This is a working document intended for internal use by ReDi delivery partners and local selection committees to provide answers to frequently asked questions and share examples of what different areas and delivery partners are doing for ReDi Grant community engagement. It also includes excerpts from the Communications Protocol and Contribution Agreement as refence. It is shared for information only.

Excerpt from Contribution Agreement for Background:

SCHEDULE B

4. Community Involvement Process:

4.1 This guideline sets out the Minimum Community Involvement Process that the Recipient must follow. The Recipient may exceed these minimum requirements if they desire.

4.2 The Minimum Community Involvement Process will consist of the following:

4.2.1 All communities are made aware of ReDi Grants, including application deadlines and processes, through public advertising in newspapers, community newsletters and bulletins, online engagement and/or through community meetings.

4.2.2 The Recipient shall establish Local Selection Committees, none of which shall be composed of a single member. The Local Selection Committee will make recommendations to the relevant Regional District Board or Municipal Council.

4.2.3 There will be at least one public in person meeting set up to solicit community input on the projects brought forward to the Local Selection Committee.

4.2.4 Online engagement can be used in addition to an in-person public meeting to solicit community input on the projects brought forward to the Local Selection Committee.

4.2.5 The community will be made aware of which projects were approved.

4.2.6 Staff of the Trust may attend all public and in-camera adjudication meetings, either personally or virtually

Excerpt from 2023 ReDi Grants Communications Protocol:

11. Resident Input Meetings

a. Each delivery partner must ensure there is an opportunity for resident input as a part of project decision-making; how that occurs may vary by community.
b. Delivery partners will provide the Trust Program contact with resident input meeting dates, times, locations and organizer contact information, ideally three to four weeks in advance.
c. The Trust can supply delivery partners with printed copies of Our Trust magazine for distribution to the public, if you are interested in copies please email your Trust communications contact, as listed below.
d. Trust staff may attend resident input meetings and may require a maximum of 10 minutes to speak at each event.

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1. How can we ensure the community is meaningfully engaged and involved in the process?

How resident input is collected as a part of the project decision-making process varies by community. Ensuring that there is an opportunity for resident input is a requirement of the ReDi Communications Protocol and Contribution Agreement. Here are some examples of what is currently happening in different regions:

a) Residents are invited to vote or rank applications. How this information is collected and used differs by community and administrative area, including:
   i) it is shared with the local selection committee to inform their decision making,
   ii) it is weighted (10%-30%) and used as a part of the application scoring, or
   iii) it is used as the sole criteria to decide which projects receive funding.
b) Residents who attend the meeting are provided a list of applications including brief project descriptions and amounts requested. This practice is appreciated by attendees and often encourages public participation.
c) Residents are invited to ask questions of applicants during the community input meeting.
d) Applicants are invited to present their proposals or speak to their application at the community input meeting. How this is done differs by community, including:
   i) the local selection committee sends all applicants up to 5 questions about their application in advance of the meeting. Applicants present their answers to these questions; or
   ii) applicants ‘pitch’ their project and have 1-2 minutes to present key information about their project, followed by a short question and answer period.
e) Local community priorities, community strategic plans or community survey results are referenced to determine priority areas to support. This approach is shared with all residents in advance.
   i) Golden uses the results of their Vital Pulse Survey to inform the local selection committee’s understanding of community priorities.
f) Local selection committees are made up of a diverse cross section of both community members and local elected officials. The process to apply to be involved in the local selection committee is transparent and open to all residents.
g) Online engagement tools, voting or hybrid meeting participation is facilitated and community members are encouraged to participate.
   i) Some partners use “Bang the Table” to facilitate online community input and comments;
   ii) free or low-cost survey tools or online forms are used to solicit feedback from residents on projects; or
   iii) hybrid meetings are used, where technology allows, so residents or applicants who are not able to attend in person can participate.
h) Residents and applicants are encouraged to stay for the entire meeting, how this is done differs by area, including:
   i) feedback from community is only collected at the end of the meeting; or
   ii) resident vote occurs after all presentations/ discussion.

2. Can more than one neighbouring administrative area decide to hold one community input meeting together? How could this work?

a) Yes, a number of areas collaborate this way. One example is in the Columbia Valley where one community input meeting is held and local selection committees from Invermere, Radium Hot Springs, Canal Flats, RDEK Area F and RDEK Area G attend. Reported benefits of this approach include:

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   i) the local selection committees can confer about applicants who requested funding from multiple areas;
   ii) residents and applicants can attend one meeting to speak to multiple local selection committees or ask questions of applicants; and
   iii) there is increased awareness of regional projects and initiatives.

3. How do we ensure applicants benefit from attending community input meetings?

a) Try to ensure meetings are not scheduled at the same time for nearby administrative areas.
b) Limit the amount of time each applicant can present.
c) Ensure local selection committee members come prepared with good questions to ask applicants about their applications. This also prevents applicants from simply reading their application.
d) Provide space for questions from community members.
e) Encourage applicants to stay for the entire meeting to learn about what other organizations are doing in the area.

4. What are some examples of good questions for a Local Selection Committee to ask applicants at community input meetings?

a) Have you received funding from this program in past years? If so how much/ for how many years?
b) What other funding do you have confirmed for this project? Do you have any other places you are asking for funding from that is unconfirmed? Where?
c) Will you be able to complete this project without this funding? With less than the full amount asked for? How?
d) What will be the local impact in this area for this project? Will any local people be involved/ participate? How many?
e) If you have questions about how the funding will be spent, ask a question to clarify a specific budget item.
f) What other organizations have you consulted / are you working with on this project? Explore if there are opportunities for partnerships or collaboration.

5. How can we increase the number of residents who attend or are involved in community meetings?

a) Meetings that incorporate meaningful public participation (see answers to question 1) are generally better attended.
b) Meetings held in large community-use buildings/venues are seen as more welcoming and can accommodate more community members than more formal smaller locations.
c) Ask staff and local selection committee members to share details of the community engagement online through local groups and social media pages, in person talking to their neighbours, and on bulletin boards and other places that local residents go to find out local information.
d) Engage a broad range of community members in the local selection committee and have a transparent process for involvement in the local selection committee.
e) The Contribution Agreement and Communications protocol outline minimum requirements for print advertising.

6. We often have many applicants asking for small amounts of funding. Can we do anything to change this?

a) Each delivery partner determines minimum funding amounts and the process by which applicants divide their ask between different administrative areas in their Application Guide and Application. Delivery partners can edit these documents each year and customize requirements to meet local needs, and share draft amendments with the Trust for review in advance.
b) Some delivery partners set minimum grant amounts to encourage higher value projects.

7. What should the local selection committee consider when reviewing applications and making recommendations for funding?

Before the community input meeting, local selection committee members will need to:

a) Review and understand the ReDi Application Guide for their area. It defines project eligibility and the intent of the program.
b) Review the Eligibility Guidelines from the Contribution Agreement, including:
   i) Intent of ReDi: to provide additional value to support Basin communities and the benefit the broad community and public good by supporting projects. In determining the eligibility of projects, the spirit of ReDi should always be applied as an evaluation measure.
   ii) Private Sector Applications: In general, the Grant from the Trust to the Recipient is to meet community / public needs rather than private sector needs. The Grant should not be used to fund basic infrastructure activities that are normally the responsibility of private landowners such as water systems and fire protection.
   iii) Responsibility of Government: The Columbia Basin Trust Act requires that the Trust Grant not relieve any level of government of its obligations. There may be instances where there is overlap between projects supported through ReDi and local government assets or activities. ReDi funding must not be used to fund activities that are normally funded through the government tax base such as education or infrastructure such as roads, sewers, water systems and fire protection. ReDi funding must not be used to displace funding currently in place from any level of government. When the project provides additional value to support community priorities, projects should be assessed against the intent or spirit of ReDi mentioned above.
   iv) Advocacy: ReDi funding must not be used to fund projects which are intended to support political advocacy or lobbying efforts.
c) Read each application thoroughly and consider:
   i) Does the project fit the eligibility guidelines and intent of the program as outlined above and in the Application Guide?
   ii) Who will benefit from the project? Will the project benefit individuals or the broad public?
   iii) Does the project have community support? How is it demonstrated?
   iv) Are other organizations in support of or partnering on the project- are there opportunities for partnerships? Are any organizations that could be potential partners not involved- why?
   v) How Financially sustainable is the project?
   vi) Does it have other funding confirmed?
   vii) Are they seeking other funding?
   viii) Has the organization/ project/ site received support from this program in the past?
   ix) Will the project have long-term impacts that benefit the community?

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