

Town of Whitby

Staff Report

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Report Title: Community Development Funds - 2025 Annual Report

Report to: Committee of the Whole

Date of meeting: March 23, 2026

Report Number: CAO 05-26

Department(s) Responsible:

Office of the Chief Administrative Officer
Financial Services Department

Submitted by:

Sarah Klein, Deputy CAO
Fuwing Wong, Commissioner, Financial
Services & Treasurer

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

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1. Recommendation:

1. That Report CAO 05-26 regarding the 2025 Annual Report for the Mayor's Community Development Fund and the Performing Arts Community Development Fund be received for information;
2. That Council approve the updated Mayor's Community Development Fund Policy as shown in Attachment 4; and,
3. That the Performing Arts Community Development Fund Reserve be closed.

2. Highlights:

- The Mayor's Community Development Fund (MCDF) is financed by the Mayor and Council's Golf Tournament and Mayor's Fundraiser to support Lead and Community Grant requests. The grants support programs for community groups and individuals undertaking initiatives that benefit the Whitby community.

- In 2025, the two events increased the MCDF by \$247,457, and the fund provided \$199,694 in monetary grants and silent auction awards by supporting:
 - Five (5) Lead causes totalling \$98,000
 - Forty-five (45) Community Grants and silent auction items for a total value of \$101,694
- The Grants Review Committee reviewed a total of 109 grant applications for the Mayor's Community Development Fund, highlighting the significant need within the community.
- In 2025, the Performing Arts Community Development Fund (PACDF) awarded five (5) grants totalling \$22,639. This funding stream has now been fully allocated and is closed. As such, the Policy has been updated to remove reference to the Performing Arts Community Development Fund and it is recommended that the Performing Arts Community Development Fund reserve be closed.

3. Background:

The Mayor's Community Development Fund has been in place for many years. In 2015, Council approved a Mayor's Community Development Fund Policy which established the Grants Review Committee. The Grants Review Committee consists of four 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 and Council's Golf Tournament and the Mayor's Fundraiser. Up to 50% of the proceeds raised by the Mayor and Council's Golf Tournament and Mayor's Fundraiser are awarded to Lead Grant causes, and the balance is awarded in smaller grants, up to \$5,000 each. Lead cause applications are due March 31 of each year, and applications for smaller Community Grants are due at the end of each month.

In 2017, Council established the Performing Arts Community Development Fund. The PACDF utilized net proceeds from the 2008 to 2012 Mayor's Galas and supported community organizations for performing arts programs, events, initiatives, and projects benefiting the Whitby community for up to \$5,000.

All 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 Policy. In 2022, Council approved a \$1,000 allocation to each Legion to support the replacement costs for banners for the Honour our Veterans Banner Program, which is a privately funded program.

In 2023, Council authorized two new recurring grants: the Mayor's Medal Scholarship and funding for the Lakeridge Health Foundation.

In 2024, Council approved administrative updates to the Policy, clarifying the cadence of Lead Grant applications as well as clarity on the types of organizations and applications that are not eligible for Community Development Funds.

4. Discussion:

A number of updates have been recommended to F 070 – Mayor's Community Development Fund and Performing Arts Community Development Fund Policy. These include updates to the policy regarding the removal of inclusion of the Performing Arts Community Development Fund since this funding stream has been fully allocated and is now closed and the reference to the Host in Whitby Grant Program recommending excluding applicants from receiving funding from the Host in Whitby Grant Program and MCDF for the same event. This exclusion ensures that limited resources are distributed equitably among a broader range of community initiatives, preventing double funding for a single event and maximizing the overall impact of the grants available.

The following outlines the grants provided from the Community Development Funds in 2025.

MCDF Lead Cause Grants (\$98,000)

In 2025, twenty (20) Lead Grant applications were received, and five (5) Lead Grants were awarded, totalling \$98,000.

The Mayor and Council's Golf Tournament held on August 6, 2025 at Royal Ashburn Golf Club raised \$100,384 for the Mayor's Community Development Fund. Causes from the following organizations were selected as the Lead Grant recipients related to the Mayor and Council's Golf Tournament:

- Feed the Need in Durham: \$20,000 to facilitate the expansion of The Market at Iroquois Park Sports Centre, enabling operations two evenings per week.
- Victim Services Durham Region: \$20,000 to support the development of a new database system aimed at enhancing case tracking and improving services for children, youth, and families.

The Mayor's Fundraiser took place on September 18, 2025, and a net revenue of \$147,073 was secured for the Mayor's Community Development Fund from this event.

The following causes were selected as the Lead Grant recipients related to the Mayor's Fundraiser:

- Lakeridge Health Foundation: \$25,000 to support future health care needs in Whitby, including a new hospital;
- Ontario Shores Foundation: \$25,000 for an EEG machine, helping to support Alzheimer's research; and,
- PARA Marine Search and Rescue: \$8,000 for boat repairs required to support their continued operation in Durham.

MCDF Community Grants (\$101,694)

As depicted in Attachment 1, the Committee reviewed eighty-nine (89) Community Grant applications in 2025. Community Grant applicants have the option of requesting a grant or a silent auction item. The silent auction options include a gift basket from a local retailer or a recreation gift certificate. The following forty-five (45) grants were approved with a cumulative value of \$101,694. Thirty (30) of these were monetary grants totalling \$98,800 and fifteen (15) were silent auction packages with a total value of \$2,894.

1. Alzheimer Society Durham Region (\$4,000)
2. Autism Home Base Durham Inc. (\$5,000)
3. Beech Street Theatre Company (\$1,000)
4. Big Brothers Big Sisters of South Durham and Northumberland (\$5,000)
5. Boys and Girls Club of Durham (Silent Auction Package)
6. Brooklin Lacross Club (Silent Auction Package)
7. Canadian Muslim Golf Association (Silent Auction Package)
8. Christian Faith Outreach Centre (\$1,500)
9. Coco's Cocoa for Kids (Silent Auction Package)
10. Community Concert Band of Whitby (\$1,500)
11. Community Living Ajax-Pickering, Whitby (\$2,000)
12. Downtown Whitby BIA (\$1,000)
13. Downtown Whitby BIA (\$3,000)
14. Durham Black Educators' Network (\$3,000)
15. Durham Catholic Children's Foundation (Silent Auction Package)
16. Durham College Campus Library (\$600)
17. Durham Girls Choir (\$500)
18. Durham Youth Orchestra (\$4,000)
19. Gentle Family Community Support (Silent Auction Package)
20. Girls Inc. of Durham (\$5,000)
21. Girls Inc. of Durham (Silent Auction Package)
22. Ignite Durham Learning Foundation (\$5,000)
23. Kids' Safety Village of Durham Region (\$2,000)
24. Knights of Columbus (Silent Auction Package)
25. MADD Canada (\$5,000)
26. Mayor's Medal Scholarship (\$4,500)
27. Par For The Cause (Silent Auction Package)
28. Parkwood National Historic Site (Silent Auction Package)
29. Royal Canadian Legion Brooklin - Branch 152 (\$4,000)
30. Royal Canadian Legion Brooklin - Branch 152 (\$5,000)
31. Royal Canadian Legion Whitby - Branch 112 (\$3,700)
32. Royal Canadian Legion Whitby - Branch 112 (\$4,000)
33. Scientists in School (\$2,000)
34. St. Mark the Evangelist Catholic School (Silent Auction Package)
35. St. Mark's United Church (\$2,500)
36. Sunrise Development Support Services (\$5,000)
37. Trafalgar Castle School (Silent Auction Package)

38. The Charles H. Best Diabetes Centre (\$5,000)
39. The Salvation Army - Food Bank (\$2,500)
40. Their Opportunity (\$2,500)
41. We Grow Food (\$5,000)
42. WindReach Farm (\$4,000)
43. Whitby Sports Hall of Fame (Silent Auction Package)
44. Whitby Synchronized Skating Teams (Silent Auction Package)
45. Whitby Terry Fox Run (Silent Auction Package)

PACDF Grants (\$22,639)

The Committee reviewed seven (7) PACDF grant applications in 2025 and the following five (5) grants were approved, totalling \$22,639:

1. Durham Region Film Festival (\$5,000)
2. Captain Michael VandenBos Public School (\$5,000)
3. Station Gallery (\$5,000)
4. Downtown Whitby BIA (\$5,000)
5. Ormiston Public School (\$2,639)

The Performing Arts Community Development Fund has been fully expended, resulting in its closure and a balance of zero. Accordingly, the Policy has been revised to eliminate references to the Performing Arts Community Development Fund. No additional amendments have been made to the Policy beyond this update.

5. Financial Considerations:

Mayor's Community Development Fund:

Following the two events in 2025 and with recommendations from the Grants Review Committee, the balance of the Mayor's Community Development Fund at the end of 2025 (to be carried over to 2026) is \$151,682, as shown in Attachment 2.

The 2025 events raised a total of \$247,457 for the Mayor's Community Development Fund (\$100,384 from the Mayor and Council's Golf Tournament and \$147,073 from the Mayor's Fundraiser Event). A summary of the revenues, expenditures, and net proceeds for each event is provided in Attachment 3.

Recovery for Town Resources related to the 2025 Mayor's Golf Tournament (\$1,733.65 shown in Attachment 3) reflects recovery for Operations staff who assisted with the event delivery, set-up, and take-down. Other resources and staff participation related to these events are summarized below:

- Mayor and Council's Golf Tournament: approximately 169 staff hours between the Strategic Initiatives, Communications and Creative Services, and Community Services departments, as well as staff in the Mayor's office.
- Mayor's Fundraiser Event: approximately 87 staff hours were spent by staff for the event.

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.

Performing Arts Community Development Fund:

Following the recommendations from the Grants Review Committee, the balance of the Performing Arts Community Development Fund at the end of 2025 is \$0, as shown in Attachment 2. The Performing Arts Community Development Fund used net revenues from the 2008-2012 Mayor's Galas and the funds are now fully dispersed. This grant funding stream has come to an end in accordance with Town Policy F 070, the Mayor's Community Development Fund and Performing Arts Development Fund policy, and it is recommended that the Performing Arts Community Development Fund reserve be closed.

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 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 Community Development Funds align with a number of actions identified in the Community Strategic Plan, including Action 1.3.1 as the funds support collaboration with non-profit organizations to deliver services and programs to the community, and Action 4.1.2 as the funds strengthen existing and build new partnerships. The Community Development Funds also support accessibility as there are a number of grants provided each year promoting 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.

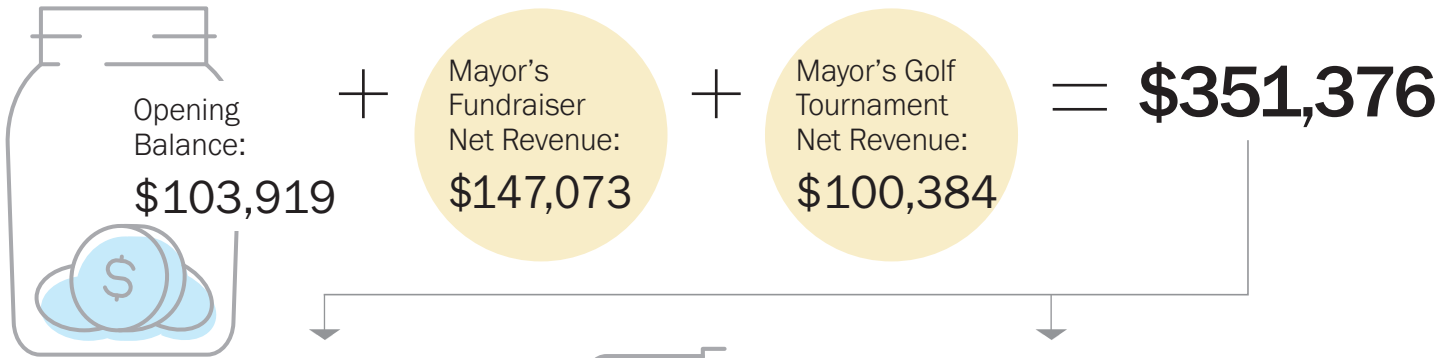
9. Attachments:

- Attachment 1: Community Development Funds 2025 Overview
- Attachment 2: Mayor's Community Development Fund and Performing Arts Community Development Fund Continuity Schedule
- Attachment 3: 2025 Financial Summary of the Mayor's Fundraiser Event and the Mayor and Council's Golf Tournament
- Attachment 4: Policy F 070 - Mayor's Community Development Fund

Community Development Funds

2025 Snapshot

Mayor's Community Development Fund (MCDF)



Lead Grants Awarded
\$98,000

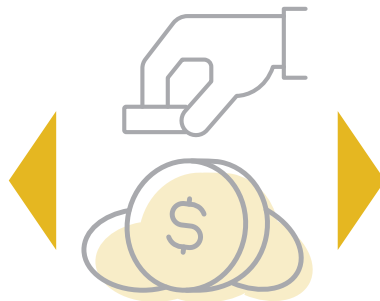
20 Applications Submitted
 5 Grants Awarded

Fundraiser Lead Causes:

Lakeridge Health Foundation \$25,000
 Ontario Shores Foundation \$25,000
 PARA Marine Search and Rescue \$8,000

Golf Tournament Lead Causes:

Feed the Need \$20,000
 Victim Services of Durham \$20,000



Community Grants Awarded
\$101,694

89 Applications Submitted
 45 Grants Awarded



MCDF Total Grants 2025 **\$199,694**

Carry Forward Balance into 2026 **\$151,682**

Performing Arts Community Development Fund (PACDF)

Opening Balance:
 \$22,639

7 Applications submitted

5 Grants Awarded
\$22,639



PACDF Carry Forward Balance into 2026 = \$0

Grants Review Committee

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



**TOWN OF WHITBY
2025 MAYOR'S COMMUNITY DEVELOPMENT FUND (MCDF)
CONTINUITY SCHEDULE**

January 1, 2025 Opening MCDF Balance (per previous report)	\$103,776.97
Adjustment related to 2024 (see Note 1)	\$141.65
Adjusted Opening Balance	<u>\$103,918.62</u>
 Net Proceeds from 2025 Events (see Attachment 3 for details)	 \$247,457.36
2025 Lead Cause Grants	-\$98,000.00
2025 Community Grants	-\$98,800.00
2025 Silent Auction Packages provided to Community Grant Applicants	-\$2,894.08
 December 31, 2025 - Ending MCDF Balance	 <u><u>\$151,681.90</u></u>

Note 1: Adjustment due to reclassification in 2024 that occurred after reporting of 2024 results.

**TOWN OF WHITBY
2025 PERFORMING ARTS COMMUNITY DEVELOPMENT FUND (PACDF)
CONTINUITY SCHEDULE**

January 1, 2025 Opening PACDF Balance	\$22,638.87
2025 Grants Recommended by the Grants Review Committee	-\$22,638.87
 December 31, 2025 - Ending PACDF Balance	 <u><u>\$0.00</u></u>

**TOWN OF WHITBY
2025 FINANCIAL SUMMARY OF THE MAYOR'S FUNDRAISER EVENT
AND THE MAYOR & COUNCIL'S GOLF TOURNAMENT**

	2025 Actuals	
Mayor's Fundraiser Event		
Revenues		
Event Revenues	\$322,000.00	
Total Revenues		\$322,000.00
Expenditures		
Facility Rental	\$40,245.35	
Event Costs	\$133,857.65	
Signage/Communications	\$824.26	
Total Expenditures		\$174,927.26
Net Proceeds of the Mayor's Fundraiser Event		\$147,072.74
 Mayor & Council's Golf Tournament		
Revenues (including Silent Auction)		\$162,081.80
Expenditures		
Facility Rental	\$47,191.87	
Event Costs	\$12,117.85	
Signage/Communications	\$653.81	
Recovery of Town Resources	\$1,733.65	
Total Expenditures		\$61,697.18
Net Proceeds of the Mayor & Council's Golf Tournament		\$100,384.62
Total Proceeds - Contribution to MCDF		\$247,457.36



Town of Whitby Policy

Policy Title:	Mayor's Community Development Fund
Policy Number:	F 070
Reference:	Council Resolution #336-15, #69-16, #37-22, #74-23 and #58-24
Date Originated:	June 29, 2015
Date Revised:	March 18, 2024
Review Date:	As required
Approval:	Council
Point of Contact:	Deputy CAO

Policy Statement

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

Purpose

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

Scope

This policy applies to organizations applying for community grants from the Mayor's 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 Host in Whitby Grant Program** is tourism focused grant through the Whitby Tourism Development Corporation that provides financial assistance to event organizers, businesses and not for profit organizations hosting events in Whitby that promote tourism and strengthen Whitby's local economy.
- 1.4 MCDF Lead Grants** are causes or organizations identified as the primary beneficiary of the Mayor and Council'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.
- 1.5 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; and,
 - Funding for initiatives or programs.

An applicant may apply more than once for a grant.

- 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 and Council's Golf Tournament, Mayor's Fundraiser or other external revenue sources.

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** Strategic Initiatives Division to promote Grant opportunities in coordination with the Communications and Creative Services 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. 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 and Council'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, and community events.
- 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.
- d) The Mayor's Community Development Fund provides annual funding to the Mayor's Medal scholarship recipients in an amount to be agreed upon by the Grants Review Committee.
- e) 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.

- f) 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 and Council's Golf Tournament and the other Lead Grant will be eligible for up to 50% of the funds raised by the Mayor's Fundraiser. An annual Lead Grant will be provided to Lakeridge Health for their capital campaign with the amount to be determined annually by the Grants Review Committee. Additional Lead Grants may be selected at the discretion of the Grants Review Committee based on eligible funds available.
- g) Lead Grant Applications will be received once a year and will be communicated through Town of Whitby channels.
- h) The Lead Grants will be communicated as part of the Mayor and Council'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.
- 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 Eligible Grant Recipients

- a) Whitby based community groups and not for profit organizations with a presence in Whitby.
- 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.
- d) Funding towards operating expenses of a community organization or charity are given low priority.
- e) Funding for sports groups or organizations are given low priority.
- f) Organizations that have received funding for an event through the Host in Whitby Grant Program will not be eligible for funding through the Mayor's Community Development Fund for the same event.

3.3 In-Eligible Applicants

The following organizations are not eligible for grant funding:

- a) For profit organizations;

- b) Religious organizations for religious purposes;
- c) Political parties;
- d) Organizations engaged in political activity supporting or opposing any political party, or political campaign;
- e) The intent of the organization is contrary to Town policies, by-laws, the Ontario Human Rights Code or current legislation; and,
- f) Organizations whose purpose or activities are for the purposes of bringing about change in law or government policy.

3.4 Applications

- a) The Mayor's Community Development Fund supports innovative projects and initiatives that provide direct and indirect benefit to Whitby residents.
- b) Organizations seeking financial assistance must submit an application to the Town of Whitby as outlined in the Mayor's Community Development Fund Procedure.
- c) The Grant application process and evaluating criteria shall be followed in accordance with the Mayor's 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 and the purpose of 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 at the end of each year will be carried over to the next year.

This Policy is hereby approved by Council Resolution #XX-26 on this XXth day of XX, 202X.