

# HALIFAX

P.O. Box 1749  
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**Item No. 14.1.5**  
**Halifax Regional Council**  
**September 5, 2017**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original Signed by



**SUBMITTED BY:** \_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

**DATE:** June 20, 2017

**SUBJECT:** Administrative Order 2017-004-ADM Spaying and Neutering of Cats Grant Program

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## **ORIGIN**

January 24, 2017 motion of Regional Council:

Moved by Councillor Adams,

That Halifax Regional Council approve the creation an Administrative Order to establish a 5-year pilot grant program to assist with the spay and neutering of cats. The program would commence in 2017-18 and provide funding of up to \$50,000 annually to charitable organizations pending operating budget capacity, as described in the Financial Implications section of the staff report dated October 7, 2016. Staff is to report back to Council at the end of the 5 year program.

## **LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter, section 79*

- (1) Council may expend money required by the Municipality for
  - (av) a grant or contribution to
    - (vii) a registered Canadian charitable organization

**Recommendation on next page**

## **RECOMMENDATION**

It is recommended that Halifax Regional Council adopt *Administrative Order 2017-004-ADM Respecting the Spaying and Neutering of Cats Grant Program*, as set out in Attachment A to this report.

## **BACKGROUND**

On January 24, 2017, Regional Council approved staff's recommendation that a grant program be established by way of an Administrative Order (AO) for the spaying and neutering of cats. The program is to be set up on an annual basis, for a five-year period. Throughout the duration of the grant program, staff will apply an ongoing evaluation which will include, but not limited to, tracking project outcomes and the assessment of ongoing need. The results will be summarized in an information report to be submitted to Regional Council at the end of the 5-year pilot *Spaying and Neutering of Cats Grant Program*.

It is anticipated that the grant program will provide an open and accountable process allowing for equal opportunity to access funding to registered Canadian charities engaged in the efforts to control the cat population within Halifax Regional Municipality. The *Spaying and Neutering of Cats Grant Program* will be coordinated with the existing *Community Grants Program* to prevent duplication or overlap as well as facilitate a coordinated approach to the municipality's support for spaying and neutering, and, trap, neuter and return projects.

## **DISCUSSION**

The AO will provide funding options for two types of projects:

1. Low Income Spaying and Neutering of Owned Cats; and/or
2. Trap Neuter and Return Program (TNR) (Unowned Cats)

The opportunity to apply for grant funding will be available to any registered Canadian charity and any grant awarded will be to support the veterinary costs applicable to the spaying and neutering of cats.

It is proposed that awards recommended under the proposed *Spaying and Neutering of Cats Grant Program* be presented to the HRM Grants Committee in a recommendation report to be submitted to Regional Council for final approval. This decision-making process is consistent with the Grants Committee's terms of reference and other grant programs offered by the municipality. Examples of other grant programs which report to the Grants Committee include: *Rural Transit Grants Program*, *Interim Grants to Professional Arts Organizations Program* and the *Community Grants Program*.

By following a consistent process, members of the Grants Committee and the Municipality's administration will be in a better position to screen for duplicate funding or overlap, enhance policy and procedural consistency across different municipal funding sources, and develop a broader understanding of the type and scope of assistance provided to non-profit and charitable organizations operating in the Municipality.

## **FINANCIAL IMPLICATIONS**

An annual program budget allocation of \$50,000 has been approved by Halifax Regional Council. The \$50,000 in funding for grants to support spay/neuter and trap, neuter, and release projects is included in the approved 2017-18 operating budget and the approved-in-principle 2018-19 operating budget for cost centre S320 (Animal Services).

### **RISK CONSIDERATION**

There are no significant risks associated with this report.

### **COMMUNITY ENGAGEMENT**

Staff has consulted with the Domestic and Feral Cat Committee which is comprised of: local veterinarians, the Nova Scotia Society for the Prevention of Cruelty (NSSPCA), the Nova Scotia Veterinary Medical Association (NSMVA), a HRM shelter keeper representative, a conservation group, cat rescue groups, Provincial representatives from the Department of Natural Resources and two citizens at large. During the March 8, 2017 meeting, the committee members stated that their preference for the funding would only be for the purpose of a TNR Program. They also discussed the possibility of the funding to be provided to the NSSPCA without the requirement of a Grant Program.

### **ENVIRONMENTAL IMPLICATIONS**

There are environmental implications with this report. One of the primary intended outcomes of the *Spaying and Neutering of Cats Grant Program* is the control and reduction of the cat population in Halifax Regional Municipality. Controlling the cat population could have a positive impact on the birds and other wildlife that are vulnerable to injury and death by cats.

### **ALTERNATIVES**

1. Regional Council could direct staff to amend all or any elements of the AO.
2. Regional Council may decide not to adopt Administrative Order 2017-004-ADM, Respecting the Spaying and Neutering of Cats Grant Program. This alternative is not recommended.

### **ATTACHMENTS**

Attachment A – Administrative Order 2017-004-ADM

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Andrea MacDonald, Manager License Standards, 902.490.7371

Report Approved by: Bob Bjerke, Chief Planner and Director, Planning and Development, 902.490-1627

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## Attachment A

### ADMINISTRATIVE ORDER NUMBER 2017-004-ADM RESPECTING SPAYING AND NEUTERING OF CATS GRANT PROGRAM

**WHEREAS** the Council of the Halifax Regional Municipality wishes to assist the efforts to control the cat population within Halifax;

**AND WHEREAS** the Council of the Halifax Regional Municipality wishes to support the efforts of local charitable organizations in controlling the cat population within the Halifax Regional Municipality through 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 *Grants for the Spaying and Neutering of Cats Administrative Order*.

#### **Interpretation**

2. In this Administrative Order,
  - (a) “applicant” means an organization applying for funding under this Administrative Order;
  - (b) “Council” means the Council of the Municipality;
  - (c) “charity” means a registered charitable organization registered pursuant to the *Income Tax Act*, (Canada) and the regulations made pursuant to that *Act*;
  - (d) “fiscal year” means the period from April 1<sup>st</sup> in one year to March 31<sup>st</sup> of the following year, including both dates;
  - (e) “department” means the department of the Municipality responsible for planning and development;
  - (f) “grant” means a transfer of funds to an organization subject to eligibility criteria;
  - (g) “Municipality” means the Halifax Regional Municipality;
  - (h) “project-specific grant” means a financial award towards *Low Income Spay and Neuter and Trap, Neuter and Return* initiatives;
  - (i) “review team” means a panel of staff of the Municipality convened by the Department of the Municipality responsible for planning and development.

#### **Purpose**

3. The purpose of this Administrative Order is to provide financial grants from the Municipality to charitable organizations located within the geographical boundary of the Halifax Regional Municipality to support spaying and neutering of cats.

#### **Duration of Program**

4. The program shall commence in fiscal year 2017-18 and conclude no later than the end of fiscal year 2022-2023.

#### **Grants Available**

5. There is hereby established a grant program for projects that support:

- (a) a low income spay and neuter project; or
  - (b) a trap, neuter and return project; or
  - (c) a combination of clause a and b.
6. The maximum value of a grant under this program shall be up to \$50,000 per fiscal year.

**Ineligible Expenses**

7. A grant shall not be used for any of the following purposes:
- (a) privately owned real property, personal possessions or apparel;
  - (b) remuneration to an individual, including to a member or officer of the applicant's Board of Directors;
  - (c) loans or debt payment;
  - (d) investments or savings;
  - (e) food and beverages;
  - (f) awards, souvenirs or personal gifts;
  - (g) banquet, dinner, reception, meeting, clinic, or consumer/trade show;
  - (h) professional training and development;
  - (i) fundraising; or
  - (j) the treatment of cats
    - (i) originating outside the geographic boundary of the Municipality, or
    - (ii) temporarily transported to the Municipality,
    - (iii) going to be permanently re-located outside of the Municipality.

**Eligible Expenses**

8. A grant shall be used to assist in the costs of medical expenses for the spaying or neutering of cats, including:
- (a) veterinary admission and discharge fees;
  - (b) anesthetic-related expenses;
  - (c) operating room time;
  - (d) a veterinary professional fee-for-service;
  - (e) an anesthetist's professional fee-for-service;
  - (f) a technician or nursing professional fee-for-service;
  - (g) disposable surgical supplies;

- (h) animal medications;
- (i) suture and bandage removal; and
- (j) aftercare instructions.

**Application Requirements**

9. (1) There shall be one (1) intake period for eligible charities per fiscal year.
- (2) The Director, or designate, may provide for more than one intake period per fiscal year.
- (3) The intake period and application deadline shall be established by the Director, or designate, and advertised on the Municipality's website.
10. The applicant shall disclose any additional form of municipal support including a cash grant, tax relief, rent subsidy, or in kind contribution of goods and services.
11. Late applications shall not be reviewed or considered.
12. Applications that are incomplete by the application deadline shall not be reviewed or considered.
13. All applications must be received by mail, or in person, by the application deadline.
14. Applications may be submitted:

- (a) in person to:

Halifax Spaying and Neutering of Cats Grants Program  
HRM Planning & Development  
Animal Control Division  
c/o Municipal Customer Service Centre  
40 Alderney Drive, Dartmouth

or any Municipal Customer Service Centre.

- (b) by mail to:

Halifax Spaying and Neutering of Cats Grants Program  
HRM Planning & Development  
Animal Control Division  
PO Box 1749  
Halifax, Nova Scotia B3J 3A5

15. (1) The Director, or designate, shall prescribe an application form and post the form on the website.
- (2) All applications shall be in the prescribed form and shall include:
  - (a) a description of the applicant charity and its goals, programs or services;
  - (b) a detailed description of the project for which the grant is being applied;
  - (c) an itemized budget for the project for which the grant is being applied;
  - (d) disclosure of any other form of financial or in-kind municipal assistance in relation to the project for which funding is sought;

- (e) criteria used to identify citizen's eligibility to access a low income spay and neuter project;
  - (f) the location within the Municipality that is the focus area for a trap, neuter and return project;
  - (g) a complete, itemized financial statement for the prior fiscal year of the charity; and
  - (h) letter of support from the veterinarian(s) who will be participating in the project.
16. All application forms shall be signed by two representatives of the applicant charity, of which one (1) shall be an Officer of the Board of Directors.
17. Only one (1) application will be considered per applicant per fiscal year, but successive application may be made to any subsequent call for submissions.
18. Retroactive funding shall not be considered. All grants must be approved by Regional Council prior to the expenditure of project-related expenses.

#### **Applicant Eligibility**

19. (1) The applicant shall:
- (a) be a registered Canadian Charity organization registered pursuant to the *Income Tax Act*, (Canada) and the regulations made pursuant to that *Act*;
  - (b) operated continuously as a charity for at least one (1) year as of the date of the application deadline; and
  - (c) comply with section 20.
20. (1) Applicants
- (a) in default of their obligations to the Municipality under this or any other grant program of the Municipality, or
  - (b) are not current in payment of their municipal taxes or with the payment of installments;
- may be given notice by the Director, or delegate, and an opportunity to remedy the situation.
- (2) If notice is given, applicants who do not remedy the situation within the time specified in the notice shall be ineligible for funding.
21. (1) Only applications made by a charity shall be eligible.
- (2) For greater certainty, applications made by the following entities are ineligible:
- (a) government, government agent, board or commission, including parties under contract to the Municipality;
  - (b) an individual;
  - (c) third parties on behalf of a charity;
  - (d) for-profit or commercial entities;

- (d) institutions, including a post-secondary college, university or trade school;
- (e) unregistered organizations or associations; and
- (f) non-profit organizations, such as a society, cooperative, or not-for-profit corporation.

### **Application Evaluation Criteria**

- 22. The following criteria will be used to evaluate an application made by an eligible applicant:
  - (a) whether the applicant can demonstrate a reasonable probability of completing the project by the end of the fiscal year for which grant is applied for;
  - (b) the expertise and experience of applicant;
  - (c) objective measures of the benefit to the spaying and neutering of cats;
  - (d) whether the outcome of the project would reasonably occur, in whole or in part, if a grant is provide by the Municipality; and
  - (e) any other matter staff of the department considers relevant.

### **Application Review Process**

- 23. The program shall be administered by staff of the department.
- 24. The department may convene a review panel comprised of staff to evaluate all applications and to prepare a report and recommendation to the HRM Grants Committee.
- 25. The Grants Committee shall review the report and make recommendations on grant funding to Council.
- 26. The question of grant funding for a particular organization and/or project pursuant to the Administrative Order may be referred by Council to a Standing Committee or to the Council in Committee for a recommendation to the Council on whether to provide grant funding.
- 27. Applicants shall be notified in writing of Council's decision.
- 28. Approval of grants is conditional on Council's approval of funding for the grant program in the budget.
- 29. Final approval of all recommendations for a grant, and the amount thereof, is a decision of Council at its sole discretion.
- 30. Not all eligible applicants may receive funding.

### **Conditions of Approval and Payment of Funds**

- 31. Grant monies shall be issued, in full, upon Council awarding the grant.
- 32. A grant recipient pursuant to this Administrative Order shall submit a final report on the funded project by the stated deadline.
  - (2) The report for a Low Income Spaying and Neutering recipient shall include:

- (a) the name of organization;
  - (b) the amount and purpose of grant;
  - (c) the total costs and a breakdown of expenditures;
  - (d) the original receipts or proof of payment for the Municipality's grant;
  - (e) the number of cats spayed and neutered, including how many females and how many males were altered;
  - (g) the number of cats micro-chipped;
  - (i) confirmation that treated cats are and remain located within the HRM; and
  - (k) a description of the project and outcomes.
- (3) The report for a Trap, Neuter and Return recipient shall include:
- (a) the name of organization;
  - (b) the amount and purpose of the grant;
  - (c) the total costs and a breakdown of expenditures;
  - (d) the original receipts or proof of payment for the Municipality's grant;
  - (e) the number of cats spayed and neutered, including how many females and how many males were altered;
  - (f) confirmation that the cats are within HRM;
  - (g) the number of cats tested for FIV, FL, Leukemia;
  - (h) the number of cats tested positive and euthanized;
  - (i) the number of cats ear tipped, and
  - (j) the number of cats returned to original location, placed through adoption process or euthanized.
33. The applicant shall provide timely notification to staff of the Department if:
- (a) the applicant's operations cease or diminish; or
  - (b) the project is not completed in whole or in part by the stated final report deadline.
34. If the applicant notifies Department under Section 33, the Municipality may:
- (a) grant an extension of up to one (1) year; or
  - (b) require a full or partial refund of the grant.
35. In the event of an extension granted under clause 34 (a), the organization's eligibility shall be suspended for further funding consideration under a subsequent call for submission for the following fiscal year to the Spaying and Neutering of Cats Grants Program.

36. The Municipality reserves the right to recover any expenditure of municipal funds not in compliance with the terms and conditions of the grant approved by Council pursuant to this Administrative Order.
37. The Municipality reserves the right to verify any information provided in support of a grant request or a report resulting from a grant that is awarded.

**Scope**

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

Done and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Kevin Arjoon, 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 \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
, Municipal Clerk

Notice of Motion:  
Approved: