



**Date:** Wednesday, July 10, 2024

**From:** Samantha Buchanan, Treasurer

**Subject:** Updated Township Donation Policy

**Report** COR2024-22

This document and its attachments are public and available in an accessible format upon request.

## **Recommendation**

Whereas, Council passed resolution COW2022-018 on March 16, 2022, being Policy FIN-01-2022 titled Township Donation Policy; and

Whereas, that Policy was scheduled for review in March 2024; and

Whereas, during the 2023 and 2024 donation period Council and staff have identified the need for changes to the policy;

Now therefore, be it resolved that Council directs staff to update the Township donation policy to include:

- a) Modified eligibility criteria as detailed herein, and
- b) Move the application period to end November 30<sup>th</sup> of the year proceeding fund distribution, and
- c) Establish a three (3) voting member subcommittee, consisting of one (1) member of Council and two (2) members of the public; and

That staff be directed to present an updated Donation Policy and approving By-law for Council's consideration at an upcoming Council meeting.

## **Background**

At the [March 9, 2022 Committee of the Whole](#) meeting the Committee received report FIN2022-02 titled Township Donation Policy, which included Policy FIN-01-2022. The policy was to be implemented for the 2023 and 2024 budget cycles and be reviewed by Council in March 2024.



## **Analysis**

Following the 2023 and 2024 budget cycles staff are recommending amendments to the current policy, as outlined below. As further described below, Council may also elect to repeal the policy, discontinuing the Council donation process.

### **Applicant Eligibility**

The current policy outlines three criteria, each group/organization must meet at least one (1) of these criteria. This criterion includes:

- A not-for-profit organization that meets the criteria established in Chapter 2 “Eligibility Requirements” of the Lottery Licensing Policy Manual issued by the Province of Ontario.
- Any group or organization that would increase the general public’s awareness of our community in a positive manner.
- Any group or organization that provides a recreational or cultural service that the Township currently does not provide.

Staff recommend modifying the criteria to be:

- A not-for-profit organization that meets the criteria established in Chapter 2 “Eligibility Requirements” of the Lottery Licensing Policy Manual issued by the Province of Ontario.
- Any group or organization that provides a recreational or cultural service that the Township currently does not provide.

For all groups or organizations that apply they will be required to explain how their group or organization provides a recreational or cultural service that the Township currently does not provide.

### **Application Period**

With the current application period there are many instances where applicants could be waiting several months to receive the funds that Council may award, as no funds are paid until after the annual budget has been passed.

The current policy requires that all applications be submitted by September 30<sup>th</sup> of the year proceeding the year of disbursement (meaning applications received in September of 2024 are not paid until after the 2025 budget is passed, the 2024 budget was passed in March 2024). Staff recommend pushing back the application period to have all applications submitted by November 30<sup>th</sup> of the year proceeding the year of



disbursements, this would move the advertising period to begin in September opposed to July.

Pushing back the application period will allow the sub-committee (as discussed below) time to review the applications in January and make their recommendation to Council in February, with funds being disbursed after the annual budget has been approved.

Also, by moving the application review period to January this allows Council the opportunity to receive, review and potentially adjust the annual budgeted amount for Council Grants/Donations before discussing and awarding any donations.

### **Application Review Subcommittee**

Currently all applications are being reviewed by all of Council. Staff recommend introducing a Donation subcommittee comprised of either:

- 1) Three (3) voting members of Council, or
- 2) Three (3) voting members, one (1) member of Council and two (2) members of the public, or
- 3) Five (5) voting members, three (3) members of Council and two (2) members of the public.

For the purposes of this report, staff recommend option 2: (3) voting members, one (1) member of Council and two (2) members of the public, as reflected in the recommendations contained herein.

This subcommittee would be responsible to make recommendations to Council on which groups or organizations to award donations to, as well as, the monetary value of funds to award. They will also be responsible for performing a biennial review of the policy and making recommendations to Council on any policy changes going forward which would assist in the efficiency and effectiveness of the policy.

The subcommittee would only be in place for the annual application review period of the policy, at any time during the year groups/organizations could request for Council to waive their donation policy to allow for consideration of donations throughout the year. Staff encourage and recommend that all donations go through the annual application process and that those groups/organizations who follow the policy are given priority.

To assist the subcommittee in their application review, the Treasurer, or in the absence of the Treasurer the Director of Corporate Services/Deputy CAO, will act as a liaison between the sub-committee and the groups/organizations and be responsible for compiling all applications for the subcommittees review, and coordinating with the Clerks department for any delegations of applicants.



Appointments to the subcommittee would be made with all Township appointments following an election with review and potential for changes at the two (2) year mark of each Council term. As a sub-committee of Council this group would still be subject to following Council's procedural by-law and requirements as laid out in the *Municipal Act*, 2001.

Following receipt of Council's direction, staff will prepare and present a Terms of Reference for the sub-committee, in conjunction with the amended Donations Policy.

### **Discontinue Policy**

During staff's review of other municipality's policy, it was identified that there are many municipalities whose policy is that they will not provide any monetary donations to volunteer community groups and organizations on behalf of residents. These municipalities cited the reasons being that their Council felt that due to the consistent budget pressures put on a municipality to provide its core services and maintain its capital infrastructure, the distribution of monetary donations was not an appropriate use of Township financial resources.

If deemed the most appropriate option, Council may repeal policy FIN-01-2022, Township Donation Policy, discontinuing council donations.

### **Financial Impact**

The proposed modifications to the applicant eligibility and application period would have no financial impact.

If approved, the introduction of either a three (3) or five (5) member subcommittee would result in additional expenditures of approximately \$500 to \$750 annually, assuming one meeting per year.

The 2024 budget included \$20,000 for Council Donations, approximately \$9,000 of this is associated with a long-standing agreement for a facility rental which is outside of the Council Donation Policy. The elimination of the Council Donation Policy would result in the alleviation of a \$11,000 budgeted expenditure which would be reallocated as an offset to the annual tax levy.

### **Strategic Priorities**

4. Increase Available Community, Recreational and Social Opportunities

### **Conclusion**

Council of the Township of Georgian Bluffs is committed to working with community organizations to provide programs, services, and events in the community by providing



monetary and in-kind donations. A formal application process was established in March 2022 and following the 2023 and 2024 budget cycles staff have proposed some changes to the current policy.

Respectfully Submitted: Samantha Buchanan, Treasurer



## Report Approval Details

Document Title:	Updated Township Donation Policy.docx
Attachments:	- FIN-01-2022 Township Donation Policy - 2024 Updated.docx
Final Approval Date:	May 27, 2024

This report and all of its attachments were approved and signed as outlined below:

### **No Signature found**

Brittany Drury, Deputy CAO/Director of Corporate Services

Niall Loble, Chief Administrative Officer



## Policy FIN-01-2022 Township Donation Policy

**Implemented:** March 9, 2022

**Revised:** June 19, 2024

**Review Date:** March 20242026

### Policy Statement

The Township of Georgian Bluffs recognizes the valued contributions being provided through efforts of volunteer community groups and organizations on behalf of the residents. Municipal donation funding demonstrates Council's commitment to working with groups and organizations which provide these beneficial programs, services and events to the community while recognizing the financial constraints impacting the Township's ability to provide funding to these groups and organizations. The Township policy on municipal donations is to establish and maintain an orderly procedure for organizations and groups making application for donation money from the Township.

### Purpose and Scope

The purpose of this policy is:

- To establish awareness of available funding for important community events and services,
- To establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the Township of Georgian Bluffs,
- To provide Council and staff with clear direction in considering and responding to requests for donations,
- To provide an accessible, transparent, organized, and equitable process for groups and organizations seeking donations from Council,
- To establish an annual process for all donation requests,
- To provide a process which allows Council to conduct a meaningful comparison of requests for donations,
- To provide a process which allows Council to maintain a more equitable distribution of limited available resources for Council donations,
- To enhance Council and the public's appreciation and understanding of community groups operating within Georgian Bluffs.

All requests for donations must be made through the application process as outlined in this policy.

### Types of Donations

Monetary donations: donations of a monetary value

'In-Kind' donations: contributions of municipal property/facilities, materials, or resources other than cash

### Policy Requirements

#### Application

Council recognizes that many groups and organizations conduct events and provide programs or services which benefit the community as a whole. Council will consider requests for donations from groups or organizations that meet at least one (1) of the following criteria:

- A not-for-profit organization that meets the criteria established in Chapter 2 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario,
- ~~Any group or organization that would increase the general public's awareness of our community in a positive manner,~~
- Any group or organization that provides a recreational or cultural service that the Township currently does not provide.

Contributions will not be made for the following purposes:

- Discriminatory activities or events or those that would incite hatred,
- Activities that are contrary to the policies of the municipality, or
- Activities which are deemed to be unlawful.

While Council will consider requests for contribution, there is no guarantee that a request will be approved.

#### Announcement/Notification

During the month of ~~July~~ September, the Township staff will advertise in the local newspaper(s), Township's website, social media page and electronic signs each year for donation applications for the upcoming fiscal year. To be considered for the donation policy all applications must be completed and submitted by the deadline, being ~~September~~ November 30th of each year. Applications will be available on the Township website with hard copies also available at the Township administration office.

Through the Corporate Service's department, all applicants will be notified regarding Council's decision about their application in writing. All applicants' names and any



amounts donated shall be made available in a report to Council, and also available on the Township website.

Through the Corporate Service's department, all applicants shall be granted the opportunity to schedule a delegation for Council and/or the Donation Subcommittee where they will be able to outline the event details prior to any donation funds are awarded.

If donation funding is received for a special event, the Township asks for the successful recipient to report back to Council, through written correspondence submitted to the Clerk, outlining the success of the event, including information on how the funds were spent and the number of participants who attended. This written correspondence received from the applicant after the event will be published in a Township agenda package.

### **Donation Subcommittee (Subcommittee)**

All donation applications received during the approved application process, as detailed within this Policy, will be presented to a Donation Subcommittee. All efforts will be made to have the meeting occurring in January of each year with recommendation to Council being made in February of each year. The subcommittee will be comprised of three (3) voting members, being one (1) member of Council and two (2) members of the public.

The subcommittee will be responsible for making a recommendation to Council on which groups or organizations to award donations to, as well as, on the monetary value of funds to award. The subcommittee will also be responsible for performing a biennial review of the policy and making, -any required, recommendations to Council on any policy changes.

### **Criteria**

- Preference will be given to applicants that are non-profit community groups and organizations,
- The non-profit organization or group on the application must be located in the Township or serve Township residents, or their event or program must be hosted in the township limits,
- Applicants must demonstrate a reasonable effort to raise funds from sources other than the Township,
- Applicants must agree to acknowledge the Township's contribution in all publicity and promotion relating to the event or activity to which the donation applies.

### **Application Process**

- The application period will open on ~~July 1<sup>st</sup>~~ the first Tuesday of September of each year for donations to be provided for the subsequent year,
- All requests for donations must be submitted to the Treasurer by the set deadline of ~~September~~ November 30<sup>th</sup> of each year, to allow appropriate time for any

requested delegations and consideration by Council and/or the subcommittee during budget deliberations,

- For clarification if an application is received prior to ~~September~~ November 30, 2022, the donation, if approved, will be made in the 2023 fiscal year,
- Late or incomplete applications for donations will not be eligible for Council and/or the subcommittee's consideration,
- All decisions of Council are final, there will be no appeals,
- All requested for donations shall be made by submitting a completed "Donation Request Application", attached as Appendix A,
- The Treasurer will prepare a report to ~~Council~~ the subcommittee summarizing the applications received and the subcommittee will provide a recommendation to Council on donations to be approved. Should donation requests exceed the amount included in the annual budget, ~~Council~~ the subcommittee will determine the successful recipients based on a number of factors including, but not limited to:
  - The type of organization requesting funds (Non-profit vs for profit),
  - Past donations received from the Township,
  - The number of Georgian Bluffs residents who benefit from the donation being made,
  - If there are similar events offered to Georgian Bluffs residents in the area,
- Only one application request per group/organization per year will be considered,
- Council shall allocate an annual amount for donation purposes yearly within the township budget. The amount of funds shall be distributed based upon the evaluation of the requests received by the deadlines,
- No donation will be granted unless specifically authorized by Council in the form of a resolution for support or as otherwise authorized by this policy,
- In making donations the Township reserves the right to impose any conditions and restrictions that it deems fit,
- All submissions reviewed by Council will be contacted, in writing, through the Corporate Service department outlining the results of the review and will include any other necessary information.

### **Funding**

Within the awarded fiscal year, the successful group/organization must spend any funding on the sole purposes for which it was awarded. The Township does not wish for their funding to be the sole source of funding for any event, program, or service. Therefore, all donations will have a maximum awarded value of \$ 2,500.00 per application. This is to assist Council in maintaining an equal and fair distribution of donations.

At their discretion, Council reserves the authority to:

- Award partial amount of donations funds that has been requested by the applicant,
- Award donations over and above the \$ 2,500.00 maximum,
- Award donations with certain terms and conditions, the letter of award will state, if any, particular restrictions apply to the donation.

Donations made by the Township shall not be regarded as a commitment for continued financial support in the future.

Any unused funds must be reported to the Township with an explanation as to why it went unused. Council will determine if the unused funds must be returned to the Township. In the event the event/program is cancelled, the Township must be notified immediately. Council will determine if the funds must be returned to the Township.

The Township reserves the right to request any and all information that the Township deems necessary in order to determine compliance with the requirements of this policy.

### Monitoring and Review

The Corporate Services Department is responsible for the administration and maintenance of this policy, including a detailed review every 2 years.

Appendix A – Donation Request Application

APPENDIX A

**DONATION REQUEST APPLICATION**

Group/Organization Applying: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

Telephone or Email: \_\_\_\_\_

What type of donation is being requested?

Monetary Donation      "In-Kind" Donation

Donation value being requested: \_\_\_\_\_

How Will Funds Be Used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Your Group Based in the Township of Georgian Bluffs?      Yes      No

~~If no, how does your group support the residents of the Township of Georgian Bluffs?~~

What recreational and/or cultural services does your group/organization provide that the Township does not currently provide to residents?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Your Group Not-For-Profit organization?      Yes      No

How Many Years Has Your Group/Organization Been in Operation? \_\_\_\_\_

What other sources of funding are used by your organization to provide its services?

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If successful, describe how the Township of Georgian Bluffs will be given recognition for this donation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any additional information which you consider necessary for Council to make an informed decision? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does your group/organization wish to schedule a delegation of Council before awarding of any donations? Yes No

Applicant Name (Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

FOR INTERNAL USE ONLY:

Date application received by Township: \_\_\_\_\_

Does this application meet all criteria as outline in Donation Policy? Yes No

Has the organization been contacted to schedule a delegation (if they wish to do so)?

Yes No N/A

If yes, planned date of delegation: \_\_\_\_\_

If successful, has the Township received written letter after the event: Yes No