

Town of Whitby Staff Report

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Report Title: Community Development Funds – 2021 Annual Report

Report to: Committee of the Whole

Date of meeting: January 24, 2022

Report Number: CAO 02-22

Department(s) Responsible:

Office of the Chief Administrative Officer
Financial Services Department

Submitted by:

Sarah Klein, Director of Strategic
Initiatives

Fuwing Wong, Commissioner, Financial
Services & Treasurer

**Acknowledged by M. Gaskell, Chief
Administrative Officer**

For additional information, contact:

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1. Recommendation:

1. That Report CAO 02-22 regarding the 2021 Annual Report for the Mayor's Community Development Fund and the Performing Arts Community Development Fund be received for information;
2. That Council approve an increase of \$2,000 to the ongoing annual grant from the Mayor's Community Development Fund with \$1,000 to the Brooklin Royal Canadian Legion Branch 152 and \$1,000 to the Whitby Royal Canadian Legion Branch 112 to support the replacement of banners through the Honour our Veterans Banner Program, and that Council approve the corresponding revisions to the Mayor's Community Development Fund and Performing Arts Community Development Fund Policy as shown in [Attachment 4](#); and,
3. That Council adopt the revisions to the Grants Review Committee Terms of Reference shown in [Attachment 5](#) to Report CAO 02-22.

2. Highlights:

- The Mayor's Community Development Fund (MCDF) is financed by the Mayor's Fundraiser and Mayor's Golf Tournament to support Lead and Community Grant requests. The grants support programs for community groups and individuals within Whitby, to help them undertake initiatives that benefit the community.
 - In 2021, the two events increased the MCDF by \$171,409 and the MCDF provided \$174,190 in monetary grants and silent auction awards by supporting:
 - five (5) Lead causes totaling \$60,000; and
 - thirty-three (33) Community Grants for a total value of \$114,190
- Fifteen (15) of the grants with a total value \$59,740 (included within the \$114,190 figure reported, above) were for COVID-related funding requests.
- In 2021, the Performing Arts Community Development Fund (PACDF) awarded four (4) grants for a total value of \$43,000.
 - A \$2,000 increase to the annual grant to the Brooklin and Whitby Royal Canadian Legion Branches (\$1,000 each) from the Mayor's Community Development Fund is recommended to support the replacement of banners through the Honour our Veterans Banner Program.
 - Modifications to the Grants Review Committee Terms of Reference are recommended to provide guidance on the operations of the Committee during an election year.

3. Background:

The Mayor's Community Development Fund has been in place for many years. In June 2015, Council approved a Mayor's Community Development Fund Policy which established the Grants Review Committee. The Grants Review Committee consists of five members of the public appointed by Council, plus the Mayor, and is supported by a Staff Advisor. This Committee reviews applications and awards grants based on the criteria and available funds in the Mayor's Community Development Fund and the Performing Arts Community Development Fund.

The MCDF utilizes net revenue from the Mayor's Fundraiser and the Annual Golf Tournament. Up to 50% of the proceeds raised by the Mayor's Fundraiser and the Mayor's Annual Golf Tournament are awarded to Lead causes and the balance is awarded in smaller grants up to \$5,000. Lead cause or charity applications are due March 31 and October 31 of each year and applications for smaller Community grants are due at the end of each month.

In May 2017, Council established the Performing Arts Community Development Fund. The PACDF utilizes net proceeds from the 2008 to 2012 Mayor's Galas and supports Whitby-based community organizations for performing arts programs,

events, initiatives, and projects for up to \$5,000. Funding of up to \$25,000 may be granted for exceptional projects and initiatives. Grant applications are due at the end of each month.

Grant recipients are required to submit a final report at the conclusion of their event/project to the Grants Review Committee. This ensures accountability of funds and allows the Committee to evaluate the success of the projects.

In 2018, Council approved an automatic allocation from the Mayor's Community Development Fund of \$3,000 annually to each Legion (Brooklin Branch 152 and Whitby Branch 112). These funds are for their Remembrance Day, President's Levy, and involvement in community events and are reflected in the Mayor's Community Development Fund and Performing Arts Community Development Fund Policy. The Legions have expressed challenges they are experiencing related to the replacement costs for banners for the Honour our Veterans Banner Program, which is a privately funded program.

4. Discussion:

During election periods, it is considered a best practice to avoid actions by or on behalf of the Town that could be considered or perceived as giving undue advantage to incumbent candidates. As such, as recommended by the CAO, the Terms of Reference have been updated to provide blackout periods for the Grants Review Committee. This was the practice in 2018, although it was not formalized in the Terms of Reference at that time. Also at that time, the Committee delegated authority for the Staff Liaison to provide support for silent auctions in lieu of organizations being able to apply for grants, and that delegated authority is recommended to be in place for the duration of any blackout periods on an ongoing basis. These modifications to the Committee Terms of Reference are recommended as noted in Section 10 of [Appendix 5](#).

10.0 Blackout Period

10.1. The Grants Review Committee shall not meet and award grants during the period of time commencing on the first day prescribed for the filing of nominations in a regular election in accordance with the Municipal Elections Act and ending when the new Council is sworn in.

10.2. For the duration of a blackout period identified in Section 9.1, the Committee's Staff Liaison is delegated the authority to approve requests for silent auction items up to a maximum total value of \$5,000 from the Mayor's Community Development Fund.

An update to the Policy is recommended by the Grants Review Committee in order to support the Royal Canadian Legion – Brooklin & Whitby branch to fund their replacement of banners for the Honour our Veterans Banner Program. A \$1,000 increase each to their annual allocation is being recommended to replace damaged or deteriorating Honour our Veterans banners that are displayed in

Whitby and Brooklin from October 1 to November 12. The modifications to the Mayor's Community Development Fund and Performing Arts Community Development Fund Policy reflecting this recommendation are included in [Appendix 4](#) under Section 3.1c) and are as follows:

- c) The Mayor's Community Development Fund provides an ongoing annual grant of \$4,000 to the Brooklin Royal Canadian Legion Branch 152 and \$4,000 to the Whitby Royal Canadian Legion Branch 112 to support community events in the amount of \$3,000 including their New Year's Levies and Remembrance Day Ceremonies as approved through Council resolution #16-18 and \$1,000 for the replacement of banners through the Honour our Veterans Banner Program.

MCDF Lead Cause Grants (\$60,000)

In 2021, ten (10) Lead cause applications were received and five (5) Lead Cause grants were awarded for a total value of \$60,000.

The Mayor's Fundraiser was scheduled to take place in March 2021, however, as a result of the pandemic, a sponsor appreciation event took place in November 2021. Due to the generosity of the sponsors who continued to provide their financial support, a net revenue of \$122,418 was secured for the Mayor's Community Development Fund. The following organizations were selected as the Lead Cause Grant recipients related to the Mayor's Fundraiser:

- \$15,000 to CAREA Community Health Centre to deliver a support program at White Oaks
- \$15,000 to Durham Region Hospice – Whitby – to help fund the comfort, care, and compassion campaign to build a 10-bed facility in Whitby to better serve individuals who are facing a palliative diagnosis

The Mayor's Golf Tournament held in August 2021 raised \$49,950 for the Mayor's Community Development Fund. The following organizations were selected as the Lead Cause Grant recipients related to the Mayor's Fundraiser:

- \$10,000 to WindReach Farm Foundation – to support their therapeutic riding program for individuals of all ages with physical, intellectual, or mental health challenges
- \$10,000 to the Charles H. Best Diabetes Centre – to support their Building Campaign
- \$10,000 to Durham Region Hospice – Whitby – to help fund the comfort, care, and compassion campaign to build a 10-bed facility in Whitby to better serve individuals who are facing a palliative diagnosis

MCDF Community Grants (\$114,190)

Many not-for-profit organizations continue to experience hardship. Research has indicated that 46 percent of not-for-profit organizations in Durham Region expect

that they cannot sustain their current operations for more than 12 months. The need to continue to support organizations through the pandemic is significant. The Grants Review Committee approved fifteen (15) COVID-related grants totaling \$59,740 which mainly focused on food security and the development of online platforms for serving and providing programming for their clients.

As depicted in [Attachment 1](#), the Committee reviewed forty-nine (49) community grant applications in 2021. Community grant applicants have the option of requesting a grant or a silent auction item. The silent auction items include an option of a gift basket from a local retailer or a recreation gift certificate. The following thirty-three (33) grants were approved with a cumulative value of \$114,190:

- Twenty-eight (28) of these were monetary grants totaling \$112,740; and
- Five (5) were silent auction packages with a value of \$1,450. Of the silent auction items, \$858 were purchased in 2020 and awarded in 2021.

1. Abilities Centre (\$5,000)
2. All Saint's Anglican Church (\$5,000) *COVID-19
3. Autism Home Base Durham Inc. (\$4,000) *COVID-19
4. Big Brothers Big Sisters South-West Durham (\$5,000)
5. Boys and Girls Club of Durham (Silent Auction Package)
6. Boys and Girls Club of Durham (\$5,000)
7. Congress of Black Women of Ontario, Oshawa/Whitby Chapter (\$2,500)
8. Durham Children's Aid Foundation (\$5,000)
9. Durham Farm Connections (Silent Auction Package)
10. Durham Outlook for the Needy (\$2,500) *COVID-19
11. Epilepsy Durham Region (\$5,000) *COVID-19
12. Girls Inc. of Durham (\$2,500) *COVID-19
13. Girls Inc. of Durham (\$4,000)
14. Hearth Place Cancer Support Centre (\$2,740) *COVID-19
15. Hearth Place Cancer Support Centre (Silent Auction Package) *COVID-19
16. Ignite Durham Learning Foundation (\$5,000) * COVID-19
17. Kendalwood Church Food Bank (\$5,000) * COVID-19
18. Luke's Place (\$3,000) *COVID-19
19. PARA Marine Search and Rescue (\$3,200)
20. Parkwood National Historic Site (Silent Auction Package)
21. Royal Canadian Legion Branch Brooklin - Project Submission (\$5,000)
22. Royal Canadian Legion Branch Brooklin (\$3,000)
23. Royal Canadian Legion Branch Whitby (\$3,000)
24. Scientists in School (\$4,000)
25. Sunrise Youth Group (\$5,000)
26. Sunrise Youth Group (\$5,000)
27. The Salvation Army - Whitby (\$1,000) *COVID-19
28. The Salvation Army – Whitby (\$5,000) *COVID-19
29. The Shoebox Project (\$2,500)
30. Westminster United Church (\$5,000) *COVID-19

31. Whitby Curling Club (\$4,800)
32. Whitby Lawn Bowl Club (\$5,000) *COVID-19
33. Whitby Ringette Association (Silent Auction Package)

PACDF Grants (\$43,000)

The Committee reviewed seven (7) and approved four (4) PACDF grant applications in 2021 totaling \$43,000:

1. Durham Region International Film Festival (\$5,000)
2. Durham Showcase Festival (\$1,000)
3. Ontario Philharmonic (\$12,000)
4. Whitby Courthouse Theatre (\$25,000)

5. Financial Considerations:

Following the two events in 2021 and with recommendations from the Grants Review Committee, the balance of the Mayor's Community Development Fund at the end of 2021 (to be carried over to 2022) is \$87,824 as shown in [Attachment 2](#) to this report.

The 2021 events raised a total of \$171,409 for the Mayor's Community Development Fund (\$122,418 from the Mayor's Fundraiser Event and \$48,991 from the Mayor's Golf Tournament). A summary of the revenues, expenditures, and net proceeds for each event is provided in [Attachment 3](#) to this report.

Recovery for Town Resources related to the 2021 Mayor's Golf Tournament (\$958.64 shown in Attachment 3) reflects recovery for Public Works staff who assisted with event delivery, set-up, and take-down. Due to COVID-19 precautions, these tasks were completed outside of regular working hours. Other resources and staff participation related to these events are summarized below:

- Mayor's Fundraiser Event: approximately 60 staff hours were spent by staff for the event;
- Mayor's Golf Tournament: approximately 142 staff hours between the Strategic Initiatives, Communications and Creative Services, and Community Services departments, as well as staff in the Mayor's office.

The other resources and staff participation noted above are considered in-kind and not reflected in the financials for the events as provided for in Town policy.

Following the recommendations from the Grants Review Committee, the balance of the Performing Arts Community Development Fund at the end of 2021 (to be carried over to 2022) is \$119,295 as shown in [Attachment 2](#) to this report.

6. Communication and Public Engagement:

Opportunities for the Lead and Community Grants are advertised throughout the year utilizing the Town of Whitby website, The Whitby Perspective, and

advertisements in local media and social media channels. Fund recipients are publicized on the Town of Whitby website, through social media, and media events, as applicable.

7. Input from Departments/Sources:

Departments are consulted as appropriate on relevant applications.

8. Strategic Priorities:

The recommendations contained within the Community Development Funds Report are consistent with the Town of Whitby Council 2018 – 2022 Goals of enhancing transparency and accessibility of Town Hall, ensuring effective public consultation and engagement, and promoting the importance of affordability to a healthy, balanced community.

The Community Development Funds also align with the Corporate Strategic Plan as they support programs and initiatives that demonstrate care to the community. The funds are managed in a manner that supports a high-performing, innovative, effective, and efficient organization.

The Community Development Funds support accessibility as there are a number of grants provided each year that promote a more inclusive and accessible community, and all of the forms are provided in an accessible format.

Finally, principles of sustainability are embedded into the Community Development Funds as they promote a number of the pillars of sustainability including supporting health & happiness, equity & local economy, and culture & community.

9. Attachments:

[Attachment 1: Community Development Funds 2021 Overview](#)

[Attachment 2: Mayor's Community Development Fund and Performing Arts Community Development Fund Continuity Schedule](#)

[Attachment 3: 2021 Financial Summary of the Mayor's Fundraiser Event and the Mayor's Golf Tournament](#)

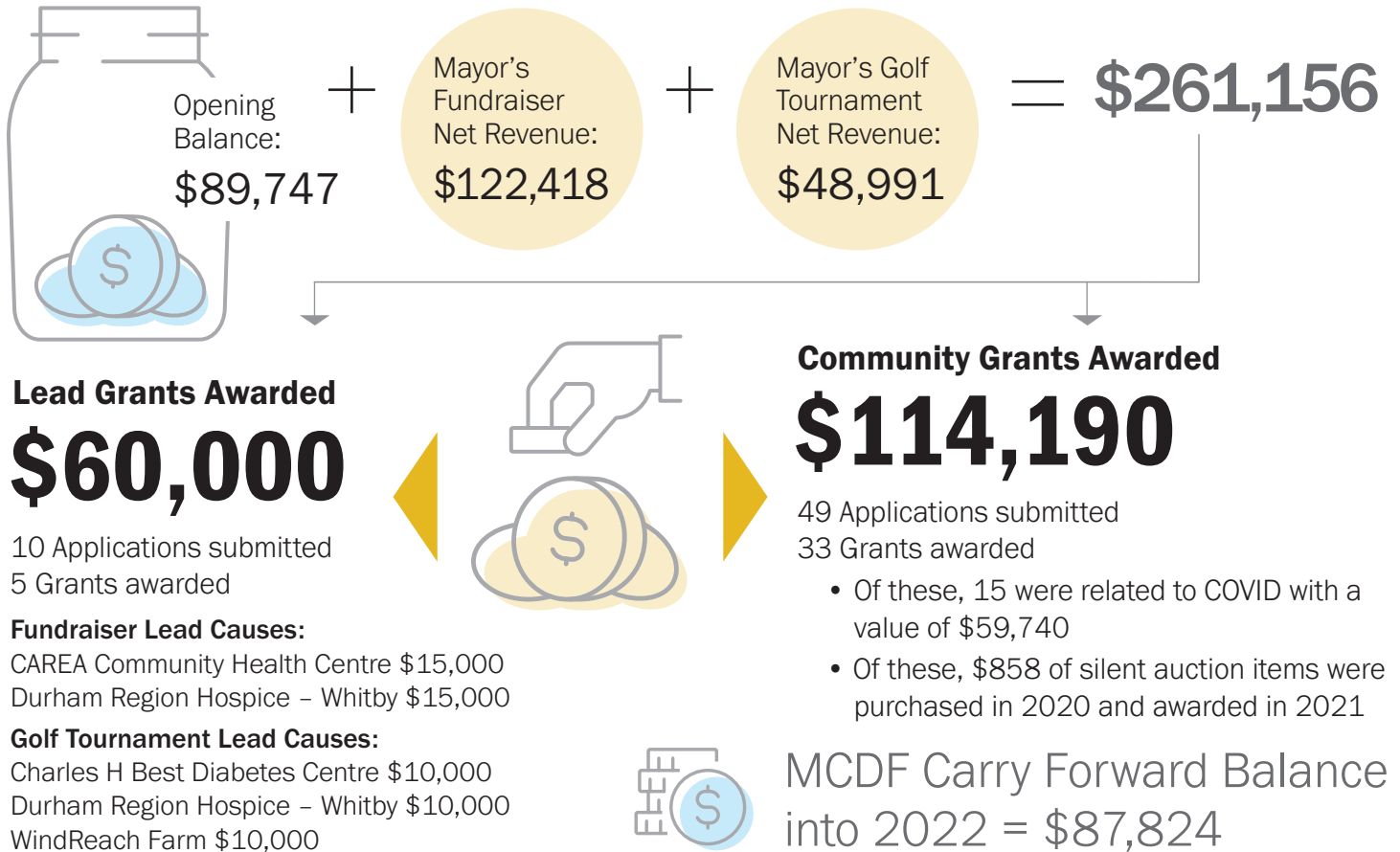
[Attachment 4: Policy F 070 - Mayor's Community Development Fund and Performing Arts Community Development Fund](#)

[Attachment 5: Grants Review Committee Terms of Reference](#)

Community Development Funds

2021 Snapshot

Mayor's Community Development Fund (MCDF)



Performing Arts Community Development Fund (PACDF)

Opening Balance:
\$162,295

7 Applications submitted

4 Grants Awarded

\$43,000



PACDF Carry Forward Balance into 2022 = \$119,295

Grants Review Committee

Consists of the Mayor, five members of the public appointed by Council and a Town of Whitby Staff Advisor.



**TOWN OF WHITBY
2021 MAYOR'S COMMUNITY DEVELOPMENT FUND (MCDF)
CONTINUITY SCHEDULE**

January 1, 2021 Opening MCDF Balance (per previous report)	\$91,700.98
Adjustments related to 2020 (see Note 1)	-\$1,953.54
Adjusted Opening Balance	<u>\$89,747.44</u>
Net Proceeds from 2021 Events (see Attachment 3 for details)	\$171,409.80
2021 Grants Recommended by the Grants Review Committee - Lead Cause	-\$60,000.00
2021 Grants Recommended by the Grants Review Committee - Community	-\$112,740.00
2021 Silent Auction Packages provided to Community Grant Applicants (see Note 2)	-\$592.60
December 31, 2021 - Ending MCDF Balance	<u><u>\$87,824.64</u></u>

Note 1: A 2020 invoice for \$1,953.54 of Personal Protective Equipment was processed after the cut-off for the previous/2020 report (Report CAO 02-21).

Note 2: \$1,450 of Silent Auction packages were distributed in 2021. Of this, \$592.60 of Silent Auction packages were purchased in 2021. The balance of 2021 Silent Auction packages were carried over from 2020.

**TOWN OF WHITBY
2021 PERFORMING ARTS COMMUNITY DEVELOPMENT FUND (PACDF)
CONTINUITY SCHEDULE**

January 1, 2021 Opening PACDF Balance	\$162,295.02
2021 Grants Recommended by the Grants Review Committee	-\$43,000.00
December 31, 2021 - Ending PACDF Balance	<u><u>\$119,295.02</u></u>

**TOWN OF WHITBY
2021 FINANCIAL SUMMARY OF THE
MAYOR'S FUNDRAISER EVENT AND THE MAYOR'S GOLF TOURNAMENT**

	<u>2021 Budget</u>	<u>2021 Actuals</u>
Mayor's Fundraiser Event		
Revenues		
Ticket Sales		\$0.00
Corporate Sponsorship		\$136,720.00
Total Revenues	\$100,000	\$136,720.00
Expenditures		
Event Costs		\$14,301.54
Total Expenditures	\$50,000	\$14,301.54
Net Proceeds of the 2020 Mayor's Fundraiser Event	<u>\$50,000</u>	<u>\$122,418.46</u>
Mayor's Golf Tournament		
Revenues	\$100,000	\$100,700.00
Expenditures		
Facility Rental		\$35,084.11
Event Costs		\$14,546.92
Signage/Communications		\$1,118.99
Recovery of Town Resources		\$958.64
Total Expenditures	\$40,000	\$51,708.66
Net Proceeds of the 2020 Mayor's Golf Tournament	<u>\$60,000</u>	<u>\$48,991.34</u>
Grand Total - Contribution to MCDF	<u>\$110,000</u>	<u>\$171,409.80</u>



Town of Whitby Policy

Policy Title:	Mayor's Community Development Fund and Performing Arts Community Development Fund
Policy Number:	F 070
Reference:	Council Resolution #336-15 and #69-16
Date Originated:	June 29, 2015
Date Revised:	February 8, 2016 <u>February 13, 2018</u>
Review Date:	As required
Approval:	Council
Point of Contact:	Commissioner of Community and Marketing Services <u>Director Strategic Initiatives</u>

Policy Statement

The Mayor's Community Development Fund and Performing Arts Community Development Fund provide financial assistance for community groups and individuals within Whitby to help them undertake initiatives that will benefit the community.

Purpose

To ensure the proceeds from the Mayor's Community Development Fund and Performing Arts Community Development Fund are allocated in a fair and transparent manner to community based organizations or individuals.

Scope

This policy applies to organizations applying for community grants from the Mayor's Community Development Fund and Performing Arts Community Development Fund.

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1 Definitions

- 1.1 Annual Report** means an annual report submitted to Council identifying the use of the funds, the number of applicants, who receive funding in any one year and the benefit to the community from the grants. It will also identify any suggestions for changes in the process that Council should consider.
- 1.2 Criteria** is used to evaluate grant applications and make recommendations for grant eligibility based on how the project will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds and fundraising), the importance of the Town's contribution, and how the success of the project will be determined.
- 1.3 MCDF Lead Grants** are causes or organizations identified as the primary beneficiary of the Mayor's Golf Tournament and Mayor's Fundraiser through grant funding of up to 50% of the funds raised to support a major community initiative (capital or program) benefiting the community.
- 1.4 MCDF Community Grants** are eligible grants of up to \$5,000 to support community groups for specific initiatives that promote inclusiveness and a broad community benefit through:
- Capital initiatives benefiting the community;
 - Community special events;
 - Funding for initiatives or programs; and,
 - Limited support for individuals or groups in special circumstances.

An applicant may apply more than once for a grant.

- 1.5 PACDF Community Grants** are eligible grants of up to \$5,000 to support performing arts in Whitby. Grants can be provided to performing arts groups, organizations or individuals for programs, events, initiatives and projects, including capital projects. An applicant may apply more than once for a grant. On special circumstances a grant may be provided up to \$25,000.
- 1.6 Grants Review Committee** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference, and delegated authority to review and award Grants in accordance with this policy.
- 1.7 Mayor's Community Development Fund** is a reserve established from the net proceeds raised from the Mayor's Golf Tournament, Mayor's Fundraiser or other external revenue sources.

- 1.8 Performing Arts Community Development Fund** is a Town reserve consisting of the net proceeds from the 2008-2012 Mayor's Galas to support performing arts programs, events, initiatives and projects in Whitby. Additional funds may be allocated towards the Performing Arts Community Development Fund at Council's direction.

2 Responsibilities

- 2.1** Council shall approve members of the Grants Review Committee and consider recommendations for changes to the grant process as submitted by the Grants Review Committee.
- 2.2** Community and Marketing Services Department to promote Grant opportunities in coordination with the Communications Division.
- 2.3** The Grants Review Committee will review applications and award grants based on the grant criteria and available funds in the Mayor's Community Development Fund and Performing Arts Community Development Fund. All decisions of the Grants Review Committee will be final. The Grants Review Committee shall submit an annual report to Council.

3 Policy Requirements

3.1 Mayor's Community Development Fund Grants

- a) The Mayor's Community Development Fund utilizes funding from the net proceeds from the Mayor's Golf Tournament and Mayor's Fundraiser.
- b) The Mayor's Community Development Fund supports lead causes or charities plus provides funding for initiatives benefiting the Whitby community, capital projects, community events and support for Whitby residents in special circumstances.
- c) The Mayor's Community Development Fund provides an ongoing annual grant of \$4,000 to the Brooklin Royal Canadian Legion Branch 152 and \$4,000 to the Whitby Royal Canadian Legion Branch 112 to support community events in the amount of \$3,000 including their New Year's Levies and Remembrance Day Ceremonies as approved through Council resolution #16-18 and \$1,000 for the replacement of banners through the Honour our Veterans Banner Program.
- e)d) Lead Grants provide an opportunity for community agencies that require substantial funding for an initiative providing broad community benefit to Whitby and/or providing a benefit that may extend beyond the borders of Whitby.

- d)e) A minimum of two Lead Grants will be selected annually. One Lead Grant will be eligible for up to 50% of the funds raised by the Mayor's Golf Tournament and the other Lead Grant will be eligible for up to 50% of the funds raised by the Mayor's Fundraiser. Additional Lead Grants may be selected at the discretion of the Grants Review Committee based on eligible funds available.
- e)f) Lead Grant Applications will be received until the end of March for the Mayor's Golf Tournament and until the end of October for the Mayor's Fundraiser.
- f)g) The determination of the Lead Grants will be completed by the end of May for the Mayor's Golf Tournament and by the end of December for the Mayor's Fundraiser.
- g)h) The Lead Grants will be communicated as part of the Mayor's Golf Tournament and Mayor's Fundraiser so that the public and participants understand what organizations benefit from a significant portion of the funds raised during the events.
- h)i) The remaining funds will be used to provide Community Grants of up to \$5,000 to eligible applicants as determined by the Grants Review Committee.

3.2 Performing Arts Community Development Fund Grants

- a) The Mayor will be excluded from discussions related to PACDF Community Grants.
- b) The Performing Arts Community Development Fund utilizes net proceeds from the 2008 – 2012 Mayor's Galas.
- c) The Performing Arts Community Development Fund supports Whitby based community groups, organizations with a presence in Whitby and residents for performing arts programs, events, initiatives and projects.
- d) Funding up to \$5,000 will be available to eligible applicants as determined by the Grants Review Committee.
- e) Funding may be available for exceptional performing arts programs, events, projects or initiatives, including capital, up to \$25,000 to eligible applicants as determined by the Grants Review Committee.
- f) Once the available funds in the Performing Arts Community Development Fund are fully dispersed, grant applications will no longer be received.

3.3 Eligible Grant Recipients

- a) Whitby based community groups and not for profit organizations with a presence in Whitby, or Whitby residents in special circumstances.
- b) Organizations already receiving funding from the Town of Whitby for a specific purpose may be eligible for community grant funding for the same purpose, but given low priority.
- c) Groups receiving funding from the Town of Whitby can qualify to access Grants for other initiatives not already funded by the Town based on the relative merit of the initiative.

3.4 Applications

- a) The Mayor's Community Development Fund and Performing Arts Community Development Fund support innovative projects and initiatives that provide direct and indirect benefit to Whitby residents. The fund does not focus on providing funding for operating expenses of a community organization or charity.
- b) Organizations or individuals seeking financial assistance must submit an application to the Town of Whitby as outlined in the Mayor's Community Development Fund and Performing Arts Community Development Fund Procedure.
- c) The Grant application process and evaluating criteria shall be followed in accordance with the Mayor's Community Development Fund and Performing Arts Community Development Fund Procedure.

3.5 Reporting and Transparency

- a) The annual report submitted by the Grants Review Committee shall include the number and nature of applicants, the distribution of funds, who received funding in any one year, the purpose of the grant, and the benefit to the community from the grant.
- b) It will also identify any suggestions for changes in the process that Council should consider. Any changes would require Council approval.
- c) The annual report will be published on the Town's website each year.
- d) Unused amounts in the Mayor's Community Development Fund and the Performing Arts Community Development Fund at the end of each year will be carried over to the next year.

This Policy is hereby approved by Council Resolution #336-15 and 69-16 on this 8th day of February, 2016.



Grants Review Committee Terms of Reference

Number:	ToR-O-01
Reference:	Council Resolution #336-15, #128-17 and #492-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	<u>Manager of Recreation (Staff Liaison)</u> <u>Director Strategic Initiatives (Staff Liaison)</u>

1.0 Enabling Legislation

The Council of The Corporation of the Town of Whitby established the Grants Review Committee to review applications and award grants based on the grant criteria in Policy F 070 and Procedure F 070-001, and available funds in the Mayor's Community Development Fund and Performing Arts Community Development Fund.

See also Staff Reports CS 63-15, CMS 21-16, and CMS 16-17.

2.0 Mandate and Responsibilities

- 2.1. The Grants Review Committee is an independent Committee of Council operating under delegated authority to review and award grants in accordance with applicable Council approved policies. The Committee is not subject to the Boards and Advisory Committees Policy G 030 or the Closed Meeting Policy G 040.

3.0 Membership and Composition

- 3.1. The Committee shall be comprised of five (5) members, which consist of four (4) citizen appointments appointed by Council and the Mayor as a Council representative. When the position of Mayor is vacant, the Deputy Mayor shall serve as the Council representative.

#	Committee Members	Member Type
4	Citizen Appointments	Voting
1	Member of Council	Voting

4.0 Term

4.1. Committee members shall serve for the term of Council, or until successors are appointed.

4.05.0 Member Qualifications

4.1.5.1. The following qualifications should be considered for appointing members to the Grants Review Committee:

4.1.1.5.1.1. Experience working on boards and committees.

4.1.2.5.1.2. Broad knowledge of community organizations in the Town of Whitby.

4.1.3.5.1.3. Grants experience (reviewing applications and allocating funds) is an asset.

4.1.4.5.1.4. Strong decision making abilities.

4.1.5.5.1.5. Strong level of professionalism and political acuity.

4.1.6.5.1.6. Available to attend Committee meetings during the day and community events, as required.

5.06.0 Quorum

5.1.6.1. Quorum shall be a majority of the appointed Members, and a quorum shall be present or participating via available technology (see section 8.3) for every meeting and decision of the Committee.

5.2.6.2. At no time shall the Committee be comprised of 3 or fewer members, and in the event such an instance occurs, the Town Clerk shall notify Council and Council may direct the Town Clerk to advertise for applications or appoint a person to fill the vacancy.

5.3.6.3. If the Mayor is excused from discussions related to the Performing Arts Community Development Fund, in accordance with Policy F 070, the remaining number of members present or participating via available technology shall be deemed to constitute a quorum, provided such number is not less than two (2).

6.07.0 Staff Liaison

6.1.7.1. The CAO shall appoint a Staff member to act as Staff Liaison to the Grants Review Committee.

6.2.7.2. The Staff Liaison shall be responsible for creating and distributing the Committee's agendas and taking minutes of the meeting. Minutes shall be taken without note or comment and will at a minimum indicate the date and time of the meeting, those in attendance, and decisions of the Committee.

~~6.3.7.3.~~ The Staff Liaison shall forward the agendas and minutes to the Town Clerk for record retention.

~~7.08.0~~ Committee Chair

~~7.1.8.1.~~ The Staff Liaison shall preside as chair for all meetings of the Grants Review Committee, it being understood that the Staff Liaison does not have a vote.

~~8.09.0~~ Meetings

~~8.1.9.1.~~ The Grants Review Committee shall meet as needed, but generally once a month if applications are received by the end of the previous month.

~~8.2.9.2.~~ Meetings may be held in the Mayor's Office at the Town of Whitby Municipal Building, 575 Rossland Road East, Whitby, or an alternate suitable location identified by the Mayor and Staff Liaison.

~~8.3.9.3.~~ Meetings can be in person or using available technology.

10.0 Blackout Period

10.1. The Grants Review Committee shall not meet and award grants during the period of time commencing on the first day prescribed for the filing of nominations in a regular election in accordance with the Municipal Elections Act and ending when the new Council is sworn in.

10.2. For the duration of a blackout period identified in Section 10.1, the Committee's Staff Liaison is delegated the authority to approve requests for silent auction items up to a maximum total value of \$5,000 from the Mayor's Community Development Fund.

This Terms of Reference is hereby approved by Council Resolution #~~XXX492-2117~~ on this 310^{stth} day of ~~October~~January, ~~2017~~22.