

REPORT

ADMINISTRATIVE SERVICES COMMITTEE

MEETING DATE: JUNE 18, 2018

FROM: Finance Department

DATE: May 25, 2018

SUBJECT: Oak Park Neighbourhood Centre (OPNC) Community Assistance Request

LOCATION: 2200 Sawgrass Drive

WARD: 5

Page 1

RECOMMENDATION:

That the Finance Department's report dated May 25, 2018 entitled *Oak Park Neighbourhood Centre (OPNC) Community Assistance Request*, be received and staff be directed to execute one of the options in the report.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The town's community assistance policy provides guidance with respect to the provision of assistance to local non-profit volunteer community groups in the form of direct grants, fee waivers, or municipal staff support
- OPNC is requesting a community assistance grant to defray the cost of municipal fees and charges expected to be incurred for a proposed renovation of their community facility and which, as noted in the application, will ensure the financial viability of the project.
- In 2017, OPNC received community assistance to defray the cost of building and planning fees related to the initial renovation of their community facility in the amount of \$18,466.53.
- The provision of community assistance would require funding approval from corporate contingency as there is no provision included in the town's operating or capital budgets to fund the request.
- The options are:
 - Deny community assistance
 - Approve community assistance, subject to OPNC receiving the necessary approvals/permits for the work to proceed
 - Approve partial community assistance, subject to OPNC receiving the necessary approvals/permits for the work to proceed

From: Finance Department
Date: May 25, 2018
Subject: Oak Park Neighbourhood Centre (OPNC) Community Assistance Request

BACKGROUND:

OPNC is a charitable organization providing both free and affordable programs based on community need which may otherwise be requested of the town. The organization's objectives include the creation of healthy neighbourhoods, through efforts to relieve poverty, provide education tailored to community needs, and support recreation and social opportunities for people of all ages and abilities. Their most recent annual report states that in the past year, they served over 800 individual households and had over 2,000 people in their programs. Examples of some of the services provided include;

- Newcomer support
- Food bank
- Financial literacy program
- Poverty, mental health and housing support groups
- Drop in programs tailored to community needs

In March, 2017, Council approved community assistance to OPNC to defray the cost of building and planning fees related to their initial renovation of their community facility in the amount of \$18,466.53.

The organization is now seeking to increase their facility space further by expanding into the existing attic in order to provide increased youth and private counselling office space.

COMMENT/OPTIONS:

The town's community assistance policy provides guidance with respect to the provision of community assistance to local non-profit volunteer community groups in the form of direct grants, fee waivers, or municipal staff support. In order to receive consideration, the community group must demonstrate that there is:

- community support for the programs, services, or projects offered by the group; and
- a need for financial assistance; and
- that adequate funding for the programs or services is not available from other sources.

And meet the following criteria:

- Be a not-for-profit community group or organization (registered as a charitable organization by Revenue Canada) initiating or delivering programs and services to the municipality. The specific service, program or activity for which funding is requested must also be not-for-profit in nature.
- Operate under a formal organizational structure with an active Board of Directors and/or Executive committee/Officers.

From: Finance Department
 Date: May 25, 2018
 Subject: Oak Park Neighbourhood Centre (OPNC) Community Assistance Request

- Be based in Oakville, with a majority of members being Oakville residents.
- Offer services, programs and activities that primarily benefit Oakville citizens.
- Be able to demonstrate the fiscal viability and accountability of the organization and of any specific service, program or activity for which funding is being sought.
- Be able to demonstrate that the funding assistance requested from the town supplements funding the organization has received through other sources and its own fundraising efforts.

Through its submission, OPNC has demonstrated that it is a viable, not for profit registered charity, centred in Oakville that draws its funding from grants, donations, fundraising, program memberships, and rental partnerships. For the community, OPNC provides both free and affordable services to Oakville residents based on expressed need. This contributes to the positive quality of life in the town and complements town goals.

The proposed renovation is estimated to increase the floor area of the community facility by 1,000ft². On that basis, estimated Town fees and charges would be:

Town Development Charges	\$ 10,550
Committee of Adjustment Fee	\$ 2,926
Site Plan Application (if required)	\$ 617
Building Permit Fees	\$ 1,490
Estimated Assistance Request	<u>\$ 15,583</u>

The application recognizes that the organization has successfully secured a Trillium Foundation grant in the amount of \$150,000 to defray the construction costs of this project. However, the applicant advises that this funding cannot be utilized for non-construction costs such as development charges and similar fees. Costs associated with construction, that can be funded from the Trillium grant include the development of plans, legal fees and survey costs, up to a maximum of 20% of the total grant. As a result, this source of funding will be used by OPNC to fund the parking utilization study and parking drawings estimated to cost \$6,000 that is expected to be required to support the Committee of Adjustment application. In addition, the applicant advises that the Trillium grant will also cover significant HVAC costs to relocate the facility's furnace currently located underneath the structure.

The estimated upset value of the community assistance request is \$15,583. The provision of a grant to fund the fee waivers would require funding from corporate contingency as there is no provision included in the town's operating or capital budget to fund such a grant.

- The options are:
 - Deny community assistance

From: Finance Department
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- Approve community assistance, subject to OPNC receiving the necessary approvals/permits for the work to proceed
- Approve partial community assistance, subject to OPNC receiving the necessary approvals/permits for the work to proceed

CONSIDERATIONS:

(A) PUBLIC

OPNC is a non-profit charitable organization providing both free and affordable programs based on community need which may otherwise be requested of the town.

(B) FINANCIAL

The upset value of the community assistance if approved is estimated to be \$15,583 to defray the cost of development related fees and charges. The provision of community assistance would require approval of funding from corporate contingency as there is no provision in the town's operating or capital budget to fund such requests.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

None

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- be fiscally sustainable
- enhance our social environment

(E) COMMUNITY SUSTAINABILITY

OPNC fulfills a community need that may otherwise be requested of the town. Their request for community assistance complies with policy requirements. The community assistance request has been made in accordance with approved policy and procedure which support the social and economic pillars of sustainability.

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