



Minutes

Grants and Donations Committee

Meeting Date: October 11, 2019 REVISED
Meeting Time: 9:30 a.m. – 11:30 a.m.
Location: Council Chambers
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Councillor Bordignon called the meeting to order at 9:30 a.m. with Committee members Councillor Sampson, Caroline Harbinson, Lynne Seawright, and Linda Wykes present. Mayor Soever joined the meeting at 9:35 a.m.

Town staff in attendance were Director of Finance and IT Services Ruth Prince, and Administrative Assistant Tracy Petrescu.

Councillor Bordignon noted he will Chair the meeting until a Chair is formally appointed at a later point in the meeting. He noted the Committee is open to the public and sits formally to ensure transparency to the public.

▪ Approval of Agenda

Moved by: Rob Sampson

Seconded by: Linda Wykes

THAT the Agenda of October 11, 2019 be approved as circulated, including any additions to the Agenda, Carried.

Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Grants and Donations Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

Councillor Sampson explained Committee members have the same obligation as Council members to declare any pecuniary or perceived pecuniary interest. Councillor Sampson confirmed the Town's Integrity Commissioner is available to Committee members to provide advice to Committee members. Executive Assistant Committees of Council Sarah Merrifield confirmed that Declarations of Pecuniary Interest are identified by members who are required to fill out a form which becomes part of the public record. Sarah noted she will provide the Integrity Commissioner's contact details to Committee members.

B. Staff Reports and Deputations

B.1 Deputations, if any

None

B.2 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Grants and Donations Committee matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 Introduction and Welcome

Ruth Prince advised she is the Director of Finance and IT Services for the Town, and confirmed she is a resource to the Committee.

Tracy Petrescu noted she is an Administrative Assistant for the Town who will assist with administrating the Grants and Donations program.

Councillor Sampson is an elected Councillor for the Town and spoke about the importance of understanding the current grants and donations application process, and associated program criteria.

Mayor Soever introduced himself and thanked the public Committee members for volunteering their time. Mayor Soever noted it is an excellent initiative to move grants and donations out of the taxation budget. Councillor Bordignon explained the Mayor has ex-officio membership status on the Grants and Donations Committee.

Linda Wykes is the owner of Riverside Press in Clarksburg.

Councillor Bordignon is an elected Councillor for the Town and expressed his extensive background working on charity boards including the Princess Margaret Charity. Councillor Bordignon noted his familiarity with organizing large-scale charity events.

Sarah Merrifield noted she is the Executive Assistant Committees of Council for the Town.

Caroline Harbinson noted she is a community member with experience gathering donations for amateur athletics.

Lynne Seawright advised she recently relocated to the community from the city and cited her experience as a benefactor of charitable initiatives.

C.2 Discussion and Appointment of a Chair for the Grants and Donations Committee

Moved by: Rob Sampson

Seconded by: Linda Wykes

THAT the Grants and Donations Committee appoints Peter Bordignon as the Chair of the Grants and Donations Committee for a four month term from October 11, 2019 to March 1, 2020, Carried.

C.3 Terms of Reference Review

Executive Assistant Committees of Council Sarah Merrifield provided an overview of the Grants and Donations Terms of Reference, including a review of quorum requirements. Councillor Bordignon questioned if a sub-committee consisting of the three publicly appointed members constitutes a quorum of the Committee, considering no member of Council is in attendance. Clarification will be sought regarding this matter. Lynne questioned if electronic participation is possible. Councillor Sampson confirmed electronic participation is not currently possible, but is under review through revisions to the Procedural By-law.

Councillor Sampson advised the Committee that the Grants and Donations program used to be funded through taxation and considered by Council through the annual budget process. Groups hoping to receive funding would submit their own applications. With the creation of the Grants and Donations Committee, the program is removed from the annual budget process and is funded through community fundraising efforts. The group discussed that the Town, through the Treasurer, can issue charitable receipts, which permits the money-raising focus of the Committee. A foundation may be established at some point, but it is not an immediate focus. Director of Finance and IT Services Ruth Prince confirmed she will circulate FAF.19.098 Town of The Blue Mountains Community Foundation staff report to Committee members for their reference.

C.4 Initial Committee Priorities (verbal)

C.5 Discussion for the Purposes of confirming Grants and Donations first event – ‘I Love Blue’ Gala Ball on February 14, 2020 – Councillor Bordignon (verbal)

Councillor Bordignon distributed an “I Love Blue” Gala Ball (February 14, 2020) marketing package, and a draft profit and loss summary to Committee members. He noted the gala concept is a focus for the Committee, pending member’s concurrence. Councillor Bordignon reviewed the marketing package and the profit and loss summary with members and confirmed he has initiated preliminary discussions with Blue Mountain Resorts regarding event logistics. Councillor Bordignon noted the event would aim for 250-300 participants, and would include a live band, Corporate sponsorships, raffles, and a silent auction.

Councillor Bordignon cautioned that galas are a considerable amount of work, but with the Committee's endorsement, a successful event could be achieved. Councillor Bordignon further noted that if Committee members prefer to start with a smaller initiative, or plan a large event later in 2020, the Committee could explore those options instead.

Councillor Bordignon advised he is aware of, and has participated in, several successful galas in the area including, the Georgian Triangle Humane Society Fur Ball, and the Meaford Hospital Foundation Gala at Lora Bay. He further confirmed the Committee will be able to circulate gala information for owners in the village proper, through the Blue Mountain Village Association.

Moved by: Linda Wykes

Seconded by: Caroline Harbinson

THAT the Grants and Donations Committee approve development of an "I Love Blue" Gala Ball on February 14, 2020 with the event details secured for Committee information by the next regularly scheduled Committee meeting, Carried.

C.6 Establish the need for a working group from the community to assist with the Gala (verbal)

Moved by: Rob Sampson

Seconded by: Lynne Seawright

THAT the Grants and Donations Committee establishes an "I Love Blue" Gala working group consisting of Caroline Harbinson, Linda Wykes, and members of the public to develop the event details for the Committee's consideration, Carried.

C.7 Meeting Schedule (verbal)

The group discussed that a meeting may be called in the next few weeks to ensure Committee momentum, with a regular monthly meeting schedule determined. Staff will circulate an email requesting Committee member availability for a consistent meeting schedule moving forward. Committee members agreed to share contact details amongst the members for ease of scheduling and communication.

C.8 Town Policies and Legislation Acknowledgement

Executive Assistant Sarah Merrifield noted that digital copies of relevant Town policies and legislation were provided to Committee members. Policies and legislation included: POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, 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 and Harassment, POL.COR.18.10 Social Media Policy, Accessibility for Ontarians with Disabilities Act, 2005, Municipal Conflict of Interest Act, 1990, Municipal Freedom of Information and Protection of Privacy Act, 1990, and Municipal Act, 2001.

Sarah confirmed she will provide Committee members with a link to the July 16, 2019 Special Meeting of Council which serves as a training session for Committees of Council, covering topics including *Municipal Conflict of Interest Act* and Code of Conduct.

Committee members signed acknowledgement of receipt of the Town Policies and Legislation Package.

D. Correspondence

None

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- Grants and Donations Application Process and Associated Criteria
- Grants and Donations Previous Grant Recipients
- “I Love Blue” Gala Details and Sub-Committee Update
- Procedural By-law Review
- Quorum Requirements in Committee and Sub-Committee
- Meeting Schedule
- Possible 2020 Grants and Donations Committee Events
- Terms of Reference Review

F. Notice of Meeting Dates

To be confirmed
Town Hall, Council Chambers

G. Adjournment

Moved by: Lynne Seawright

Seconded by: Caroline Harbinson

THAT the Grants and Donations Committee does now adjourn at 11:12 a.m. to meet again at the call of the Chair, Carried.