

# Pandemic Management Directive



Management Directive No.:	<b>MD 2021-001</b>
Management Directive Name:	
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy, Forms	

## Directive Statement and Rationale:

This directive specifically relates to the Covid-19 pandemic.

The Corporation of the City of Kawartha Lakes acknowledges the efforts of cultural not-for-profit organizations located within the City in contributing to the creative economy.

The City has the opportunity to provide an avenue to support these volunteer organizations in the extenuating circumstances of COVID-19 ensuring their work can continue for the betterment of the City.

This support is in line with the 2020-2023 City of Kawartha Lakes Strategic Plan's Strategic Priority Area –2.0 An Exceptional Quality of Life to help Community Building by enhancing community involvement; updating and executing the Cultural Master Plan; and supporting and promoting arts, culture and heritage.

The City wishes to provide recovery support yet not have such organizations become reliant on such supports thereby potentially eroding the strength and independence of such organizations.

The City wishes to provide financial assistance and support to these community organizations and associations in recognition of these groups as a valuable resource in helping the municipality provide a strong community focus.

The Municipal Act, Section 107 (1), General power to make grants, acknowledges Council's authority to provide financial assistance through the following statement,

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

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The City therefore establishes this policy to guide the distribution of Recovery Funding for the purpose of providing financial support to various community-based, not-for-profit arts/culture/heritage organizations dealing with fixed operating costs during this emergency.

## **Scope:**

The Arts, Culture and Heritage COVID-19 Recovery Fund is administered by the Development Services Department at the direction of Council.

The Arts, Culture and Heritage Recovery Fund Program policy addresses the process for the request and distribution of public funds to be used to help cover the cost of fixed operating costs resulting from the shutdown due to COVID-19. The funds will be distributed to Arts/Culture/Heritage organizations operating within the City of Kawartha Lakes that provide a valuable resource and service to the municipality and its residents.

## **Definitions:**

In reading and interpreting the Arts, Culture and Heritage Recovery Fund Program policy, the following definitions apply:

Arts, Culture and Heritage Organization means a local community group or association which operates as a not-for-profit organization, is volunteer based, and provides a valuable cultural resource or service to the municipality and its residents

City means the Corporation of the City of Kawartha Lakes.

Culture means a project or initiative which enhances the community through the area of artistic, historical and/or theatrical achievement.

Recovery Funding means a set amount of money available as a one-time support payment to help deal with unforeseen financial hardship related to fixed operating costs due to the COVID-19 shutdown.

Fixed Operating Costs means required payment for fixed assets that do not fluctuate in relation to profit or loss of organizational activities. Examples are items as rent, mortgage, utilities, telephone, property taxes, building insurance.

Scale of Assistance means that the funding is fixed for a specified allotment. For fixed costs between \$2,000 and \$4,999: fixed funding amount of \$1,000; between \$5,000 and \$9,999: fixed funding amount of \$2,000; between \$10,000 and \$50,000: fixed funding amount of \$5,000; between \$50,001 and \$100,000; fixed funding amount of

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\$10,000; from \$100,001 and over; the amount equivalent to 10% of annual expenses up to a maximum of \$20,000.

## **Management Directive:**

### **1.0 Arts, Culture and Heritage Recovery Fund**

- 1.1 Total funding allotment for this fund is to be considered as City wide.
- 1.2 Cultural Organizations must apply in writing to the Economic Development Division prior to March 12, 2021 to access recovery funding
- 1.3 The applicant must provide a detailed 2020 financial statement.
- 1.4 The funds must be used to cover fixed costs not already supported through other municipal funding arrangements. Funding will not support the offset of staff wages or staff contracts.
- 1.5 Eligible organizations are limited to registered non-profits; such as Museums, Galleries, and Theatres, or an organization that can demonstrate it meets the definition of an Arts, Culture and Heritage organization as above and demonstration of associated fixed costs.
- 1.6 Organizations are limited to one funding request. A funding scale of assistance up to a maximum of \$20,000 can be allotted to any one Cultural Organization in 2021.
- 1.7 Applications will be reviewed against the program criteria to determine eligibility.
- 1.8 An internal Review Committee comprised of three (3) to five (5) Staff from Development Services (lead), Corporate Services, and Community Services will review applications to determine eligibility.
- 1.9 Staff with a vested interest in any particular applicant or application are not eligible to sit on the review committee.
- 1.10 Applications will be reviewed and authorized by the Director of Corporate Services, or designate, and reported on to Council for information purposes.

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1.11 In the event there is more demand for the program than funds, recommendations for the use of the funds will be made to Council.

1.12 Program applicants are encouraged to seek any and all alternate sources of funding but are advised that application to this program precludes application to any other source of emergency funding that may be provided by the City.

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.1	January 28, 2021,	Initial Release	