

AGENDA ADDENDUM

REGULAR MEETING OF COUNCIL

**Monday, January 7, 2013
7:00 p.m.**

**Council Chamber, Municipal Hall
355 West Queens Road,
North Vancouver, BC**

Council Members:

Mayor Richard Walton
Councillor Roger Bassam
Councillor Robin Hicks
Councillor Mike Little
Councillor Doug MacKay-Dunn
Councillor Lisa Muri
Councillor Alan Nixon



NORTH VANCOUVER
DISTRICT

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REGULAR MEETING OF COUNCIL

7:00 p.m.
Monday, January 7, 2013
Council Chamber, Municipal Hall
355 West Queens Road, North Vancouver

AGENDA ADDENDUM

THE FOLLOWING LATE ITEMS ARE ADDED TO THE PUBLISHED AGENDA

5. DELEGATIONS

5.1 Presentation: Seaspan

8. REPORTS FROM COUNCIL OR STAFF

8.4 Interim Funding for Selected Agencies for 2013

File No. 05.1930.00/000.000

Recommendation:

THAT the following core funded organizations receive interim funding totalling \$292,149 in January 2013, which is equivalent to approximately one half of the proposed 2013 Operating Grant, and distributed as follows:

Capilano Community Services Society	\$54,163
North Shore Neighbourhood House	\$52,663
Boys' and Girls' Clubs of Greater Vancouver (Norvan)	\$11,164
Parkgate Community Services Society (East & West Seymour)	\$99,500
Silver Harbour Centre Society	\$52,909
Mollie Nye House	\$21,750

THAT the balance of the 2013 operating grant be paid in June following approval of the budget; and,

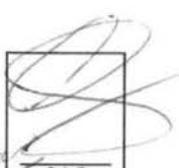
THAT if any increases requested by the above agencies are approved as part of the 2013 budget process, that these increases are reflected in the final payment provided to each agency in the final disbursement in June 2013 as described above.

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Presentation: Seaspan

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COUNCIL AGENDA/INFORMATION		
<input type="checkbox"/> In Camera	Date: _____	Item # _____
<input type="checkbox"/> Regular	Date: _____	Item # _____
<input checked="" type="checkbox"/> Agenda Addendum	Date: 13.01.10	Item# _____
<input type="checkbox"/> Info Package	_____	_____
<input type="checkbox"/> Council Workshop	DM# _____ Date: _____	Mailbox: _____

Dept. Manager	 Director	 CAO
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The District of North Vancouver REPORT TO COUNCIL

January 2, 2013

File: 05.1930

Tracking Number: RCA -

AUTHOR: Suzy Lunn, Social Planner
Cristina Rucci, Social Planner

SUBJECT: Interim Funding for Selected Agencies for 2013

RECOMMENDATION:

THAT the following core funded organizations receive interim funding totalling **\$292,149** in January 2013, which is equivalent to approximately one half of the proposed 2013 Operating Grant, and distributed as follows:

Capilano Community Services Society	\$54,163
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Parkgate Community Services Society (East & West Seymour)	\$99,500
Silver Harbour Centre Society	\$52,909
Mollie Nye House	\$21,750

THAT the balance of the 2013 operating grant be paid in June following approval of the budget; and

THAT if any increases requested by the above agencies are approved as part of the 2013 budget process, that these increases are reflected in the final payment provided to each agency in the final disbursement in June 2013 as described above.

REASON FOR REPORT:

To provide agencies with interim funding based on 2012 budget amounts. This interim funding allows agencies to provide continuous service to the community while still enabling Council to make changes to the core funding budget as part of the 2013 budget process.

BACKGROUND:

The Youth Outreach Organizations, Mollie Nye House as well as Silver Harbour Centre Society have been designated core funded by the District of North Vancouver and receive direct grants from the municipality. These agencies typically receive approximately one half of their grant funds early in the calendar year and the rest in June along with other core funded service agencies (Family Services of the North Shore, North Shore Child Care Resources and North Vancouver Restorative Justice Society). The advance provides these agencies with operating funds until the final municipal budget is approved in the spring, but allows Council some flexibility to change the grant amounts in response to other budget priorities and community needs.

EXISTING POLICY:

City and District of North Vancouver Youth Funding Policy, Funding Policy: 10-5120-1, 10-5120-2, 10-5120-3 District of North Vancouver Municipal Grants Policy: 5.1850.2 (Attachment A). Bylaw 7900 Official Community Plan Social Inclusion and Well Being (Part Two: Community Development).

ANALYSIS:***Youth Outreach Organizations***

Capilano Community Services Society, North Shore Neighbourhood House, NorVan Boys and Girls Club and Parkgate Community Services Society provide outreach youth services on behalf of the District of North Vancouver. The municipality provides core funding to these agencies to cover operating costs for the youth outreach program. The agencies collaborate with Social Planning staff to develop mutually agreed upon work plans targeting key areas of need for youth services in the District. This includes monthly statistical information as well as outcome indicator reporting.

Mollie Nye House

The mandate of Mollie Nye House is to offer a welcoming, active place where Lynn Valley residents feel a sense of belonging and pride; where community volunteers encourage and nurture programs and services for seniors and others; and where preservation and use of the House and garden recognizes its historic place in the community and the contributions of the Nye family. The specific purpose of the house is to support, promote and develop social, community and recreational services and programs at the House for all residents of Lynn Valley now and in the future and to create a place and opportunities for dialogue regarding issues of community interest in Lynn Valley. Administration and programming responsibilities for the Mollie Nye House have recently transitioned to the Lynn Valley Services Society who are better positioned to offer a broader range of programming to meet this mandate. The new Society is supported by the Lynn Valley Seniors and Community Associations and District and Recreation Commission staff.

Silver Harbour Seniors Centre Society

The City and the District of North Vancouver provide annual operating grants to Silver Harbour Seniors Centre Society for Seniors' programs. A primary mandate of this Society is to inspire and enhance the physical and mental well-being of adults 55+ by providing social,

creative, educational, and physical activities, focussing on volunteer participation. The Society is part of the North Shore Services to Seniors Coalition. It should be noted that 7 years ago, municipal grants accounted for 42% of Silver Harbour's revenues but since then, they have progressively reduced their budget's dependence on municipal funding. More recently it accounted for 38% of their budget and in 2012 accounted for 30% of the budget. Funding provided to Silver Harbour is applied towards general operations of the organization including maintenance, salaries and promotions.

Table 1: The following table provides a summary of core funded social service agencies that are eligible for early funding include:

Agency	2012 base grant	Advance proposed
Capilano Community Services Society	\$108,326	\$54,163
North Shore Neighbourhood House	\$105,326	\$52,663
Boys' and Girls' Clubs of Greater Vancouver (Norvan)	\$22,328	\$11,164
Parkgate Community Services Society (East & West)	\$199,000	\$99,500
Silver Harbour Centre Society	\$105,818	\$52,909
Mollie Nye House	\$43,500	\$21,750
TOTAL	\$584,298	\$292,149

In support of their 2013 grant applications, agencies have provided their audited financial statements, proposed 2013 budgets, annual reports, goals and objectives for 2013, and accomplishments for 2012. Staff has reviewed these supporting materials and are satisfied that these agencies meet the District's accountability requirements. Agencies will be required to provide updated financial information and accomplishments prior to the release of the final instalment of their 2013 grants in June.

Timing/Approval Process:

Core funded agencies access to the first instalment of their annual grants in January of each fiscal year allows them to provide uninterrupted service to the community while giving Council flexibility on the total amount disbursed each year.

Concurrence:

The Finance Department requires Council approval prior to disbursement of the funds.

Financial Impacts:

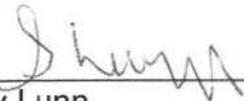
The first instalment of the 2013 core grants does not include any requested budget increases. Council retains the ability to adjust 2013 grant amounts through the 2013 budget process.

Liability/Risk:

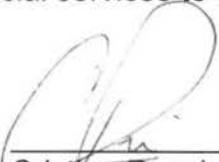
Advance payout will preclude the District's ability to completely eliminate grants to these agencies but Council has no obligation to approve payment of the remaining 50%. Forestalling entire grants payments to June creates risk for the social service agencies that must finance their first six months of operation through alternative sources, without any guarantee that they will receive funding from the District.

Social Policy Implications:

Providing support to the social service organizations achieves the policy goals as set out in the Social Inclusion and Well Being section of the Official Community Plan by providing support to groups that contribute to the overall health and vitality of District residents, including those that are most vulnerable and marginalized. Municipal funding provides an important source of funding to these social service agencies because it allows them to leverage other funding to enable the delivery of important social services to District residents.



Suzy Lunn
Social Planner



Cristina Rucci
Social Planner

REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:	REVIEWED WITH:
<input type="checkbox"/> Sustainable Community Development	<input type="checkbox"/> Clerk's Office	External Agencies:	Advisory Committees:
<input type="checkbox"/> Development Services	<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Library Board	<input type="checkbox"/> _____
<input type="checkbox"/> Utilities	<input type="checkbox"/> Communications	<input type="checkbox"/> NS Health	<input type="checkbox"/> _____
<input type="checkbox"/> Engineering Operations	<input checked="" type="checkbox"/> Finance <i>Jan 2/12</i>	<input type="checkbox"/> RCMP	<input type="checkbox"/> _____
<input type="checkbox"/> Parks & Environment	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Recreation Commission	
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Human resources	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> ITS		
	<input type="checkbox"/> Solicitor		
	<input type="checkbox"/> GIS		



CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	CITY AND DISTRICT OF NORTH VANCOUVER MUNICIPAL YOUTH POLICY	1

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

"To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community."

POLICY

- 1. The City and District of North Vancouver endorse the concept of inter-agency co-ordination of services for youth.**
- 2. The City and District of North Vancouver hold that youth should have the right to full and due consideration and should be provided with opportunities to develop emotionally, mentally, morally, spiritually, physically and socially, and in conditions of responsibility. Towards this end, the Municipalities are committed to ensuring, as a paramount consideration, that the provision of opportunities and services meets the best interests of youth.**
- 3. To continue to provide assistance with coordination and planning in municipally based youth services in partnership with service providers, community agencies, residents and other levels of government.**

REASON FOR POLICY

The increasing involvement with community-based youth services has produced a need for the North Vancouver municipal governments to set policy which clarifies the role of local government. Such policy should aim to support the continuance of preventative youth services through identifying and endorsing specific elements of the youth services delivery system. Given the importance of such services preventing the escalation of youth problems, a municipal policy on youth should be supportive of the philosophy and objectives of existing community-based youth services. Furthermore, a municipal policy on youth is needed to ensure and enhance the effective use of finite resources by providing a focus for the future development of youth services and local government participation.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1. GOALS

- 1.1. To develop a system that facilitates the provision of community-based youth services focussing on youth engagement and involvement.
- 1.2. To encourage youth participation and advocacy;
- 1.3. To develop a comprehensive directory of youth services

2. In order to achieve the Goals and Objectives of the Municipal Youth Policy, the City and District of Vancouver will undertake the following:

- 2.1. Provide for core funding to designated non profit organizations to plan and facilitate community-based youth services as per their Service Agreements (and related Annual Civic Youth Services Work Plan);
- 2.2. To assign staff oversight of the youth services program to a Social Planning designate.
- 2.3. Any other actions deemed appropriate by Staff and/or Council.

Approval Date:	November 18, 1992	Approved by:	City of North Vancouver
Approval Date	October 28, 1991	Approved by:	DNV Policy & Planning Committee
2. Amendment Date:	December 11, 1995	Approved by:	Regular Council
3. Amendment Date:	November 3, 2008	Approved by:	Regular Council



CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	CITY AND DISTRICT OF NORTH VANCOUVER FUNDING POLICY: OUTREACH YOUTH SERVICES - FUNDING	2

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

“To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community.”

POLICY

The City and District of North Vancouver are committed to the development of a co-ordinated system of community-based youth services to meet the best interests of youth in North Vancouver. In particular, the municipalities recognize their responsibility in providing adequate core funding to ensure that each youth program is able to effectively perform its mandated responsibilities. The North Vancouver Recreation Commission also has an integral role in providing recreational services to youth.

The Recreation Commission is involved in short and long-term planning, coordinating and partnering in the provision of youth services (recreational, social, artistic and overall health and well-being). The Recreation Commission collaborates with the non-profit societies in providing space at recreation and community centres including the provision of youth centres, and other activity and programming space; assisting with staffing and program planning.

The Statement of Principles section of this policy outlines the principles which will guide the municipal funding of youth services. This section also outlines a set of principles to guide the delivery of municipal youth services, particularly outreach and centre-based youth work¹. The policy also sets out, in the Guidelines for Municipal Support section, at what level municipal funding will be provided. The policy recognizes that youth services are being offered along a continuum from front line youth workers to drop-in centres and as such the responsibilities and obligations of the organisations are defined. Finally, the Application Procedure section outlines the criteria that outreach and centre-based youth programs must meet in order to qualify for municipal funding.

While being a joint policy between the City and District of North Vancouver, each municipality will be expected to only provide funding to those agencies providing services within their respective jurisdictions unless otherwise agreed. All applications for funding for outreach and centre-based youth services are subject to the availability of municipal funds and an assessment of the need for the service proposed.

REASON FOR POLICY

To provide adequate funding to ensure that municipal youth programs are able to effectively perform their mandated responsibilities.

AUTHORITY TO ACT

Retained by Council.

¹ The municipalities support other programs and activities which fall under other funding mechanisms and are part of the overall Civic Youth Strategy for each Municipality. Examples may include North Shore Youth in Film, Civic Youth Awards, Youth Week and specific project grants. **13**

1. STATEMENT OF PRINCIPLES

1.1. Municipal Funding for Youth Services:

- 1.1.1. Equitable: Municipal funding will strive to be equitable in terms of the level of support for services across outreach youth programs. Core funding may be provided for outreach youth services which offer either social services or other services that meet the needs of "at risk" or potentially at-risk youth.
- 1.1.2. Secure: Municipal funding will be ongoing and stable subject to the availability of funding.
- 1.1.3. Fair: The amount of municipal funding will be a fair proportion of core operating expenses for youth outreach services.

1.2. Outreach Youth Service Delivery:

- 1.2.1. Scope: Outreach youth workers provide flexible opportunities for youth to receive support, assistance and referrals on a fairly immediate basis. They work both in the schools and in the community and are focused on meeting with youth where the youth are. Youth outreach workers provide opportunities for youth leadership, community engagement and skill development. Youth Outreach Workers work one-to-one with at-risk youth and youth potentially at-risk and also provide small group and classroom instruction. Outreach youth services fall under the District and City of North Vancouver's Civic Youth Strategy and include five major areas of focus:

- 1.2.1.1. Youth Engagement, Community Development and Additional Resources: Includes a community development approach to youth engagement and the ability to secure other funding to supplement municipal dollars in order to enhance the continuum of youth services; and
- 1.2.1.2. Community Based One-to-One, and Group Based Work with At Risk Youth: Includes client centered work with a diverse population of youth. The work includes pre-teens (10-12 years) teens (12-18 years) and youth transitioning into adulthood (19-24 years) – these age groups are inclusive of pregnant and parenting teens, homeless, at-risk and potentially at-risk youth; and
- 1.2.1.3. Recreation and Social Opportunities and Drop In Centre Based Work: Includes youth centre-based and recreation-oriented work designed to build trust and rapport among youth with the opportunity for more one-to-one work if needed; and
- 1.2.1.4. Improved Coordination, Multi-Service Planning and Streamlined Referral Processes: Includes a focus on case management, participation of core funded agencies at community networking tables/committees and a continued effort to improve referrals to and from youth serving organizations and ministries; and
- 1.2.1.5. Multiculturalism and Diversity: Includes a focus on youth outreach staff hiring policies that reflect the diversity of the community, efforts to engage with diverse youth and training programs that include diversity as part of the professional development of youth workers.
Inherent in these priorities is a focus on working with youth and family members including:
 - individual advocacy for youth at risk, and for youth who are potentially at risk, and more broadly, advocacy for youth as a whole;
 - support to parents and families of youth at risk, or of youth who are potentially at risk.

1.3. Relationships to Local Communities:

Outreach youth services should be:

- delivered in a locally-based manner (for example: staff working out of local offices, promoting the use of existing resources, and relating to other local services and locally-based staff);

- accountable and responsible to the local community (for example: through an annual youth forum, local youth services and advisory committees);
- supported by the local community (for example: volunteers, local advisory committees, and business supports and funders); and
- managed and owned by the local community by having the youth outreach staff employed by a locally-based agency². This approach is based on the belief that community development is an integral part of youth services, and that this work needs to be taken on primarily by local citizens and community groups. Having youth services directly tied to a locally-based agency provides an environment where community development and engagement occurs organically.

1.4. Accessibility:

Outreach youth services should be fully accessible to:

- all youth in the area served, particularly those at risk, and those who are potentially at risk;
- all youth in North Vancouver³;
- First Nations youth, and youth from other cultural groups; and
- local citizens, parents, and families in the sense that the service and staff should be easily identified.

1.5. Working Conditions:

In order to be effective, Youth Workers need:

- local physical space to work out of;
- an adaptable, supportive and stable organization to work for; and
- adequate training and professional supervision.

1.6. Relationships to Other Youth Serving Agencies:

- Good working relationships with individual staff of other youth serving agencies, and good working relationships at the organizational level, must be developed.

1.7. Flexibility and Adaptability:

- Youth services, both individually and together, need to be managed so that there is both flexibility and adaptability in the youth service system.

2. DEFINITIONS

The following definitions relate specifically to this policy:

- 2.1 "At Risk Youth" includes youth between the ages of 10 - 24 who may experience, or who may potentially experience significant difficulties in terms of behaviour, substance abuse, dysfunctional relationships, and/or criminal involvement. It also includes youth who are in danger of physical and psychological abuse.
- 2.2 "Potentially At Risk Youth" conveys the concept that any youth given a particular situation may be at-risk and that given the tumultuous time of adolescents and the existence of societal issues such as divorce, death, moving, substance abuse that any youth should be made to feel welcomed by the municipal youth service program with consideration of the agencies' work plan as specified in Section 1.2.1.
- 2.3 "Community Based Services" includes social, recreational, educational and cultural services provided by non-profit societies located in the City and District of North Vancouver.

² In a new "community", the need for an outreach youth service program may arise from a youth service need, or from a broader community concern with youth issues. See Section 6.1 for eligibility criteria.

³ Outreach youth workers are able to serve youth both from their own local communities and from other parts of North Vancouver only when there is a need for specialized services and when a youth specifically requests an outreach worker not in their catchment area.

- 2.4 "Core Funding" includes the costs necessary to maintain employee positions: salary and benefits and an additional percentage of those costs for program expenses and administrative support.
- 2.5 "Youth Services/Program" includes preventative, intervention, therapeutic social, recreational and cultural services targeted to "at risk" and potentially "at risk" youth.
- 2.6 "Outreach Youth Worker" is the term used in accordance with the standardized job description adopted by the youth service organizations employing youth workers. This includes employees whose primary responsibility is to actively seek out at risk youth in order to provide counselling, mediation and referrals to existing community resources for them and their families.
- 2.7 "Centre Based Youth Worker" is a term used in accordance with the standardized job description adopted by the youth service organizations employing youth workers and the North Vancouver Recreation Commission. This includes employees whose primary responsibility is to staff the youth centres, providing safe, affordable, accessible and enriching programs and activities for youth. Centre workers will refer a youth that they assess as having troubles to a youth outreach worker for case management. The primary purpose of a youth centre (often referred to as a youth lounge) is the provision of youth services (i.e. they need to feel and look like a place that teens and pre-teens would like to be not day camp space).
- 2.8 "Recreational and Social Opportunities" may include sports, drop-ins, youth groups, community outings, camping programs, cultural programs, videos, games and other leisure activities.
- 2.9 "Social Services and Community Support" are services provided by outreach youth workers including counselling and referrals, the provision of information, life skills training and other services to meet the special needs of at risk youth and potentially at-risk youth. Social assistance is broadly defined by the Federal government as "aid in any form to or in respect of a person in need".
- 2.10 "Community Development and Engagement" means a commitment to the values of empowerment in providing services to youth, the development of new services for youth, community problem solving around youth issues, and active youth involvement of the community (e.g. local advisory committees, volunteers, funders) in youth services.
- 2.11 "Financial Responsibility" means that a Society maintains proper accounting procedures and submits financial statements on a yearly basis to the municipality.

3. GOALS

The goals of this policy are to:

- 3.1 Provide policy-governed procedures for allocating City and District of North Vancouver funds to community based agencies providing youth programs.
- 3.2 Endeavour to ensure that funding provided by the City and District of North Vancouver is allocated in a fair and transparent manner.
- 3.3 Provide guidelines for the implementation of the Funding Policy.

4. RESPONSIBILITIES

4.1 City and District of North Vancouver:

- 4.2.1. The City and District of North Vancouver will be responsible for the implementation and maintenance of this policy.
- 4.2.2. The municipalities may provide core funding for outreach youth services to youth at risk.
- 4.2.3. The municipalities will develop guidelines for ongoing accountability and will ensure that the community based agencies are aware of these guidelines.

4.2 Community Based Agencies:

- 4.2.1. Based on the agreed upon yearly work plan developed cooperatively with the youth serving agencies and the municipalities, the agencies will be responsible for those

activities and services identified. The agencies will be responsible for program development, staff supervision and administrative functions. In addition the agencies will be responsive to municipal needs related to public concerns and requests.

4.2.2. These agencies will be responsible for obtaining any additional funding required to operate the program which best suits their community's needs.

4.2.3. These agencies will be financially and administratively responsible for ensuring accountability in all facets of their operation.

5. GUIDELINES FOR MUNICIPAL SUPPORT TO YOUTH PROGRAMS

5.1. Funding:

5.1.1. The City and District of North Vancouver may provide core funding for community based services which provide either social services or other services that meet the needs of "at risk" youth. The amount of funding provided will meet core staff requirements and be subject to the availability of funding and assessment of the need.

5.1.2. The City and District of North Vancouver may provide additional funds to a community-based service which proposes to operate a new youth outreach program filling a community need for which "developmental money" is required.

5.1.3. Salaries and benefits will be determined by the sponsoring agency consistent with standards agreed to by the agencies. The amount of funding provided will take into account the salary level submitted by each non-profit society along with eligibility criteria, set forth in this policy.

5.1.4. Funding may be revoked by the City and the District of North Vancouver if the youth program or sponsoring agency ceases to meet the goals and eligibility criteria as set forth in this policy.

5.2. Federal and Provincial Funding:

5.2.1. Municipalities will be supportive in assisting agencies in accessing provincial and federal funding to enhance the continuum of services for youth.

5.2.2. The agencies will similarly be supportive of the municipalities accessing any additional resources or possible reimbursements for the provision of social and community services.

5.2. Indirect Support:

5.2.1. In addition to financial support, the City and District of North Vancouver may also support youth services by leasing municipally owned buildings to the non-profit society providing the program. Such leases will be consistent with all current municipal community lease policies and procedures.

6. APPLICATION PROCEDURE

6.1. Eligibility Criteria:

To qualify for municipal funding, youth programs must meet the following criteria. They must:

6.1.1. be sponsored by a community-based organization incorporated as a non-profit society, if they are not a non-profit society themselves;

6.1.2. work closely with existing community resources and services;

6.1.3. serve youth who are residents of North Vancouver;

6.1.4. provide specific programs or opportunities to meet the needs of "at risk" or potentially at-risk youth in their particular community (the City and District of North Vancouver will not fund a new youth program in cases where an existing service could satisfactorily meet the need);

6.1.5. justify the need for the youth program;

6.1.6. encourage volunteer involvement;

6.1.7. be seeking or receiving funding from other sources;

6.1.8. encourage youth involvement

- 6.1.9. provide adequate professional supervision for all youth worker staff; and
- 6.1.10. demonstrate that linkages are being developed and maintained with front line staff in other youth serving agencies, organizations, departments, and other levels of government.

6.2. Accountability

6.2.1. Sponsoring societies must demonstrate accountability to the community and residents being served through such measures as the following:

- 6.2.1.1 broad representation on the board of directors;
- 6.2.1.2 consulting with youth advisory committees;
- 6.2.1.3 consulting with community and user groups; and
- 6.2.1.4 ensuring youth involvement in the planning and delivery of services (such as an annual youth forum).

6.2.2. Outreach youth programs must also provide regular statistical information that reflects the five major service areas as outlined in this policy in Section 1.2.1. Reports should be submitted to the municipal Social/Community Planning Department and should include the following information:

- 6.2.2.1 a description of programs and activities;
- 6.2.2.2 the demographics of youth served by each service;
- 6.2.2.3 a description of trends and needs for at-risk youth; and
- 6.2.2.4 results from the annual youth forum (or alternate form of meaningful youth involvement as related to input into the delivery of youth services as agreed by the municipality).

6.2.3. Sponsoring agencies must demonstrate financial accountability of the agency, by submitting the latest financial statement (statement of revenue and expenditures, statements of assets and liabilities) to the municipality.

6.3. Conflict of Interest:

The sponsoring society shall be subject to the regulations outlined in the British Columbia Society Act and the Federal Income Tax Act (where applicable) with respect to conflict of interest policies.

6.4. Funding Disbursements:

Core funded youth agencies whose applications are approved will receive funding for youth programs in semi-annual instalments as per the following:

- a) the municipality will provide half of the previous year's grant allocation in January; and
- b) the balance of the amount to meet the current year's funding request following approval by Council of the annual budget.

Approval Date:	October 19, 1992	Approved by:	City of North Vancouver
Approval Date	October 27, 1992	Approved by:	District of North Vancouver
1. Amendment Date	June 20, 1994	Approved by:	Executive Committee
2. Amendment Date	December 11, 1995	Approved by:	Regular Council
3. Amendment Date	November 3, 2008	Approved by:	Regular Council



CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	OUTREACH YOUTH SERVICES - CORE FUNDING	3

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

“To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community.”

POLICY

The District may provide core funding to community based services providers for services that meet the needs of youth at risk or potentially “at risk”.

REASON FOR POLICY

To provide a shortened application and review process and assurances of continued core funding to youth services which meet the criteria outlined in this policy.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1. CRITERIA

The organization must meet the eligibility criteria contained in section 6.1 of the City and District of North Vancouver Youth Policy: Outreach and centre-Based Youth Work.

- 1.1. Core funding is only for core staff funding (see definition of Core below)
- 1.2. The minimum amount is \$5,000.
- 1.3. The organization must have received at least 3 continuous years of District or City community grants prior to applying for core funding

2. DEFINITION OF CORE FUNDING

Core funding includes the costs necessary to maintain employee positions: salary and benefits, and an additional percentage of those costs for program expenses and administrative support.

3. APPLICATION PROCESS

- 3.1. The organization will submit its funding request for the following year to the appropriate Social Planning staff designate in the fall of each year. Included in the budget package is the following:
 - 3.1.1. financial statement from the previous year
 - 3.1.2. budget - using the District's and City's budget format
 - 3.1.3. annual report

- 3.1.4. statistical report summarizing the past year of service provision (numbers of clients, services, new trends etc) and proposed programs and services for the projected year.
- 3.2. Staff will review funding requests with respect to the following:
 - 3.2.1. the reasonableness of the budget figures;
 - 3.2.2. involvement of local community and volunteer contributions;
 - 3.2.3. linkages with existing service providers;
 - 3.2.4. youth demographics for that area and the demand for youth services.
- 3.3. The organization will be advised of the amount of the District's and City's funding by Social Planning staff in May after the budget receives final approval from Council.

4. FUNDING DISBURSEMENTS

Agencies whose applications are approved will receive funding for outreach youth programs in semi-annual installments as per the following:

- 4.1. the District and City will provide half of the previous year's funding allocation in January; and
- 4.2. the balance of the amount to meet the current year's funding request following approval by Council of the annual budget

5. OPTING OUT OF CORE FUNDING

The District may cease core funding to an organization due to any significant changes in staff, client numbers or composition, funding from other sources, or in the organization itself, or any major concerns or complaints from Social Planning staff or the community which have been validated.

The organization may opt out of core funding at any time for any reason.

6. ACCOUNTABILITY

The District and City shall ensure accountability and quality of service through the following means:

- 6.1. Staff shall review each organization's budget package (as outlined in section 3 above);
- 6.2. Social/Community Planning staff shall monitor services through the Service Agreements, corresponding Annual Civic Youth Services Work Plan; and related statistical reporting procedures. Additionally staff are in contact with the organizations on a regular basis;
- 6.3. Each agency shall hold an annual youth forum (or other form of input as approved by the municipality) on youth needs and issues in conjunction with other interested stakeholders if appropriate.
- 6.4. Social / Community Planning staff shall monitor that statistical information provided by agency's annually.

Approval Date:	November 18, 1992	Approved by:	City of North Vancouver
Approval Date	October 28, 1991	Approved by:	DNV Policy & Planning Committee
2. Amendment Date:	December 19, 1994	Approved by:	Executive Committee
3. Amendment Date:	December 11, 1995	Approved by:	Regular Council
4. Amendment Date:	November 3, 2008	Approved by:	Regular Council



CORPORATE POLICY MANUAL

Section:	Finance	5
Sub-Section:	Grants	1850
Title:	MUNICIPAL COMMUNITY SERVICE GRANTS	2

POLICY

The *Local Government Act* authorizes the Council to grant monies "to any organization deemed by Council to be contributing to the general interest and advantage of the municipality" (section 176 1(c)).

REASON FOR POLICY

The Council recognizes that community non-profit organizations contribute to the well being of the citizens of the Municipality and to the improvement of their quality of life, and that financial support by Council may effectively promote additional funding from other sources.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1.0 Criteria for Grant Applications

Groups applying for grants must

- 1.1 meet the guidelines of section 176.1 (c) of the *Local Government Act*;
- 1.2 offer services to the citizens of the District of North Vancouver and justify the need for that service;
- 1.3 show evidence of on going, active volunteer involvement;
- 1.4 present proof of financial responsibility and accountability; and
- 1.5 be seen to be seeking monies from other funding sources, or contributing their own funds to the project.

It should be noted that program supplies are eligible for funding, but capital equipment and building costs are not eligible for community grants.

2. Applications

- 2.1. Application Form - The application form supplied by the Municipal Clerk must be utilized by all applicants for grants.
- 2.2. Completeness of Information Supplied - Unless all required information is supplied or a suitable explanation offered as to why this information cannot be supplied, the grant application will not be considered.
- 2.3. Deadline - The deadline of January 31 for applications in any year shall be strictly adhered to. Applications received after that date at any time throughout the year will only be considered if they meet the criteria under Section 2.4

- 2.4. Funding Requests throughout the Year - Funding requests received after the January 31 deadline will be considered if they meet the following conditions:
- 2.4.1. the application meets the community grants criteria as outlined in Section 1.0 of this policy;
 - 2.4.2. the requirement for funding was not reasonably foreseeable at the date of the deadline for community grants for the current period;
 - 2.4.3. adequate justification is provided for not meeting the deadline for community grants for the current period.
 - 2.4.4. the requirement is not for sport and/or recreation travel grants; and
 - 2.4.5. a community grant application form is completed.

Staff will review applications and provide recommendations to Council.

- 2.5 Material to Council - will receive the recommendations of the Community Services Advisory Committee; additional material, including completed applications, will be forwarded if Council specifically requests it.

3.0 Publication of District Grant Process and Criteria

- 3.1 The District Grant Process and Criteria will be publicized by posting a notice and placing an advertisement in the press each November advising the Community of the Grant process and criteria and any grant priorities consistent with Council policies.
- 3.2 Grants disbursed on a yearly basis will be publicized at the conclusion of the grant process.

4.0 Acknowledgement of District Grants

- 4.1 All recipients of grants from the District of North Vancouver are required to publicly acknowledge such donations.
- 4.2 This information is to be communicated to all beneficiaries, either in a local North Shore newspaper or through a letter, as well as, if applicable, in a prominent location in their publication.

5.0 Return of Unspent Funds

- 5.1 In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the District of North Vancouver.
- 5.2 If there are any changes in the funding of the project from that contemplated in the application, the District will be notified of such changes through the Community Planning Department.
- 5.3 Any unspent funds must be returned to the District at the end of the year or within 60 days of the completion of the project or event.
- 5.4 Where multiple sources of funding are received, any unspent funds will be returned pro rata to those contributing organizations that require refunds of grants.

6.0 Accountability

- 6.1 Accountability forms describing how the grant was spent must be signed by two officers of the society, and submitted to the District by December 31st of each year or within 30 days of completion of the project or event, except where the society is applying for a grant for the current year, in which case they will complete the accountability section of the application form and submit no later than January 31st of the grant year for which they are applying.
- 6.2 When applying for a municipal grant, or upon request, the applicant will supply an audited financial statement for the most recent fiscal year, or where audited financial statements are not available, the applicant will supply financial statements that have been verified as correct by two signing officers from the organization.
- 6.3 When applying for a municipal grant, the signing officers of the organization will provide written acceptance of the conditions as outlined in Sections 3.0 through 6.3 of the Municipal Grants Policy 5-1850-2.

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2. Amendment Date:	July 22, 1991	Approved by:	Policy & Planning Committee
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5. Amendment Date:	August 14, 1995	Approved by:	Executive Committee
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7. Amendment Date:	June 21, 1999	Approved by:	Regular Council
8. Amendment Date:		Approved by:	

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