

PURPOSE

The Municipality of East Hants recognizes the importance and value of not-for-profit, community-based organizations. These organizations provide opportunities and services that benefit East Hants Residents contributing to building a strong community.

The purpose of the Not-for-Profit Insurance Grant Policy is to:

1. Support not-for-profit organizations benefiting East Hants that require financial assistance to acquire insurance.
2. Encourage organizations to carry the appropriate insurance coverage.

SCOPE

The Not-for-Profit Insurance Grant provides funding for not-for-profit community-based organizations that provide opportunities and services in East Hants to access funding to assist with Insurance Policy expenses including Liability, Directors and Officers and Property.

DEFINITIONS

Term	Definition
Not-For-Profit	An organization that provides a service to the community at-large without the objective of making a financial gain.
Registered Canadian Charitable Organization	A charitable organization registered pursuant to the <i>Income Tax Act</i> (Canada).
Commercial General Liability Insurance	Coverage for sums which the insured may become legally obligated to pay because of bodily injury or property damage resulting from their operations or activities, to which an insurance policy applies.
Directors & Officers Insurance	Coverage that protects directors and officers for claims made against them while serving on a board of directors and/or an officer, with respect to their fiduciary duties.
Property Insurance	Property insurance provides protection against most risks to property, such as fire, theft and some weather damage

POLICY

POLICY STATEMENT

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 100% 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. Incomplete applications will not be considered for funding.

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 breakdown of types of insurance);
- 4.1.6. Most recent Organizational Financial Statement;
- 4.1.7. Proof of District Councilor awareness through signature on the application or confirmation that the Councilor 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 Municipal grant reports have been submitted and accepted by the Municipality.
- 5.3. Successful applications will be announced publicly once a year as per the Municipal Government Act (MGA).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, Provide the final approved policy document to the Assistant Municipal Clerk

Title/Role	Responsibilities
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner, if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Community Development Coordinator	<p>The Community Development Coordinator will:</p> <ul style="list-style-type: none"> • Advertise the Not-For-Profit Insurance Grant • Receive, evaluate and recommend applications. • Process payment of approved funding. • Follow up with recipients to ensure reporting requirements are met.
Director of Parks Recreation and Culture	<p>The Director of Parks, Recreation and Culture will:</p> <ul style="list-style-type: none"> • Approve application recommendations • Review the policy annually and provide recommendations for potential updates

RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Municipal Grant Policy		Council Policy
Not-For-Profit Insurance Grant Application		Form
Final Report Form		Form
Nova Scotia Municipal Government Act (MGA)		MGA
Societies Act		Legislation
Income Tax Act		Legislation

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Approval of Policy	Community Development Coordinator	Director of Parks, Recreation & Culture	Council	

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk