



Governance and Priorities Committee Report

For the June 26, 2014 Meeting

To: Governance and Priorities Committee **Date:** June 3, 2014
From: Julie MacDougall, Assistant Director
Subject: Funding for Community & Seniors Centres and Neighbourhood Associations

Executive Summary

The purpose of this report is to provide a recommendation and approval for disbursement of an additional allocation of up to \$45,000 in grant funds to community and seniors' centres and neighbourhood associations.

On April 10, 2014, Council passed a motion to allocate up to an additional \$45,000 in ongoing funding to Community and Seniors' Centres and Neighbourhood Associations. Staff consulted with all the community and seniors centres and neighbourhood associations who together created the following recommendation:

- That \$33,330 is allocated to community and senior centres for the provision of recreation services. This increase is proposed to be divided equally between the ten centres and will be administered through the Community and Seniors Centre grant;
- That \$10,163 is allocated to the Neighbourhood Base Grant program. This funding is based on a per capita allocation for which the new amount would be \$0.75 per resident, which is an increase of \$.12.

This recommendation is supported by the organizations affected, is a fair and equitable distribution of funds, and is consistent with the existing administrative process and grant policy. The recommended increase for the two programs represents a total allocation of \$43,493.

Recommendation:

1. That Council approve the proposed distribution of funds to include an additional \$3,333 of on-going funding to the community and seniors centres and the disbursement of the neighbourhood base grants at the new per capita rate of \$0.75 per resident.
2. That Council approve an additional grant of \$5000 to Fairfield Gonzales Community Association to purchase liability insurance for the Community and Neighbourhood Associations Network.

Respectfully submitted



Kristina Öberg
Manager, Culture, Sport & Neighbourhoods Assistant Director



Julie MacDougall
Assistant Director



Jocelyn Jenkyns
General Manager, VCC

Report accepted and recommended by the City Manager:


June 17, 2014

Date:

Purpose

The purpose of this report is to provide a recommendation for the distribution of an additional allocation of up to \$45,000 in grant funds to the community and seniors' centres and the neighbourhood associations in accordance with the Council motion.

Background

On April 10, 2014 Council passed the following motion:

"Allocate up to an additional \$45,000 in ongoing funding from 2014 new assessment revenue to Community and Seniors' Centres and Neighbourhood Associations and direct staff to report back on a fair process for so doing."

Community and Senior's Centres Community Recreation Core Grants are intended to contribute to staffing for the delivery of recreation programs and services. Each of the 10 recipient centres receives the same amount of funds. Since 2010 this program has been held at \$36,667 per centre. Council has already approved the Fee-for-Service grants for 2014, therefore this report addresses only the increase for this program.

Neighbourhood Development Base Grants are part of the Neighbourhood Grants Program and are provided to neighbourhood associations for the purposes of facilitating community meetings, communicating with residents, and to host community celebrations. Base grants are awarded based on population by neighbourhood and using the most recent census data. Since 2009 this program has been held at a rate of \$0.623/person. As base grants have not yet been approved, this report addresses the total disbursement including proposed increases.

Issues & Analysis

The purpose of the two grant programs is significantly different, therefore, staff consulted with the recipient organizations to develop an allocation strategy.

A variety of options were considered and representatives from the Community Centres and Neighbourhood Associations in attendance subsequently agreed the organizations could best utilize the increased funding in a manner consistent with the two existing programs. Because these programs have not seen allocation increases in five years, the organizations have been challenged to respond to increased costs and/or unable to grow the services and activities supported by the grants.

Following the discussion, it was concluded that a portion of the funds should be allocated to each existing grant program to most equitably and fairly achieve the goals of increased support in both areas. The centres and associations were in support of an equal distribution of the grant funds within the two existing programs:

- Increase the Community and Senior's Centres Community Recreation Core Grants to \$40,000 per centre. This constitutes an increase of \$3,333 each and expends \$33,330.
- Increase the Neighbourhood Development Base Grants per capita allocation from \$.623 to \$.75. This constitutes an increase as indicated on the attached graph (Appendix 1) and expends \$10,163.

The total recommended increase is \$43,493 which meets Council's direction of up to \$45,000. Staff supports this approach because expectations for each of the associations and centres are the same and there is presently no other program to support an alternate distribution of funds.

The Neighbourhood Base Grant in Fernwood has been applied for by two organizations. As funding is based on a per capita formula, the City's practice, as in previous years, is to equally split the amount between the two organizations. Staff continues to encourage a single application, however this has not been achieved to date. Based on the new per capita rate, each association would receive \$3,534.50.

The Neighbourhood Base Grants also includes an allocation of \$5,000 to the Fairfield Community Association as they take on the responsibility of purchasing liability insurance on behalf of associations that do not have buildings.

Recommendation:

1. That Council approve the proposed distribution of funds to include an additional \$3,333 of on-going funding to the community and seniors centres and the disbursement of the neighbourhood base grants at the new per capita rate of \$0.75 per resident.
2. That Council approve an additional grant of \$5000 to Fairfield Gonzales Community Association to purchase liability insurance for the Community and Neighbourhood Associations Network.

Attachments

Appendix 1 – Neighbourhood Base Grant and Community & Seniors Centres Recommended Allocations

Appendix 2 – Neighbourhood Development Base Grant Recommendations 2014

Appendix 3 - Neighbourhood Development Base Grant Criteria

Appendix 1

Neighbourhood Development Base Grants		Current	Proposed	Increase
2011 Population		\$0.623	0.75	
Burnside/Gorge	5860	\$ 3,650	\$4,395	\$ 745
Downtown (incl Harris Green)	4605	\$ 2,870	\$3,454	\$ 584
Fairfield (incl Gonzales)	15825	\$ 9,860	\$11,869	\$ 2,009
Fernwood	9425	\$ 5,870	\$7,069	\$ 1,199
Hillside-Quadra (Blanshard)	7245	\$ 4,515	\$5,434	\$ 919
James Bay	11240	\$ 7,000	\$8,430	\$ 1,430
North Jubilee	3050	\$ 1,900	\$2,288	\$ 388
South Jubilee	2190	\$ 1,365	\$1,643	\$ 278
North Park	3450	\$ 2,150	\$2,588	\$ 438
Oaklands	6825	\$ 4,250	\$5,119	\$ 869
Rocklands	3490	\$ 2,175	\$2,618	\$ 443
Vic West	6805	\$ 4,240	\$5,104	\$ 864
Liability Insurance		\$ 5,000	\$5,000	\$ -
Total	80010	\$ 54,845	\$65,008	\$ 10,163

Community and Senior Centre Fee for Service Grants		Current	Proposed	Increase
Per Centre		\$ 36,667	\$40,000	\$3,333
Burnside Gorge Community Centre				
Fairfield Community Place				
Fernwood Community Centre				
James Bay Community School Centre				
Oaklands Community Centre				
Quadra Village Community Centre				
Victoria West Community Centre				
Cook Street Village Activity Centre				
James Bay New Horizons Activity Centre				
Victoria Silver Threads				
Total		\$366,670	\$400,000	\$33,330

Total Funding Increase				\$43,493
-------------------------------	--	--	--	-----------------

Appendix 2 – Recommended Allocation of 2014 Neighbourhood Development Base Grants

Neighbourhood	Service, Program or Space Request	Amount Recommended
Burnside/Gorge Community Association	<ul style="list-style-type: none"> • Production of community newsletter including printing, delivery, supplies and equipment • Community development • Meeting space 	\$4,395
Downtown Residents Association (includes Harris Green)	<ul style="list-style-type: none"> • Marketing, online promotion and community events • Committees, activities, special projects 	\$3,454
Fairfield Community Association	<ul style="list-style-type: none"> • Production of Fairfield Gonzales Program Guide/Observer newsletter • Website maintenance • Community forums, meeting space • Celebrations including Fall Fairfield Celebration and FCGA Jazz Gala 	\$11,869
Fernwood Community Association	<ul style="list-style-type: none"> • Community meeting space, coordination & office supplies • Computer hardware, website, internet • Community allotment garden management 	\$3,534.50
Fernwood Neighbourhood Resource Group (FNRG)	<ul style="list-style-type: none"> • Village Vibe newspaper – printing, distribution • Website maintenance • Resident outreach • Fernfest special event 	\$3,534.50
Hillside/Quadra (Blanshard)	<ul style="list-style-type: none"> • Production of Hillside/Quadra News – printing, distribution, supplies, volunteer coordinator • Website maintenance • Special Events: Quadra Village Day 	\$5,434

James Bay Community School Society	<ul style="list-style-type: none"> a) James Bay NA – Space rental, website, circulation of minutes & newsletters, workshops, public speakers, community displays, forums b) James Bay Newspaper Society (Beacon) Volunteer coordination and publication of newspaper c) James Bay Community School Society- Celebration of James Bay Day 	\$8,430
North Jubilee	<ul style="list-style-type: none"> • Office & meeting supplies • Newsletters, flyers distribution • Website hosting & maintenance • Green space maintenance 	\$2,288
North Park Neighbourhood Assoc.	<ul style="list-style-type: none"> • Newsletter production & distribution • Office & meeting supplies, space rental • Internet • Neighbourhood Festival 	\$2,588
Oaklands Community Association	<ul style="list-style-type: none"> • Subsidized rentals for local groups • Website maintenance and upgrades • Administrative support & coordination • Annual Celebration at the Centre 	\$5,119
Rockland Community Association	<ul style="list-style-type: none"> • Newsletter production & distribution • Website maintenance • Facility rentals, office supplies 	\$2,618
South Jubilee	<ul style="list-style-type: none"> • Newsletter production (5 issues) • Photocopying • Website hosting • Society fees • Room rental • Streetfest Celebration - September 	\$1,643
Victoria West Community Association	<ul style="list-style-type: none"> • Office supplies & admin support, communications • Website, newsletter mailings • Vic West Fest and Vic West Corn Roast– annual celebrations • Membership (Harbour Society) • Local coordination of events 	\$5,104

Fairfield Community Association	<ul style="list-style-type: none"> Comprehensive General Liability Insurance – for 5 Community Associations, including bodily injury & property damage 	\$5,000
	TOTAL	\$65,008

Appendix 3



City of Victoria Neighbourhood Development Program Base Grant Guidelines

The Neighbourhood Development Base Grant contributes to the implementation of the **Neighbourhood Development Policy**. This funding is intended to complement what may already be in place in the neighbourhoods and support needs and potentials not met through Community Recreation funding. It is available for the Council recognized neighbourhood and community associations that are geographically based in Victoria and meet the eligibility criteria. The intention of the Base Grants is to enhance the organizational, communication, visibility, operational capacity and effectiveness of community associations resulting in more consistent outreach to the community at large.

Neighbourhood Development Base Grant (now includes Celebrations)

The need for the following four requirements is recognized through the Neighbourhood Development Base Grant, which will make annual funding available to all neighbourhoods on a per capita basis. The total base grant is calculated at \$.623/capita (\$.553 base/\$.07 celebration). The funding has been increased to reflect the 2011 census data. Each identified neighbourhood must be assured of ongoing access and activities related to

- a "neighbourhood space" or meeting place
- Some form of local coordination of activities
- Appropriate means of communication with its members (i.e. newsletters)
- Neighbourhood special events or celebrations

A neighbourhood celebration is defined as a neighbourhood or community event occurring primarily outside and in public space organized for the purpose of developing, building and celebrating community arts and culture. These events can mark a holiday, seasonal or neighbourhood special day or other noteworthy event, and are sponsored and organized by a non-profit society and occur in the City of Victoria.

BASE GRANT GENERAL REQUIREMENTS

Only one application from each identified neighbourhood for the Neighbourhood Development Base Grant will be considered in each City budget year.

In areas of the City where overlapping or gaps in jurisdiction exist, the concerned neighbourhood associations and/or organizations will determine allocation of the Base Grant between themselves.

Calculation of per capita Base Grant has been determined using population information derived from and adjusted to correspond to Federal Census figures.

The amount of funding per capita for the Base Grant will be determined by Council, in consultation with City staff.

Applications for the Base Grant shall be from a neighbourhood based non-profit association duly constituted and registered under the B.C. Societies Act, the membership in which is open to all residents in the neighbourhood.

The application for this funding shall indicate, in addition to its adherence to the **Neighbourhood Development Policy (Policy)**, the following information:

- How this funding will be allocated to “neighbourhood space” access, local coordination of activities, member and community communication & neighbourhood celebrations and special events.

BASE GRANT APPLICATIONS

A. Eligibility

1) Applications will be from one neighbourhood based non-profit association in each identified neighbourhood. One organization can serve as the umbrella for the Base Grant, and distribute funds to the other non-profit organizations that serve other functions in their neighbourhoods. The applicant association must include evidence that their application incorporates the interests of all other organizations in that neighbourhood that are involved in the process of neighbourhood development, as described by the **Policy**. (e.g. include letters of partnership/support).

2) The application shall include a copy of the association's current non-profit status. For the purposes of the Base Grant, a community association is defined as: *“a group of people organized as a non-profit society for the purpose of considering and acting on any of a broad range of issues affecting the liveability and quality of their neighbourhood.”*

B. Criteria

In order to receive official status and Base Grant funding these basic requirements must be met:

- **Membership** – the association must be open to any person who lives, rents, or owns property or operates a business within the recognized boundaries of the neighbourhood.
- **Boundaries** – the organization must adhere to the local area planning department boundaries.
- **Non-Discrimination** – the organization must not discriminate against individuals or groups on the basis of race, colour, sex, sexual orientation, age, disability, national origin, income or political affiliation.
- **Membership Dues** – may be collected on a voluntary basis only.
- **Bylaws** – maintain and file on an annual basis with BC's Society Act, a copy of the society's bylaws including any changes, and include a copy to the Recreation & Culture Division.
- **Meeting Requirements** – must be included in bylaws; must meet a minimum of four times per year, with a full quorum. These meetings must be democratic, open to anyone in the neighbourhood.

- Public Meetings – minutes of meetings be recorded and made public, votes recorded, and dissenting views summarized in any recommendation to the City.
- Annual Report – presented at the Annual General Meeting (AGM), including financial statements and by-law changes. AGM Minutes, reports to membership and a summary of Annual Achievements to be sent to Recreation & Culture Division and registered with Society Act.
- Communication – Regular communication with the neighbourhood, through newsletters, etc. Outreach to PAC's, High Schools, etc. would ensure more participation.

In addition to being eligible for Base Grants, upon meeting the above requirements, the association will be placed on the Community Association Contact List, maintained by the Recreation & Culture Division. This list contains names, addresses, phone numbers and email contacts of the designated contact person and is widely distributed to the public.

THE APPLICATION PROCESS (Please see application form)

Applications for the Base Grant shall be submitted by the posted deadline on the application form (**March 31 annually**). Attachments to the application shall include all required documentation.

Staff will review all applications for Base Grants and make funding recommendations to Council.

Questions? Please contact
 Kimberley Stratford
 Community Recreation Coordinator – Neighbourhoods
kstratford@victoria.ca
 250.361.0320

