



**Subject:** *Not- For-Profit Insurance Grant Program*  
**To:** Parks, Recreation & Culture Committee  
**Date Prepared:** January 5, 2023  
**Related Motions:** C22(427)  
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**Approved by:** Alana Tapper, Director Parks, Recreation & Culture

### Summary

In December 2022, Council directed staff via motion C22(427) to explore a stand-alone insurance grant due to the high percentage of insurance requests in the Community Grant program. This report outlines the potential of a stand-alone insurance grant program for not-for-profit organizations in East Hants.

### Financial Impact Statement

The Not-For-Profit Insurance Grant is recommended to be a first come, first funded program. Estimated allocation for the proposed grant program is \$15,000 funded by reserves, which has been included for consideration in the General Government draft 2023/2024 budget. Staff would re-evaluate after the first year if funds are sufficient.

### Recommendation

Staff recommend that insurance funding be removed from existing municipal grant programs and in place of that, Council adopt a not-for-profit insurance grant program to assist non-profit organizations with insurance expenses.

### Recommended Motion

*Move that the Parks, Recreation and Culture Committee recommend to Council to direct staff to prepare a Not-For-Profit Insurance Grant Policy.*

*And*

*Move that the Parks, Recreation and Culture Committee recommend to Council to remove insurance funding from existing municipal grant programs and update applicable policies to be brought back to council.*

### Background

In December 2022, staff presented a report with updates and recommended policy changes to the Community Grant program. During the review, staff observed that at least 50% or more of the community grants issued over the past three (3) years were for insurance.

Fiscal	Total Funding Awarded	Total Insurance	# Applications	% Of Insurance Grants
2019-2020	\$ 32,918	\$ 9,423	7 of 42	29%
2020-2021	\$ 31,459	\$ 15,689	11 of 27	50%
2021-2022	\$ 26,843	\$ 14,492	11 of 25	54%
2022-2023	\$18,631	\$ 11,988	8 of 16	64%

Currently not-for-profit recreation-based organizations are eligible to apply for funds in the Community Grant Program within the Recreation Operating category to a maximum of \$1,500.

It is a policy of Council to approve only one Community Grant application per year per group in addition to the Event Hosting Grant (April 1 - March 31).

Staff have explored options of a stand-alone not-for-profit insurance grant for organizations in East Hants and are bringing forward recommendations based on staff findings.

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## Discussion

Staff have completed a jurisdictional scan and reviewed similar programs that relate to insurance funding.

Providing a separate program for insurance funding would:

- Better utilize the Community Grant Program for non-insurance expenses;
- Provide access to non-recreation organizations for insurance funding (i.e. East Hants Crime Prevention Association, etc.);
- Provide one program for insurance rather than multiple (Community Grant, Tourism, Gen Gov);
- Encourage organizations to obtain Directors & Officers Liability Insurance where they previously may not have that specific coverage due to the cost.

To launch this new program, staff would prepare a program launch in March 2023 to start accepting applications as of April 1st. Roll-out would include program promotion, webinars, community awareness and direct communications with organizations that currently access insurance funding through other municipal grant programs.

If Council proceeds in the direction of the new insurance grant policy, staff would bring back amendments to the following policies:

- Municipal Grant Program Policy
- Community Grant Program Policy
- Tourism Grant Policy

### Not-For-Profit Insurance Grant Policy Recommendations:

#### 1. Eligibility

1.1. Not-For-Profit Insurance Grants are available to non-profit organizations that:

1.1.1. Are registered under the Nova Scotia Joint Stocks or registered as a Canadian Charitable Organization.

1.1.2. Provide opportunities and services within the boundaries of the Municipality of East Hants that are accessible to all residents.

1.2. Not-For-Profit Insurance Grants are **NOT** available to:

1.2.1. Organizations that are supported by a larger provincial or national body (i.e., Girl Guides of Canada, MADD Canada, Cadets, etc.).

1.2.2. Religion-based organizations (including all cemeteries).

1.2.3. Sport or recreation organizations whose insurance policy falls under their provincial or national sport organization.

1.2.4. Organizations who receive funding through the municipal Community Partnership Fund.

## 2. Funding

- 2.1. Applications will be reviewed throughout the year by Parks, Recreation and Culture Staff until funds are dispersed.
- 2.2. Organizations are considered for 75% of insurance policy costs up to a maximum of \$1,500.

## 3. Deadlines

- 3.1. Applications will be reviewed on an as received basis until funds are dispersed (April 1 - March 31).
- 3.2. Applicants are encouraged to apply by April 1 as funds are limited.
- 3.3. In order for the application to be processed, it must include all of the requested information as identified in the approved application requirement.

## 4. Application Requirements

- 4.1. In order for applications to be considered complete and ready to process, organizations must include:
  - 4.1.1. Completed application form;
  - 4.1.2. Proof of incorporation under the Societies Act and active with the NS Registry of Joint Stocks;
  - 4.1.3. If applicable, proof of charitable registration status under the Income Tax Act;
  - 4.1.4. Signatures from two (2) organization executives;
  - 4.1.5. Detailed Insurance Policy information (including a break down of types of insurance);
  - 4.1.6. Most recent Organizational Financial Statement;
  - 4.1.7. Proof of District Councillor awareness through signature on the application or confirmation that the Councillor has been notified by email.

## 5. Reporting

- 5.1. Organizations have twelve (12) months from application approval to complete a final report which includes:
  - 5.1.1. Completed report form provided by the Municipality;
  - 5.1.2. Receipt indicating insurance payment.
- 5.2. Organizations are not eligible to apply for future Not-For Profit Insurance Grants until outstanding grant reports have been submitted and accepted by the Municipality.
- 5.3. Organizations must work with the Municipality to develop an appropriate strategy for recognizing the funding contribution of the Municipality.
- 5.4. Successful applications will be announced publicly once a year as per the Municipal Government Act (MGA).

## STRATEGIC ALIGNMENT

The recommended insurance grant aligns with East Hants' strategic goal to provide services, programs and facilities, through direct service delivery and collaboration with others, that allow people and businesses to thrive.

## FINANCIAL CONSIDERATIONS

Estimated allocation for the proposed grant program is \$15,000 funded through reserves, which has been included for consideration in the General Government draft 2023/2024 budget.

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## Alternatives

Council may consider alternatives to funding model (section 2.2);

- Organizations are considered for 50% of insurance policy costs up to a maximum of \$1,500.
- Organizations are considered for 100% of insurance policy costs up to a maximum of \$1,500.

Council may also recommend to staff changes to other proposed criteria for the not-for-profit insurance grant.

A final alternative for Council consideration is to leave the insurance option under the Community Grant and Tourism Grant programs and make no amendments to existing policy.