Minutes – Executive Policy Committee – June 18, 2024

Report – Standing Policy Committee on Community Services – June 3, 2024

Item No. 2 Community Incentive Grant Program and By-law

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services, as amended, and submitted the following to Council:

1. That a Community Incentive Grant Program By-law, a draft of which is attached as Attachment 1 to this report, be enacted, with the following amendments:

   A. Delete Section 4(1)(d) and replace with the following:

      "4(1)(d) The organization must demonstrate that the project will be initiated within two (2) years of the approval date of a CIGP grant and substantially completed within five (5) years of the approval date of a CIGP grant, or such later date as may be approved by the Director."

   B. Add the following clause to Section 5(2):

      "(c) Not all projects which meet the eligibility criteria in subsection 4(1) must be approved."

   C. Delete Section 5(4) in its entirety

   D. In Section 8(2), delete clause (c) and replace with the following:

      (c) the project must be initiated within two (2) years of the approval date of a CIGP grant and substantially completed within five (5) years of the approval date of a CIGP grant, or such later date as may be approved by the Director;"

2. That the City enter into, execute and deliver Community Incentive Grant Program Agreements with successful applicants, and that authority be delegated to the Director of Community Services to negotiate and approve the terms and conditions of the agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

3. That approved but unused Community Incentive Grant Program funding, totaling $244,636 associated with 12 projects that are older than two years from the date of their approval, be returned to each Ward for redistribution (Attachment 2).

Report – Standing Policy Committee on Community Services – June 3, 2024

EXECUTIVE POLICY COMMITTEE RECOMMENDATION (continued):

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Community Services – June 3, 2024

DECISION MAKING HISTORY:

Moved by Councillor Duncan,

That the recommendation of the Standing Policy Committee on Community Services be concurred in with the following amendment:

- Delete Recommendation 1 in its entirety and replace with the following:

"1. That a Community Incentive Grant Program By-law, a draft of which is attached as Attachment 1 to this report, be enacted, with the following amendments:

A. Delete Section 4(1)(d) and replace with the following:

4(1)(d) The organization must demonstrate that the project will be initiated within two (2) years of the approval date of a CIGP grant and substantially completed within five (5) years of the approval date of a CIGP grant, or such later date as may be approved by the Director.

B. Add the following clause to Section 5(2):

(c) Not all projects which meet the eligibility criteria in subsection 4(1) must be approved."

C. Delete Section 5(4) in its entirety

D. In Section 8(2), delete clause (c) and replace with the following:

(c) the project must be initiated within two (2) years of the approval date of a CIGP grant and substantially completed within five (5) years of the approval date of a CIGP grant, or such later date as may be approved by the Director;"

and forwarded to Council.

Carried

Report – Standing Policy Committee on Community Services – June 3, 2024

DECISION MAKING HISTORY (continued):

COUNCIL DECISION (continued):

STANDING COMMITTEE RECOMMENDATION:

On June 3, 2024, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

On May 30, 2024, Council referred the item back to the Standing Policy Committee on Community Services.

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On May 22, 2024, the Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services and submitted the matter to Council.

STANDING COMMITTEE RECOMMENDATION:

On May 8, 2024, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Community Incentive Grant Program and By-law

Critical Path: Standing Policy Committee Community Services - Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
C. Brens	C. Fernandes	C. Kloepfer	M. Jack

EXECUTIVE SUMMARY

The Community Incentive Grant Program (CIGP) was suspended in 2023. With the adoption of the City's 2024-2027 Multi-Year Budget, it has been reinstated for a period of four years. According to section 219 of *The City of Winnipeg Charter*, reinstatement of this granting program requires the creation of a bylaw to govern the program's operations and to ensure transparency, fairness, and compliance with legal standards.

This report acts as a covering report to the CIGP bylaw that is included as Attachment #1. This report is divided into four sections: The first section provides a brief history and overview of the CIGP. Section two provides a summary of the bylaw and outlines key elements of the document. Section three identifies the need to update the Voting Requirements By-law No. 63/2021. The final section provides more detail and rationale for Recommendation 3, and concludes the report.

RECOMMENDATIONS

1. That Council enact the Community Incentive Grant Program By-law, and consequentially amend the Voting Requirements By-law No. 63/2021, a draft of which is attached as Attachment “1” to this report.

2. That the City enter into, execute and deliver Community Incentive Grant Program Agreements with successful applicants, and that authority be delegated to the Director of Community Services to negotiate and approve the terms and conditions of the agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

3. That approved but unused Community Incentive Grant Program funding, totaling $244,636 associated with 12 projects that are older than two years from the date of their approval, be returned to each Ward for redistribution (Attachment 2).

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

As part of the 2024-2027 City of Winnipeg multi-year budget, the CIGP has been approved for a period of four years. In alignment with section 219 of *The City of Winnipeg Charter*, the reinstatement of this granting program requires the creation of a by-law to govern the program's operations and to ensure transparency, fairness, and compliance with legal standards. This report acts as a covering report to the CIGP by-law that is included as Attachment 1.

IMPLICATIONS OF THE RECOMMENDATIONS

Since its establishment in 1985 the CIGP has provided an important and significant contribution to the development and maintenance of Winnipeg's recreation and sport infrastructure. The first recommendation of this report would lead to the creation of a by-law that will formally govern the operations of this granting program. The third recommendation of this report, if approved, will lead to the closure of 15 outstanding CIGP projects, and return of $158,807.94 to wards for redistribution.

HISTORY/DISCUSSION

History and Overview

On March 6, 1985, Council formally established the Community Incentive Grant Program (CIGP). 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 through the improvement of services and facilities. Eligible projects included those involving construction, renovations, or expansion of existing community recreation and sport facilities serving a neighbourhood or community within the City of Winnipeg. This included, but was not limited to, community centres, recreation centers, drop-in facilities, and arenas.

Since its inception, the CIGP has been reviewed and modified several times while maintaining the original intent of Council. In 2003, a revision to the CIGP occurred when Council adopted changes which expanded the eligibility criteria to include non-profit community organizations that were not sport or recreation based, provided the project itself was a sport or recreation capital improvement. Council also maintained the requirement for support from a two-thirds majority of Council to approve applications that do not meet the grant's eligibility criteria.

On July 18, 2012, following a review of the CIGP by the Public Service, Council again revised the program and approved three new changes. First, Council expanded the eligibility criteria to include any project that fit all four of the following criteria:

1. The applying organization is a non-profit community organization that contributes to the health and well-being of the community.
2. The project is a capital improvement or the purchase of a capital asset that will be retained for more than one year.
3. The project is available for public use or will enhance public use of the space or facility.

4. Projects must be initiated and substantially completed within two years of award.

Second, Council clarified and broadened the criteria for being considered a non-profit organization to include “a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. Any profit that is made is used to further the goals or undertaking of the organization. Profits must not be used by the individuals involved for their own personal financial gain.” Finally, Council approved a third recommendation noting the requirement for 50 percent matching funding from other funding programs and sources be maintained for all grant applicants.

Since 2012, there has not been another review of the CIGP by the Public Service. On March 22, 2023, the CIGP was suspended by Council. However, as part of the City’s 2024-2027 multi-year budget the CIGP was reinstated for an additional four years, beginning in 2024. In alignment with section 219 of *The City of Winnipeg Charter*, the reinstatement of the program requires the creation of a by-law to govern the program's operations and to ensure transparency, fairness, and compliance with legal standards. The proposed Community Incentive Grant Program By-law is attached to this report as Attachment 1.

CIGP Program By-law

The proposed Community Incentive Grant Program By-law has been developed collaboratively between the City’s Legal Services Department and the Community Services Department. Following a careful review by the Public Service, no significant changes have been made to the granting program resulting from the development of the by-law. However, key aspects of the by-law include the eligibility requirements, the maximum grant amount, and the appeal process for grants that do not meet eligibility criteria.

As outlined in section 4(1) of the by-law, the eligibility criteria for all applicants remains unchanged from the updates approved by Council in 2012. The criteria requires that:

- The applicant must be a non-profit community organization that contributes to the health and well-being of the community.;
- All projects must be a capital improvement or the purchase of a capital asset that will be retained for more than one year.
- All projects must be available for public use or will enhance public use of the space or facility.
- Applicants must demonstrate that the project will be initiated and substantially completed within two years of the approval date of a CIGP grant.
- The applicant must demonstrate that it can provide a minimum of 50 percent of the total project cost from other funding programs and sources.

In terms of total grant amounts, and similar to previous iterations of the CIGP, the maximum funding amount that can be received by a single applicant is $100,000. Subsection 5(3) states that any application that does not meet the eligibility criteria may only be approved by a two-thirds vote of Council. Section 10 of the by-law outlines the appeal process through which appeals can be made to the Standing Policy Committee on Community Services or whichever other standing policy committee is assigned responsibility for the CIGP.

Voting Requirements By-law No. 63/2021

A consequential amendment must be made to the Voting Requirements By-law No. 63/2021 so that it refers to the proposed Community Incentive Grant Program By-law, rather than the former Council policies that formed the program. The amended portion requires that “Any application that does not meet the eligibility criteria in subsection 4(1) [of the proposed by-law] may only be approved by a two-thirds vote of Council.

Outstanding CIGP Grants

Section 4(1) of the by-law states that applicants must demonstrate that the project will be initiated and substantially completed within two years of the approval date of a CIGP grant. Through the development of this by-law, and the review the CIGP, the Public Service has identified 12 previously approved CIGP grants, totally $244,636, which have not been accessed in over two years since their approval date. There are many reasons why the approved funds have not been accessed. In some cases, the groups leading the projects did not meet conditions of funding approval, in other instances the groups dissolved or were disbanded, and in some situations the approved organizations simply decided not to proceed with their project. As identified in Recommendation 3 above, the Public Service is seeking approval from City Council to close these outstanding projects and return the above noted funds to their corresponding Wards for redistribution (Attachment 2).

Since inception, the CIGP has supported thousands of projects, and allocated millions of dollars to support City recreation and leisure infrastructure. In the last five years alone, $5.3 million dollars and over 228 projects have been supported by the CIGP. Projects have ranged in scope and size, however all projects have been requested and managed by community groups seeking to add to the valuable facilities and supports for the communities they serve.

Currently, the CIGP allocation as included in the 2024-2027 multi-year budget dedicates over one million dollars annually to this granting program to be distributed across all City Wards. Going forward, this grant will continue to be an important tool for the community and the City to develop and maintain City recreation and sport capital infrastructure.

FINANCIAL IMPACT

Financial Impact Statemen Date: April 5, 2024

Project Name:

Community Incentive Grant Program and By-law

COMMENTS:

There are no financial implications assocated with the recommendations of this report.

Ryad Ali on behalf on Ozzy Garrett April 5, 2024
Ozzy Garrett, CPA CGA
Manager of Finance & Administration
Community Services Department

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services

OURWINNIPEG POLICY ALIGNMENT

The report aligns with the following goals:

Goal: Good Health and Well-Being

- 4.1 Health Equity
- 4.9 Inclusive Public Places
- 4.11 Equitable Service Access

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Goal 6: All City Services are Equitable, Inclusive and Accessible

SUBMITTED BY

Department: Community Services
Division: Community Development
Prepared by: C. Fenny, C. Brens
Date: 2024-03-22
File No: CMS-2024-17

Attachments**:**

Attachment 1 – Community Incentive Grant By-Law

Attachment 2 - Community Incentive Grant Program: Approved Grants Open for Greater Than Two Years