

# **REPORT**

## **Office of the Chief Administrative Officer**

**To:** Mayor Johnstone and Members of Council  
**Date:** June 26, 2023

**From:** Lisa Spitale  
Chief Administrative Officer  
**File:** 05.1035.10

**Item #:** 2023-424

**Subject: Administration of City Grants and 2023 Awards**

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### **RECOMMENDATION**

That Council receive this report for information.

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### **PURPOSE**

This report informs Council about the administration of City Grants and the 2023 awards.

### **BACKGROUND**

In 2019, after a full review of the grants program including public engagement, Council reorganized the City's eight grant streams into three grant portfolios and approved the current grant administrative structure which Council delegated to the Chief Administrative Officer.

#### **Grant Portfolios**

The three grant portfolios are as follows:

- Portfolio 1: Community Livability and Social Equity: Grants for 'Living'  
This granting area seeks to decrease the vulnerability of people in our community; enhance community safety and quality of life; ensure children receive quality child care and increase economic well-being; and improve the urban and natural environment. This portfolio includes the previous granting areas of child care and the environment.
- Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'.  
This granting area seeks to provide opportunities in the arts, culture, heritage, sports and recreation that enable participation and increase

access, enrich the vibrancy, expression and creativity of our community; honour our unique heritage and create and recognize opportunities for achievement and innovation. This portfolio includes the previous granting areas of arts, heritage, festivals, sports and community grants.

- **Portfolio 3: Community Economic Activators**

This granting area seeks to provide organization support if they play a significant role in enhancing tourism and the economic development of New Westminster.

Through the Grants Policy (Attachment 1) and the Grants Criteria (Attachment 2), the program is administered by staff from across the City. These staff work with organizations in their specialized areas to support the important community work these organizations engage in. A significant aspect of the criteria involve alignment with Council's strategic goals. The grants process will be an update to reflect and align with Council's new strategic goals.

### Grant Types

There are three types of grant that are awarded:

- **Project and event grants**  
These grants fund community projects, events (this includes festivals); they support the delivery and development of projects and events, new equipment and staff development.
- **Multi-year funding**  
These grants support and sustain work of mature, registered not-for-profits that deliver consistent and meaningful local programming and services; this includes support for administrative and staffing costs.
- **One Time Small Grants**  
These are small amounts (maximum of \$3,500) designed to help organizations with emergent needs during the year; this includes support for athletes traveling to sporting events.

### Granting Opportunities

There are two granting opportunities per year (changed in 2022 from three grant opportunities).

- **Fall Intake:** The majority of the grants are awarded in the fall for the following year. The grant application period occurs in September and October with applicants being notified before the end of December of their award for the following year. The grant types awarded here are projects and events, multi-year and sports travel grants. This grant intake is the only one where City services are awarded.
- **Spring Intake:** This is for small one-time grants which do not include city services. Experience has shown that the one-time grants awarded in September do not have sufficient time to be completed; in response, the City has moved to a single one-time grant opening.

### Staff Support for the grants program

Staff from the Office of the CAO and Parks and Recreation jointly oversee the entire grants program. The following departments support the grants program: Legislative Services, Arts and Theatre Services, and Museum and Heritage Services from the Office of the CAO; Parks management and Special Events from Parks and Recreation, Social Planning from CAPD, Finance and Engineering Services. This team maintains the grant criteria, supports organizations in both developing their application and implementing their project, reviews the applications for completeness and compliance, and supports the grant committees in their review work.

### Technological Support

The City uses a web based software tool called Benevity to both accept grant applications and to review them. This greatly simplifies the review process for the grants and reduces the environmental footprint by removing paper from the process.

### Grant Committee

There are three grant committees that are composed of residents, one staff member and individuals appointed because of their special focus area such as heritage and the environment. The terms of reference for the committees are found in Attachment 3. These committees are renewed annually with half the committee being re-appointed by Council after a public recruitment process.

The committee chair is appointed by its members, and they lead through consensus-based decision making. Votes are taken only to approve the final awards or if a member is in conflict. The bar for conflict is set high and members and staff are not present for decisions where there could be a perception of bias.

### Grant Awards

The decisions of the committee are presented by the staff who oversee the program to the CAO for final approval.

### 2023 Grant Awards

The 2023 grant awards are found in Attachment 4.

There will be a future report in October where organizations report back on their grants.

## **FINANCIAL IMPLICATIONS**

The City of New Westminster makes a significant financial commitment to the community through the grants program. The breakdown of 2023 commitment is below:

<b>Granting area</b>	<b>2023 Budget</b>
Portfolio 1	\$331,519
Portfolio 2	\$343,611
Portfolio 3	\$93,840
City Services	\$184,080
One Time Small Grant	\$13,000
Residents Association Grant <sup>1</sup>	\$2,400
Total	\$968,450

There are two funding mechanisms the city granting program can provide to organizations:

### **Cash grant:**

This is paid in advance for multi-year grants. All other grants are paid upon receipt of invoices that match the budget presented by the organization at the time of their application.

### **City Services:**

This is the provision of in-kind city services to projects, events and festivals. Services include: road closures, garbage pickup, policing support; and rental of facilities. By awarding City services through the grants process, the City is able to track the equivalent dollar amount provided to each activity and respective organization. City services are only available to applications made in the fall.

There is always upward pressure on the grant requests with the City's grants being oversubscribed by 2 or 3 times the amount available. The pressure is significant in city services with the recent inflationary pressures.

The Grants budget is approved as part of the City's overall budget in the fall of each year.

## **OPTIONS**

There are two options before Council:

1. That Council accept this report for information
2. That Council provide other direction.

Staff recommend option 1.

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<sup>1</sup> A \$200 annual resident association grant is administrated by Legislative Services.

## **ATTACHMENTS**

Attachment 1: Grants Policy  
Attachment 2: Grants Criteria  
Attachment 3: Grant Committee Terms of Reference  
Attachment 4: 2023 Grant awards

## **APPROVALS**

This report was prepared by:  
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Renee Chadwick, Manager, Special Projects and Community Partnerships

This report was approved by:  
Lisa Spitale, Chief Administrative Officer