

**ADMINISTRATIVE ORDER NUMBER 2014-018-ADM
RESPECTING GRANTS TO VOLUNTEER SEARCH AND RESCUE ORGANIZATIONS**

WHEREAS the Council of the Halifax Regional Municipality values the contribution of residents who serve the public interest in a volunteer capacity;

AND WHEREAS the Council of the Halifax Regional Municipality wishes to support the efforts of local volunteer search and rescue organizations through operating, capital and project-specific grants;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order shall be known as the *Administrative Order on Grants to Volunteer Search & Rescue/EMO Organizations*.

Interpretation

2. In this Administrative Order,

- (a) “applicant” means an organization applying for funding under this AO;
- (b) “Council” means the Council of the Halifax Regional Municipality;
- (c) “Municipality” means the Halifax Regional Municipality;
- (d) “non-profit Organization” means a search and rescue organization that is registered as:
 - (i) a society incorporated pursuant to the *Societies Act*, R.S.N.S 1989,c.435, as amended;
 - (ii) a charitable organization registered pursuant to the *Income Tax Act (Canada)* and the regulations made pursuant to that *Act*, or
 - (iii) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;
- (e) “Volunteer Search and Rescue organization” means a non-profit organization whose mandate is the recruitment, training and deployment of volunteers in assisting municipal and provincial government authorities in responding to a natural or man-made disaster, or assisting the Halifax Regional Police, Royal Canadian Mounted Police, or affiliated public safety agency in the rescue of missing persons, evidence searches, and emergency response.
- (f) “Operating Grant” means a financial award towards recurring annual operating costs incurred by a volunteer search & rescue organization such as but not limited to rent, insurance, telecommunications, utilities, medical supplies, office supplies, and small equipment/furnishings. Salaries and wages, stipends and honoraria are not eligible for consideration.
- (g) “Capital Grant” means a non-recurring financial award towards the purchase of large equipment, the purchase of real property, construction, expansion or retrofit of a facility or amenity including in-ground infrastructure and telecommunications capacity, instrumentation or specialized safety equipment, and major structural repairs to existing amenities.
- (h) “One-Time Project-Specific Grant” means a financial award towards a non-recurring activity undertaken by an organization that is outside the normal course of annual operations such as but not limited to a training and accreditation workshop, conference, or non-recurring event.

Purpose

3. The purpose of this Administrative Order is to provide for cash grants from the Municipality to volunteer search and rescue organizations located within the geographic boundary of the Halifax Regional Municipality to support and promote volunteer participation in emergency preparedness, emergency response, public safety, and the provision of compassionate aid to citizens.

Type of Grant

4. There are hereby established three (3) funding streams:

- (1) Operating Grant: supports the general and on-going operational capacity of the organization in the recruitment, retention and training of volunteers.
 - (a) The applicant organization shall have operated continuously for one (1) year with a demonstrated Board of Directors, constitution and by-laws, membership and financial records.
 - (b) The payment of eligible expenses shall be on a reimbursement basis upon submission of original receipts to HRM by the stated deadline.
 - (c) Eligible expenditures include rent, insurance, telecommunications, utilities, medical supplies, office supplies, furnishings and small equipment.
 - (d) Expenditures deemed not eligible include any payment by way of salaries, wages, stipends, honoraria, grants, or loans to an individual or business interest.
- (2) Capital Grant: supports the purchase of real property, substantive structural repairs or expansion of an existing facility or infrastructure owned by the non-profit organization, the purchase of instrumentation, specialized or safety equipment valued in excess of \$500 per item, including ancillary parts or operating system.
 - (a) Any carry-forward of funds shall be restricted to an extension of one (1) year after which time the balance of funds shall be returned to HRM.
 - (b) With the exception of highly specialized equipment, a minimum of two (2) quotes shall be submitted to substantiate the value of grant requested.
 - (c) Leasehold improvements shall not be considered for contractual agreements of less than 20 years duration.
- (3) One-Time Special Project Grant: supports an extra-ordinary expenditure not eligible for consideration as a recurring operating cost or a capital grant.
 - (a) The project must demonstrate an enduring benefit to the operational viability and capacity of the applicant organization.
 - (b) The maximum value of a grant issued under this funding stream shall be \$2,500.00.

Ineligible Expenses

5. A grant shall not be used for the following purposes:

- (1) private property, excepting a long-term lease agreement of 20 years;
- (2) remuneration to an individual;
- (3) loans or debt retirement;

- (4) investments or savings;
- (5) awards;
- (6) banquets, dinners, and receptions;
- (7) personal apparel except where such apparel is required for personal safety or identification to the general public; or
- (8) souvenirs or personal gifts.

Application Requirements

6. There shall be one intake period for eligible organizations. Applications will be accepted beginning January 1st and must be received in person or postmarked on or before March 31st.
7. The applicant shall disclose any additional form of municipal support including a cash grant, tax relief, rent subsidy, or in-kind contribution of goods or services.
8. In the case of a Capital Grant application, the applicant shall disclose any application or receipt of funds from any other government, corporate, foundation or personal donation sought or obtained in support of the capital project.
9. Late or incomplete applications may be deemed ineligible for consideration.

Application Evaluations

10. The following criteria shall be used to evaluate applications:
 - (1) Operating Grants:
 - (a) financial stewardship as demonstrated through a financial statement and proposed budget;
 - (b) good governance as demonstrated by the organization's constitution and by-laws, operating viability and membership; and
 - (c) accreditation or demonstrated expertise of the membership and/or organization's leadership.
 - (2) Capital Grants:
 - (a) the incremental impact of municipal financial assistance;
 - (b) projects that maintain the value, utility or safety of real property;
 - (c) projects that enhance organizational capacity; and
 - (d) an ability to leverage other funding or in-kind contributions.
 - (3) One-Time Special Project Grants:
 - (a) expertise of project organizers or participants; and
 - (b) objective measures of the benefit to local search and rescue or emergency response capacity.

- (4) All applicants shall be screened for debt to the Municipality. Applicants not in good standing shall be given notice and an opportunity to remedy the situation within a stated timeline.

Application Review Process

11. The program shall be administered by Fire & Emergency Services.
12. Applicants will be notified promptly if their application is ineligible.
13. Fire & Emergency Service staff shall review applications and prepare a report for consideration by the HRM Grants Committee for recommendation to Regional Council for approval.
14. Applicants will be notified in writing of Council's decision.
15. The approval and value of awards is subject to the program's annual budget capacity.
16. Applicants must make annual application. Multi-year commitments will not be considered.

Conditions of Approval and Payment of Funds

17. Grant recipients shall be required to submit a final report on the program reporting form provided by Fire & Emergency Services to include a minimum of:
 - (1) name of organization, amount and type of grant, terms and conditions (as per the letter of notification);
 - (2) total costs and a breakdown of expenditures;
 - (3) original receipts and/or proof of payment;
 - (4) for Capital and One-time Special Project Grants a description of the project and immediate or anticipated outcomes shall be provided in addition to the financial information required in subsections (2) and (3).
18. Operating grants shall be issued on a reimbursement basis upon receipt of a financial statement for the prior year, receipts and proof of payment.
19. Capital and One-time Special Project Grants may be issued in full or in installments based on the type and cost of the project.
20. The applicant shall notify Fire & Emergency Services in the following circumstances:
 - (1) the applicant's operations cease or diminish; or
 - (2) the project is not completed, in whole or in part.
21. If an applicant notifies Fire & Emergency Services under section 20, HRM may:
 - (1) grant an extension of up to one (1) year; or
 - (2) require the unused funds to be returned to HRM.
22. The Municipality's support must be recognized as outlined in the "Requirements for Acknowledging Funding" guide.

Scope

23. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide grants under the *Halifax Regional Municipality Charter* or otherwise.

Done and passed this 3rd day of February, 2015.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on February 3, 2015.

Cathy Mellett, Municipal Clerk

Notice of Motion:
Approval:

January 28, 2015
February 3, 2015