000	\$ 61,370.02		
40. Surrey Urban Mission	\$1,000	\$ 62,370.02		
41. Sources- Food For Thought	\$3,000	\$ 65,370.02		
<b>Total allocations to date:</b>		<b>\$ 68,820.02</b>	<b>\$ 3,450.00</b>	<b>\$ 59,629.98</b>