

**TOWN OF LAKESHORE  
FINANCE SERVICES  
FINANCE**

**TO:** Mayor and Members of Council  
**FROM:** Rosanna Pellerito, Director of Finance  
**DATE:** July 19, 2019  
**SUBJECT:** Grants and Community Partnership Program

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**RECOMMENDATION:**

It is recommended that:

Council direct Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

**BACKGROUND:**

**Current Grant Policy AD-069**

The current Grant Request Policy AD-069, last revised in May 2012, discontinued the approval of any further grants with the exception of the Comber and Maidstone Historical Societies. These organizations each receive an annual grant of \$10,000 for ongoing operations.

While the current grant policy prohibits grants to any organization except the Comber and Maidstone Historical Societies, the Town of Lakeshore does provide funding to other organizations both monetary as well as in-kind support.

Both the Comber Agricultural Society and the BIA each receive \$2,500 in monetary funding towards policing costs for the Comber Fair and Sunsplash. These festivals, as well as other festivals also receive a number of in-kind services provided by the Town including, but not limited to staffing resources, setting up and taking down barricades, enhanced levels of service with beautification and set up of certain park amenities, road maintenance and street sweeping, as well as increased water and hydro servicing at Town owned facilities which are paid for by the Town. For example, a total of \$8,500 in staff wages was incurred by the Town on for Sunsplash alone in 2019.

The Town provides annual monetary funding to the Club De L'Age D'or of \$11,320 as well as \$12,677 to the Good Neighbor Club pursuant to matching grant program administered by the Ministry of Senior Affairs under the Seniors Active Living Centres Act 2017.

The Town also provides assistance to the BIA through other in-kind services such as;

- The Town supports the BIA with all of its banking and accounting functions including daily banking, revenue deposits, accounts payable, bank reconciliations, daily accounting transactions, insurance program management and year end audited financial statements, all administered by Town staff and through the Town's bank account.
- The Town provides the BIA office space and other resources for printing, office supplies, IT support, storage, reception etc.
- The Town also provides staffing and equipment for the installation of lights and banners on streetlights.

These are all costs incurred by the Town that are not recovered by the BIA and therefore considered in-kind grants.

Other benefits provided by the Town include a waiver of fees for Wayne Currie who provides karate services out of the Libro Centre, and a waiver of rental fees for the IODE group to use the Comber center for various events at no cost. Based on the current Tariff of Fees by-law, Mr. Currie is receiving a subsidy in the amount of approximately \$23,730 annually and the IODE group is receiving a subsidy of approximately \$1,120 annually. These too are considered grants and will be reported as such going forward.

### **Community Partnership Program**

From 2006 through to 2008, the Town of Lakeshore administered a Community Partnership Fund (CPF) which distributed funds to local organizations to support cultural, heritage and community celebrations for community projects, festivals and events. The CPF was a limited resource fund intended to be replenished by the Town on an annual basis subject to approval by Town Council. The following general funding parameters applied:

- Mainstream projects may be entitled to up to 50% of a project cost, up to a maximum of \$5,000 per project.
- Festival and event projects may be entitled to up to 50% of a project cost, up to a maximum of \$2,500 per project.
- Festival and event projects must meet the Municipal Festivals and Events Policy and Guidelines.
- Estimates were required from two different suppliers and/or contractors for each project in excess of \$3,000 including projects for proposed renovations.

Contractors for municipally owned facilities and parks must be approved by the Town of Lakeshore.

- Once a grant is approved, the amount of the grant will not change, even if the project costs rise.
- In-kind costs are not eligible.

The grant was intended for one-time funding and not intended to create an ongoing dependency on the Town for future funding. It was also not intended to replace the grant policy which governed re-occurring annual grants. Under this program, and with the completion of a number of projects between 2006 and 2008, the Town was able to leverage over \$500,000 worth of investment into the community with less than \$200,000 in contribution.

A few of the projects that were approved for grant funding under the Community Partnership Program were:

- Construction of a storage building at Lion's Club in Lighthouse Cove
- Fencing at the Lakeshore Black Historical Cemetery
- Beautification and repairs to the Belle River Cenotaph
- Upgrades to the Lions Park #2 Diamonds
- Millen Centre improvements
- Wheelchair accessible washrooms at the Royal Canadian Legion
- Heritage building preservation at the Walls Underground Railroad Museum

As part of the 2009 Budget, given various budget pressures, in an effort to find cost savings as a result of economic slowdown, Council eliminated funding for the Community Partnership Program.

### **COMMENTS:**

Throughout the region, there are many municipalities who provide grants in one form or another. Grants can be provided by way of monetary funding or in-kind contributions. Grants can be annual and incorporated into the municipality's base budget and administered through a grant policy, or they can be on-time in nature and typically administered through a partnership type program.

The Town currently has a grant policy, however this grant policy, as indicated above does not provide for grants other than those exceptions which have been specifically approved.

The Town does not currently have an active Community Partnership program. A Community Partnership program is an opportunity for Council to fund initiatives in partnership with local organization to meet strategic goals supporting capital and/or other municipal objectives. Reinstating this program will enable community groups throughout

the municipality to complete endeavors that may not otherwise be completed without the funding assistance.

The recommendation is to revise the current Grant Request Policy to specifically include all those approved grants and prepare a Community Partnership program policy for Council's Review.

**OTHERS CONSULTED:**

Manager of Communications and Strategic Initiatives

**FINANCIAL IMPACTS:**

The Town currently provides monetary grants to;

- Comber Historical Society \$10,000
- Maidstone Historical Society \$10,000
- Club de L'Age D'or \$11,320
- Good Neighbour Club \$12,677
- Comber Agricultural Society for policing at the Comber Fair \$2,500
- BIA for policing at the Sunsplash Festival \$2,500
- Wayne Currie waiver of fees of approximately \$22,730 annually
- IODE waiver of fees of approximately \$1,120 annually

These grants are currently budgeted annually and approved by Council. They would fall under the parameters of the grant policy. In addition, the in-kind services provided would be considered grants under the grant policy and reported as such. Grants under this program would continue to form part of the base budget and be funded from tax revenue.

The Community Partnership grant program would require an annual budget that could be funded from the Community Benefit reserve fund. This would not be funded from taxation but rather the investment of the wind farm program in accordance with the various wind farm agreements. For the duration of these agreements, no additional dollars would be required from the Town for this program. These agreements currently contribute \$25,500 to this fund annually and most agreements are for a 20 year term. With the approval of various projects being funded from this reserve fund in 2019, the anticipated year-end balance is \$1.5M.

**Prepared by**

  
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Director of Finance

**Approved by**

  
Truper McBride, MPlan, RPP, MCIP  
Chief Administrative Officer

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