

Management Directive

Management Directive No.:	MD 2021-001
Management Directive Name:	Resiliency Fund
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	May 26, 2023
Related SOP, Management Directive, Council Policy, Forms	

Directive Statement and Rationale:

This directive specifically relates to the ramifications of the Covid-19 pandemic on Arts, Culture, Heritage and Chamber organizations.

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

The City has the opportunity to provide an avenue to support these volunteer organizations in the aftermath 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. And 3.0 A Vibrant and Growing Economy in creating an environment to attract business to Kawartha Lakes by leverage local business ambassadors and talents, and working with business groups and associations

The City wishes to provide 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 2023 in recognition of these groups as a valuable resource in helping the municipality provide a strong culture and business focus.

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

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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.

The City therefore establishes this Management Directive 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 and Chambers of Commerce dealing with fixed operating costs during this emergency.

Scope:

The Arts and Culture Resiliency Fund and the Chamber of Commerce Resiliency Fund is administered by the Development Services Department at the direction of Council.

The Arts and Culture Resiliency Fund and the Chamber of Commerce Resiliency Fund Program addresses the process for the request and distribution of public funds to be used to help cover operating costs: fixed and/or salary resulting from the fundamental shift in volunteer and funding for these non-profits due to COVID-19. The funds will be distributed to Arts/Culture/Chamber 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 Chamber Resiliency Fund Program, the following definitions apply:

Arts and Culture Organization means a local community group or association which operates as a not-for-profit organization, is volunteer based, and provides a valuable business and 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.

Chamber means an independent, non-profit advocacy and member services organization supporting membered businesses located in the City of Kawartha Lakes.

Business means a project or initiative which supports and enhances the community through the area of independent business owner in any of the 5 urban nodes.

Resiliency Funding means a set amount of money available as a one-time support payment to help deal with building resiliency from the financial hardship related to fixed

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operating costs or portion of operational costs for staffing due to the aftermath of 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.

Staffing Operational Costs means required payment for services rendered in a permanent staffing capacity not already covered by another city funding source.

Scale of Assistance means that the funding is fixed for a specified allotment. Applicants will submit 2022 actual Operating costs –Fixed/Salary (not including costs paid for by other organizations or positions subsidized by other funding sources), with a sliding scale of assistance based operating costs;

between \$500 and \$4,999: fixed funding amount up to \$2,500;

between \$5,000 and \$14,999: fixed funding amount up to \$10,000;

over \$15,000: fixed funding amount up to \$20,000;

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1.0 Arts and Culture Resiliency Fund and the Chamber of Commerce Resiliency Fund

1.1 Total funding allotment for this fund is to be considered as City wide.

1.2 Arts and Culture and Chamber of Commerce Organizations must apply in writing to the Economic Development Division prior to June 30, 2023 to access resiliency funding.

1.3 The Arts and Culture organizations must provide a detailed 2022 financial statement.

1.4 The funds must be used to cover fixed costs not already supported through other municipal funding arrangements or funding to support the offset of staff wages or staff contracts. Funding will not support the raising of current salary or hourly wage.

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 Chamber organization as above and

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demonstration of associated fixed costs and/or direct operating expenses related to staff position.

- 1.6 Organizations are limited to one funding request.
- 1.7 Arts and Culture organizations are eligible for funding using the scale of assistance up to a maximum of \$20,000 in 2023.
- 1.8 Chambers of Commerce organizations are eligible for up to a maximum of \$20,000 of eligible costs in 2023.
- 1.9 Applications will be reviewed against the program criteria to determine eligibility.
- 1.10 An internal Review Committee comprised of five (5) Staff from Development Services (lead), Corporate Services, and Community Services will review applications to determine eligibility.
- 1.11 Staff with a vested interest in any particular applicant or application are not eligible to sit on the review committee.
- 1.12 Applications will be reviewed and authorized by the Director of Development Services, or designate, and reported on to Council for information purposes.
- 1.13 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 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	
0.2	May 9, 2023	Update to include Chambers and change funding options and amounts due to the aftermath of COVID-19	Donna Goodwin