

Memo



Date: April 13, 2010
File: 1853-20
To: City Manager
From: Jim Gabriel, Director, Recreation & Cultural Services
Subject: Ki-Low-Na Friendship Society Funding Request

Recommendation:

THAT Council receive, for information, the March 17, 2010 letter from the Ki-Low-Na Friendship Society with respect to their request for funding assistance for the National Aboriginal Day celebration on June 21, 2010;

AND THAT Council authorizes the Mayor, on behalf of Council, to write a letter to the Ki-Low-Na Friendship Society advising them their request cannot be supported based on the criteria of the two programs outlined in the report from the Director of Recreation & Cultural Services dated April 13, 2010;

AND FURTHER THAT due to the increasing number of ad hoc requests for funding, the limited avenues of support available, and the need for a consistent and accountable approach, Council direct funding requests to the staff, programs and departments primarily responsible for providing funding support and receive for consideration staff recommendations regarding the requests.

Purpose:

A request for funding assistance was submitted to City Council from the Ki-Low-Na Friendship Society towards the National Aboriginal Day celebration on June 21, 2010. Programs considered in reviewing this request was the Community Festivals, Events and Projects (CFEP) Grants and Council Policy #58 (Grants-in-Aid Funding Requests).

Background:

The funding request from the Ki-Low-Na Friendship Society was to support the National Aboriginal Day celebration on June 21, 2010. The funding request was to waive the \$700 fee associated with the use of the City tent and a \$500 sponsorship towards their dinner program.

Highlights in reviewing the two programs include:

Community Festivals, Events and Projects (CFEP) Grant

This grant program, funded through the Cultural Services budget, is available to community organizations which provide a festival, event or project featuring arts, culture and/or heritage content for the benefit of Kelowna residents. The program provides matching funding for event costs such as the tenting costs requested in the Friendship Society's letter. Food costs would not

A handwritten signature in black ink, appearing to be the name of the author, Jim Gabriel.

be eligible. The application deadline for the 2010 program was January 29, 2010. All funds from this program in 2010 have been allocated. As approved by Council on March 15, 2010, total available funds of \$67,500 were allocated to 15 organizations. 28 organizations submitted applications, with a total of \$292,272 requested.

The public information workshop and launch of the CFEP grant program was widely publicized through media, the City's website, direct email broadcast and through the Kelowna Community Resource Network. To the best of our knowledge the Friendship Society is part of the KCR Network. An application was not received from this organization.

The application deadline for 2011 initiatives will be in December, 2010 and the Friendship Society is encouraged to apply.

Grant-In-Aid Funding Request

Council Policy #58 (Grants-In-Aid Funding Request) guides Council on criteria for supporting various requests and funded from Council Contingency. The policy also states that requests received are to be vetted through the Director of Recreation & Cultural Services and if the request meets the policy criteria the request will be forwarded to Council for consideration.

The two main criteria for sponsorship of an event are:

- That the City of Kelowna (Council or staff) is directly involved in hosting or participating in the event, or
- An association with the City exists through a City of Kelowna committee or the organization includes elected officials from Kelowna among its membership.

To our knowledge, this event does not meet the criteria and therefore cannot be recommended for support in accordance with Policy. If the City was directly involved with the event as outlined above, then funding would be appropriate as requested by the Friendship Society with the sponsorship specific to a certain aspect of the event.

The request also referenced use of the City's large tent and waiver of fees. The City's tent does display the City logo and its use is restricted (operational practice) to City related functions and events that the City is directly delivering (i.e. Family Fun Days) or external events that the City financially supports (i.e. Canada Day, Fat Cat Childrens Festival). There is no internal rental cost for the use of the tent but there is a direct cost (\$645 plus tax) for set up/take down, storage as well as cleaning through a service contract. This charge is required for every use.

As the number of ad hoc requests for funding continues to increase and with limited avenues to provide support, it is important that the process be understood and followed on a consistent basis throughout the corporation. Funding programs that are specific to a department will be directed to that department for comment (i.e. Arts & Cultural Grants). Requests to be considered through the Grant-In-Aid program will initially be vetted through the Director of Recreation & Cultural Services and/or related department representative, and if the request meets the policy criteria the request will be forwarded to Council for consideration.

Internal Circulation: General Manager, Community Services; Director, Community & Media Relations; Manager, Cultural Services; Council Services Supervisor

Existing Policy: Council Policy 274 (Cultural Policy) and Council Policy #58 (Grants-In-Aid)

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
Personnel Implications
External Agency/Public Comments
Community & Media Relations Comments
Alternate Recommendation

Submitted by:



J. Gabriel, Director, Recreation & Cultural Services

Approved for inclusion:



J. Vos, General Manager, Community Services

CC: General Manager, Community Services
Director, Community & Media Relations
Director, Corporate Services
Manager, Cultural Services

Attachment:

Ki-Low-Na Friendship Society Letter dated March 17, 2010
Council Policy #58 (Grants-In-Aid Funding Requests)



CITY OF KELOWNA

POLICY: 58
PAGE: 1 of 3

COUNCIL POLICY MANUAL

APPROVAL DATE: 2001/06/18

RESOLUTION #R778/06/08/08

REPLACING#R121/06/02/06; R494/01/06/18; R871/98/11/02; R438/1997/06/16; S1053/1992/09/14;
R1202/1989/10/10

DATE OF LAST REVIEW: November 2008

SUBJECT: GRANT-IN-AID FUNDING REQUESTS

THAT Kelowna City Council remove the social component from the Grant-In-Aid Program and establish a Community Social Development Grant Program.

THAT grants to local arts organizations for ongoing operational funding be determined by the Kelowna Arts Foundation within the budget approved by City Council.

GENERAL

If the City provides the facility, generally no grant request will be considered. Extraordinary requests for grants must be accompanied by details of efforts made by the organization to obtain funding through other means.

If the City does not provide the facility, grant requests may be considered for rebate of taxes and for other purposes. The organization must submit details of efforts made to obtain funding through other means.

All requests must indicate whether requests for grants for the current year have been submitted to other organizations.

All requests for grants for the current calendar year must be submitted to the City of Kelowna by February 28.

All requests must be accompanied by a current financial statement and a proposed budget. In specific instances Council may require that the organization's records be audited.

Only non-profit organizations are eligible for Grants-in-Aid.

Funding for "Student Exchange Purposes" will not be considered by Council as eligible for a Grant-in-Aid.

GRANTS FOR REGIONAL FUNCTIONS

Requests for grants by organizations whose function is basically regional in nature will not be approved.

FUNDING FOR OTHER ORGANIZATIONS

Applications for grants will not be eligible if the organization proposes to, in turn, grant a portion of the grant received to other organizations.



CITY OF KELOWNA

POLICY: 58
PAGE: 2 of 3

COUNCIL POLICY MANUAL

APPROVAL DATE: 2001/06/18

RESOLUTION #: R778/06/08/08

REPLACING#: R121/06/02/06; R494/01/06/18; R871/98/11/02; R438/1997/06/16; S1053/1992/09/14;
R1202/1989/10/10

DATE OF LAST REVIEW: November 2008

SUBJECT: GRANT-IN-AID FUNDING REQUESTS (Cont'd)

GRANTS FOR RENTAL OF FACILITIES

Requests for grants for payment of rental charges will not be considered unless the organization can demonstrate that they are unable to raise funds to pay for rentals, and the use of the facility by the applicant serves a community need or purpose.

Requests for grants to pay for rental of community facilities will not be approved when the intent is to raise funds for a particular purpose and it can be reasonably assumed that the project can meet its expenses and will be profitable.

Requests for financial assistance for rental waivers will not be considered until after the event has taken place.

Requests for financial assistance for rental waivers must then be accompanied by a financial accounting, which demonstrates a need, and forwarded to the Financial Services Department. Staff will prepare a recommendation for Council based on information provided.

Council may approve ongoing rental waivers for non-profit community events such as Folkfest or Triathlon as a part of the annual budget process.

PARTICIPATION IN PROVINCIAL OR NATIONAL CHAMPIONSHIPS

Occasional requests for financial assistance from arts and cultural organizations participating in Regional (i.e.: Western Canada) or National Championship events which require out-of-town travel will be considered on a specific basis.

These funds are available to those winning Provincial or Regional Championships in Arts or Cultural activities.

Policy provides for a maximum of \$1,500 per group and a maximum of \$500 per individual for travel assistance. Requests must be accompanied by a budget outlining revenues and expenditures for proposed trip.

The Mayor is granted authority by Council to administer this program.

See "Athletic Excellence Grant Policy No. 333".

TAX EXEMPTIONS

Granting of Tax Exemptions will be limited to the Municipal portion of taxes due.



CITY OF KELOWNA

POLICY: 58
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COUNCIL POLICY MANUAL

APPROVAL DATE: 2001/06/18
RESOLUTION #: R788/06/08/08
REPLACING#: R121/06/02/06; R494/01/06/18; R871/98/11/02; R438/1997/06/16; S1053/1992/09/14;
R1202/1989/10/10
DATE OF LAST REVIEW: November 2008

SUBJECT: GRANT-IN-AID FUNDING REQUESTS (Cont'd)

ACCOUNTABILITY

Organizations receiving grants from the City shall provide an accounting of the event or purpose for which the grant was approved as follows:

Within 45 days of the date of the event where the grant or rental waiver is for a specific one-time event,
or

Within 60 days of the end of the organization's fiscal year where the grant or rental waiver is for a
program.

Non-compliance with accountability guidelines will result in removal of organization from the grant-in-aid process.

SPONSORSHIPS-CONFERENCES/EVENTS

Requests for a funding or sponsorship contribution from the City related to conferences or events shall be considered by Council in the following circumstances:

- the conference or event is being held within the City of Kelowna; *and*
- the City of Kelowna (Council or staff) is directly involved in hosting or participating in the conference or event,
or
- an association with the City exists through a City of Kelowna committee, a professional organization to which City staff belong, or an organization which includes municipal elected officials from Kelowna among its membership.

The City will request that any such sponsorship be targeted towards a specific event, such as refreshments for an opening reception or coffee break, where the City can be identified as the sponsor.

Sponsorship provided to those events with direct City involvement would generally be greater than that provided to those with an association only.

Requests must be made via written letter addressed to Mayor and Council, and where approved, funding shall come from Council Contingency

REASON FOR POLICY: To establish a policy for handling grant-in-aid funding requests.

LEGISLATIVE AUTHORITY: *Local Government Act*, Sec. 176; Council Resolution

PROCEDURE FOR IMPLEMENTATION: Applications for grants-in-aid are received by the Communications Assistant who ensures the request meets with the policy criteria before passing it to the Director of Recreation, Parks and Cultural Services for review prior to it being forwarded to the Mayor for approval.



Ki-Low-Na Friendship Society

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March 17th 2010

City of Kelowna

Re: National Aboriginal Day Celebrations

Dear City Counsellors,

The start of the 11 days of celebrating Canada (June 21st to July 1st) is almost upon us. The first day of that celebration is National Aboriginal Day, St Jean-Baptiste Day is next on the 24th then is Canadian Multiculturalism Day on the 27th and to end the 11 days is July 1st Canada Day. Being the first day of the Celebration we would like to ask the City of Kelowna to step up and help sponsor this day.

With the City's assistance we would be more able to make this celebration a part of an annual event where our community can learn more about the Okanagan aboriginal culture. We require help with making sure all our elders are out of the weather such as wind, rain or even sunshine. That would be the City of Kelowna waiving the \$700.00 fee to provide a huge tent to cover our event. The assembly of the tent at 10:00am on the parking lot on the corner of Ellis Street and Lawrence Avenue, and disassembling it at 9:00pm that same day.

We also require help with funding in the amount of \$500.00 to help feed the many people dinner at 4:00pm, free of charge, buffalo hamburgers, hotdogs, fresh fruit, fresh vegetables, traditional Bannock and of course the National Aboriginal Day Cake.

With the cutbacks hitting most all non-profit organizations in our community, we are asking the City and some of it's community businesses to partner up with us in making this event a success.

All my Relations,

Ki-Low-Na Friendship Society and Board of Directors