



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: May 28, 2007
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VanRIMS No.: 05-5000-10
Meeting Date: June 28, 2007

TO: Standing Committee on City Services and Budgets
FROM: Chief License Inspector
SUBJECT: Animal Welfare Grant Funds

RECOMMENDATION

- A. THAT Council approve a 2007 grant of \$5,000 to the Wildlife Rescue Association of British Columbia: the source of the funds for this request would be half of the total funds allocated to animal-related applications as directed by the License Office.
- B. THAT Council approve the Application Process and Form, generally as set out in this report and in Appendix A, for 2008 and future years for animal-related grant applications that traditionally were funded under the Miscellaneous Grants category.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services RECOMMENDS approval of the above recommendations.

CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of the above recommendations.

COUNCIL POLICY

Applications for grants under the "Other" Grants category are to be submitted to the City before March 31st of the current budget year, and the requests are generally submitted to Council in a single report.

Approval of grants requires eight affirmative votes of Council.

PURPOSE

This report outlines the application process and objective designed for animal-related grant applications for 2008. A portion of the funds for 2007 are recommended to be dispersed in accordance with 2006 allocation based on an application from the Wildlife Rescue Association.

BACKGROUND

At the Standing Committee on City Services and Budgets meeting on November 30, 2006, Council approved the recommendation put forward by the General Manager of Corporate Services in consultation with the General Manager of Community Services Group (CSG) to direct CSG to develop an approach to animals-related grant applications that have been traditionally funded under Miscellaneous Grant category. Animal Control falls under the direction of the Department of Licences and Inspections.

The amount of funds dedicated to animal-related applications total \$10,000 for 2007, among which \$5,000 is a transfer from the "Miscellaneous" Grants plus a \$5,000 budget increase.

DISCUSSION

Objective of Funds

The objective of this grant is to provide financial aid to credible non-profit organizations that serve Vancouver in a capacity that the City cannot feasibly provide while reinforcing and supporting City policy and current Animal Control and Licensing work. The City currently operates the Vancouver Animal Shelter (VAS) that provides food, care, and housing for dogs that were lost, abandoned, or abused. Due to size, resources, and other constraints, the VAS is only capable of supporting dog-related services, and on a limited scale, services for other animals. Animal Control officers are often called out by residents and VPD to address animal related incidents other than dogs and in some cases, the animal may be temporarily housed at the VAS until a more appropriate boarding is available elsewhere such as the SPCA, Wildlife Rescue Association, independent rescue groups and by private individuals.

Historical Information on 2007 Applicant

In the past, the Wildlife Rescue Association (WRA) has received some funding from the City for their operations.

WILDLIFE RESCUE ASSOC'N	
Application Date	Amount Granted
2002	\$5,000
2003	\$4,500
2004	\$5,000
2005	\$5,000
2006	\$5,000

The WRA is a charitable society located in Burnaby whose mandate is to provide treatment and rehabilitative care for injured, orphaned or pollution-damaged wildlife. For example, WRA provided emergency response services for the wildlife impacted by the summer oil spill in Burrard Inlet. Over the last 28 years, WRA has accepted almost 45,000 patients representing 150 species. Members of the public are referred to WRA facilities by municipal and provincial government departments, BC SPCA shelters, animal emergency clinics and veterinary offices.

Timeline

Traditionally, the term of a grant is from January 1st to December 31st and the application deadline is usually near the end of the proceeding year; funds are delivered starting in April. To date, 2007 funds have not been allocated as this is the first year the License & Inspections Department has assumed responsibility for this process; however staff has received an application for funding from Wildlife Rescue Association for \$5,000. Staff believe that \$5,000 of the \$10,000 available funds for 2007 should be allocated to WRA at this point. Staff are in discussions with the SPCA and will continue to receive applications up to the end of this year for the remaining \$5,000 of the 2007 budget, and report back to Council accordingly.

Future Application Process

Below outlines eligibility criteria and conditions, identifies the evaluation team, and delivers the timeline that would comprise the framework for the formal application process for future years.

Eligibility Criteria

To be eligible for the Animal Welfare Grant, the successful applicant must be a registered non-profit society that serves the City of Vancouver. The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income. Societies must be in good standing with the Registrar of Companies, financially stable with sound administration, and have a proven track record of public service. Further, the organization must meet the minimum standard of care as set out by the SPCA Certified Standards (www.sPCA.bc.ca/farm/standards.asp).

The organization that receives an Animal Welfare Grant must agree to certain conditions. Specifically, these are to allow occasional visits from City staff to ensure compliance with standards of care and accountability. In addition, the successful applicant must agree to submit a brief report at the end of the grant's term identifying direct and indirect outcomes from the Animal Welfare Grant.

Evaluation Team

The evaluation team will consist of the Chief License Inspector, Manager of Animal Control, and Manager of License Office. Applications will be rigorously evaluated based on eligibility criteria, scope of project/work, need, and anticipated results. The report submitted at the end of the funding term will also be relevant in evaluating future applications put forward from the same organization.

Formal Timeline

As mentioned earlier, applications would be accepted between November 1st and December 1st for the following year's available funds. Applications would be reviewed and evaluated against the criteria outlined in this report and recommendations would be made to Council through a formal report. After the annual grant amounts are allocated by Council the term of the grant would be from January 1st to December 31st of each year.

FINANCIAL IMPLICATIONS

There are no further financial implications since Council already approved a transfer of \$5,000 from the "Other" Grants and a \$5,000 in budget increase at the Standing Committee on City Services and Budgets meeting on November 30th, 2006 for the 2007 allocations. The annual Animal Welfare Grant amount will be subject to the budget review process.

CONCLUSION

Staff recommends that Council allocate \$5,000 to the Wildlife Rescue Association from the 2007 funds allocated to animal-related applications. The License Office will continue to receive applications for the remaining funds of 2007 up until the end of this year and will report back to Council with recommendations for the allocation of the remaining funds. Further, for future animal-related applications staff put forward a formalized application process and form, generally as outlined in Appendix A.

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2007 Animal Welfare Grants INFORMATION SHEET

PURPOSE:

The purpose of the Animal Welfare Grant is to provide financial support to a non-profit society(s) that provide a service or program that supports current City policy with respect to Animal Control or Licence policy work. For more information, visit <http://www.vancouver.ca/commsvcs/licandinsp/animalcontrol/index.htm> or <http://www.vancouver.ca/commsvcs/LICANDINSP/>.

ELIGIBILITY:

1. Registered non-profit societies which serve the City of Vancouver are eligible to apply for Animal Welfare Grant. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration, and have a proven track record of public service.
2. The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fund raising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources.
3. The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.
4. If our organization receives an Animal Welfare Grant, we agree to the conditions set out below and to any other conditions approved by City Council. We understand that this application and supporting materials are public documents and that any member of the public may have access to all or part of them.
5. The organization must meet the minimum standard of care requirements as set out by the SPCA Certified Standards. For more information, visit <http://www.sPCA.bc.ca/farm/standards.asp>

CONDITIONS

1. That in the event that the funds are not used for the project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable forthwith to the City.
2. That if there are any changes in the funding of the project as presented in this application, the City's Licences and Inspections Department will be notified of such changes. That if the project proposed in this application is not commenced or is not completed and City funds remain on hand, or if the project is completed without requiring the full use of the City funds, such City funds will be returned to the City through the Licences and Inspections Department.
3. The project must be completed within one year of receiving the grant from the City of Vancouver.
4. An evaluation report will be submitted to the City's Licences and Inspections Department within one month of completion of the project or upon completion of the project. Organizations that do not submit an evaluation report for the Animal Welfare Grant will not be eligible for future Licences and Inspections funding.
5. A closing financial statement will be submitted to the City's Licences and Inspections Department upon the completion of the project.

6. That the Organization will make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request of the City.
7. That the project not be represented as a City project and that the Organization not have the authority to hold itself out as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization.
8. That the successful organization allows occasional visits by City staff during operating hours.
9. That the successful organization provides a brief report by March 31st outlining the outcomes, direct and indirect, that resulted from the Animal Welfare Grant funds.

IMPORTANT CHECKLIST

Please ensure that your application includes the following:

1. List of Board of Directors (including position held, address and phone numbers)
2. A copy of the Minutes from the last Annual General Meeting.
3. A copy of your *Certificate of Incorporation*, if not previously submitted.
4. Two copies of this completed and signed form.
5. Complete responses to each question.



2007 Animal Welfare Grants APPLICATION FORM

DEADLINE: DECEMBER 3^{R D}, 2007

INSTRUCTIONS:

FOR APPLICATIONS TO BE CONSIDERED APPLICATIONS MUST:

- be received by Licence Office by the deadline of Monday, December 3rd, 2007. Late applications will not be accepted;
- be complete, with responses to each question. Applications that do not have a response to each question will not be considered;
- be signed by two Board members, not staff; and
- have all required attachments included (see IMPORTANT CHECKLIST).

Before completing the application, carefully read the Instructions above. Please limit complete applications to a total of 10 pages or less + the required attachments.

A. IDENTIFICATION OF APPLICANT

1. _____
Name of society applying for grant (as filed with Registrar of Societies)
2. _____
Contact Person and Title Telephone Fax
3. _____
Mailing Address E-mail Address
4. _____
Society Incorporation No. Federal Registered Charity No.
(if none, please leave blank)
5. Is the Society in good standing? Yes No

B. ORGANIZATION INFORMATION

6. Please provide us with a brief history and purpose of your organization, including an overview of your programs and services, the populations you serve and your geographic mandate.

7. Please attach a list with the name, position, address and phone number of all members of your Board of Directors.
8. Number of Staff: Full Time Equivalent Number of Volunteers:
9. Size of Annual Budget: \$

C. FUNDING INFORMATION

10. Amount Requested from ANIMAL WELFARE GRANT: \$ _____ *(Please note maximum grant is \$10,000.)*
11. Funding Summary: In one or two sentences, please provide us with an overview of the work/project you wish to undertake with these funds.
12. Need: How did you identify the work/project mentioned above as necessary for your organization at this time? Why is it necessary to do something about it now?
13. Proposed Activities: What activities have you planned to complete your work/project? How will the board, staff, volunteers and other stakeholders be involved?

Description of Activity	Who is involved?	Anticipated Costs	Anticipated Dates

14. Anticipated Results: What outcomes do you anticipate as a result of the work/project? What effect do you expect the work/project will have on your organization over the long term?

D. ANIMAL WELFARE OBJECTIVES

City funding is only for projects that reinforce the City's animal services mandate.

15. Describe how this project will reinforce the City's animal services mandate.

E. SIGNATURES

We certify that, to the best of our knowledge, the information provided in this Civic Grant request is accurate and complete and is endorsed by the organization which we represent. We also certify that our organization meets the basic eligibility criteria and agrees to the funding conditions as outlined in the Animal Welfare Grant Information Sheet.

Signature of two signing officers of the Board of Directors (NOT STAFF)

Signature	Title	Date (yyyy-MM-dd)
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Name (printed)

Signature	Title	Date (yyyy-MM-dd)
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Name (printed)

IMPORTANT CHECKLIST

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3. A copy of your *Certificate of Incorporation*, if not previously submitted.
4. Two copies of this completed and signed form.
5. Complete responses to each question.

**APPLICATION DEADLINE IS
MONDAY DECEMBER 3rd, 2007 AT 4:30 P.M.**

Please return to:

City of Vancouver
Department of Licences and Inspections
453 West 12th Avenue
Vancouver, BC V5Y 1V4
Ph: 604.871.6683 Fax: 604.873.6394