

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2020- 22

**“A BY-LAW TO ADOPT A COMMUNITY CAPITAL PROJECT FUNDING POLICY
FOR THE PORT OF JOHNSOTWN”**

WHEREAS the Port Management Committee has recommended that Municipal Council adopt a community capital project funding policy for the Port of Johnstown; and

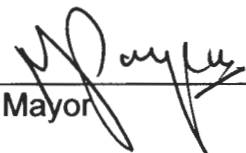
WHEREAS Municipal Council deems it advisable to adopt a policy with respect to community capital project funding;

NOW THEREFORE BE IT RESOLVED The Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

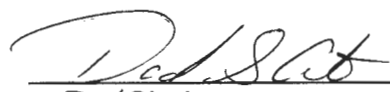
1. That the Community Capital Project Funding Policy for the Port of Johnstown, and its Schedules attached hereto, is hereby adopted and shall form part of this by-law.
2. That this by-law will come into force and take effect on its passing.

Read a first and second time in open Council this 23 day of March, 2020.

Read a third and final time, passed, signed and sealed in open Council this 23 day of March, 2020.



Mayor



D/Clerk

Schedule "A"
By-Law 2020-22



PORT OF JOHNSTOWN

A Division of the Corporation of the Township of Edwardsburgh Cardinal

Community Capital Project Funding Policy



Schedule “A”
By-Law 2020 –22

Background

Port of Johnstown – Did you know?

The Port of Johnstown was purchased by the local municipality in the year 2000 making it a community owned port. It is located 85 kilometers south of the Nation’s Capital along the St. Lawrence River and remains one of the only “open” ports currently in the Great Lakes/St. Lawrence Seaway system. Being an open port means that the port is not leased out to a major grain broker(s) or cargo broker(s), allowing all producers in our community to utilize the services provided. The port currently pays the township \$769,715 annually for management fees in lieu of taxes. Without this payment, the township would have to increase taxes to their residents by approximately 15%. The port will also have contributed over \$650,000 towards the new hockey arena in Cardinal over an eight-year period to help with the ongoing interest payments. In total, over the past 10 years, over 8.2 million dollars have been transferred from the port accounts to the township’s accounts. These funds are then used for various services and operational expenditures by the township.

The port spends approximately 4.75 million dollars on operational expenses each year. While approximately 55% is for labour and operating expenses, the remaining two plus million dollars is for preventative maintenance work for the aging grain elevator. In addition to this, the port has spent fifty (50) million dollars over the past 10 years on capital projects, including the expanded docks and additional grain bins. It is important to note that all of the capital spending is from the port’s profits and not from the township accounts. In other words, after operational expenses, all surplus monies are put back into the port to ensure sustainability of its aging infrastructure and to continually improve services provided to producers in our community and region.

Community Projects – Capital Funding

As a community port, it is important that the community is informed about the enormous contributions that already take place on an annual basis. For example, there are some people that are not aware of the contributions that are made year after year to our community through the township.

In an effort to support our community organizations and to promote the Port of Johnstown’s commitment to helping our community, the Port of Johnstown management committee has recommended and received approval to make available a maximum amount of \$375,000 over a five-year period towards community capital projects. The maximum amount of funding available for each year during the five-year agreement is \$75,000. The following describes the purpose of the funding, application and selection process. This policy will be reviewed and updated annually.

Schedule “A”
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Purpose

The Port of Johnstown, a division of the Township of Edwardsburgh Cardinal offers Community Capital Project funding to provide financial assistance to community groups and organizations within and directly serving the Township.

This support is in recognition of the value of these groups which contribute to the well being and growth of the community and to help the Port of Johnstown to retain a strong community focus.

Funding

The council of the Township of Edwardsburgh Cardinal have approved a 5-year commitment of community capital funding, to a maximum of \$75,000 annually, as recommended by the Port Management Committee.

The capital funding that is being made available is for new projects only. Projects need to be well defined and it is advised that the eligibility criteria be reviewed very carefully.

Capital Funding requests must be at least \$5,000.

For 2020, the Port of Johnstown will accept applications starting April 1, 2020 and closing May 31, 2020.

Schedule “A”
By-law 2020-22

Eligibility Criteria

- 1) Applications must be filled out completely and must be handed in before the closing date. Incomplete applications will be sent back to applicants for completion. Only completed applications will be presented to the Port Management Committee.
- 2) If requested, a delegation must make a presentation to the Port Management Committee.
- 3) Only capital project funding requests over \$5,000 and under \$75,000 will be considered.
- 4) Projects must be within the property boundaries of the Township of Edwardsburgh Cardinal.
- 5) For identified stand-alone projects, Port staff will be responsible for carrying out the administration. All invoices must be presented to the port for payment. Cheques will only be made payable to company names and not individuals.
- 6) For cost sharing projects, the Port Management Committee will determine who is responsible for the administration of the project and will select the payment certifier representing the port/owner.
- 7) Applicants, with the exception of local schools and our indigenous partners, must be non-profit community groups /organizations.
- 8) Applicants must fit into at least one of the following categories.
 - Community Economic Development / Tourism
 - Community Heritage
 - Community Green Initiatives
 - Community Recreation
 - Community Health and Safety
- 9) Returning applicants that have not successfully submitted a satisfactory project evaluation report for a past project will not be eligible for future capital funding.
- 10) Under normal circumstances, only one request per organization is to be considered in a calendar year.
- 11) Retroactive funding will not be considered.

Schedule “A”
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Guidelines

All capital Project Funding applications shall be submitted on the “Community Capital Projects Funding Application Form”. The application will be available in hard copy and electronically.

Review and Assessment

- 1) All requests for funding will be considered having regard for the budgeted funds available.
- 2) Applications will be reviewed by staff for completeness, accuracy and compliance with this policy. Incomplete submissions will be returned to the organization with a list of any additional information required.
- 3) All applications will be assessed in terms of:
 - Ability of the organization to carry out capital project and achieve desired results.
 - Need for project in the community.
 - Clear measurable benefit to the community of the municipality of Edwardsburgh Cardinal
 - Ability of the organization to sustain the initiative at the end of the funding period.

Accountability

- 1) Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives. Funding in future years will be received based on past demonstrated fiscal responsibility of the applicants.
- 2) Funds bestowed under this program are not transferrable between projects without the Port of Johnstown Management Committee approval, and must be used for the specific purpose outlined in the application.
- 3) Annual financial statements of the organization and accounting of the use of the funds granted by the Port of Johnstown may be requested by port staff or the management committee at any time. Annual Revenues and Expense Report will also be accepted.

Schedule "A"
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- 4) Successful applicants who receive financial funding from the program must complete the financial evaluation report. Reports must be submitted to the Port of Johnstown by December 31st of the year for which the funds were provided.
An extension for submittal may be requested and granted depending on the circumstances. If the recipient fails to fully complete and submit the evaluation report to the Port of Johnstown within the stated time, the organization will not be eligible for future funding until such a time that the port is satisfied that the report has been submitted in full.

Application Submission Dates

Applications must be received by March 1 of the project year. Applications with errors and/or omissions will be returned to the applicant and may be resubmitted, however, the delay may affect the outcome of the decision. For this reason, it is important that you fill out the application in its entirety and that you are as detailed as possible.

- **Exception - for capital projects in 2020, applications will be accepted until May 31, 2020.**

(This is being adjusted for 2020 because of the timing of the announced funding)

Publishing Policy

Notice of application deadlines, application forms and this policy will be posted on the Port of Johnstown website.

Address for Submissions

All application and evaluation forms must be sent to the following address:

Administration – Capital Projects
Port of Johnstown
3035 County Road #2
Johnstown, On
K0E 1T1

Schedule "B"
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Community Capital Funding Application Form

Rev. 1 - March 19, 2020

1. Applicant Information

1.1 Applicant Organization Name:

Address:

Primary Contact:

Secondary Contact:

Mandate of Organization:

1.2 Project Team

Project Contract Administrator:

Project Manager (if different from above) :

Key Staff:

Qualifications and Experience:

Schedule "B"
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2. Project Description

2.1 Project background:

2.2 Project Scope:

2.3 Project work schedule:

2.4 Performanace Measurement Strategy:

3. Project Budget:

3.1 Project Costs / Activity Expenditure Breakdown

3.2 Financial Plan - Ability to cash flow project

3.3 Project Partners - Financial

3.4 Evidence of support (letters of support)

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4. Project Risks:

4.1 Risks effecting positive outcome of the project

5. Cost - Benefit Analysis:

5.1 Financial R.O.I

5.2 Community and other Benefits

6. Legal, Regulatory, and Other Requirements:

6.1 Permits required

6.2 Consultation required (Including indigenous community)

6.3 Environmental studies required

7 Declarations

7.1 Conflict of Interest

7.2 Confirmation of Funding sources

7.3 Applicant Declaration

8 Organization Financial position

8.1 Provide financial statements and/or Revenues and Expenses Sheet



Community Capital Project Funding Evaluation Form

Name of the Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

The project Evaluation Form and any supporting documents are to be submitted within two months or by December 31st of the same year that the project was completed. Depending on the circumstances, an extension to the Evaluation Form submission date may be provided however, any requested extension must be provided in writing and received prior to December 31st of the year that the project was completed. Failure to complete the Evaluation form within the times stated will result in the applicant/organization being ineligible for future capital funding.

1) Project Description:

- a) Please provide a brief description of project and attach pictures.
- b) What specific results were achieved through the funding of your project?
- c) How did the community benefit from your project?
- d) As a result of your project funding, did your organization increase or enhance partnerships and collaborations with other groups in the community? Please explain.

Schedule "C"
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2. Capital Funding Received: Financial Contribution \$ _____

a) For what specific purpose(s) was the requested capital funding used for?

b) Please attach a financial report that outlines the capital project income (funding) and expenditures. All invoices must be attached to support the financial report.

Print Name and Title/Position

Signature

Date: _____

=====

Office use only:

Project Completion Date: _____

Date Evaluation Form Received: _____

Comments: _____

Confirmation that organization has carried out all requirements of this policy and is eligible to apply for future funding.

YES / NO _____

Date: _____

Port General Manager signature: _____