

By-law 2018-129

A By-law of the City of Greater Sudbury to Adopt a Policy Regarding the Healthy Community Initiative Fund

Whereas Council of the City of Greater Sudbury has determined that it is appropriate to allocate funds annually from the City budget to the Healthy Community Initiative Fund, to fund community based projects which support the City's strategic goals;

And Whereas Council wishes to ensure that the Healthy Community Initiative Fund is distributed equitably across all wards in accordance with pre-determined and consistent application of guidelines;

And Whereas Council wishes to delegate the authority for the administration of the Healthy Community Fund to the General Manager of Community Services, in accordance with the Healthy Community Initiative Fund Policy Revision June 2018;

And Whereas all Grants from the Healthy Community Initiative Fund must be authorized or approved by By-law of Council, in accordance with the *Municipal Act, 2001*;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

1.-(1) The administration of the HCI Fund Policy Revision June 2018 adopted under this By-law is assigned to the General Manager of Community Services who is delegated the authority to:

- (a) make all decisions required to implement the HCI Fund Policy or specifically assigned to the General Manager of Community Services under this By-law;
- (b) perform all administrative functions referred to herein and those incidental to and necessary for the due administration and implementation of the HCI Fund Policy Revision June 2018 and achieving the Guiding Principles of the HCI Fund Policy Revision June 2018; and
- (c) establish and amend from time to time, such forms, documents, and such standards, protocols and procedures as the General Manager of Community Services may determine are required to implement and administer the HCI Fund Policy Revision June 2018.

(2) The General Manager of Community Services may delegate the performance of any one or more of his or her functions under the HCI Fund Policy to one or more persons from time to time as the occasion requires and may impose conditions upon such delegation and may revoke any such delegation. The General Manager of Community Services may continue to exercise any function delegated during the delegation.

(3) Except where Council approval is required, decisions of the General Manager of Community Services are final.

Adopt HCI Fund Policy

2. Council adopts the HCI Fund Policy Revision June 2018 attached hereto as Schedule "A", which schedule is included in and forms a part of this By-law.

Repeal By-law 2016-18

3. By-Law 2016-18, being A By-Law of the City of Greater Sudbury Regarding the Healthy Community Initiative Fund is hereby repealed.

Effective

4. This By-law shall come into full force and effect upon passage.

Read and Passed in Open Council this 10th day of July, 2018

_____ Mayor

_____ Clerk

Healthy Community Initiative Fund Policy Revision June 2018

Guiding Principles

- 1(1) Council allocates funding on an annual basis to the Healthy Community Initiative Funds (hereinafter "HCI Fund"). The General Manager of Community Services (hereinafter the "General Manager") has been assigned responsibility for the management and administration of the HCI Fund. The following guiding principles have been established to guide decisions in the administration of the HCI Funds:
- (a) As public funds, HCI Funds should be expended for the benefit of the general public, and consider inclusivity, affordability, accessibility and cultural appropriateness;
 - (b) The HCI Fund is intended to provide financial support to eligible community-based initiatives which advance the City's strategic priority of Quality of Life and Place, whether through the making of grants or the development of capital projects.
 - (c) Proposed HCI funding initiatives will be considered on a Population Health approach promoting the health and well-being of individuals. Expenditures from the HCI Fund must positively influence at least one of the following community priorities for Population Health endorsed by City Council:
 - (i) Indigenous Youth
 - (ii) Build Resiliency
 - (iii) Investing in Families
 - (iv) Enable and Promote Mental Health
 - (v) Seek Compassionate City Characteristics and Designation
 - (vi) Create Play Opportunities
 - (vii) Improve Access to Housing
 - (viii) Encourage Holistic Health
 - (ix) Promote Age-friendly Strategy
 - (x) Support Healthy Streets
 - (d) To achieve long term benefit from the use of the HCI Fund, expenditures should primarily support the development and acquisition of City-owned capital assets. This may be accomplished by using funds to supplement funds available for an existing capital project, to fully fund a capital project, or to supplement funds raised by a non-profit organization and donated to the City towards the completion of a capital project.
 - (e) An open, transparent and balanced approach should be taken in considering proposed community initiatives.
 - (f) There should be an equitable distribution of funds to priority projects with a view to achieving outcomes consistent with City adopted planning documents.

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- (g) HCI funds allocated to a ward should be expended in a way that benefits the residents of that ward.

Fund Allocations

Transfer to Reserve

- 2(1) The preferred use of the HCI Reserve Funding is for capital projects. Funding opportunities for capital projects through senior levels of government often have short response times or require a financial contribution by the applicant. Having a reserve in place will position the City to respond quickly to such opportunities, providing seed funding or matching funds as may be required.
- (2) The amount of \$24,000 has been established as the desired level for such a reserve. An assessment will be made at the beginning of each year to determine the amount required in order to achieve this goal and based on this, 2% of the annual allocation for the HCI Fund, or such lesser percentage as may be required, will be transferred into the reserve.
- (3) Subject to other provisions of this Policy regarding approval levels, the General Manager may draw on the reserve funds for capital projects which, in the opinion of the General Manager:
 - (a) will have a significant community impact in the area of Population Health;
 - (b) are aligned with the Parks, Open Space and Leisure Master Plan or other approved policies;
 - (c) are responsive to the Guiding Principles in section 1, by advancing the strategic priority of Quality of Life and Place; and
 - (d) require matching or leverage seed funding.
- (4) The amount of the annual allocation of the HCI Fund remaining after any transfer to reserve for that year, will be divided into 12 equal shares and one share allocated to each ward (the "Ward Allocation"), to be utilized in support of community led initiatives and in accordance with the guidelines in this Policy.

Allocation of HCI Funds – Grants & Capital Projects

- 3.(1) Acknowledging the Guiding Principle that HCI Funds should be used primarily for funding city owned capital projects, the following guidelines shall apply in the use of Ward Allocations between grants and capital projects:
 - (a) not more than 25% of the Ward Allocation in any year may be expended on eligible grants approved in accordance with this Policy ("Eligible Grants");
 - (b) any part of the Ward Allocation not spent during any calendar year on Eligible Grants may be spent on eligible capital projects approved in accordance with this Policy ("Eligible Capital Projects");

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- (c) any funds in the Ward Allocation not spent at the end of a calendar year may be carried forward for the benefit of the applicable ward, but may only be expended on Eligible Capital Projects;
 - (d) any funds advanced for an Eligible Grant, and returned to the City in accordance with the guidelines in this Policy may:
 - (i) if returned during the calendar year in which they were advanced may be used for Eligible Grants, subject to the guidelines above; or
 - (ii) if returned during a calendar year subsequent to the year of advance, may be used only for Eligible Capital Projects.
- (2) No borrowing of future HCI Fund allocations shall be permitted for either Eligible Grants or Eligible Capital Projects.

Application Process

Eligible Applicants

- 4(1) Applications for a grant or a capital project to be funded from HCI Funds, will only be accepted from a not-for-profit community group or organization which demonstrates to the satisfaction of the General Manager that the organization:
- (a) conducts its activities within the boundaries of the City of Greater Sudbury; and
 - (b) has a bank account with a Canadian financial institution held either in the name of the applicant non-for profit group or organization or in the name of the parent, not-for-profit group or organization that the applicant is affiliated with.

For clarity, applications will not be accepted from:

- (a) individuals;
 - (b) groups other than not-for-profit groups or organizations;
 - (c) a university, college or similar institution, a school board or individual school, or a hospital.
- (2) Applications that may otherwise not be accepted under the preconditions of eligibility above will be eligible if they are for a Councilor-led event.
- (3) The onus will be on the applicant to provide the information required to satisfy the General Manager that the applicant meets the eligibility requirements.

When to Apply

- 5(1) Applications for grants from a Ward Allocation or for a proposal for capital funding may be submitted up to 12 months in advance of the event/initiative.
- (2) Any eligible applications for the next calendar years' funding, whether for a grant or capital project will be held but not assessed until November/December of the current year. Approval of the application will be subject to availability of current year funds. If

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there are no current year funds remaining in the Ward Allocation, applications may be approved for the following year's allocation conditional always upon Council allocating HCI Funds for that year's budget and upon compliance with all requirements of this Policy.

How to Apply

- 6(1) To improve accessibility, information regarding the HCI Fund guidelines and application process will be communicated on the City's website and detailed on the application form.
- (2) A standard application form will be made available in electronic format on the City's website, which can be used to apply for either a grant or to submit a proposal for a capital project. Sketches, diagrams or pictures, proposed locations and other descriptive details of proposed capital projects are encouraged. As part of both the HCI Fund grant and capital application process, applicants are asked to provide a cost estimate to support their funding request. Additional guidelines for applications for Eligible Capital Projects are set out in section 9.
- (3) The applicant will be encouraged to review the policy to understand the guidelines which apply to the application and to the approvals process and further encouraged to discuss with Ward Councillors prior to submitting an application. City staff will be available to respond to questions.
- (4) The City will send an acknowledgement to all applicants to confirm that the application has been received and will be reviewed for compliance with this Policy.
- (5) Applications must be fully completed and signed by an authorized signing officer for the applicant organization. The onus is on the applicant to submit the application in the required form and to provide such information as is required by the application and such other information as the General Manager may reasonably require to assess the application. The General Manager may return applications which are missing information to the applicant to finalize and resubmit.
- (6) Applications may be submitted to the City in person, by mail or electronically at the addresses provided in the application.
- (7) Applications received from applicants in arrears on any financial or other obligation to the City, whether related or not related to the HCI Fund will be rejected.

Circulation Process

- 7 Staff in the Community Initiatives and Performance Support Section will conduct an initial evaluation of all applications against the eligibility criteria in sections 4, 9 and 14. Staff will notify the applicant in the event that the application is ineligible. If the deficiency can be corrected, an opportunity will be provided to correct the deficiency. The qualifying applications will be circulated to affected City departments who may consult with stakeholders, field specialists and/or other resources as part of the process of evaluating applications in accordance with the guidelines in section 11 for capital projects or section 15 for grants. Where applicable, applicants may be contacted to

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provide additional information. Information and recommendations will be provided to the General Manager for decision in accordance with this Policy.

Notice of Decision

- 8 (1) Staff will notify successful applicants and provide them with a formal approval letter.
- (2) Unsuccessful applicants will receive a letter to inform them that their funding request was not approved and the reason(s) for which it was not.

Capital Projects

Eligible Capital Projects

- 9(1) HCI Funds may only be approved for use on a capital project by an eligible applicant provided the capital project meets the following guidelines. The proposed capital project:
 - (a) will take place on City-owned land and result in the City owning the capital asset. Projects on private property are not acceptable. Examples of Eligible Capital Projects may include: buildings or structures constructed on City-owned land, purchase and installation of machinery, equipment or playground structures, the extension of utilities to or within a City property, parkland development;
 - (b) is a project, which can be funded with available funds or within any time line prescribed in this policy;
 - (c) aligns with priorities in the Parks, Open Space, and Leisure Master Plan or other City policies; and
 - (d) will benefit the ward to which the application relates.

Capital Project Applications

- 10(1) As noted, all applications for community initiatives from HCI Funds must be in the prescribed form, fully completed, submitted by eligible applicants and for Eligible Capital Projects. The following additional requirements apply to capital projects. The eligible applicant:
 - (a) must provide evidence satisfactory to the General Manager that the membership of the group or organization supports the proposed capital project;
 - (b) should provide evidence that it has canvassed and secured support of members of the community which will be affected;
 - (c) should identify particulars of its proposed contributions to the proposed capital project through donation of funds, in-kind work or similar activities;
 - (d) should provide any necessary feasibility studies or preliminary design work which has been done for the proposed capital project; and

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- (e) must request funds only from the Ward Allocation in which the capital project is located.

Evaluating Applications for Capital Projects

11(1) Qualifying applications which propose a capital project will be evaluated based on:

- (a) the proposed capital project's alignment with the Parks, Open Space, and Leisure Master Plan and other City policies;
 - (b) how well the proposed project meets established best practices, design standards and guidelines;
 - (c) the value and the benefit of the proposed project to the residents of the Ward in comparison to other similar projects in the City or elsewhere and considering existing infrastructure and ward needs;
 - (d) the timeframe and the City's capacity to implement and complete the project;
 - (e) budgetary constraints;
 - (f) potential impacts (positive and adverse) in the Ward, e.g. appropriateness, location, noise level, etc.;
 - (g) possible impacts on neighbouring properties and outcomes of any community consultations undertaken;
 - (h) demonstrated commitment by the applicant to secure other sources of funding for the proposed project, e.g. fundraising dollars, donations, grants;
 - (i) the cost of the proposed project relative to other available funding; and
 - (j) the extent to which inclusivity, accessibility, cultural appropriateness, affordability have been considered and addressed in the proposed capital project.
- (2) In assessing the viability of a proposed capital project the General Manager may consider "stacking" of funding sources. For instance, HCI funds for an Eligible Capital Project may be allocated to a capital project that already has been allocated capital funding from the City's capital budget in order to complete or enhance the proposed project.
- (3) The General Manager may choose to conduct or require the applicant to conduct a public consultation process to assess the level of community support for the proposed project, prior to final assessment of the project.
- (4) HCI Fund applications which result in exclusive use of a City facility by an applicant, change in use of City infrastructure, or may impact on neighbouring residents, current users of the City infrastructure or other community stakeholders will require community consultation to be undertaken prior to approval of the request.

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Approval Authority for Capital Projects

- 12(1) Qualifying applications for proposals for capital projects will be considered and approved in accordance with the following guidelines:
- (a) the General Manager may approve qualified applications with proposals for capital projects that involve a capital expenditure of \$10,000 or less.
 - (b) Council approval is required for qualified applications with proposals for capital projects that:
 - (i) involve a capital expenditure in excess of \$10,000; and/or
 - (ii) have an impact greater than \$5,000 per year on the City's operating budget.
- (2) Where a capital project has been approved for an allocation of HCI Funds from either a Ward Allocation or from the reserve, the funds for the capital project may be held for up to 24-months to allow the applicant to acquire any additional funding required for the capital project or to complete the project. Any HCI funds reserved for that capital project and then unspent, will be returned to the respective Ward Allocation or the reserve, as the case may be.
- (3) Despite 12(2) the applicant may request staff to seek Council approval for an extension of time to complete the project/expend the HCI funds reserved for the project. No request will be made to Council unless the applicant demonstrates sufficient funds are secured to complete the capital project and work is underway to complete the capital project.
- (4) Approvals may be granted for less than the amount applied for, or for a project with a different scope than set out in the application.

Financial Accountability for Capital Projects

- 13(1) Applicants who proposed a capital project which was approved for HCI funding will be advised of any terms and conditions associated with the funding of the capital project. These may include, for example, requirements for capital contribution by the applicant, and time line for the capital work to be commenced, as set out in section 12(2). Additionally, the applicant will be advised of the name and contact information of the City staff person assigned as the project lead and who will serve as their contact point with respect to the capital project.
- (2) City staff will transfer the allocated HCI funds to the appropriate capital account.
- (3) Tasks assigned to the staff member or the operating department assigned responsibility for an approved capital project funded by HCI will include:
- (a) keeping the respective ward's Councillor informed about the status of the project;
 - (b) working with the successful applicant; and

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- (c) the planning, procurement, management and implementation of the capital project to ensure its successful and timely completion.
- (4) Donations received by the applicant towards a capital project are to be gifted to the City, added to the capital account for the project and otherwise recorded in accordance with the City's Donation Policy.
- (5) In-kind donations offered to the applicant such as contracted labour and materials will be assessed for risk and liability and may be accepted/approved in accordance with City policies and related practices. The assigned staff lead overseeing the project will ensure that all appropriate measures as applicable (e.g. liability agreements, City approved contractor, health & safety training, proof of certification) are taken for the health and safety of all participants/contributors and that the work to be completed meets all City requirements.

Grants

Eligible Grants

- 14(1) HCI Funds may only be approved for the purpose of a grant applied for by an eligible applicant and which meets the following guidelines:
 - (a) eligible expenses for a grant include but are not limited to: space rental fees or permit fees, venue decorations, venue set up, catering, materials and supplies for use in the event, activity or program, equipment rental for use in the event, activity or program, giveaways and prizes. Operational expenses of the applicant do not qualify for a grant from a Ward Allocation. Examples of operational expenses of the applicant which are not eligible for an HCI Fund grant include utilities and property taxes;
 - (b) for each of the categories of activity in Column A, an eligible grant application may be recommended within the thresholds set out in Column B below:

Column A Type of Community Initiative	Column B Recommended Amount
Event Support	
Volunteer appreciation events, fund raising events, or event door prizes	Up to \$500
Major community or multi-ward event organized by a Community Action Network, a Community Group, a Councilor, and/or City staff and the number of benefitting participants exceeds 350	Up to \$3,000 for single ward application or \$1,000 per ward for multi-ward applications

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Neighbourhood event organized by a Community Group, a Councillor, and/or City staff where the number of benefitting participants is less than 350	Up to \$1,500
Facility Rental	
Costs for rental of City facilities such as ice, community hall, Grace Hartman Amphitheatre, etc	Included in eligible grant funding request limit
Other Programs or Initiatives	
Small scale initiative or program, for example offering introductory/educational classes, distribution of goods for those in need, purchase of equipment to offer a program	Up to \$1,500 for single ward application or up to \$500 per Ward for multi ward applications (limit 4 wards)

- (c) Eligible Grants are not available for initiatives that are underway or have already been completed as of the date of submission of the application;
- (d) the initiative will benefit the residents of the ward or wards to which the application relates.

Evaluating Applications for Grants

- 15(1) Qualifying applications for grants will be evaluated in accordance with the following guidelines:
 - (a) the value and benefit to the residents of the ward (directly and indirectly) and the broader community taking into consideration such things as the anticipated participation or uptake for the event/activity;
 - (b) the applicants efforts to engage in fundraising to support the proposed event/initiative and proposed use of such funds;
 - (c) accessibility/affordability to residents (e.g. participant fees); and
 - (d) the extent to which inclusivity, accessibility, cultural appropriateness, affordability have been considered and addressed in the grant application;
- (2) All decisions regarding applications for Eligible Grants will be constrained by the limitation in section 3 as to the amount available for grants in the Ward Allocation.
- (3) HCI Fund grant stacking, such as applying for HCI funds for grants for an event/initiative that already received, or anticipates other grant funding from the City, may be allowed for initiatives that are deemed of a significant community benefit through the application review process. Applicants must disclose if they are receiving or anticipate receiving any other City supports towards the event/initiative including the amount.

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Approval Authority for Grants

- 16(1) Qualifying applications for grants will be considered and approved in accordance with the following guidelines:
- (a) the General Manager may approve qualified applications for grants:
 - (i) for volunteer appreciation events, fundraising events or for event prizes in an amount up to \$500; and/or
 - (ii) for community events/initiatives in the amount of \$1,000 or less.
 - (b) only Council may approve qualified applications for grants that:
 - (i) exceed \$1,000;
 - (ii) result in an applicant receiving a cumulative total grant of more than \$1,000 from the HCI Fund in any calendar year;
 - (iii) result in an event/initiative receiving a grant of more than \$1,000 as a result of applications by multiple participants in the event/initiative; and/or
 - (iv) exceed the limits in (a)
- (2) Despite 16(1), all grants approved by the General Manager shall be approved by Council by By-law.
- (3) No applicant may split an application to come within the limits above.
- (4) Applicants should not consider that granting of HCI Fund assistance in any one (1) year is a representation or commitment to the provision of a grant in a future year. Community groups should endeavour to be financially self-sufficient.
- (5) Approvals may be granted for less than the amount applied for.

Financial Accountability for Grants

- 17(1) At the time of providing the grant advance, successful applicants will be notified by letter of authorized use of the funds provided, the terms of the grant and consequences of the misuse of funds. Applicants will be reminded that a successful application does not constitute a representation that funds will be provided in future years for similar events/initiatives. Acceptance of the funds by depositing or cashing the cheque is deemed to be acceptance of the terms of the grant.
- (2) All recipients of grants from Ward Allocations are required to submit a Post-Event Report providing a detailed financial accounting of expenses paid from the grant, supported by copies of receipts/invoices, within 60 days following the completion of the project or event/initiative. Staff monitor for receipt of the required reporting. The City's Finance Department reviews the reporting provided by the applicant to reconcile the reports with the accompanying receipts and makes any necessary enquiries regarding any noted discrepancies.
- (3) In the event that any part of the grant advanced is not spent on the event/initiative, the funds must be returned to the City and are reallocated to the applicable Ward Allocation(s) for use in accordance with the guidelines in section 3(1)d .

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- (4) The City may require repayment of a grant and the applicant may be ineligible for subsequent grants from HCI funding if:
- (a) a satisfactory report is not submitted within the prescribed timeframe; and/or
 - (b) the funds were not expended according to their intended purpose as approved.

Reporting to Council

- 18(1) Staff from the Community Services Department will prepare reports to Council to:
- (a) advise of the particulars of successful and unsuccessful applications for HCI Funds processed by the General Manager; and
 - (b) present for Council decision, particulars of applications for HCI Funds which require Council approval in accordance with this policy.
- (2) The General Manager shall report semi-annually to Council identifying by ward:
- (a) remaining balance carried forward from the prior year;
 - (b) Ward Allocation for the year reported;
 - (c) total donation revenue received in the year to date and purpose for which it was received;
 - (d) specifics of expenditures of Ward Allocations including:
 - (i) the type, date and amount of expenditure;
 - (ii) a description of the purpose of the expenditure and particulars of compliance with the Guiding Principles; and
 - (iii) in the event of a grant, the name of the benefitting community group or community event/initiative;
 - (e) particulars of unexpended commitments made from the Ward Allocation, including:
 - (i) the amount of the commitment;
 - (ii) the purpose of the commitment and identification of the benefitting City property or facility; and
 - (iii) where applicable, the By-law which authorized the commitment;
 - (f) particulars of year to date totals and carry forward balances; and
 - (g) such other particulars as the General Manager determines to be appropriate.