

# Report to Council



**Date:** July 16, 2018  
**File:** 0160-20  
**To:** City Manager  
**From:** Sandra Kochan, Partnership Manager  
**Subject:** Active Living & Culture Grant Policy Review

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## **Recommendation:**

THAT Council receives for information the report from the Partnership Manager dated July 16, 2018 regarding proposed changes to Active Living & Culture grant policies and programs.

## **Purpose:**

To provide Council with an overview of proposed changes to grant policies and programs within the Active Living & Culture Division.

## **Background:**

In 2015, staff conducted a review of Active Living & Culture grant programs, culminating in a report to Council on September 28, 2015 containing a number of recommendations and an action plan.

Generally, the action plan focused on streamlining processes, updating guidelines, reviewing policies, evaluating programs for relevance and effectiveness, and re-examining some traditional funding relationships to determine where they might fit in a current context.

Implementation of the action plan was carried out in phases over the next two years and included:

- Re-allocation of the City of Kelowna's portion of Regional District of Central Okanagan Grant-in-Aid funding (\$100,000) - \$85,000 to Social Development Grants and \$15,000 to Organization Development Grants; and
- New or revised guidelines and procedures in multiple grant programs (including Professional Arts Operating Grants, Cultural Operating and Project Grants, Community Social Development Grants, Youth Development & Engagement Grants, special one-time grants for Canada 150)

**Next steps:**

The final phase of work in the action plan is to streamline and consolidate a number of grant policies. Many of these policies pre-date the current practice and format for policy development, and are in need of revision to also reflect changes in the sectors they serve. Simplifying the policy framework for grants is consistent with direction from the Office of the City Clerk.

The proposed framework will include two overarching Council policies, supported by two administrative policies. In many instances, administrative details in existing Council policies will be converted with minimal alteration into program guidelines.

For Community Grants to the non-profit sector, the proposed changes will not affect the current funding or objectives of existing programs. For grants supporting events, the restructuring will introduce some changes which will be shared with Council in Workshop #2 as noted below.

**Benefits:**

Re-framing the policies for grantmaking will improve service delivery in the Active Living & Culture Division by:

- Establishing values and standards for good practices in the creation and administration of grant programs
- Clarifying and simplifying procedures and processes for both program administrators and grantees
- Enabling consistent monitoring, evaluation and reporting regarding the benefit and impact of Active Living & Culture grant programs.

**Schedule:**

Staff will introduce proposed changes through a series of workshops and reports:

- July 16, 2018 - Council Workshop #1 – overview of proposed Community Grant policy framework
- August 27, 2018- Council Workshop #2 – overview of proposed Events Support policy framework
- September, 2018 – Council Report (PM Agenda) – approval of proposed policies and rescission of existing policies

**Internal Circulation:**

Communications Advisor  
Deputy City Clerk  
Active Living & Culture Management Team  
Payroll & Internal Controls Manager

**Considerations not applicable to this report:**

Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Personnel Implications  
External Agency/Public Comments

Alternate Recommendation  
Existing Policy  
Financial/Budgetary Considerations  
Communications Comments

Submitted by:  
S. Kochan, Partnership Manager

**Approved for inclusion: Jim Gabriel, Division Director, Active Living & Culture**

cc:  
Communications Advisor  
Deputy City Clerk  
Active Living & Culture Management Team  
Payroll & Internal Controls Manager