



P.O. Box 1749  
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B3J 3A5 Canada

**Item No.**  
**Grants Committee**  
**November 6, 2017**

**TO:** Chair and Members of Grants Committee

**SUBMITTED BY:** Original Signed

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Jerry Blackwood, Acting CFO/Director of Finance & Asset Management

**DATE:** October 5, 2017

**SUBJECT:** Community Grants Program: Delinquent Reporting Update

### **INFORMATION REPORT**

#### **ORIGIN**

November 4, 2013 – Grants Committee approval of default prevention and management protocols.

November 20, 2013 - Audit and Finance Committee approval of default prevention and management practice for programs administered under the Grants Committee. Applicants to programs administered under the auspices of the Grants Committee shall be screened for debt to HRM, extensions shall be limited to one (1) year, and sanctions may be applied to organizations in default of their obligations pursuant to a municipal grant, tax relief, a property sale or lease.

#### **LEGISLATIVE AUTHORITY**

*HRM Charter (2008), Section 79 (1) (av) respecting grants and contributions.*

#### **BACKGROUND**

Non-compliance reporting includes the following:

- The addition of grant recipients with overdue progress or final reports and grant recipients liable for the repayment of an ineligible expenditure or any unspent balance of a municipal grant;
- The removal of organizations from the delinquent list who have submitted a complete final report or repayment;
- Identification of accounts issued final notice by registered mail.

Reports, repayment, or reimbursements received after the September 11, 2017 Grants Committee meeting will be updated in next year's status report (2018).

**DISCUSSION**

It is mandatory that grant recipients submit a final report on or before March 31st of the fiscal year the award was issued. Reporting enables an evaluation of the activities funded by HRM and an accounting of public expenditures in accordance with the terms and conditions of a grant or contribution. Failure to report, or funds not used for the specified purpose, can lead to sanctions including the suspension of eligibility or a refund of any financial assistance in whole or in part.

Since 2011, an annual Information Report is submitted to the Grants Committee on the status of overdue reporting or repayment due under the auspices of the *Community Grants Program*.

**FINANCIAL IMPLICATIONS**

Unspent or misappropriated funds may be recovered from an applicant and deposited in Account M311-5508. Organizations have the option to make payment through a payment plan whereby the amount due to HRM is paid in smaller monthly installments. Once reporting and/or repayment is complete, eligibility is automatically reinstated.

**COMMUNITY ENGAGEMENT**

The Grants Committee is comprised of a voting membership of one elected member of Regional Council from each Community Council, the Chair appointed from the membership of the Audit & Finance Standing Committee (also an elected member of Regional Council), and six (6) citizens-at-large. Grant Committee meetings are open to the public unless otherwise indicated. Agendas, minutes and reports are available on the Halifax Regional Municipality's website.

**ATTACHMENTS**

1. Delinquent Reporting Status Update:
  - Table 1. Addition of Organizations to Delinquent List, as of August 15, 2017
  - Table 2. Reinstatement of Eligibility in 2015-16: Final Reporting/Repayment Received.
  - Table 3. List of Organizations Deemed Ineligible. Final Notice Issued
  
2. Correspondence Sheet Harbour and Area Ground Search and Rescue.

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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: Peter Greechan, Community Developer, Grants Contributions, Finance & Asset Management, 490.7310

Report Approved by: Original Signed  

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Bruce Fisher, Manager of Financial Policy & Planning, Finance & ICT, 490.4493

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### Delinquent Reporting Status Update

In 2017, seven (7) organizations failed to provide a final report and proof of grant expenditures as shown below in Table 1. The Sheet Harbour Ground Search & Rescue Team has also been added to the list due to the expiry of an extension previously awarded.

<b>Table 1. Addition of Organizations to Delinquent List</b>		
<b>Organization</b>	<b>Grant</b>	<b>Year Issued</b>
Afghan Society of Halifax	\$3,950	2016
Canadian Red Cross	\$1,700	2016
Christ Church Anglican Church	\$25,000	2016
Deanery Project Cooperative	\$4,000	2016
Eastern Shore Wildlife Association	\$10,000	2016
In My Own Voice Arts Association	\$5,000	2016
Sheet Harbour and Area Ground Search & Rescue*	\$20,000	2013
St. Mathews United Church	\$18,000**	2016
<b>TOTAL: 8</b>	<b>\$87,650</b>	

Notes to Table 1.

\* Application for final extension for Community Grant deadline extension; March 31, 2018. If approved the organization would not on the delinquent reporting list.

\*\*Final report submitted, awaiting refund of \$1,400 unspent funds.

In 2017, the eligibility of three (3) organizations was reinstated under the *Community Grants Program* as shown below in Table 2.

<b>Table 2. Reinstatement of Eligibility in 2016. Reporting/Repayment Received</b>		
<b>Organization</b>	<b>Grant</b>	<b>Year Issued</b>
Banook Canoe Club	\$15,000	2015
Dartmouth & District Pipe Band	\$5,000	2015
St. Margaret's Bay Stewardship Society	\$500	2015

In addition to the eight (8) organizations listed in Table 1, eligibility under the *Community Grants Program* has been suspended for the twelve (12) organizations listed in Table 3.

The remedy for organizations listed in either Table 1 or Table 3 is to either (i) return the grant or (ii) provide a final report as per the original terms and conditions of funding.

<b>Table 3. List of Organizations Deemed Ineligible: Chronological Order by Date of Grant</b>		
<b>Organization</b>	<b>Grant</b>	<b>Year Issued</b>
Beechville Baptist Church	\$500	2007
All Women's Empowerment & Development Association (partial report submitted)	\$5,000	2008
ABC Housing Cooperative Limited	\$2,000	2009
Dunbrack Housing Cooperative Limited	\$4,000	2009
Riverlake Rugby Club (partial report submitted)	\$1,500	2009
Plutonium Playhouse	\$5,000	2011
DaPoPo Theatre Society	\$2,000	2012
Estabrooks Community Hall Society	\$5,000	2012**
Legacy Centre for Performing Arts Society	\$10,000	2013
Sailable Nova Scotia (partial report submitted – refund due to HRM for ineligible expenses)	\$10,000	2013
Halifax Circus Cooperative Limited	\$2,700	2014
Black Artists Network of Nova Scotia	\$5,000	2015
<b>TOTAL: 12</b>	<b>\$52,700</b>	

Notes to Table 3.

\*\* Grant awarded to the Estabrooks Community Hall Society, formerly known as the Bay Road Community Hall Association. Final report deadline extended to March 31, 2016 approved by Grants Committee.

Final notice sent. Reminder notifications suspended and organization remains ineligible for funding consideration pending resolution.



Sheet Harbour and Area Ground Search and Rescue  
PO Box 171  
Sheet Harbour, NS  
B0J 3B0

To: Mr. Peter Greechan  
Grants & Contributions-Finance & ICT  
Halifax Regional Municipality

Fr: Sheet Harbour & Area  
Ground Search & Rescue

Aug.16th. 2017

Re: Community Grant Awarded to Sheet Harbour & Area GSAR

Mr. Greechan,

Further to our email correspondence earlier today, and follow up to your letter dated May 9<sup>th</sup> this year. As explained in my email, following the rejection of the land site proposal at Sheet Harbour Fire Station 33, our team explored other possible options which led to our application late last year to a piece of land owned by the Province under their Dept. of Natural Resources. Located along side of Highway 7 across from St. Peter's Catholic Church and as you enter Sheet Harbour. The application process is completed and we are awaiting either approval or denial to that application. Subsequent to that, last week we received word that a resident wishes to donate a piece of land located at [REDACTED] in Sheet Harbour, a piece approximately 4 acres. We are in discussions with the land owner and realtor. Our preliminary investigation and follow up on this appears to be a suitable location and land for our needs. As we move forward on both options and bring this to our group at a General Meeting the first week of Sept. we would request an extension on our 2013/14 grant to cover off this current fiscal year to allow us to move forward in finally constructing our building. Those funds are held in a GIC by our team at our local Scotia Bank Branch in Sheet Harbour.

Respectfully,

Neil Parnell, President