



Town of Whitby Procedure

Procedure Title: Grant Submissions Procedure
Procedure Number: F 270-001
Reference: **F270 Grant Submissions Policy**
G 020 Delegation of Powers and Duties Policy
By-law # 7127-16
Staff Report FS 21-21
Date Approved: September 10, 2021
Date Revised:
Approval: Chief Administrative Officer
Point of Contact: Director, Strategic Initiatives

Purpose

The purpose of this procedure is to outline the roles, responsibilities and consistent practices related to all Grant submission opportunities for the Town of Whitby, in accordance with [F270 Grant Submissions Policy](#), [G 020 Delegation of Powers and Duties Policy](#), [By-law #7127-16](#), and [Staff Report FS 21-21](#).

Scope

This procedure applies to submissions where the Town is the Lead, or is serving as a partner, including:

- all Grant submissions made by the Town to Federal and Provincial government ministries/agencies, not-for-profit institutions and for private sector Grant opportunities;
- instances where the Town is to provide in-kind and/or financial support to qualify for a Grant; and
- instances where a letter of support is requested from the Town in support of a third-party application.

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1. Definitions

- 1.1. **Corporate Grant** refers to a Grant that could be applicable to multiple departments and requires cross-departmental collaboration for the project selection and submission process.
- 1.2. **Divisional Grant** refers to a Grant that is specific to the scope of a single department or division.
- 1.3. **Financial Services Grant Coordinator** is a Senior Financial Analyst or Capital Fund Analyst who oversees the financial considerations of the Grant application and associated reporting requirements.
- 1.4. **Grant** means a sum of money provided by an organization, such as the Federal or Provincial government, for a particular purpose without the requirement of having to reimburse the granting organization.
- 1.5. **Grant Lead** is a Town staff member from any department, who is the subject matter expert applying for a Grant, or working with a third-party who is applying for a Grant in partnership with the Town. It may or may not be the same Town staff member leading the execution of the project.
- 1.6. **Grant Resource Team** is an interdepartmental list of contacts from Financial Services, Procurement, Legal Services, Strategic Initiatives, Human Resources, and Communications & Creative Services. The Grant Resource Team can be engaged as a group or individually for Grant review and advisement as needed.
- 1.7. **Grant Tracking Inventory** is a spreadsheet in which Grant opportunities and results are tracked for reporting purposes.
- 1.8. **Incremental** refers to a project that is not currently within the approved Town budget.
- 1.9. **Strategic Initiatives Grant Coordinator** is the Director, Strategic Initiatives, or designate, who provides support through consultation, inter-governmental liaising, or administrative support for tracking purposes.

2. Responsibilities

- 2.1. Council to:
 - a) As outlined in the F 270 - Grant Submission Policy, approve Grant submissions which introduce a new level of service; and/or, Grant submissions that have a net financial impact Incremental to the approved budget of the Town.
- 2.2. Senior Leadership Team to:

- a) Maintain and ensure adherence to the Policy, and this or any related Procedures;
- b) Approve/appoint individuals to Grant Resource Team;
- c) Approve Grant submissions that are of interest to multiple departments, and in the case of competing projects, select the project to apply; and,
- d) Provide input into annual Grant update to Council.

2.3. Strategic Initiatives Grant Coordinator to:

- a) Work with Financial Services to lead the streamlined, efficient, and effective Grant process that reduces the burden and time on staff to apply for funding and ensures greater accuracy in financial reporting, resulting in increased Grant funding received by the Town;
- b) Track Grant sources and applications in the Grant Tracking Inventory (Appendix 1);
- c) Maintain copies of all Grant submissions, amounts awarded, and Grant funding agreements on behalf of the Town for accounting and reporting purposes;
- d) Participate in the Grant Resource Team;
- e) Act as inter-governmental liaison for Corporate Grants with relevant governing bodies and peers in other municipalities for Grant management best practices;
- f) Assist Grant Lead with the preparation of Grant application submissions, as requested;
- g) Be advised by Grant Lead when project is closed, for tracking purposes; and,
- h) Work with Financial Services on a joint annual Grant Report to Council.

2.4. Financial Services Grant Coordinator to:

- a) Work with Strategic Initiatives to lead the streamlined, efficient, and effective Grant process that reduces the burden and time on staff to apply for funding and ensures greater accuracy in financial reporting, resulting in increased Grant funding received by the Town;

- b) Review application to confirm financial information prior to submission (appropriate Senior Financial Analyst);
- c) Senior Financial Analyst to assist departmental Grant Lead in obtaining any budget changes or details required for grant reporting (as per F 170 Capital Budget Management and Control Policy);
- d) Update financial budget systems to reflect revisions outlined in the funding agreement of approved Grants;
- e) Assist Accounting Clerk in gathering details for receipting of Grant funds and posting to the financial system;
- f) Keep Financial Services records of executed Grant funding agreement and approval notification of the Grant (as provided by the Grant Lead);
- g) Gather and maintain all required documentation relating to Grant reporting submissions for review with Treasurer prior to sign off; and
- h) Assist the Grant Lead in the event of external audit inquiries (Provincial audit where we need to provide documentation to support their audit).

2.5. Grant Lead to:

- a) Initiate outreach to Strategic Initiatives Grant Coordinator for tracking of identified Grant and submission;
- b) Assess Grant criteria and Town project eligibility;
- c) Consult with Strategic Initiatives Grant Coordinator on corporate projects where Strategic Initiatives will act as inter-governmental liaison with relevant governing bodies and other municipalities for Grant management best practices;
- d) Consult in all cases with Financial Services to determine financial implications (including additional FTE or in-kind services) of the Grant and/or project prior to application
- e) Take responsibility for preparing and delivering a well-documented and strong Grant application and advise/report to Council, as required;
- f) Coordinate any required letters of support from departmental managers or supervisors to partner agencies who are serving as lead applicant where there is no net financial impact incremental to the approved budget for the Town;

- g) Consult with Grant Resource Team, as necessary, to determine appropriate commitments in the application;
- h) Supply a copy of the Grant submission and the executed Grant funding agreement, and advise on the amount awarded/timeline to the Strategic Initiatives Grant Coordinator to maintain on behalf of the Town;
- i) Provide Financial Services Grant Coordinator with a copy of the executed grant funding agreement;
- j) Oversee the project for which a Grant is awarded, where the Grant Lead is also leading the execution of the project;
- k) Work with Communications & Creative Services to ensure that the signage recognizing the funders or the grant program is installed in accordance with the grant funding agreement, where applicable, and retain electronic photographs of the signage in case of audit;
- l) Work with the Purchasing division on the acquisition of goods and services in accordance with The Town's Procurement Policy and within the timelines of the grant funding agreement. Inform the Purchasing division of the timelines related to the grant;
- m) Prepare and submit progress reports to the Grant provider; and,
- n) Work with Financial Services on final reporting and tracking of invoices.

2.6. Grant Resource Team to:

- a) Collaborate and advise on Grants to give input on their area of expertise when required; and,
- b) Provide input on Council report, as required.

2.7. Department Head (for Divisional Grants) to:

- a) Consult with Grant Lead on submission;
- b) Review and approve Grant submissions that support an existing service level and – in consultation with Financial Services – has been confirmed to have no net financial impact incremental to the approved budget for the Town;
- c) Act as inter-governmental liaison with relevant governing bodies and peers in other municipalities for Grant management best practices; and,

- d) Where the Grant is interdepartmental, present recommended Grant submission to Senior Leadership Team (SLT).

2.8. Financial Services to:

- a) Participate in the Grant Resource Team;
- b) Identify Financial Services Grant Coordinators;
- c) Consult and confirm budget and project funding;
- d) Work with Grant Lead to ensure budgeting is adequate and financial requirements are achievable and met;
- e) Identify funding sources of the Town's share of Grant opportunities, as requested by SLT, where the Town's share is not in the current Council-approved budget;
- f) Act in accordance with the [Signing Authority By-law \(By-law # 7127-16\)](#), with the Treasurer receiving all funding agreements required as a result of a successful Grant submission for signature, with a minimum of ten (10) business days advance notice; and,
- g) Work with Strategic Initiatives on a joint annual report to Council.

2.9. Communications & Creative Services to:

- a) Participate in the Grant Resource Team; and,
- b) Work with Grant Lead, as necessary, to satisfy communication conditions for the Grant award (press release, signage, media event, posting to the Town website, social media accounts, etc.).

2.10. Legal Services to:

- a) Participate in the Grant Resource Team; and,
- b) Review agreements resulting from any Grant submission, and answer legal questions arising regarding the content of any agreement or Grant submission.

2.11. Purchasing Services (Procurement) to:

- a) Participate in the Grant Resource Team; and,
- b) Be notified/consulted when a project has an associated Grant that requires or prohibits the procurement process.

2.12. Human Resources to:

- a) Be consulted if Grant of project requires hiring of staff to assist with recommendation of a pay rate and MERCs percentage; and,
- b) Be informed when a Grant is successful that requires recruitment so they can prepare a hiring plan.

3. General

3.1. Grant Opportunity Identified

- Once aware of Grant opportunities, departmental staff are to advise the Strategic Initiatives Grant Coordinator, who will add the opportunity to the Grant Tracking Inventory.
- Departmental staff, acting as Grant Lead, in conjunction with Financial Services Grant Coordinator, are responsible for reviewing eligibility requirements and determining if:
 - o the recommended project aligns with the Grant criteria; and,
 - o the Grant opportunity requires in-kind and/or financial contributions from the Town.
- Grant Lead, in consultation with Grant Coordinators and/or Department Head, to determine if they will move forward with the process of application, and if it is a Corporate or Divisional Grant.

3.2. Corporate Grants – Decision to Apply

- Department Head to forward recommendation to SLT for review and approval.
- SLT to review details, including alignment with existing projects, which project to apply for and whether the project scope is incremental or offsetting an existing project.
- Where the decision is to apply for a Grant that involves a new level of service/incremental costs, the Grant Lead to prepare a report seeking approval from Council, and otherwise to inform Council via Council Information Index (CII), as outlined in Policy F270/Staff Report FS 21-21.
- Strategic Initiatives Grant Coordinator to liaise with granting body (Minister of Parliament and Minister of Provincial Parliament, as needed) and provide support for application process.
- Grant Lead to consult with Grant Resource Team, where appropriate.

3.3. Divisional Grants – Decision to Apply

- Department Head to review and approve.
- Grant Lead to consult with Grant Resource Team, where appropriate, and connect with Financial Services Grant Coordinators and Strategic Initiatives Grant Coordinator for consultation and tracking purposes.
- Department Head to advise SLT and Grant Resource Team.
- Where the decision is to apply for a Grant that involves a new level of service/incremental costs, the Grant Lead to prepare report to seek approval from Council, and otherwise to inform Council via Council Information Index, as outlined in Policy F 270/Staff Report FS 21-21.
- Where the decision is to apply for a Grant that does NOT involve a new level of service/incremental cost, the Grant Lead to prepare a memo to advise Council via CII.
- In accordance with the [Signing Authority By-law](#), seek Treasurer signature on all funding agreements, providing a minimum of ten (10) business days for review and signature.

3.4. Completion/Submission of Grant Application

- Grant Lead completes Grant submission referencing the Grant Application Checklist (Appendix 2).
- Grant Lead updates Strategic Initiatives Grant Coordinator for tracking purposes.

3.5. Grant Application Results

Grant Lead to advise results to Strategic Initiatives and Financial Services Grant Coordinators, and the Grant Resource Team:

If unsuccessful:

- Highlight opportunities for improvement to Strategic Initiatives Grant Coordinator for tracking.

Upon notice of successful application:

- Notify the Strategic Initiatives Grant Coordinator of the amount of the Grant for tracking purposes;
- Validate and provide appropriate documentation in order to comply with any requirements;
- Ensure communication guidelines, as may be set out in the application, are followed in cooperation with Communications and Creative Services;

- Notify Financial Services Grant Coordinators of the amount of the Grant, terms of payments, and how the funds are to be administered (e.g. quarterly or one-time payment);
- In accordance with the [Signing Authority By-law](#), seek Treasurer's signature on all funding agreements, providing a minimum of ten (10) business days of notice for review and signature.
- Provide all funding agreements to Legal Services for review, and refer any questions that arise regarding the Grant application results;
- Have the agreement signed by the necessary authority and send the executed agreement to the funder;
- Provide Financial Services Grant Coordinator with a copy of the executed agreement;
- Draft memo to Council via CII to advise them of successful Grant, and indicating if it is to remain confidential until publically announced by funders;
- Oversee project for which Grant was awarded; and,
- Advise Grant Coordinator of Grant completion.

3.6. Completion of financial grant reporting requirements:

- a) Review financial reporting requirements as outlined in the executed Grant funding agreement;
- b) Complete financial reports (mid-term/quarterly/annual/final) as outlined in the executed Grant funding agreement;
- c) Provide a minimum of ten (10) business days notice for Treasurer review and approval; and
- d) Submit approved and signed financial reports.

3.7. Completion of Grant project final reporting (non-financial):

- a) Upon completion of the Grant project, any final reporting is to be completed by the Grant Lead as outlined in the executed Grant funding agreement.

3.8. Annual reporting on Grants

- a) Grant Coordinator to provide annual update to Council in Q1 on the previous year's Grant applications and status.

Appendices

Appendix 1 Grant Tracking Inventory (available upon request)

Appendix 2 [Grant Application Checklist](#)

Appendix 3 [Grants FAQ](#)

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

September 10, 2021

Date

Grant Application Checklist



Grant Lead: Text

Division: Text

Grant Name: Text

Project Name: Text

Approval of Identified Grant Opportunity

RESPONSIBLE	TASK	DATE	NOTES
☐ Grant Lead	Inform Strategic Initiatives Grant Coordinator on intention to apply for a Grant and consult on Corporate projects where Strategic Initiatives Grant Coordinator will act as liaison with relevant governing bodies/other municipalities		
☐ Grant Lead	Coordinate any required letters of support from departmental managers or supervisors to partner agencies who are serving as lead applicant where there is no net financial impact incremental to the approved budget for the Town		
☐ Grant Lead	Where the decision is to apply for a Grant that involves a new level of service/incremental costs, prepare a report seeking approval from Council as outlined in Policy F270/FS 2121. Where the decision is to apply for a Grant that does NOT involve a new level of service/incremental cost, prepare a CII memo to advise Council.		
☐ Grant Lead - Department Head	Present planned Grant submissions that are in the interest of multiple departments for approval by SLT		
☐ Strategic Initiatives Grant Coordinator	Track all intended applications in Grant Tracking Inventory and advise of any known conflicts with other departments		
☐ Strategic Initiatives Grant Coordinator	- In the case of competing projects for one Grant, seek SLT selection of submission to go forward - Advise Grant Lead of results		

Preparing & Submitting Grant Application

RESPONSIBLE	TASK	DATE	NOTES
☐ Grant Lead	Draft Grant applications; Consult with Strategic Initiatives Coordinator, should their assistance be required		
☐ Grant Lead	Advise/Report to Council of application, as required		
☐ Grant Lead	Consult with Grant Resource Team, as necessary, to determine appropriate commitments in the application		

☐ Grant Lead	Consult with HR if Grant of project requires hiring of staff to assist with recommendation of a pay rate and MERCs percentage		
☐ Grant Lead	Advise Strategic Initiatives Grant Coordinator of submitted application		
☐ Grant Lead	Submit Grant application to Financial Services Grant Coordinator (appropriate Senior Financial Analyst) for consultation, including additional FTE or in-kind services.		
☐ Grant Lead	Consult Department Head (Divisional Grants) to review and approve submission supports an existing service level, and to act as inter-governmental liaison (Division Grants) with relevant governing bodies and other municipalities		
☐ Grant Lead	Together with Department Head, consult with Financial Services Grant Coordinator to confirm no net financial impact of project incremental to approved budget for the Town		
☐ Grant Lead	For Corporate Grants: In accordance with the Signing Authority By-law, seek Treasurer's signature on all funding agreements, allowing for a minimum of ten (10) business days' notice		
☐ Financial Services Grant Coordinator	Once Grant Lead submits to Financial Services Grant Coordinator an application for consultation, Financial Services Grant Coordinator to identify funding sources of the Town's share of Grant opportunities, as directed by SLT, where the Town's share is not in the current Council-approved budget		
☐ Financial Services Grant Coordinator	When approached by Grant Lead, together with Department Head, Financial Services Grant Coordinator to confirm no net financial impact of project incremental to approved budget for the Town		
☐ Financial Services Grant Coordinator	Appropriate Senior Financial Analyst to review application to confirm financial information prior to submission		
☐ Financial Services Grant Coordinator	Gather and maintain all required documentation relating to grant reporting submissions for review with Treasurer prior to sign off		
☐ Strategic Initiatives Grant Coordinator	Corporate Grant: Liaise with relevant governing bodies/other municipalities as applicable and provide support for application process		
☐ Strategic Initiatives Grant Coordinator	Assist in preparing application, as requested		
☐ Strategic Initiatives Grant Coordinator	Track application in the Grant Tracking Inventory sheet and file the version as submitted		
Grant Lead	Ensure all materials meet Accessibility requirements, ensure completion of the Accessibility Impacts Checklist and Accessibility Procurement Checklist.		

Tracking of Results & Ongoing Reporting

RESPONSIBLE	TASK	DATE	NOTES
☐ Grant Lead	- Advise of Approval Notification, Grant Funding Agreement, amount awarded and timeline to SI and Financial Services Grant Coordinators, as well as the Grant Resources Team (Financial Services Grant Coordinator to submit funding application to Treasurer for signature, allowing for a minimum of ten (10) days' notice) - Advise Strategic Initiatives Grant Coordinator of Decline Notification for tracking purposes, highlighting opportunities for improvement		
☐ Grant Lead	Where a successful Grant application requires recruitment, inform Human Resources to prepare a hiring plan		
☐ Grant Lead	Provide Financial Services Grant Coordinator with a copy of the executed agreement		
☐ Grant Lead	Draft memo to Council via CII to advise them of successful Grant, and indicating if it is to remain confidential until publically announced by funders		
☐ Grant Lead	Validate and provide appropriate documentation in order to comply with any requirements, including progress updates to the Grant provider		
☐ Grant Lead	Request a certificate of insurance if indicated in the agreement		
☐ Grant Lead	Advise SI Coordinator when project is closed for tracking purposes		
☐ Grant Lead	Ensure communication guidelines, as may be set out in the application, are followed in cooperation with Communications and Creative Services		
☐ Grant Lead	Provide all funding agreements to Legal Services for review, and refer any questions that arise regarding the Grant application results		
☐ Grant Lead	Have the agreement signed by the Treasurer, allowing for a minimum of ten (10) business days' notice, necessary authority and send executed agreement to funder		
☐ Grant Lead	Consult with Financial Services Grant Coordinator (Senior Financial Analyst) to obtain any budget changes		
☐ Grant Lead	Provide Grant Funding Agreement to SI Grant Lead (filing) and Financial Services Grant Lead (recording)		
☐ Strategic Initiatives Grant Coordinator	Track results applications in the Grant Tracking Inventory sheet		
☐ Strategic Initiatives Grant Coordinator	Record amounts awarded and funding agreements for reporting purposes		
☐ Financial Services Grant Coordinator	Keep Financial Services records of executed grant funding agreement and approval notification of the grant (as provided by the Grant Lead);		

☐ Financial Services Grant Coordinator	• Work with Grant Lead to complete any budget changes required and to track grant reporting		
☐ Financial Services Grant Coordinator	• Update financial budget systems to reflect revisions outlined in the funding agreement of approved grants		
☐ Financial Services Grant Coordinator	• Assist Accounting Clerk in gathering details for receipting of grant funds and posting to the financial system		
☐ Financial Services Grant Coordinator	• Assist Grant Lead in the event of external audit inquiries (Provincial audit where we need to provide documentation to support their audit)		

Project Execution & Final Reporting

RESPONSIBLE	TASK	DATE	NOTES
☐ Grant Lead	• Oversee project for which Grant is awarded		
☐ Grant Lead	• Work with Financial Services on tracking of invoices, to ensure budgeting is adequate, financial requirements are achievable and met, review financial reporting requirements as outlined in the executed grant funding agreement		
☐ Grant Lead	• Complete financial reports (mid-term/quarterly/annual/final) as outlined in the executed grant funding agreement; Provide a minimum of ten (10) business days for Treasurer review and approval		
☐ Grant Lead	• Submit approved and signed financial reports		
☐ Grant Lead	• Upon completion of the grant project, any final reporting is to be completed by the Grant Lead as outlines in the executed grant funding agreement.		

Annual Council Report – Q1 report on previous year's applications

RESPONSIBLE	TASK	DATE	NOTES
☐ Joint: Financial Services and Strategic Initiatives Grant Coordinators	• Submit Council update on Grants to Grant Resource Team for input • Submit Council update on Grants to SLT for input		
☐ Strategic Initiatives Grant Coordinator	• Initiate draft of Annual Council Report on Grants for collaboration with Financial Services Grant Coordinator		

Grants – FAQ

Provincial Portal

Applicants must register or login online through the Province of Ontario's online grant portal, [Transfer Payment Ontario](#). Step by step support for working with the [online grant portal](#) is available.

The Town of Whitby is already registered as an organization and Sarah Klein is the Administrator.

Federal Portal

Applicants can access [federal applications](#). Generally, there is a separate link for each application.

Commonly Asked Questions

Type of organization: Municipality

Address: 575 Rossland Road East, Whitby ON L1N 2M8

Community Latitude: 43.897545

Community Longitude: -78.942932

Business Number (provided by the Canada Revenue Agency): 121926182

Date of Incorporation: 01/01/1855

Fiscal Year: January 1 – December 31

Number of employees (as of 2021): 850

Census Data: [Whitby](#)

Financial statements: <https://www.whitby.ca/en/town-hall/budget-and-financial-reporting.aspx> (under consolidated financial statements) or contact Treasury

Incorporation documents: Saved at [Y:\Grants\TOW Incorporation1854.pdf](#) or contact Sarah Klein

Town HST#: 121926182 RT0001

Brief description of organization: The Town of Whitby has a current population of 137,000 and provides municipal services to its residents. The Town's Mission is "Together we deliver services that make a difference in our community". These services include Parks and Recreation, Fire and Emergency Services, Legal and Enforcement Services, Planning and Development, Economic Development, Events and Tourism,

Public Works and support services. The Town is governed by a Mayor, four Regional Councillors and four Ward Councillors, totalling nine elected officials who represent the public and consider the well-being and interests of the municipality.

Accessibility, Diversity, Equity & Inclusion: “The Town is committed to providing an accessible environment in which residents, visitors, and employees have equitable access to municipal programs, services, and facilities in a way that respects the dignity and independence of each individual. The municipality is dedicated to ensuring that all legislated obligations under the Accessibility for Ontarians with Disabilities Act are met and that compliance with these standards is maintained. ” Community engagement plays an important role in what makes a municipality a welcoming, vibrant, and inclusive place to live, work, and enjoy. In Whitby, the Town values community engagement as an important part of how it works. The Town's Community Engagement Strategy makes the Town's engagement more consistent, effective, easy and inclusive, while making investment in its engagement efforts a priority. The Town also has an Accessibility Advisory Committee and a Diversity and Inclusion Advisory Committee that advises Council on the elimination of barriers for the diverse populations of our community. Engagement and inclusion are at the heart of everything we do in order to meet the needs of our diverse community.

- [Accessibility Impacts Checklist](#)
- [Accessibility Procurement Checklist and Guide](#)
- [Procurement training package](#)

Commitment to Sustainability: The Town is a leader in the community in addressing the impacts of climate change and reducing Greenhouse Gas Emissions, with a vision that Whitby continues to be a healthy, sustainable, and complete community. The Town's [Zero Carbon Whitby plan](#) is a framework for its Corporate Climate Change Plan, targeting a reduction of corporate carbon emissions to net-zero by 2045. The Town was the first Durham municipality to declare that [climate change is an emergency](#), affirming its commitment to sustainable development and considering climate change as a priority in all activities and works completed across the municipality.

Following the [One Living Planet Framework](#), the Corporate Sustainability Plan was endorsed in 2016 as a roadmap of the strategies and actions the Town will be undertaking to ensure it is operating as a sustainable and responsible corporation. In 2018, the Town endorsed the [Durham Community Climate Adaptation Plan](#), which sets out a vision, goals, and actions to help Durham Region adapt to climate change. In 2019, [climate modelling](#) was completed to project short, medium, and long-term forecasts, and the Town adopted the [Durham Community Energy Plan](#) which provides a low carbon pathway to reduce greenhouse gas emissions by a targeted 80% by 2050 while seizing economic opportunities linked to a clean energy transition. Also in 2019,

[climate modelling](#) was completed using an ensemble approach to project short, medium, and long-term forecasts, and Whitby is expected to see:

- Warmer air temperatures;
- More extreme heat days with temperatures above 30°C;
- Less extreme cold days below -20°C;
- Increasing precipitation, particularly during the winter and spring seasons;
- More extreme weather events, especially intense storms; and,
- Longer growing season with the increased risk of pests.

Signing Authority, per Staff Report [FS 21-21](#):

Until April 1, 2023, delegated authority related to grant applications: the Commissioner of the department leading the grant/grant project will inform and obtain consensus from the Chief Administrative Officer and Town Treasurer prior to proceeding. For larger projects that impact more than one department, the Commissioner of the department leading the project may also require the support of other Department Heads prior to the application.

- CAO: Matt Gaskell gaskellm@whitby.ca or contact Carol Lockwood at lockwoodc@whitby.ca
- Treasurer: Fuwing Wong wongf@whitby.ca

Estimated In Kind Hours:

- Report to Council: 1 day lead staff, 2 hours Senior Management
- Procurement: 0.5 days to 3 days depending on level of procurement
- Legal Review of Agreement: 1 day to review, 2 days to draft new agreement (up to 5 days where the Agreement requires negotiation of terms and/or multiple revisions)
- Hiring Position: 2 days HR Advisor