



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: March 27, 2023

Report No: [Report Number]

Subject: Policy 124 - Special Grant Policy

Recommendation: That Policy 124 (re: Funds - Municipal, Provincial, National Events) be rescinded

EXECUTIVE SUMMARY

- Policy 124 was approved in 2003, and allows Council to provide grants to recognize the efforts of Canadians nationally or internationally or to provide support to other municipalities during states of emergency.
- A review of this policy has been undertaken in tandem with the updates to the Milton Community Fund that are being presented concurrently on March 27, 2023 and with consideration for the historical grants provided by Council.
- Although several alternatives are available to Council and outlined in this report, it is recommended that Policy 124 be rescinded. In this scenario, the Milton Community Fund would serve as the primary avenue for grants to be allocated by the Town. Council would retain the ability to bring forward other grants for consideration and approval where appropriate.

REPORT

Background

In 2003 via report CS-64-03, Policy 124 was created in order to establish a framework for the Town to provide grant funding in specified situations. Specifically, grant funding was available for two eligible categories:

- 1) National or Provincial Acknowledgements - to recognize the efforts of Canadians nationally or internationally, through the activities of groups outside of Milton
- 2) Municipal Emergency Grant - to aid and support other municipalities in Ontario in situations where a state of emergency is declared

For the first category, applications were required for eligible groups seeking funding, with a limit of one application per year. Eligible groups included non-for-profit entities, and funding could not be either flow-through to other agencies or for ongoing support.

Background

An annual budget for both grant types of \$5,000 was provided for, with funding from the Ontario Lottery and Gaming (OLG) Revenue. Individual grants were limited to \$2,000 per application. All grants required Council approval. A copy of Policy 124 is attached as Appendix 1.

Appendix 2 to this report presents the grants that have been awarded by year through the Mayor and Council operating budget. In each case, funding was provided from the OLG revenue. The most recent grants provided occurred in 2017 and 2018 to support the RCMP Musical Ride and the legal costs of the Concerned Resident Coalition, respectively. Prior to that time, grants were provided for disaster relief in 2010 and 2013, and for commemoration in relation to Juno Beach in 2006. A total of \$20,250 in grants have been awarded since 2006.

A review of this funding program is timely as the Town begins this new term of Council, and given the concurrent review of the Milton Community Fund with consideration for the increased funding limit provided for as part of the 2023 budget process.

Discussion

The Municipal Act, 2001 provides Council the authority to award grants through Section 107 as follows:

“Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.”

The limitations referenced in Section 106 relate to non-residential entities, in that a municipality is limited in assisting directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.

The Town’s current primary avenue for providing grants is through the Milton Community Fund (MCF) program that is also funded from OLG revenue. The MCF program remains the recommended primary avenue for grant funding consideration as it provides a predictable, consistent, transparent and equitable avenue for the Town to prioritize funding requests within a year.

Given the existence of the MCF program, relevant questions for Council to consider include:

- Is there a need for (or benefit from) a separate annual grant funding program that is approved more directly by Council

Discussion

- If yes, does the scope and criteria as currently outlined in Policy 124 sufficiently capture the areas of priority as determined by Council
- If changes are to occur, to what degree should the program be flexible in terms of eligible uses, funding envelope, timing of allocations, etc.

This last bullet is particularly relevant, as decisions with respect to those parameters will affect the degree that the program can be implemented efficiently, effectively and equitably.

Staff undertook a market scan of peer municipalities within Halton Region, and note that:

- The other municipalities offer structured programs that, similar to the MCF, generally have features such as a pre-defined scope and eligibility requirements, an application process and timeline, as well as an annual funding envelope.
- The other municipalities note that grant funding or donations have been provided outside of the structured programs or policies, sometimes beginning with a Council resolution in-year or through the budget process.
- No municipalities indicated having specific policies that preclude the consideration of grants by Council outside of the existing structure programs.

Based on the above, alternatives that are available to Council to consider include the following, noting that in each case the Town would continue to separately offer the MCF:

- 1) Status quo - the Town would maintain Policy 124 as well as the annual \$5,000 funding envelope.
- 2) Revise Policy 124 - the Town would update Policy 124 to clarify and broaden the scope of eligible uses with consideration of the actual grants that have been provided since the inception of Policy 124 and/or future potential uses.
- 3) Rescind Policy 124 - with the discontinuation of Policy 124, grant funding outside of the MCF program would be contingent on items being brought forward through notices of motion brought by members of Council followed by approval by Council.
- 4) Rescind Policy 124 and discourage grant requests outside of the MCF program - in this scenario a resolution could be considered by Council to outline that grant funding will only be provided through the MCF program. Such a resolution could always be reconsidered by Council in the future in accordance with the procedural by-law, however it may make those future approvals more challenging to achieve.

Recommendation

Based on the balance of information above, Option 3 is recommended. In this scenario, Policy 124 would be rescinded without an alternative policy structure being established.

Any grant policy established attempts to balance the need for program flexibility (in order to be responsive to the needs of Council and the community) with sufficient program



Discussion

structure to ensure an efficient and predictable process. Through the MCF program, the Town already manages a structured grant program that is designed to meet the annual needs of the community. As such, requests for funding that are received by staff will be directed to the MCF guidelines and intake.

It is recognized that there may be instances where Council may identify a need for grant funding that does not lend itself to the MCF program. For such occurrences, the Notice of Motion process as outlined in the Town's procedural by-law provides an avenue for the merits of the grant to be considered by Council should Council wish. Funding implications can also be considered through the related discussion and analysis. It should be noted that even if a revised version of Policy 124 were adopted at this time, the potential for Notices of Motion would continue to exist in the future as any policy is unlikely to capture all potential scenarios that may arise over the course of time.

Financial Impact

Each year through the budget process, \$5,000 has been approved through the Mayor and Council operating budget in order to support any grants approved through Policy 124, with funding provided from OLG funding. As shown in Appendix 2, in many years the funding was not utilized and in one year a budget increase was provided to support a payment of \$10,000.

Aside from the MCF program and grants issued via Policy 124, OLG funding serves as a funding source for the Town's capital program. As such, the financial impacts that would result from any potential amendments to the grant programs will likely be associated with the Town's capital infrastructure program and ultimately the Town's property tax rates.

Should the recommendations contained herein be approved, the financial implications of any requests for grant funding that Council chooses to consider outside of the MCF program will be considered on a case-by-case basis prior to approval of the grant.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact: Glen Cowan, Chief Financial Phone: Ext. 2151
 Officer / Treasurer



Attachments

Appendix 1 – Policy 124

Appendix 2 – Grant Funding Provided Through the Mayor and Council Operating Budget

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

No. 124: FUNDS - Municipal, Provincial, National Events	
	No of pages 2

Reference: Staff Report CS-64-03; Council December 15, 2003

Purpose:

The purpose of a special grant is to make funds available to recognize other municipal, provincial and national events.

Eligibility:

To apply, the applicant must either be a not-for-profit (non-share) corporation (incorporated under the Corporations Act), an organized, unincorporated, non-profit organization or another Ontario municipality.

Restrictions:

The following are funding restrictions:

- Flow through funding (where the intent is to redistribute funding to others) will not be eligible for funding.
- The program will not provide an ongoing support for any applicant

Application Requirements:

- An official grant application must be completed, and submitted to the Corporate Services Department
- Grant must be used within one year from receipt of funding

Funding Categories:

- **National or Ontario Acknowledgement Grant** – grant to acknowledge efforts of Canadians nation-wide
- **Municipal Emergency Grant** – grant to aid and support other Municipalities in Ontario in situations where a state of emergency has been declared

Available Funding:

The Town of Milton will distribute funds annually made available through the investment income on revenues received from the Ontario Lottery & Gaming Corporation (Mohawk location). Maximum amount of one special grant would not exceed \$2,000.

Review Process:

1. Seniors Management Team will review the application
2. Recommendations will be forwarded to Council for approval
3. Applicants will be notified regarding the status of their request and funds will be distributed after Council approval has been received.



4. Applicants who wish to appeal the decision made by Council, must notify the Corporate Services Department of their intent within 30 days of receiving notice.
5. Evaluation letters will be sent to all recipients requiring a report of use of funds and activities undertaken.
6. Successful applicants may be subject to a Town of Milton audit.
7. Annually the Corporate Services Department will review the process and evaluations and any recommended adjustments will be sent to Council.

Appendix 2 - Grant Funding Provided Through the Mayor and Council Operating Budget

Year	Value (\$)	Description
2022	-	
2021	-	
2020	-	
2019	-	
2018	10,000	Funding to the Concerned Resident Coalition for environmental studies
2017	5,000	Grant to Destination Campbellville as a contribution towards the RCMP Musical Ride
2016	-	
2015	-	
2015	-	
2013	2,250	\$2,000 in funding for emergency relief efforts through the Canadian Red Cross towards the Philippines typhoon relief efforts. \$250 as an emergency grant for the Town of Bancroft and the municipality of Hastings Highlands in relation to flood damage.
2012	-	
2011	-	
2010	350	\$250 for an emergency grant to the Township of McNab Braeside in relation to flood damage. \$100 for a Red Cross Contribution
2009	250	\$250 for emergency disaster relief to Haldimand County in relation to flood damage.
2008	-	
2007	-	
2006	2,650	Donation to the Juno Beach Centre Association to purchase memorial bricks honouring the sacrifices made by the Canadians from Milton in World War II.
Total	20,250	