



# Staff Report

## Finance and IT Services

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**Report To:** Special Committee of the Whole  
**Meeting Date:** May 27, 2019  
**Report Number:** FAF.19.079  
**Subject:** Grants and Donations Program  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.079, entitled "Grants and Donations Program;

AND THAT Council authorize the development of a formal Committee of Council being the Grants and Donations Committee to include two members of Council, three members of the public, the Chief Administrative Officer and the Director of Finance and IT as resources;

AND THAT Council endorse the Terms of Reference for the Grants and Donations Committee as presented in Attachment 1 of this staff report;

AND THAT Council appoint \_\_\_\_\_ and \_\_\_\_\_ as Council representatives on the Grants and Donations Committee to include the oversight for fundraising, disbursement and the criteria of grants and donations;

AND THAT Council authorize Staff to initiate a call for appointments of three (3) members to the Grants and Donations Committee;

AND THAT Council direct staff to investigate and report back on the process of establishing a Community Foundation;

THAT Council endorse the inclusion of the Business Association Grants under the Economic Development budget and remove these from the Grant and Donations Program Application;

AND THAT Council direct staff to remove the grants and donations budgets from the 2020 Budget.

### B. Overview

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This report outlines the proposed changes to the Grants and Donations Program to include a Committee of Council that includes members of the public to have oversight for the fundraising and the disbursement of the annual grants and donations program. This committee would be responsible for fundraising activities throughout the year to raise funds to support the annual grants and donations. They would also be responsible to establish the guidelines and criteria for grants and donations for Council's approval.

## C. Background

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For twelve years, The Town of The Blue Mountains has administered a Grants and Donations Program for Community Groups and Organizations who make an application for financial or in-kind support for their operations, events, and activities.

The current guidelines and criteria were revised in 2015. With the implementation of a Grants and Donations Committee, they would be responsible to develop revised guidelines and criteria for Council's approval.

## D. Analysis

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At the April 24<sup>th</sup>, 2019 Council meeting, Council made the following resolution:

April 24, 2019

Moved by: Odette Bartnicki

Seconded by: Rob Sampson

THAT Council direct staff to provide Council with a revised Grants and Donations Program for the 2020 year to include:

1. Additional sources of revenue;
2. Consideration of providing access to the Town's insurance program to applicants;
3. A revised Grants and Donations form to include additional information, which includes, but is not limited to the organization's:
  - a. Funding from other sources;
  - b. Volunteer hours;
  - c. Statistics on residents served and the impact of the organization in The Blue Mountains;
  - d. Percentage of total budget that goes to the administration of the organization;
4. An alternative municipal source of funding for health care providers through the Town's Health Services Reserve;
5. Consideration of alternate methods of allocating the grants and donations funds;

AND THAT Councillor Bordignon and Councillor Sampson be appointed as the Council representatives to work with staff to bring this back to Council by the end of June, 2019,  
**CARRIED.**

Staff have been working with Councillor Bordignon and Councillor Sampson to consider options for the Town's grants and donations program.

### **Grants and Donations Committee**

Many municipalities have established a committee to review grant and donations applications. These committees are usually comprised of Council members and Community members. It is recommended that The Blue Mountains establish a Grants and Donations Committee that will be comprised of two members of Council and three members of the public to establish terms of reference for the committee that include fundraising initiatives, disbursements and the revised grants and donations criteria.

Municipalities are also establishing Community Foundations to create and invest funds which are dispersed as grants for projects and services that enrich the community. Community Foundations offer an "arms length" method of disbursing funds. It would have an independent Board of Directors from the community. Staff will report back to Council on the possible establishment of a Community Foundation for the Town.

### **Business Associations**

In reviewing other municipal grants and donations policies, business organizations were not included under this program. Business Associations currently included in the Town's grants and donations program are the Blue Mountain Village Association, Blue Mountains Chamber of Commerce and the Clarksburg Village Association. The dollar amounts will be included in the Communication and Economic Development Budget and will be clearly identified in the budget document so Council and the public are aware of the dollar allocation. During the budget process, Council could debate the amounts that have been allocated and the business associations that will receive funding.

### **Insurance**

Staff contacted our insurance provider AON to discuss the request to consider providing access to the Town's insurance program to applicants. Our insurance provider indicated that the Town's underwriters are unlikely to write these groups through a rider on the municipal program. There would be concerns about the care, custody and control as it is inadvisable to extend coverage to others where you have no control to the risk. AON would not recommend adding groups through a rider even if it was somehow possible. A claim that is made from one of the grants and donation organizations would then be part of the Town's claims experience which has wider implications including future insurance premiums.

### **Health Services**

Request for hospital funding, doctor recruitment and requests from the North East Grey Health Clinic would be funded through the Health Care Reserve based on Council's recommendations. An addition to the 2020 budget to include annual funding to this Health Care Reserve will be prepared as part of the budget package. These larger requests impact the community over many years and usually require a multi-year commitment by Council.

## **E. The Blue Mountains' Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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The 2020 Budget is proposed to maintain \$15,000 from the current Grants and Donations Program to fund local business associations and will be included in the Communication and Economic Development Budget. The remaining \$38,000 will be removed from the annual tax levy.

## **H. In consultation with**

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Shawn Everitt, Interim Chief Administrative Officer  
Councillor Bordignon  
Councillor Sampson

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca).

## **J. Attached**

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1. Draft Terms of Reference – Grants and Donations Committee

Respectfully Submitted,

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Director of Finance and IT Services

For more information, please contact:  
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## Grants and Donations Committee

### DRAFT - TERMS OF REFERENCE

#### 1. PURPOSE

The Town of The Blue Mountains (“Town”) Grants and Donations Committee will be responsible for raising funds to support the Grants and Donations program and for receiving, reviewing and approving grants and donations applications based on the grant criteria and application process approved by Council.

#### 2. MANDATE

The Mandate of the Town’s Grants and Donations Committee is to:

- Design and implement fundraising activities that will raise funds to support the Grants and Donations program;
- Administer, receive, review and approve the annual grants and donations applications;
- Provide advice to Council and seek approval for the guidelines, criteria and application process; and
- Provide a report to Council on the financial position and the status of all grants and donations.

#### 3. MEMBERSHIP / VOTING

The Grants and Donations will be comprised of up to Seven (7) members who are appointed by Council.

##### Voting Members:

- 2 members of Council
- 3 members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise. All voting Members are selected by resolution of Council.

**Non-Voting Members:**

- Chief Administrative Officer as ex-officio
- Director of Finance & IT Services
- Administrative Assistant

**Members will:**

1. Demonstrated expertise in fundraising;
2. Demonstrate a strong interest in and commitment to remaining informed on community issues and in particular community grants and donations;
3. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
4. Be able to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting; and
5. Participate as a team member.

**4. QUORUM**

Quorum for the Grants and Donations Committee, per the standards of the *Municipal Act, 2001*, is 3 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

The Council representatives appointed to the Grants and Donations Committee count towards quorum. The Mayor as ex-officio does not count towards quorum. However, the Mayor as ex-officio does have the right to vote and make motions.

**5. SUB-COMMITTEES**

Should the Grants and Donations Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. To take advantage of individual expertise, membership on sub-committees may be expanded to include community individuals who are not committee members.

**6. REMUNERATION**

No compensation shall be provided to members of the Grants and Donations Committee for their participation.

**7. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES**

The Grants and Donations Committee will meet monthly at a date and time to be set by the Committee once the public members have been appointed. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

The Administrative Assistant shall send out meeting invites to all Committee members and post notice of the meeting to the Town's website. The Call for Agenda Items will be sent out with the meeting invite along with a deadline for quorum to be obtained. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the Committee does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

Meetings will be held in the Council Chambers at the Town Hall, 32 Mill Street, Thornbury. If the Council Chambers are not available, an appropriate alternative location will be selected.

All meetings are open to the public, unless closed sessions are required in accordance with the Town's procedural bylaws. Meetings are not broadcasted.

## **8. AGENDA, MINUTES & PROCEDURE**

Agenda items will be set by the Committee Chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed annually at a minimum, or as required.

## **9. RELATED POLICIES & TRAINING REQUIREMENTS**

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)