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Item No. 14.1.11
Regional Council
July 17, 2018

TO: Mayor Savage and Members of Regional Council

SUBMITTED BY: Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: June 21, 2018

SUBJECT: Community Grants Program 2018 - Referrals

SUPPLEMENTARY REPORT

ORIGIN

June 19, 2018 – Motion approved as amended to award fifty-five (55) grants for a combined total of \$454,313 from Operating Account M311-8004 with consideration to the following amendments:

1. That the recommended grant to the Halifax Refugee Clinic Association be reduced from \$4,000 to \$1,000 due to funding received through the District Capital Fund for the same project and expenses; and
2. Approve an additional capital grant request of \$14,748 by the Musquodoboit Harbour Heritage Society for exterior maintenance to a registered heritage building as outline in Attachment 4 of the report dated April 20, 2018, bringing the total awards to fifty-five (55).
3. Refer additional costs for exterior building repairs at the Banook Canoe Club back to staff for further consideration and report.
4. Refer the updated information regarding the Waterski and Wakeboard Association grant request back to the Grants Committee for further consideration and report.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter (“HRM Charter”), S.N.S. 2008, c.39

79(1) The Council may expend money required by the Municipality for

...
(av) a grant or contribution to

...
(v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,

RECOMMENDATION

It is recommended that Regional Council:

1. Approve a grant in the amount of \$1,600 to Water Ski and Wakeboard Nova Scotia towards the establishment of an adaptive *Ski-Ability* program; and
2. Approve an additional award of \$3,500 to the Banook Canoe Club.

BACKGROUND

Both the Grants Committee and Regional Council may refer a grant application for further review. Typically, such requests are based on information unavailable during the standard review process. The rationale for referral is provided along with any additional documentation to guide the review.

Although the motion of referral for Water Ski and Wakeboard Nova Scotia referenced the Grants Committee, this Supplementary Recommendation Report is being returned to Regional Council based on (i) the time sensitivity of a decision in relation to the applicant's request, and (ii) the referral's origin at Regional Council. The Grants Committee is not scheduled to resume meeting until September 3, 2018, and as such the earliest that Council could have considered a Grants Committee recommendation would have been at their meeting of September 18, 2018.

DISCUSSION

DIVERSITY

1. Water Ski and Wakeboard Nova Scotia – Regional/Eastern Passage - Equipment

Incorporated as the Nova Scotia Water Ski Association in 1972, the society changed its name to Water Ski and Wakeboard Nova Scotia in 2014. The society is a provincial umbrella organization whose mandate is the development of water skiing and wakeboarding. Operations are sustained by membership dues, fundraising and grants. A grant of \$4,900 was requested to fully fund the purchase of a shipping container for equipment storage (\$3,500) and small equipment (\$1,600) in support of establishing a water skiing instructional program on Morris Lake. The proposed program was to be delivered in cooperation with the Kiwanis Club of Cole Harbour-Westphal, owner of the Kiwanis Park located on Morris Lake at 759 Caldwell Road, Eastern Passage.

The proposed programming is to include conventional water skiing for able-bodied persons and an adapted *Ski-Ability* program. As of the date of application the society had not secured a designated boat or basic equipment and the ability to raise significant funding within the proposed timeline was unconfirmed. Staff recommended the applicant be referred to a future *Community Grants Program* pending confirmation of operating viability and the landowner's written consent.

Council's referral for further review was based upon receipt of additional information from the applicant. In an email dated June 19, 2018, the Association provided a progress report.

- A second-hand boat has been purchased for the Morris Lake site.
- Wheelchair accessible walkways have been completed and wheelchair accessible floats installed.
- A shipping container has been purchased, delivered, and customized (logo).
- The Association will provide litter pick-up and grass-cutting at the park location in lieu of using the Kiwanis property.
- Summer students have been hired.
- \$15,000 in cash and in-kind goods and services received from small business and individuals.
- A 3-day *Ski-Ability* clinic will be hosted in July sponsored by the March of Dimes, a non-profit organization serving persons with a physical disability.

- Operating revenues will be primarily from instructional programming for children and adults and specialized adaptive camps with referrals from organizations serving persons with special needs.

The staff review supports the establishment of an adaptive program to expand recreational opportunities for persons with a disability. Hence, this application has been reassigned from Recreation & Leisure to Diversity. Retroactive payment for equipment already purchased is not recommended; the grant, if approved, would be directed to the purchase of specialized equipment. **A grant of \$1,600 is recommended to fund the purchase of specialized equipment towards the launch of a Ski-Ability program.**

HISTORY

2. **Banook Canoe Club – Dartmouth – Capital Grant/ Repairs: Registered Heritage Building**

Banook Canoe Club is a membership-based sports club that promotes recreational and elite canoeing on Lake Banook, Dartmouth. The clubhouse is a registered heritage property noted for its association with local sport history. A capital grant of \$12,531.75 was requested towards assorted facility repairs: replacement shingles for one exterior wall and replacement fascia, soffit and guttering (total cost \$17,531.75). Heritage Planner approval was submitted with the application as per the program guidelines (p.16). The application indicated that the Club's contribution of \$5,000 was confirmed. Partial funding was recommended based on: (i) the Club's retained earnings indicated an ability to contribute a higher percentage of costs or the work could be phased. A grant of \$5,000 was recommended to match the applicant's confirmed contribution.

Council's referral for further review was based upon additional costs: in an email dated June 19, 2018, the Club indicated that the wall shingles contained lead paint and therefore require additional precautions when removing "plus the Banook Finance Committee decided to go with the best quality shingle product to ensure the longevity of the facility" which increased the cost by \$3,500. The submission included one revised quote for shingle replacement *and* painting dated March 22, 2018.

The staff review compared the original submission with the additional information the findings are presented below in point form.

- The total cost stated in the submission was \$17,531.75 but did not correspond to the four (4) quotes provided which totalled \$23,120.75 HST¹ included. These quotes covered: (i) replacement deck railing and boat bay doors (\$4,306.75), (ii) replacement soffit, fascia and guttering (\$13,225), and (iii) replacement shingles for one exterior wall (\$5,589).
- In 2017, the Club received \$10,000 from District 5 *District Capital Fund* for exterior building repairs and upgraded interior lighting. Evidently, the Club assigned \$5,000 of this funding to exterior repairs which accounts for the difference between the \$17,531.75 projected total costs included in the grant submission and the combined value of the quotes totalling \$23,120.75.
- In 2018, Club received \$2,000 from District 6 *District Capital Fund* towards deck railing and replacement bay doors.
- Application to and/or funds received from the *District Capital Fund* were not disclosed in the original application to the *Community Grants Program*.

In summary, the review concludes that of the \$12,000 received in District Capital Funds the \$5,000 directed to interior lighting is indicative of relative priority and that the remaining \$7,000 received can be deducted from the \$23,120.75 for a balance of \$16,120.75. Staff recommend a cost-share which, if approved, would increase the grant from \$5,000 to \$8,500 (an additional \$3,500). From the information provided in the application there appears to be an ability to cost-share or phase the work as funds permit. Although the value of HRM's cost-share is higher than that awarded to the Mic Mac Amateur Aquatic Club², the award is based on the building's registered heritage status. **An additional grant of \$3,500 is recommended**

¹ One (1) quote for \$7,707.32 included with the grant submission appears to be a competing quote for guttering and soffit work. The higher quote (\$13,225) for this work has been included in the total.

² An award of \$5,000 towards clubhouse washroom upgrades.

towards replacement wall shingles and painting to the Banook Canoe Club, a registered heritage property. If approved, the total value of HRM's grant will be amended to \$8,500.

Further, it is recommended that the Club be referred to staff for assistance with future funding applications. The \$5,000 grant approved by Regional Council June 19, 2018, has been issued in full to the Banook Canoe Club.

FINANCIAL IMPLICATIONS

Community Grants Program 2018 Budget M311-8004	\$ 500,000
Less Approved Awards (55)	(\$ 454,313)
Less Proposed Awards (2)	(\$ 5,100)
Balance	\$ 40,587

RISK CONSIDERATION

The primary risks associated with cash grants are representation (accuracy of information), financial misappropriation or loss, and reputational risk to the Municipality. The risk is considered low given internal controls, monitoring and reporting.

COMMUNITY ENGAGEMENT

Information regarding program eligibility, application timelines, applicant scoring, and previous awards are posted on the municipality's web site. Printed materials are also available from all Customer Contact Centres and the Corporate Call Centre. Public participation on the Grants Committee is convened through the office of the Municipal Clerk. Legislation mandates that the general public be informed of any grant or contribution through a notice in a newspaper in circulation throughout the region. The Community Grants Program criteria are published annually in a guidebook. Formal reports are posted to the municipality's web site and a notice publicizing awards is placed in the Municipal Notices section of the Chronicle-Herald newspaper.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

1. Regional Council could recommend that Council award funds for retroactive payment for the purchase of a shipping container and award the full amount requested in the amount of \$4,900. If Council choose this option the value of grant would be \$4,900 and reduce the balance remaining to \$37,587.

This action is not recommended. The Community Grants Program is not a reimbursement process and awards are expected to demonstrate an incremental impact with a focus on an organization's inability to self-fund: pre-payment may demonstrate an ability to pay. It is not the practice of the Community Grants Program to provide grants for expenses already incurred.

ATTACHMENTS

None

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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