Agenda - Executive Policy Committee - November 12, 2003

REPORTS

Item No. 4 Community Incentive Grant Program: Criteria Clarification
File PR-2.6

ADMINISTRATIVE RECOMMENDATION:

That the report be received as information.

Agenda - Executive Policy Committee - November 12, 2003

DECISION MAKING HISTORY:

On September 17, 2003, the Executive Policy Committee requested the Administration to submit a report clarifying the interpretation of the criteria of the Community Incentive Grant Program.

ADMINISTRATIVE REPORT

RE: Community Incentive Grant Program: Criteria Clarification

FOR SUBMISSION TO: Executive Policy Committee

ORIGINAL REPORT SIGNED BY: Ursula Stelman, Director
Community Services Department

REPORT DATE: October 29, 2003

RECOMMENDATION (S):

- That this report be received as information.

REPORT SUMMARY:

Key Issues:

- On July 23, 2003, Council adopted the following Administrative recommendations to amend Community Incentive Grant Program Policy:

  1) That the Community Incentive Grant eligibility criteria for **organizations** be expanded as follows*: "Organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community through the development of a sport or recreation capital project that is accessible to the community."*

  2) That Community Incentive Grant Program Policy be amended to require two-thirds of Council approval of any application that does not meet CIGP criteria*;*

  3) That the current Community Incentive Grant criteria requiring 50% matching funds from non-City sources be maintained.

- On September 17, 2003, The Executive Policy Committee requested the Administration to submit a report clarifying the interpretation of the criteria of the Community Incentive Grant Program.

- On September 24, 2003, Council approved By-law No. 126/2003, **"Voting Requirements By-law"** establishing categories of matters requiring a vote of 2/3 of the members present at Council, including any Community Incentive Grant that does not comply with the terms in the Community Incentive Grant Policy.

- This report clarifies the Administrative interpretation of the amended Community Incentive Grant Program eligibility criteria.

Implications of the Recommendation(s):

General implications:
X None
? For the organization overall &/or for other departments
? For the community and/or organizations external to the City
? Involves a multi-year contract
Comments(s): This report is presented as information only.

Policy implications:
X No
? Yes Comment(s):

Environmental implications:
X No
? Yes Comment(s):

Human Resources implications:
X No
? Yes Comment(s

Financial implications:
X Within approved current and/or capital budget
? Current and/or capital budget adjustment required
Comment(s):

REASON FOR THE REPORT:

On September 17, 2003, The Executive Policy Committee requested the Administration to submit a report clarifying the interpretation of the criteria of the Community Incentive Grant Program.

HISTORY:

On March 6, 1985, Council formally established the Community Incentive Grant Program. The Program was designed to encourage non-profit community recreation and sport organizations to undertake capital projects, which would result in long-term benefits to the community at large, in terms of improved services and facilities.

Eligible projects were those involving construction, renovation or expansion of existing community recreation and sport facilities serving a neighbourhood or community within the City of Winnipeg (i.e. community centres, leisure centres, drop-in facilities, arenas).

Since its inception, the Community Incentive Grant Policy has been reviewed and modified several times, while maintaining the original intent of Council to provide assistance to community organizations for the development of recreation facilities.

On November 26, 2001, the Standing Policy Committee on Protection and Community Services instructed the Administration to review the Community Incentive Grant Policy with a view to expanding the current eligibility criteria to include broadly based community programs that are not sport or athletic related.

On July 23, 2003, Council adopted the following Administrative recommendations to amend Community Incentive Grant Program Policy:

> 1) That the Community Incentive Grant eligibility criteria for **organizations** be expanded as follows: *"Organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community through the development of a sport or recreation capital project that is accessible to the community."*
>
> 2) That Community Incentive Grant Program Policy be amended to require two-thirds of Council approval of any application that does not meet CIGP criteria;
>
> 3) That the current Community Incentive Grant criteria requiring 50% matching funds from non-City sources be maintained.

On September 17, 2003, The Executive Policy Committee requested the Administration to submit a report clarifying the interpretation of the criteria of the Community Incentive Grant Program.

On September 24, 2003, Council approved By-law No. 126/2003, **"Voting Requirements By-law"** establishing categories of matters requiring a vote of 2/3 of the members present at Council, including any Community Incentive Grant that does not comply with the terms in the Community Incentive Grant Policy.

DISCUSSION:

On July 23, 2003, Council adopted an amendment to CIGP Policy, changing the wording of Criterion #1which defines organization eligibility. The previous and amended criteria are outlined below:

Previous CIGP Criteria (prior to July 23, 2003)	**Amended CIGP Criteria** (effective July 23, 2003)
1) Organization is a non-profit community recreation and sport organization or is a non-profit organization offering recreational services.	1) Organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community through the development of a sport or recreation capital project that is accessible to the community.
2) Makes a significant contribution to the long-term benefit of the community at large in terms of improved facilities.	No change
3) Does not compete with or duplicate other community facilities.	No change
4) Benefits the community at large and remains accessible to all members of the community.	No change
5) Includes confirmation of sufficient resources to maintain and operate completed projects.	No change
6) Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project leads to the completion of a substantial physical product.	No change
7) Is feasible within the project management capabilities of the applicant.	No change
8) Total project funding is confirmed.	No change
9) Does not include any funds from the City.	No change

It should be noted that there are three components to the amended Criterion #1 that must be satisfied for an organization to meet the criterion:

a) The organization must be a **non-profit community organization**, i.e. community organization that is not conducted or maintained for the purpose of making a profit;

b) The organization must be **developing a sport or recreation capital project**, i.e. physical construction, renovation or addition to a facility or space that offers sport or recreation programs or services;

c) The organization must be developing a capital project that is **accessible to the community**, i.e. programs and services offered in the facility must be available to the community at large.

The CIGP Application Evaluation Form has been revised by the Administration in accordance with the new criteria and is attached as Appendix "A". All three components of the criterion listed above must be satisfied in order for amended Criterion #1 to be met.

A more detailed list of definitions relating to CIGP Eligibility Criteria is attached as Appendix "B".

FINANCIAL IMPACT STATEMENT:

The Departmental Controller has reviewed the report and has indicated that there is no financial impact related to this report.

Financial Impact Statement — Date: October 29 2003

Project Name: — **First Year of Program** 2003

Funding Support of the COMMUNITY INCENTIVE GRANT POLICY

	2003	2004	2005	2006	2007
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Total Additional Debt Required	$ -	$ -	$ -	$ -	$ -
Current Expenditures/Revenues					
Direct Costs					$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: There are no financial implications associated with this report.

Clive Wightman, CGA
Manager of Finance & Administration

IN PREPARING THIS REPORT THERE WAS CONSULTATION WITH, AND CONCURRENCY BY:

Not applicable

THIS REPORT SUBMITTED BY:

Department: Community Services
Division: Community Development & Recreation Services
Prepared by: Ken McKim, Community Facility Development Coordinator

APPENDIX "A"
COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION EVALUATION

Applicant:

Project Description:

Date of Application:

Total Project Cost:

Grant Requested:

Maximum Allowed:

% of Total Project Cost:

Funding Sources:	**Amount**	**Confirmed**
Total		

	Meets Program Eligibility and Selection Criteria	**Yes**	**No**
1a)	Organization is a **non-profit community organization offering sport or recreation services** or is a non-profit community organization that **contributes to the health and well-being of the community**;		
b)	through the development of a **sport or recreation capital project**;		
c)	that is **accessible to the community**.		
2	Makes a significant contribution to the **long-term benefit** of the community at large in terms of **improved facilities.**		
3	Does not compete with or duplicate other community facilities.		
4	**Benefits the community at large** and remains **accessible to all members of the community**.		
5	Includes confirmation of sufficient resources to maintain and operate completed projects.		
6	Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project leads to the completion of a substantial physical product.		
7	Is feasible within the project management capabilities of the applicant.		
8	Total project funding is confirmed.		
9	**Does not include any funds from the City**.		

Criteria Exceptions:

Department Financial Implications:

Departmental Recommendations:
That this application be approved subject to the following conditions:
1. Confirmation of other funding sources
2. Approval of final plans and specifications for the project by the City of Winnipeg
3. The applicant entering into a formal agreement with the City of Winnipeg

Prepared by: Community Services Department
Date:
Application Evaluation Revised September 25, 2003

APPENDIX "B"

Community Incentive Grant Program (CIGP)
Amended Council Approved Criteria (September 24, 2003)
Definitions

#	Criteria	Explanation/ Definitions
1a)	Organization is a **non-profit community organization** offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community;	Applies to any community organization not conducted or maintained for the purpose of making a profit, offering sport or recreation services or that contribute to the health and well-being of the community.
b)	through the development of a **sport or recreation capital project**;	Physical construction, renovation or addition to a facility or space that offers sport or recreation programs or services.
c)	that is **accessible to the community**.	Access and use of the facility must be available to the entire community.
2	Makes a significant contribution to the **long-term benefit** of the community at large in terms of **improved facilities**.	Self-explanatory
3	**Does not compete with or duplicate** other community facilities.	Self-explanatory
4	**Benefits the community at large** and remains **accessible to all members of the community**.	Access and use of the facility must benefit and be available to the entire community.
5	Includes **confirmation of sufficient resources** to maintain and operate completed projects.	Verification of on-going resources to operate and maintain the new facility.
6	Clearly articulates a **plan of activities** including projected work schedules, material, labour, equipment and other project requirements. Project leads to the completion of a substantial physical product.	Application outlines a clear plan for implementation of the project.
7	Is feasible **within the project management capabilities of the applicant**.	Demonstration that the applicant or designate is capable of managing the implementation of the project.
8	Total **project funding is confirmed**.	Verification of non- City of Winnipeg funding sources.
9	**Does not include any funds from the City**.	Matching funds do not include any other City funds including Capital or Operating Budgets, Land Dedication Reserve Fund or Recreation Programming Reserve Fund.