



WHISTLER

REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: March 3, 2020

REPORT: 20-027

FROM: Infrastructure Services

FILE: 655.11

SUBJECT: GRANT APPLICATION FOR UBCM POVERTY REDUCTION PLANNING AND ACTION PROGRAM

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Infrastructure Services be endorsed.

RECOMMENDATION

That Council endorse the Poverty Reduction Planning and Action Program Grant Application, and if successful, direct staff to provide overall grant management in accordance with the Union of British Columbia Municipalities' grant requirements.

REFERENCES

Appendix "A" – UBCM Poverty Reduction Planning and Action Program 2020 Program and Application Guide.

PURPOSE OF REPORT

The purpose of this Report is to have Council endorse a grant application to UBCM for the development of a regional food recovery and distribution strategy. This type of strategy would help meet Whistler's zero waste goals, and is an eligible topic for the UBCM poverty reduction grant. A Council resolution that indicates support for the proposed activities and willingness to provide overall grant management is required as part of the grant application.

DISCUSSION

Background

Whistler Community Services Society, Squamish Helping Hands Society, the Squamish Food Bank, and Sea to Sky Community Services all currently run food banks and food service programs in the Sea to Sky Corridor serving those in need and those living in poverty. While excess/unused food from grocers, restaurants and hotels is provided to these food banks and programs as much as possible, a significant amount of available food (an estimated 40 per cent of the waste stream in Whistler) is still sent to the compost or landfill each year because of the lack of resources and infrastructure to collect, store, process and redistribute to those in need.

At the same time, the food banks in the region are close to maximum capacity, with demands for services far exceeding the capacity for the organizations to collect and distribute food. As a result, those clients using food bank services may not have the food security they need to access regular, healthy meals or to provide them to their families. The Squamish Lillooet Regional Food Task Force, of

which the RMOW is a member, also identified the need for better food recovery and distribution to food banks and food program providers throughout the region.

There is a strong need for a regional food recovery and distribution strategy that will help to:

- Research and identify the current and future demands and needs for food services and programs for those living in poverty;
- Research and identify all the sources of food production and waste (grocers, farms, restaurants, hotels);
- Map out the current food service providers and food recovery programs and identify current capacity and gaps;
- Develop a food recovery and distribution system that starts with and further builds on existing strengths (including programs), addresses gaps, and identifies strategies to further collaborate and scale up current resources to meet the needs of all – recipients of recovered food and the food sources;
- Reduce food waste and help meet RMOW and regional zero waste goals;
- Strategize and encourage food systems change at all levels to address surplus food going into the waste stream, and strive to keep food being used to its best and highest purpose;
- Move away from a charity/donation model toward collaboration and service provision.

The RMOW would like to apply for UBCM funding to cover the cost of developing a regional food recovery and distribution strategy. If successful, the grant would cover the costs of hiring the Whistler Centre for Sustainability to undertake the development of the strategy, including the research and data collection, and engagement of all stakeholders (food bank/program users, service providers, food suppliers, and local governments).

WHISTLER 2020 ANALYSIS

W2020 Strategy	TOWARD Descriptions of success that resolution moves us toward	Comments
Materials & Solid Waste	Whistler is well on its way to achieving its zero waste goal.	Reducing the amount of food in the waste stream will significantly help to reduce our solid waste.
Resident Affordability	Residents have access to affordable goods and services that meet their needs.	Providing greater access to food bank and program services will help with resident affordability and poverty reduction.
Health & Social	Whistler organizations and stakeholders work together to meet the health and social needs of community members and visitors.	The strategy will identify ways that food stakeholders (producers, suppliers, distributors, program providers) can work together to help meet the food needs of those living in poverty.

Poverty Reduction Planning and Action Program Grant Application does not move our community away from any of the adopted Whistler2020 Descriptions of Success.

OTHER POLICY CONSIDERATIONS

Food waste or food scrap diversion from the landfill waste stream is a compliance requirement of “Solid Waste Bylaw 2139, 2017”.

BUDGET CONSIDERATIONS

The UBCM Poverty Reduction Planning and Action Program grant will be up to \$77,000 of funding that will provide 100 per cent of the project costs, excluding approximately \$1000 of in-kind costs for use of meeting rooms, and an estimated \$2000 in in-kind staff time to participate in meetings.

COMMUNITY ENGAGEMENT AND CONSULTATION

The grant application to support poverty reduction planning and actions is supported and endorsed by the Zero Waste Select Committee of Council.

SUMMARY

The RMOW has an opportunity to receive \$77,000 in grant funding from the UBCM Poverty Reduction Planning and Action Program to complete a regional food recovery and distribution strategy for the Sea to Sky region. Staff request that Council support the submission of the grant application to UBCM and support the current proposed activities and willingness to provide overall grant management.

Respectfully submitted,

Andrew Tucker
MANAGER OF TRANSPORTATION AND WASTE MANAGEMENT
for

James Hallisey
GENERAL MANAGER OF INFRASTRUCTURE SERVICES

Poverty Reduction Planning & Action Program

2020 Program & Application Guide

1. Introduction

In March 2019, the Province of BC released their poverty reduction strategy: [*TogetherBC: British Columbia's Poverty Reduction Strategy*](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. The Province has provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM).

2. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level.

To qualify for funding, projects must:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
 - Housing
 - Families, children and youth
 - Education and training
 - Employment
 - Income supports
 - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;



- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
 - Official Community Plans or community or neighbourhood plans;
 - Zoning and other policies;
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency support services plans;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*.

Stream 2 of the 2020 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

Eligible Activities Applicable to Both Funding Streams

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community members that are direct participants in funded activities and who are living in poverty;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Infrastructure projects or new construction;
- Regular salaries of applicant staff or partners;

- Routine or ongoing operating costs (e.g. heating and lighting; security; telephone; internet);
- Purchase of software, software licences, or service subscriptions;
- Existing programs with established, designated funding from other partners;
- Fundraising.

5. Grant Maximum

The 2020 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is February 28, 2020.

Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- For regional projects only: Each partnering local government must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.

- Optional: Up to three letters of support as evidence of partnership or collaboration with community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

All application materials will be shared with the Province of BC

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Scoring considerations and criteria include the following:

- Alignment with the intent and objectives of the Poverty Reduction Planning & Action program;
- Anticipated outcomes;
- Demonstration of direct participation of people living in poverty or with a lived experience of poverty in the proposed activities;
- Partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations;
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, and an updated Council or Board resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

8. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca

Phone: (250) 952-9177

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).