

**Township of Southgate
Administration Office**

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Staff Report FIN2022-004

Title of Report: FIN2022-004 2022 Donations, Grants and Funding

Department: Finance

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-004 2022 Donations, Grants, and Funding be received as information; and

That Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2022 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and

That Council approve the application of the Optimist Club of Egremont for \$1,000 of funding towards fireworks for a July 1, 2022 celebration; and

That Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and

That Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

Background:

Policy #3, Grant/Donation Policy, was approved by By-law 2018-043 on April 4, 2018. As the Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represents the Community at events, Policy #3 sets the process an applicant must follow when requesting the Township's financial support. The Policy distinguishes between donation requests, grant requests, and funding requests. The policy does not apply to requests for financial support from Hospitals.

The Township accepts and reviews Request for Donation applications once per calendar year for the financial period of January to December. The application deadline is December 1 for the following fiscal year. The Policy states that the Treasurer will evaluate the requests against the Policy and budget and make a recommendation to Council in January of each year. The evaluation process includes that:

- Consideration will be given to the total number of people reached by the requested donation.
- A higher weighting will be given to those donations that serve a larger number of the Township's citizens.
- Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.
- Higher ratings will be given to organizations with an established history of service to the community.
- The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.

- The Township will not fund school activities which are already supported through school tax levy.
- The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.
- Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

The Township accepts and reviews requests for funding or grants through-out the calendar year. Funding requests must be for one-time financial support from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public. Grant requests must be from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

All Donation, Funding and Grant applications are to be funded from Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar.

On February 17, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2021-007 2021 Donations, Grants, and Funding be received as information; and

That Council approve the Dundalk Agricultural Society request to redirect the 2020 Dundalk Fall Fair programming funding of \$2,500 to 2021 Dundalk Fall Fair programming; and

That Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2021 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and

That Council approve a grant of \$2,500 to the Holstein Agro Expo & Rodeo for its 2021 event; and

That Council approve a grant of \$2,200 to JunCtian Community Initiatives Inc., subject to the organization providing a financial plan that Treasurer deems satisfactory; and

That Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and

That Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

In submitting the application for funding, each applicant agreed to the following Terms and Conditions:

In the event that a donation, funding or grant is awarded, the applicant agrees to the following:

1. The funds will be used for the purposes described in this application; and
2. To inform the Township of Southgate if the Funding or Grant capital or program delivery project is delayed or changed substantially for any reason;
3. Should the community event be cancelled that any financial support received by the applicant will be returned to the Township of Southgate within 30 days of cancellation; and
4. Should the capital or program Funding or Grant project not get completed or proceed that the applicant will return the funds awarded for the proposed project within 30 days of the decision not to proceed with the project; and
5. That within 60 days of the event(s) or project completion that a letter is sent to the Township of Southgate reporting the completion date and final invested costs to confirm the municipal Funding or Grant has been fully spent. If any funds remain unspent they must be returned to the municipality with the letter.

On December 16, 2020, Council passed the following resolution:

Be it resolved that Council receive Staff Report CAO2020-083 as information; and

That Council approve the Holstein Cemetery Agreement between the Holstein Cemetery Board and the Township of Southgate to support the delivery of this service in the west end of the municipality; and

That Council consider approving the Holstein Cemetery Agreement by Municipal By-law 2020-145; and

That Council approve the Holstein Cemetery Board funding request to support 100 percent of the fencing project and that it be allocated from the Southgate Solar fund.

On November 3, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report CAO2021-074 as information; and

That Council approve the request from the Holstein Cemetery Board to use the surplus committed Solar funds from the fencing project to support further planning and development costs to expand the site as the only Green Cemetery in Southgate.

Staff Comments:

Due to COVID-19, a state of emergency was declared in March 2020 and has not yet been lifted.

The Dundalk District Agricultural Society confirmed that the \$2,500 received in 2020 was spent in fair programming in 2021.

The Optimist Club of Egremont confirmed that fireworks purchased in 2020 were used for the July 1, 2021 event. The organization has submitted a request for \$1,000 in funding towards the purchase of fireworks for the July 1, 2022 event.

Funding was released in 2021 for the Dundalk & District Food Bank Christmas Cheer program, Holstein and District Christmas Hamper, Holstein Agro Expo & Rodeo, Holstein Cemetery- Fence, and Holstein Cemetery – Green Cemetery.

As the Dundalk Dance Association cancelled the 2021 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest, the approved funds were not released. The organization has submitted a \$500 donation request for the 2022 event.

The Dundalk & District Food Bank and Holstein and District Christmas Hamper have never submitted a donation application. However, in the prior year Council approved a donation to each organization. Staff recommends that Council approve a 2022 donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program and \$100 to the Holstein and District Christmas Hamper program.

Financial Implications:

The draft 2022 Budget anticipates \$25,000 for donations, funding and grants, funded from the Community Benefit Reserve Funds (Eco-Park and Southgate Solar).

Staff has recommended approval of donations and a grant totaling \$1,700 as follows:

Donation:	<u>Budget</u>	<u>2022 Request</u>	<u>Recommended</u>	<u>2021 Actual</u>	<u>2021 Approved</u>
Dundalk Dance Association		\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Donation Requests		\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Funding:					
Funding Requests		\$ -	\$ -	\$ -	\$ -
Grant:					
Dundalk District Agricultural Society		\$ -	\$ -	\$ -	\$ 2,500.00
Holstein Agro Expo		\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
Holstein Cemetery - Fence		\$ -	\$ -	\$ 19,894.08	\$ 30,000.00
Holstein Cemetery - Green Cemetery		\$ -	\$ -	\$ 5,186.20	\$ 5,186.20
JunCtion Community Initiatives Inc.		\$ -	\$ -	\$ -	\$ 2,200.00
Optimist Club of Egremont - Canada Day Fireworks		\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
Grant Requests		\$ 1,000.00	\$ 1,000.00	\$ 27,580.28	\$ 42,386.20
Funds for Policy #3 Requests		\$ 1,500.00	\$ 1,500.00	\$ 27,580.28	\$ 42,886.20
Dundalk & District Food Bank - Christmas Cheer		\$ -	\$ 100.00	\$ 100.00	\$ 100.00
Holstein & District Christmas Hampers		\$ -	\$ 100.00	\$ 100.00	\$ 100.00
Other Donations		\$ -	\$ 200.00	\$ 200.00	\$ 200.00
Total	\$ 25,000.00	\$ 1,500.00	\$ 1,700.00	\$ 27,780.28	\$ 43,086.20

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government

- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

Staff recommends that Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2022 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and that Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program and \$100 to the Holstein and District Christmas Hamper program; and that Council approve a grant of \$1,000 to the Optimist Club of Egremont for fireworks at their July 1, 2022 event.

Respectfully Submitted,

Dept. Head: *Original Signed By*
William Gott, CPA, CA, Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachment: None