



**COMMITTEE OF THE WHOLE  
AGENDA**

**Monday, September 18, 2023, 6:00 PM**

**The Grovedale Arts & Culture Centre**

**103 Park Street**

**Kingsville, ON N9Y 0E7**

**Pages**

**A. CALL TO ORDER**

**B. DISCLOSURE OF PECUNIARY INTEREST**

When a member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting (or that was the subject of consideration at the previous Meeting at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

**C. MINUTES OF THE PREVIOUS MEETING**

**Recommended Action**

That the following Committee of the Whole minutes **BE RECEIVED**:

- |  |   |
|--|---|
| 1. Committee of the Whole Minutes - June 22 2023 | 1 |
| 2. Committee of the Whole Minutes - July 17 2023 | 4 |

**D. PRESENTATION**

- |                                  |    |
|----------------------------------|----|
| 1. Municipal Governance Update   | 9  |
| 2. Human Resources Update        | 18 |
| 3. Information Technology Update | 24 |

**E. STAFF REPORTS**

- |  |    |
|--|----|
| 1. Canteen Services - Kingsville Arena Complex | 31 |
|--|----|

F. COMMITTEE QUESTIONS

G. UNFINISHED BUSINESS

H. CLOSED SESSION

**Recommended Action**

Pursuant to Section 239(2) of the Municipal Act, 2001, Council will enter into Closed Session to address the following items:

**Item I - Personnel Matters** - Section 239(2)(b) - personal matters about identifiable individuals, including municipal or local board employees and Section 239(2)(d) - labour relations and employee negotiations.

I. ADJOURNMENT



**COMMITTEE OF THE WHOLE  
MINUTES**

**Thursday, June 22, 2023  
5:00 PM  
The Grovedale Arts & Culture Centre  
103 Park Street  
Kingsville, ON N9Y 0E7**

**PRESENT**

Mayor Dennis Rogers  
Deputy Mayor Kimberly DeYong  
Councillor Tony Gaffan  
Councillor Debby Jarvis-Chausse  
Councillor Sheri Lowrie  
Councillor Thomas Neufeld  
Councillor Larry Patterson

John Norton, CAO  
Paula Parker, Clerk

**A. CALL TO ORDER**

Deputy Mayor DeYong called the meeting to order at 5:00 p.m.

**B. DISCLOSURE OF PECUNIARY INTEREST**

The Chair reminded the Committee that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the matter comes forward.

There were no disclosures noted.

**C. REPORT OUT OF CLOSED SESSION - MAY 15, 2023**

The Clerk reported that Committee of the Whole met in closed session on May 15, 2023 at 9:42 pm to discuss one item being a CAO Update regarding current status of Healthcare heard under Subsection 239(2)(k). There is nothing further to report on this matter.

**D. MINUTES OF THE PREVIOUS MEETING**

Moved by Councillor Patterson  
Seconded by Councillor Jarvis-Chausse

**That the Committee of the Whole minutes listed below BE RECEIVED:**

- 1. Committee of the Whole Minutes – May 15, 2023**
- 2. Committee of the Whole Closed Session Minutes – May 15, 2023**

**CARRIED**

## **E. PRESENTATION**

The CAO introduced the consultant, Mr. Terry Fink, who presented the Facilities Review Report.

## **F. STAFF REPORTS**

### **1. Facilities Review -Terry Fink**

Mr. Fink provided an overview of his facility review recommendations to the Committee.

The Deputy Mayor provided members of the public that signed in at the door, 3 minutes to address the Committee. The Committee heard from residents with comments on specific facilities and/or general comments.

The following were heard:

- Karl Melinz - Lions Community Hall
- Don Neal - Ezra Fox Building (Ruthven)
- Joanne Rivard - general comments
- Meghan Bolton - general comments
- Ann Ducharme - Carnegie Arts and Visitor Centre
- Joan Cope - Lions Community Hall
- Sally Bell - Lions Community Hall
- Willy Fittler - Unico Community Centre

### **2. Attainable Housing - Residential Zoning Review**

The Manager of Planning Services provided an overview of the report and recommendations before the Committee for consideration.

**Moved by** Councillor Patterson

**Seconded by** Mayor Rogers

**That Committee of the Whole DIRECT Administration to prepare Zoning By-law amendments on recommendations described in this report for consideration and approval at a future statutory public meeting of Council.**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, Councillor Patterson

**Against (1):** Councillor Gaffan

**CARRIED (6-1)**

## **G. COMMITTEE QUESTIONS**

1. Councillor Gaffan inquired as to the effects on water pressure in the neighbourhoods next to the two 6-storey buildings.

Administration advised that there were no concerns with respect to water pressure where 6-storey buildings exist.

2. Councillor Gaffan discussed the matter of news in the Kingsville Times.

Administration advised that all residents including the media have access to news shared by to the Town of Kingsville on its own social media accounts and the Town's website.

3. Councillor Lowrie requested an update on the Mettawas Park parking lot and pathway.

Administration advised that the concerns with respect to the accessibility of the pathway would be addressed prior to the Kingsville Music Society's Greenway Jam.

**Moved by** Councillor Gaffan

**Seconded by** Councillor Neufeld

**That the Committee of the Whole DIRECT administration to review the feasibility of using funds set aside in the 2023 budget for the Mettawas Park parking lot paving be used for the Mettawas Park pathway paving instead and bring recommendations back to Council on June 26, 2023.**

**CARRIED**

4. Councillor Jarvis-Chausse inquired as to the locations of the warming stations during the ice storm and the number of residents that used the stations.

Administration advised that the Arena is the only municipal building identified in the emergency response plan for use as a reception centre.

## **H. UNFINISHED BUSINESS**

Councillor Gaffan brought forward comments with regard to Recreation, Programming and Events. He would like to look into the needs of wifi at Lakeside Park Pavillion.

## **I. ADJOURNMENT**

**Moved by** Councillor Patterson

**Seconded by** Councillor Jarvis-Chausse

**Council adjourn Committee of the Whole at 7:52 p.m.**

**CARRIED**

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DEPUTY MAYOR, Kimberly DeYong

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CLERK, Paula Parker



**COMMITTEE OF THE WHOLE  
MINUTES**

**Monday, July 17, 2023  
5:00 PM  
The Grovedale Arts & Culture Centre  
103 Park Street  
Kingsville, ON N9Y 0E7**

Members of Council    Mayor Dennis Rogers  
                                 Deputy Mayor Kimberly DeYong  
                                 Councillor Tony Gaffan  
                                 Councillor Debby Jarvis-Chausse  
                                 Councillor Thomas Neufeld  
                                 Councillor Larry Patterson

John Norton, CAO  
Paula Parker, Clerk

Absent                      Councillor Sheri Lowrie

**A.     CALL TO ORDER**

Deputy Mayor DeYong called the Regular Meeting to order at 5:00 p.m.

**B.     DISCLOSURE OF PECUNIARY INTEREST**

The Chair reminded the Committee that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the matter comes forward.

**C.     CLOSED SESSION**

Pursuant to section 239(2) of the Municipal Act, 2001, Council entered into Closed Session at 3:30 pm to address the following items:

**Item I - Acquisition or Disposition of Land**

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**Item II - Solicitor-Client Privilege**

Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**D.     STAFF REPORTS - Facilities Review**

The Deputy Mayor invited members of the public that signed in at the door 3 minutes to address the Committee. The Committee heard from residents with comments on specific facilities and/or general comments.

There was no action taken by the Committee on the Ezra Fox Municipal Building. Administration will bring back discussion on this matter to Strategic Planning.

### **Ridgeview Park Community Centre and Field House**

**Moved by** Mayor Rogers

**Seconded by** Councillor Neufeld

**That Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration undertake a Cottam facility needs analysis with public input, including discussions with Essex County Library, Cottam Baseball, Cottam Soccer, Cottam Rotary (Fall 2023)**
- 2. That Administration design a new building (Picnic Pavilion, Community Space, Storage, Library etc.) as determined by needs analysis (2024)**
- 3. That the Cottam Community Centre, and Ridgeview Park Field House, be demolished and a new Building be constructed as designed (2024 - 2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

### **Kingsville South Fire Station**

**Moved by** Councillor Neufeld

**Seconded by** Councillor Jarvis-Chausse

**The Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration obtain an Engineering Report for a structural analysis regarding the lifecycle of the facility (2024)**
- 2. That Administration prepare a needs assessment and proposal for renovations when EMS relocation occurs (2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

### **Kingsville Town Hall**

**Moved by** Councillor Gaffan

**Seconded by** Councillor Jarvis-Chausse

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration prepare recommendations to relocate Town Hall offices and Council Chambers to a new location within the next 3 to 5 years (2024)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Moved by** Mayor Rogers  
**Seconded by** Councillor Patterson

**2. That Administration prepare recommendations for use of the current building (2024)**

**For (4):** Mayor Rogers, Deputy Mayor DeYong, Councillor Neufeld, and Councillor Patterson

**Against (2):** Councillor Gaffan, Councillor Jarvis-Chausse

**CARRIED (4 to 2)**

**Public Works & Municipal Services Yard**

**Moved by** Councillor Gaffan  
**Seconded by** Mayor Rogers

**That Committee of the Whole recommend to Council the approval of the following:**

**1. That Administration prepare recommendations to expand and renovate, or relocate, the Public Works and Environmental Services Yard within the next 3 to 5 years. (2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Lions Community Hall**

**Moved by** Councillor Patterson  
**Seconded by** Mayor Rogers

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration develop an Agreement with Lions Club for use of alternative facility, as possible (2023)**
- 2. That Lions Hall be demolished after all tenants have been given reasonable time to relocate (Fall 2024 or 2025)**
- 3. That Administration construct accessible washroom for Lions Park subject to capital budget (2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Carnegie Arts & Visitor Centre**

**Moved by** Councillor Gaffan  
**Seconded by** Councillor Patterson

**That the following recommendations be brought back for discussion at strategic planning:**

- 1. Provide the BIA with location for their storage unit, secure the BIA's downtown speaker system, and assume costs of internet and phone (2024)**

**2. Make space in the lower level available for community use, including the BIA Board Meetings (2024)**

**For (4):** Deputy Mayor DeYong, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**For (2):** Mayor Rogers, Councillor Gaffan

**CARRIED (4 to 2)**

**Moved by** Councillor Neufeld

**Seconded by** Councillor Gaffan

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. The EcDev Officer workspace be relocated to the Carnegie Arts and Culture Centre.**

**For (1):** Councillor Neufeld

**Against (5):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, and Councillor Patterson

**LOST**

**Kingsville Recreation Complex & Arena**

**Moved by** Councillor Neufeld

**Seconded by** Councillor Patterson

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration obtain an Engineering Report for a structural analysis regarding the lifecycle of the facility (2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Grovedale Arts and Culture Centre**

**Moved by** Councillor Neufeld

**Seconded by** Councillor Jarvis-Chausse

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration develop an Operations and Business Plan with an emphasis on community use, arts, music and culture with a reduced emphasis on weddings and private functions. (2025)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Lakeside Park Pavilion**

**Moved by** Councillor Patterson

**Seconded by** Councillor Gaffan

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration obtain an Engineering Report for replacement of lake-facing outdoor patio**
- 2. That Administration undertake upgrades to washroom and kitchen facilities subject to budget approvals**
- 3. That an electrical servicing needs study for Pavilion and park to address needs of outdoor events and festivals and indoor electrical and servicing needs be completed (2026)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**Kingsville OPP Station**

**Moved by** Mayor Rogers

**Seconded by** Councillor Patterson

**That the Committee of the Whole recommend to Council the approval of the following:**

- 1. That Administration prepare a report on potential options for the use of the site, including market appraisal**
- 2. That Administration prepare a report, in consultation with OPP, on potential options for relocation of the OPP into a new or renovated facility (2024)**

**For (6):** Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Neufeld, and Councillor Patterson

**CARRIED (6 to 0)**

**E. UNFINISHED BUSINESS**

**F. ADJOURNMENT**

**Moved by** Councillor Patterson

**Seconded by** Councillor Lowrie

**Council adjourn this Regular Meeting at 9:42 p.m.**

**CARRIED**

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DEPUTY MAYOR, Kimberly DeYong

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CLERK, Paula Parker

# Municipal Governance

September 18, 2023



# The Team....



Paula Parker



Sandy Kitchen



Jennifer  
Setterington



Stephanie  
Olewski



Tara Hewitt

# The Work....

- Corporate Governance –
  - Council
  - Committees
  - Elections
- Records -
  - Corporate Records Management
  - MFIPPA
- Vital Statistics -
  - Marriage licenses and Civil Ceremonies
  - Cemetery Records
  - Burials
- Regulation
  - Licensing and Permits
- Animal Control
- Corporate Accessibility Compliance
- Corporate Communications

# Corporate Governance

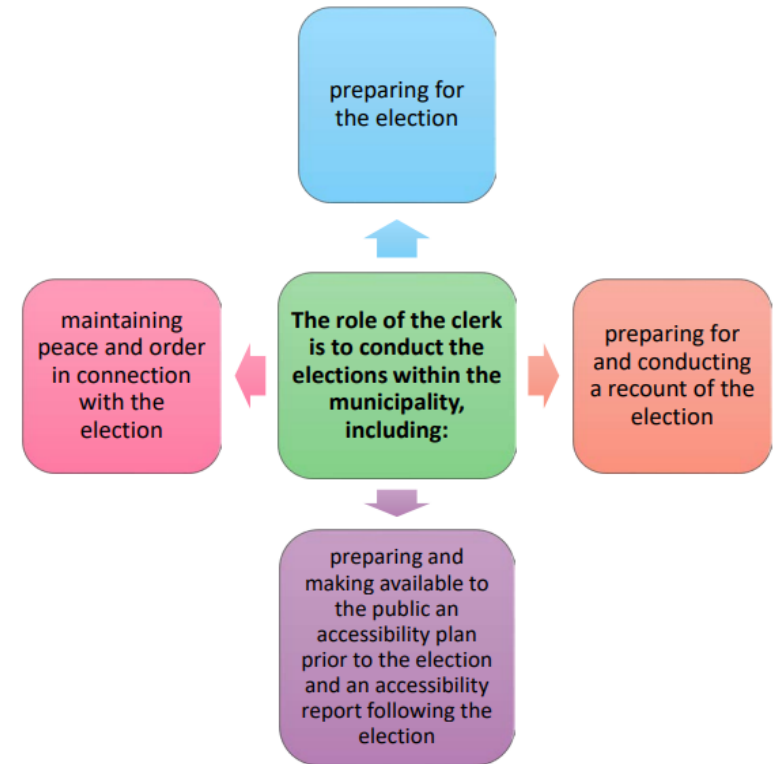
- Council

- Conduct
  - Accountability
  - Transparency
- Procedure
  - Effectiveness
  - Efficiency
- Agendas
- Minutes

- Committees

- Conduct
  - Accountability
  - Transparency
- Procedure
  - Effectiveness
  - Efficiency
- Agendas
- Minutes
- Training

- Elections



# Corporate Records

- Records Management
  - Retention and Disposal
    - of every record in the Town's possession.



- MFIPPA
  - 2 main purposes
    - Provide a right of access to records in control of the Town
    - Protect the privacy of individuals
  - FOI Requests
  - Information and Privacy Appeals
  - Breaches of Privacy

# Vital Stats

- Marriage
  - Licensing
  - Civil Ceremonies



- Death
  - Cemetery Records
  - Burials



SCHEDULE "A"

Cemetery Name	Location	Description	Status	Roll No.
Augustine	Farm Lot, Road 2 East	Lot: 1, Conc. 1, Pt. 3 12R15587	Inactive	None
Greenhill	Mill Street West	Lot: 4, Conc. 1	Active	020-00300
Pearl Street	Pearl Street West	Lot: 2, Conc. 1 WD	Inactive	090-08300
Cottam Cemetery	n/s County Road 34	Lot: 271, Conc. STR Part 1 Plan 12R12365	Active- Anglic- Other	570-05400 570-05500
Northridge	South Talbot Road	Lots: 277, 278, Conc. STR, Part 1 12R15859	Active	580-04100
Baptist	e/s Thompson	Lot: 21, Conc. 5 E.D.	Active	400-02500
Chippewa Indian	Crescent	side corner	Inactive	390-03500
Fairview	Farm Lot, Road 4 East	Lot: 20, Conc. 4 E.D.	Active	340-00500
Graceland	n/s Road 3 East	Lot: 11, Conc. 3 E.D.	Active	390-02100
Universalist (or Fox) - Expansion	Road 5 East at Olinda Sideroad	Lot: 21, Conc. 4 E.D Part of Part 1 12R5602	Active	390-02100
Negro	Farm Lot 12, w/s Kenyon Point Rd.	Lot: Farm Lt. 12 Kenyon Point Road	Inactive	Road Allowance 370-08000
Malott	Division Road	side corner	Inactive	270-31502
Olinda United Church	Heritage Road	Lot: M Conc 3 W.D. Lot: 4, Conc. 1 W.D. Parts 1 to 3 12R5593	Active	400-05200
Ruthven United Church (north)	w/s Olinda Sideroad	Lot: 20, Conc. 5 E.D.	Active	290-26200
Church (south)	n/s Hwy. 3 at Albana Townline	Part 1 12R11510 Lot: 13, Conc. 2 E.D.	Active	290-20300



# Regulations

- Licensing
  - Lottery
  - Taxi
  - Mobile Refreshment
  - Hunting
  - AGCO – Liquor
  - Business
  - BLRH (pending Council)
- Permits -
  - Noise
  - Portable Signs
- Animal Control
  - Dog registration
  - Cat Spay and Neuter
  - 24/7 Animal Service
    - Dog pound
    - Strays
    - Removal of dead wildlife
    - Aggressive Dog Complaints
      - Muzzle Orders / Appeals
    - Trapping of nuisance wildlife



# Accessibility Compliance

- Corporate Accessibility Compliance
  - AODA/IASR watchdog
    - Records compliance
    - Website compliance
    - Committee compliance
    - Facility and open space compliance



# Corporate Communications

- Corporate Communications
  - Oversight of the Communications Officer

.....more to come from Tara Hewitt.



# Human Resources Update

Committee of the Whole SEPTEMBER 2023

# Recruitment

- January to August 2023, 48 employees were hired (20 students)
- 10 volunteer firefighters to be hired by end of year
- CAO implemented restructuring Fire (January 2023) and new Departments Operations/Capital Projects (August 2023)
  - Fire
  - Operations/Capital

# Health and Safety

- Implemented additional measures to communicate Health and Safety concerns.
  - Created an option for staff to report safety issues to [Requests@Kingsville.ca](mailto:Requests@Kingsville.ca).
  - Created a health and safety email address that is monitored and addressed by HR.
  - Moved from quarterly to bi-monthly Health & Safety meetings.
  - Added a Joint Health and Safety Committee member from our Office Support team.
- Created 59 Standard Operating Procedures (SOP) that are currently being reviewed by Joint Health and Safety Committee and will be rolled out to staff.
- HR is now responsible for ensuring SOPs are reviewed prior to starting on the job.
- A Fire Safety Plan was developed in coordination with the Fire Chief for Townhall.

# General HR

- Completed several detailed employee investigations.
- Developed an overtime equalization system for our union staff.
- Resolved several union grievances.
- Townhall – Mental Health Awareness in May.

# Upcoming and In process

- All union staff have now been trained on our electronic time and attendance system.
- Volunteer Firefighter Wage Agreement
- Town Hall for November
- Currently, the following policies are drafts awaiting approval/rollout.
  - Non-union sick policy
  - Diversity and Inclusion Policy
  - Non-union performance review update
  - Gift Policy
- Employee Opinion Survey



# Questions?

# Information Technology

## 2023 Division Update

# Overview

Manager of Information  
Technology  
*Patrick Girard*

Supervisor of Information  
Technology  
*Stephen Ireland*

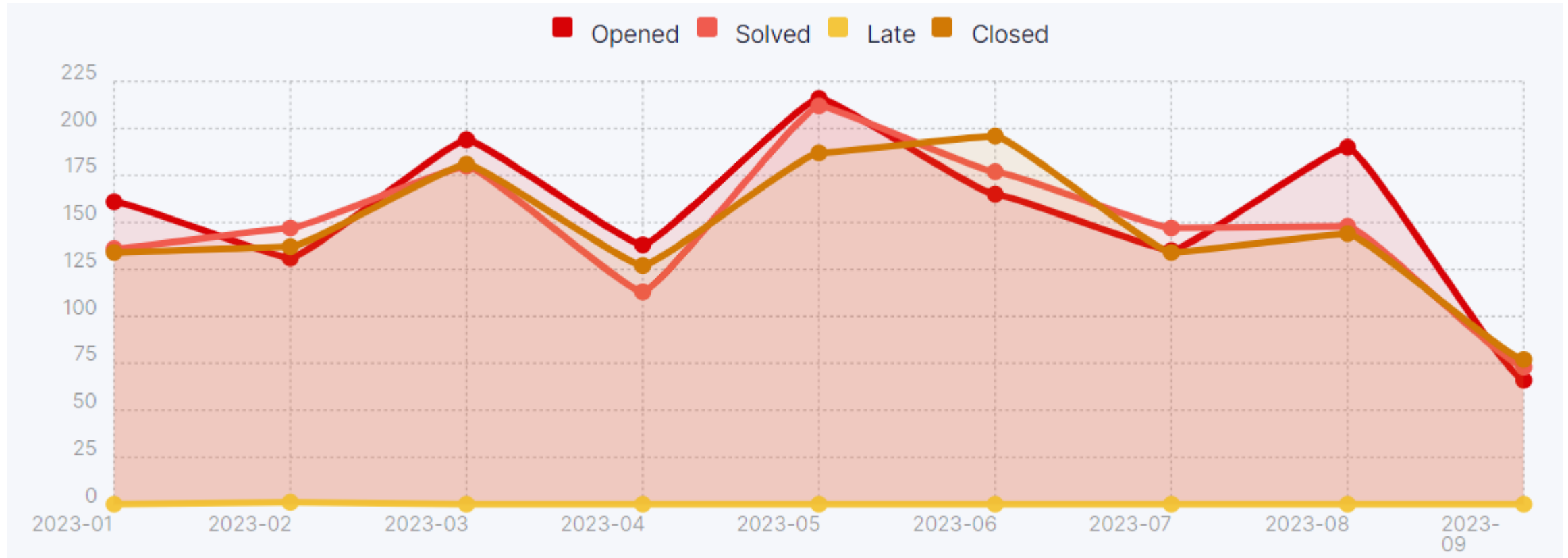
Computer Technician  
*Kyle Campbell*

**New  
2023**

# What we do

- Support Staff using Technology
- Procure and maintain hardware, software and licensing for the Town.
- Ensure network, systems, and data are protected, operating efficiently and recoverable .
- Research/Enhance process/productivity using technology.

# Support Stats



# 2023 Highlights

- Recruited a Supervisor of I.T
- Employed **both** a High School and College Co-op Student this year
- Migrated Laserfiche to the Cloud
- Installed new backup appliances
- Rolled out Hardware lifecycles
- Implemented more Multifactor Authentication to our services enhancing our security.

# 2023 Open Projects

- Digital Strategy / I.T Master Plan (Q3-Q4)
- AP Processing (October)
- AMI Water Meter Project (on-going 2023-2024)
- Phone System Upgrade (Q3-Q4)
- Council Chambers A/V upgrades (October)

# Information Technology

**Thank you!**

# Canteen Services Kingsville Arena Complex

Parks, Recreation and Facilities

## Status/ Timeline

Since early 2022 (after Covid), the Parks, Recreation and Facilities Department has been searching for a canteen vendor to provide service:

- Early 2022- Request For Proposal posted with no interest from vendors
- June 2022- Vendor was secured and backed out last minute
- Summer 2022- Had food truck services when available
- Fall 2022- Had multiple meetings with potential candidates, with no success
  - Reached out to local companies, marketing posters, social media posts and emails to user and service groups

## Status/ Timeline

- December 2022 – Secured Vendor
- January 2023 (End) – Vendor opened for service
- August 2023– Town and vendor part ways, due to lack of service available to the community
- August 2023– Multiple emails sent and meetings conducted to user and service groups about taking over the canteen service
- September 2023 – No Canteen Vendor

# Options

**Option 1:** Continue to search for an outside vendor and potentially delay service to the community

**Option 2:** Permanently close Canteen and install more vending machines

**Option 3:** Operate Canteen by hiring new staff

## Option 2

# Permanently Close Canteen and Install More Vending Machines

- Bring in additional vending machines to provide options such as:
  - Snacks
  - Drinks
- Can keep this done in house or contracted out – reviewing what these options look like and cost
- These would be housed throughout the lobby and canteen lobby

## Option 3

# Operate Canteen by hiring new staff

- Hire a “Canteen Coordinator” to run the canteen services and support with 1-2 students
  - Staff would be responsible for operation of canteen throughout winter and summer months (specific months and hours)
  - Staff would be responsible for facility cleanliness
  - Staff would be responsible for ensuring supplies are stocked
  - Staff would be responsible for hiring, training and scheduling student staff
- Offer basic canteen options with the potential to license the canteen for alcohol

# Option 3

## Operate Canteen by hiring new staff

- Cost
  - Canteen Coordinator (24 hours per week/ 52 weeks per year at \$25/ hour) would be approximately \$42,000 per year
  - Student support to assist (8 hours per week) would be approximately \$8,500 per year per student
  - Equipment certification and required operational licenses/ certification cost at approximately \$1000 per year
  - Sales vs. Cost of goods sold – assuming break even
- For reference the last Canteen Vendor did \$13,500 in gross sales over a half year, which does not account for supplies or staffing



# Thank you, Questions?



**Date:** September 18, 2023  
**To:** Committee Members  
**Author:** Margaret Schroeder, Manager of Financial Services/ Deputy Treasurer  
**RE:** Discussion on Community Grant Fund Policy Update  
**Report No.:** FS-2023-12

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## COMMITTEE OF THE WHOLE

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### BACKGROUND

On March 27, 2023 Council approved the following motion;

**116-03272023**

**Moved By** Councillor Patterson

**Seconded By** Councillor Gaffan

That Council discuss the current community grant process used in Kingsville at a Committee of the Whole or Council Meeting after the facility review is complete to provide direction to Administration regarding changes to Town policy that reflect a fair process for considering community grant applications, including but not limited to application deadlines, specific qualifications, a requirement to provide financial statements to support the application and a requirement for post-reports to be submitted by each grant applicant to qualify in preceding years.

### DISCUSSION

Please see attached for a copy of the current Kingsville Community Grant Policy.

To assist with the Committee's review of the policy, Administration has prepared a worksheet which outlines key components of the existing policy with recommendations or options for the Committee to consider.

Administration is requesting committee input with respect to amendments to the existing policy.

## FINANCIAL CONSIDERATIONS

The existing policy recommends that the annual maximum limit for the Community Grant Fund to be 0.5% of taxation revenue. For 2023, 0.5% of property taxes would amount to approximately \$110,000. During 2023, Council awarded Community Grants totaling \$82,500.

As these grants are funded by Property Taxes, it is important for Council to ensure the community, as a whole, is receiving a good return on its investment in the various community groups or non-profit organizations it chooses to support.

## CONSULTATIONS

SMT

PREPARED BY:



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Margaret Schroeder, CPA, CGA  
**Manager of Financial Services, Deputy Treasurer**

REVIEWED BY:



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Ryan McLeod, CPA, CA  
**Director of Financial Services, Information Technology and Customer Service**

	<b>FINANCIAL SERVICES KINGSVILLE COMMUNITY GRANT FUND</b>	
Policy #: FS-001	Issued: September 2009	Reviewed/Revised: September 2019
Prepared By: Director of Financial Services	Reviewed By: Senior Management	Approved By: Council

## 1.0 PURPOSE

The purpose of this policy is to:

1. Establish guidelines for funding to organizations that meet the eligibility requirements and funding categories of the Kingsville CGF;
2. Define the types of organizations that are eligible for funding;
3. Establish eligible funding categories;
4. Define funding mechanisms
5. Define the requirements for an annual application process for grant requests; and,
6. Ensure fairness and consistency in providing funding to qualifying organizations.

## 2.0 SCOPE

Only those organizations that meet all of the following criteria will be considered for a grant under the Kingsville CGF:

1. Organization is a:
  - a. Registered charitable organization or a
  - b. Registered not-for-profit organization or a
  - c. Volunteer group

Funding requests from individuals will not be considered;

2. Organizations seeking grants must provide services that fall into one of the funding categories identified in Section 3.1, "Funding Categories";
3. Organizations must provide services that directly benefit the general public within the municipal boundaries of the Town of Kingsville and make their services available to the general public without discrimination;

4. Organizations must be located in the Town of Kingsville or provide evidence of a project specific to the Town of Kingsville, with the majority of participants being from the Town of Kingsville; and,
5. Grant applicants related to a religious organization must be able to demonstrate that a distinct line of separation exists within its program and budgets between strictly religious activities and its community service program;

Organizations whose primary focus is in the Town of Kingsville will be given priority consideration for funding under the Kingsville CGF.

This policy excludes town support offered through formal partnership and sponsorship agreements.

### **3.0 DEFINITIONS**

#### **3.1 FUNDING CATEGORIES**

Applications which fall into one of the following funding categories will be considered for funding under the Kingsville CGF.

1. Social & Community Services

Services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and promote healthy communities. Services within this funding category must not duplicate or displace services offered by another organization. To be eligible for funding in this category the majority of the organization's clientele must reside in the Town of Kingsville.

2. Seniors or Youth

Activities directed towards the youth or senior population primarily within the Town of Kingsville. Includes Youth/Senior Centres offering activities and programming for youth and seniors whose primary membership is residents of the Town of Kingsville. Activities and programming offered within this funding category must not duplicate activities and programming offered by the Town of Kingsville.

3. Historical, Arts & Cultural Events or Organizations

Events and activities which serve to celebrate history, arts & culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.

4. Fundraisers for Municipal Projects

Fees for fundraisers held in a municipal facility whose sole purpose is to raise funds for a municipal project to construct rehabilitate or maintain municipal infrastructure may be waived. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.

Fees for fundraisers held in a municipal facility whose sole purpose is to raise funds for charitable causes, other local causes not related to municipal projects or other nonlocal causes will not be waived.

5. Community Beautification & Protection/Preservation of the Environment

Includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

6. Disaster Relief

Appeals for disaster relief by other municipalities within Essex County or the Province of Ontario will be approved solely at the discretion of Council.

7. Event Sponsorship

Sponsoring an event that is open to the public and/or is expected to attract a large number of visitors to the Town of Kingsville.

### 3.2 TYPES OF FUNDING

The following generally describes the types of funding provided under the Kingsville CGF. Applications will be limited to requests for one type of funding only.

1. Grants

The Town of Kingsville may award cash grants, up to a maximum of 50%, of the cost for following;

- Start-up costs for new programs
- Special events
- Capital projects

The grant recipient will be required to demonstrate that they have the funding available, or a viable financial plan, to finance the balance of the costs.

## 2. In-Kind Assistance

In-kind assistance provided by the Town of Kingsville includes the following:

- a. work performed for the organization by Town of Kingsville employees during regular business hours while employed by the Town (for example—snow removal, grass cutting, barricade placement, traffic control);
- b. rental of municipal property at a reduced rent;

## 3. Waiver of Fees

Waiver of all or a portion of the fees normally charged for the use of space in a municipal facility. (This program does NOT cover the waiving of fees relating to development charges, building permit fees or planning fees. Separate requests must be made in writing to Council for individual consideration of requests of this kind.)

## 4.0 REFERENCE DOCUMENTS

Annual Budget

Kingsville CGF Application Form Appendix A

Evaluation Matrix Appendix B

## 5.0 RESPONSIBILITIES

The Director of Financial Services or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. An executive summary will be prepared and attached to copies of applications for presentation to Council.

Council will review submissions as part of the annual budget deliberation process.

## 6.0 PROCEDURE

### 6.1 SUSTAINABILITY

Organizations submitting grant requests for multiple years will be required to demonstrate the efforts and achievements related to future sustainability on an annual basis including:

1. That they are actively pursuing other sources of financial support and fundraising through other levels of government, donations, membership fees, ticket sales, user fees, etc.; and,
2. That they are working towards future self-sufficiency for purposes of reducing or eliminating their organization's need for municipal assistance in future years.

As part of the application process, organizations planning to submit grant requests annually for multiple years will be required to submit a 3- to 5-year business plan with each year's grant application (refer to Section 6.3, "Application for Funding under the Kingsville CGF").

## **6.2 BENEFIT TO RESIDENTS OF THE TOWN OF KINGSVILLE**

All applicants under the Kingsville CGF will be required to provide information, including demographic information that identifies the level of participation or benefit that their project, activity, program, etc. provides to the residents of the Town of Kingsville.

## **6.3 APPLICATION FOR FUNDING UNDER THE KINGSVILLE COMMUNITY GRANT FUND**

All organizations requesting funding under the Kingsville Community Grant Fund must submit an application using the Town's "Application for Funding under the Kingsville Community Grant Fund" contained in Appendix "A". All information requirements outlined in the application must be included with an application. Council reserves the right to disqualify any grant request where all required information has not been provided.

Applications for operating grants, capital grants and in-kind grants for the following funding categories will only be considered on an annual basis with the **deadline for submitting an application being October 31<sup>st</sup> for approval in the following year's budget.**

1. Social or Community Services
2. Seniors or Youth
3. Historical or Cultural Events or Organizations
4. Community Beautification & Protection/Preservation of the Environment
5. Event Sponsorship

Applications for all other requests for funding including, waiver of fees for municipal facilities and appeals for disaster relief may be submitted at any time throughout the year.

Applications will only be considered if they are submitted prior to the commencement of a project and before any costs associated with the project have been incurred. The Town of Kingsville, through the Kingsville CGF, will not contribute to deficits from operations of past years.

If an organization or group applying for a grant has a financial surplus or reserve from prior year's operations and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant approved for the organization.

Only one application per organization will be considered in a fiscal year. All programs, projects and undertakings requiring grant funding for an organization must be consolidated into one application.

## **6.4 PROCESSING OF APPLICATIONS**

Applicants submitting an application for operating grants, capital grants and in-kind grants for the October 31st deadline will be advised of the status of their grant application upon budget adoption by Council (March/April of the following year).

All other applications submitted throughout the year will be reviewed by Council or the Director of Financial Services at the earliest possible meeting date following receipt of the request.

All grant applications will be assessed solely on the information provided in the application that was submitted prior to the due date.

All grant requests which are approved by Council must be adopted by resolution in a public meeting of Council.

The granting of assistance in any year is not to be regarded as a commitment by the Town of Kingsville to continue assistance in future years.

## **6.5 PAYMENT OF APPROVED GRANTS**

Grants will be paid to recipients within 30 days of approval. Grant recipients may be required, upon request, to provide financial documentation (ex. receipts) to verify that grant proceeds were applied towards their intended purpose as outlined in their grant application.

## **6.6 REPAYMENT OF GRANTS**

Grant recipients shall repay the whole or any part of the grant as determined by the Town of Kingsville if the grant recipient:

1. Ceases operating
2. Ceases to operate as a non-profit, charitable or volunteer group
3. Merges or amalgamates with any other party
4. Knowingly provides false information in a grant application
5. Uses grant funds for purposes other than those identified in the grant application and subsequently approved by the Town of Kingsville
6. Breaches any other terms or conditions of the Kingsville CGF
7. Breaches any of the provisions of the Ontario Human Rights Code in its operations
8. Acts in the capacity of funding body for, or make grants or transfers funds to, any other group or organization

Any unused portion of a grant paid to a grant recipient remains the property of the Town of Kingsville and must be repaid by the recipient upon request. It is recognized that organizations that receive grant funding may have a year end that is different from the Town's fiscal year end and the determination of funding use will be assessed based on the grant recipient's year end.

## 6.7 RECOGNITION

Grant recipients are required to acknowledge the Town's contribution to their activity, program, event or organization in all advertising, booklets, programs, signage, plaques, websites, etc. produced by the recipient. All recognition must be approved by the Town prior to printing, posting or distributing the material.

## 6.8 ANNUAL BUDGET FOR KINGSVILLE COMMUNITY GRANT FUND

The total value of grants provided through the Kingsville CG Fund will be limited to annual budget allocations approved by Council. The recommended annual maximum for the fund is set at 0.5% of taxation revenue.

Council reserves the right to adjust awards to approved recipients if the total of approved requests exceeds the recommended annual maximum. Pro ration may be carried out either on a percentage basis or a uniform hard cap maximum across all applications. The determination of adjustment method, if undertaken, will be decided in each budget year and need not be consistent from year to year.

## 7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.	Clause 2 Scope to exclude partnerships/sponsorships	S. Zwiers	09/28/2017
2.	Clause 3.2 Limits applications to one type of funding per application.	S. Zwiers	09/28/2017
3.	Clause 3.2.1 Grants to a maximum of 25% of operating costs from 50%	S. Zwiers	09/28/2017
4.	Clause 5 Responsibilities amended to require DFS to score applications in accordance with matrix in NEW APPENDIX B and prepare executive summary for council	S. Zwiers	09/28/2017
5.	Clause 6.8 Annual Budget amended to allow council the right to adjust individual awards to maintain the recommended budget maximum for the fund	S. Zwiers	09/28/2017
6.	Appendix B - New	S. Zwiers	09/28/2017
7.	Council approved changes to the policy and scoring matrix as recommended in report FS-2019-14 which was presented to Council on September 9, 2019	R. McLeod	09/09/2019
8.	That Council directed Administration to amend Section 6.4 to state that grant applications will be limited to, and	R. McLeod	09/09/2019

	based solely on, the information in the application that was submitted to Council by the due date.		
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Questions about this policy can be referred to Director of Financial Services or Manager of Financial Services.

APPENDIX A

CORPORATION OF THE TOWN OF KINGSVILLE



2021 Division Road North  
Kingsville, ON N9Y 2Y9  
Phone: 519-733-2305

Kingsville Community Grant Fund  
Application for Grant Funding

NOTICE TO APPLICANTS -

The Town of Kingsville policy for Municipal Grants is included as part of this application package and should be read prior to completing an Application for Grant Funding under the Kingsville Community Grant Fund. Applications will be scored in accordance with the evaluation matrix (APPENDIX B to the Policy). Send completed applications to the attention of the Director of Financial Services at the Town of Kingsville, 2021 Division Road N, Kingsville, N9Y 2Y9 or by email to KingsvilleWorks@kingsville.ca

The Deadline for submission is October 31 each year.

GENERAL INFORMATION (must be completed by all applicants)

Name of Organization/Group/Project:

Street Address/PO Box

City/ProvincePostal Code

Contact Person:

Name & Position

Telephone Number:

Fax Number:

Email Address:

INFORMATION ABOUT YOUR ORGANIZATION (must be completed by all applicants)

Type of Organization: (select one)

☐

Registered Charity

Regist. # :

☐

Incorporated Not-for-profit

Incorp. # :

☐

Other

(provide details below)

Other: (please specify)

No. of Volunteers in Organization:

No. of Paid Employees in Organization:

TYPE OF GRANT & GENERAL GRANT INFORMATION (please select only one)

☐

Cash Grant

Amount:

☐

In-Kind (provide detail below)

☐

Waive Fees (provide % and details below)

☐

Disaster Relief (provide details below)

<b>TYPE OF GRANT &amp; GENERAL GRANT INFORMATION (continued from previous page)</b>		
Description of Project/Service Provided by Organization: _____		
Has your organization received a grant in previous year(s)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No
If yes, please specify amount of grant per year: _____		
Will your organization require grants in future years?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No

<b>PROGRAM / EVENT / PROJECT DETAILS (must be completed by all applicants)</b>	
Briefly explain the new program, event or project to be provided by your organization: (Additional information may be attached if space is required)	

<b>BENEFIT TO THE TOWN OF KINGSVILLE (must be completed by all applicants)</b>	
Is your organization based in the Town of Kingsville?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No
How will your organization benefit the Town of Kingsville? _____	
What is the anticipated # of Town of Kingsville residents participating or benefiting from the project or service?	
Demographic Information (existing multi-yr projects/organizations only):	
No. of Town of Kingsville residents using the service/participating	<input type="text"/> (a)
Total Number of persons using service/participating	<input type="text"/> (b)
% Benefit to the Town of Kingsville	<input type="text"/> (a) / (b)
Council reserves the right to request membership lists, etc. to support demographic information provided above.	

<b>GRANTS FROM OTHER MUNICIPALITIES (must be completed by all applicants)</b>	
Have you applied for a grant from another municipality?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No
If you answered yes, please provide details (municipality name, amount requested and whether application has been approved).	



**APPENDIX B  
CORPORATION OF THE TOWN OF KINGSVILLE**



2021 Division Road North  
Kingsville, ON N9Y 2Y9  
Phone: 519-733-2305

**Kingsville Community Grant Fund  
Evaluation Matrix**

The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the attached policy.

This evaluation matrix may be amended from time to time by resolution of Council.

One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weighting factor. The grand total of all weighted sections determines the application's overall score.

**Evaluation Factors:**

**Section 2.0 Eligibility Criteria**

Submitted complete application.	<input type="checkbox"/>	
Submitted application by deadline.	<input type="checkbox"/>	
Applicant is a registered charity/ not-for-profit or volunteer group.	<input type="checkbox"/>	
Applicant represents a charity or group that has no paid employees.	<input type="checkbox"/>	
Subtotal	<input type="checkbox"/>	
Weighting Factor	<input type="text" value="1"/>	
Section Total		<input type="checkbox"/>

**Section 3.0 Funding Categories**

Request matches funding category (select all that apply)

Social & Community Services	<input type="checkbox"/>	
Seniors or Youth	<input type="checkbox"/>	
Historical, Arts & Cultural Events or Organizations	<input type="checkbox"/>	
Fundraisers for Municipal Projects	<input type="checkbox"/>	
Community Beautification & Protection/Preservation of Environment	<input type="checkbox"/>	
Disaster Relief	<input type="checkbox"/>	
Event Sponsorship	<input type="checkbox"/>	
Subtotal	<input type="checkbox"/>	
Weighting Factor	<input type="text" value="1"/>	
Section Total		<input type="checkbox"/>

### Section 3.2 Types of Funding

Request is for only one type of funding

Request is for in kind services only.

Subtotal  
Weighting Factor  
Section Total

1

### Section 6.1 Sustainability

Application is for less than than **50%** of project costs.\*

\*Applicant must demonstrate ability to finance the balance of the costs

Application is for less than than **25%** of project costs.\*\*

\*\*Additional point

Applicant has not received funding/support in previous 2 years.

Application is for current year only.

If application is for multiple years, a multi year business plan has been provided.

Subtotal  
Weighting Factor  
Section Total

2

### Section 6.2 Benefit to Residents of Kingsville

Application will benefit how many Kingsville residents:

Weighting  
Factor

0 - 25 residents

	0	
--	---	--

26 - 100 residents

	1	
--	---	--

100 - 500 residents

	2	
--	---	--

500 - 2000 residents

	3	
--	---	--

2000+ residents

	4	
--	---	--

APPLICATION GRAND TOTAL (max score 25)

PRIOR YEARS GRANT REQUESTS								
01-112-200-60390		2017	2018	2019	2020	2021	2022	2023
ORGANIZATION:		Actual	Actual	Actual	Actual	Actual	Actual	Awarded
	2nd Kingsville Scouts	\$ 1,000	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,000	\$ 2,000
	2nd Cottam Scouts	\$ -	\$ -	\$ 1,500	\$ 2,000	\$ -	\$ 3,000	\$ 2,000
	ACCESS - Youth and Family Resource Network	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Artisan Alley Project	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Arts Society of Kingsville (ASK)	\$ 2,000	\$ 3,760	\$ 2,000	\$ 4,000	\$ 2,000	\$ 1,440	\$ 5,000
	Arts Society of Kingsville (MIG)	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 5,000	\$ -
	BIA	\$ 18,000	\$ 20,300	\$ 19,353	\$ 3,500	\$ 10,000	\$ 5,000	\$ 5,000
	Cedar Island Yacht Club	\$ -	\$ 10,000	\$ 7,000	\$ 5,130	\$ -	\$ 2,500	\$ 2,500
	Cottam Rotary	\$ 5,370	\$ 2,500	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
	Cottam Minor Baseball	\$ -	\$ -	\$ 7,460	\$ -	\$ -	\$ -	\$ -
	Cottam United Church	\$ -	\$ -	\$ -	\$ 4,250	\$ -	\$ -	\$ -
	Discovery School Child Care	\$ -	\$ -	\$ -	\$ 1,854	\$ -	\$ -	\$ -
	Erie North Shore Minor Hockey	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -
	Erie Shores Quilters Guild	\$ -	\$ 960	\$ 960	\$ 1,380	\$ -	\$ 1,800	\$ 2,520
	Jack Miner Foundation	\$ 9,000	\$ 9,000	\$ 8,000	\$ 5,000	\$ -	\$ 10,000	\$ 10,000
	Jack Miner Foundation - Highland Games	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,480
	Joan Cotte Arts Endowment Fund	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -
	KCC - Celebrate Canada	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	KDHS - Bursary	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
	KDHS- OFSAA Basketball (2019) & OFSAA Volleyball (2020)	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
	KDHS - Visual Arts Class	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Kingsville Community Centre	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	Kingsville Historical Park	\$ 3,990	\$ 3,989	\$ 10,000	\$ -	\$ -	\$ -	\$ -
	Kingsville Historical Park - Staffing	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Kingsville Horticultural Society	\$ 7,000	\$ 7,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 4,000
	Kingsville Lion's Club	\$ 6,450	\$ 6,450	\$ 3,000	\$ -	\$ -	\$ 5,000	\$ 4,000
	Kingsville-Essex Band	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,000	\$ -	\$ 5,000	\$ 4,000
	Kingsville-Gosfield Historical Society	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,100	\$ 2,000	\$ -	\$ -
	Kingsville Minor Baseball	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Kingsville Pickleball Inc.	\$ -	\$ -	\$ -	\$ 1,405	\$ -	\$ 10,000	\$ -
	Little Tomato Children's Theatre	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Leamington Lasers Swim Team	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -
	Migrant Worker Program	\$ 5,000	\$ 1,000	\$ 2,000	\$ -	\$ 10,000	\$ 5,000	\$ -
	Migration Hall	\$ 8,500	\$ 8,500	\$ 10,000	\$ 3,000	\$ -	\$ 5,000	\$ 5,000
	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
	Quilters Guild (Unico & Aud)	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
	Rotary Club of Cottam	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000
	Rotary Club of Kingsville South Shore	\$ -	\$ -	\$ -	\$ 2,160	\$ 3,000	\$ 2,500	\$ 4,000
	Royal Canadian Legion - Local Branch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
	Shooters Photography Club	\$ -	\$ 500	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
	Southwestern Ontario Gleaners	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -
	South Essex Arts Assoc.	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sun Parlour Folk Music Festival	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Trinity Anglican Church	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -
	Windsor Symphony Orchestra	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -
<b>TOTAL REQUESTS:</b>		<b>\$ 127,010</b>	<b>\$ 128,459</b>	<b>\$ 109,773</b>	<b>\$ 64,479</b>	<b>\$ 39,000</b>	<b>\$ 86,240</b>	<b>\$ 82,500</b>

## Community Grant Fund Policy Discussion - COTW

Current Policy Guidelines	Recommendations / Options
<p>2.0 Scope –</p> <p>Only those organizations that meet all of the following criteria will be considered for a grant under the Kingsville CGF:</p> <p>(1) Organization is a:</p> <ul style="list-style-type: none"> <li>• Registered charitable organization or</li> <li>• Registered not-for profit organization or</li> <li>• Volunteer group</li> </ul>	<p><b>Options -</b></p> <p>Clarify ineligible applicants as;</p> <ol style="list-style-type: none"> <li>1. Individuals,</li> <li>2. For-Profit commercial or industrial entities, or</li> <li>3. Publicly-funded institutions (i.e. schools, hospitals, health &amp; well being programs, etc), or</li> <li>4. Organizations affiliated with a political party or that have a political mandate.</li> </ol>
<p>2.0 (2) Organizations seeking grants must provide services that fall into one of the funding categories identified in Section 3.1, “Funding Categories”;</p>	<p><b>Refer to Section 3.1 below.</b></p>
<p>2.0 (3) Organizations must provide services that directly benefit the general public within the municipal boundaries of the Town of Kingsville and make their services available to the general public without discrimination</p>	<p><b>Recommendation</b> – no change to wording in section</p>
<p>2.0 (4) Organizations must be located in the Town of Kingsville or provide evidence of a project specific to the Town of Kingsville, with the majority of participants being from the Town of Kingsville</p>	<p><b>Recommendation</b> – no change to wording in section</p>
<p>2.0 (5) Grant applicants related to a religious organization must be able to demonstrate that a distinct line of separation exists within its program and budgets between strictly religious activities and its community service program</p>	<p><b>Recommendation</b> – no change to wording in section</p>

<p>3.1 Funding Categories:</p> <ul style="list-style-type: none"> <li>• Social &amp; Community Services</li> <li>• Seniors or Youth</li> <li>• Historical, Arts &amp; Cultural Events or Organizations</li> <li>• Fundraisers for Municipal Projects</li> <li>• Community Beautification &amp; Protection/Preservation of the Environment</li> <li>• Disaster Relief</li> <li>• Event Sponsorship</li> </ul>	<p><b>Recommendation</b> – to remove the funding category Disaster Relief from the Policy. Replaced with any appeals for disaster relief by another municipality will be brought through a Council report or Correspondence and approved at the discretion of Council.</p>
<p>3.2 Types of Funding:</p> <ol style="list-style-type: none"> <li>1. Grants – up to a maximum of 50% of the cost of; <ul style="list-style-type: none"> <li>• start up costs;</li> <li>• special events;</li> <li>• capital projects</li> </ul> </li> <li>2. In-Kind Assistance – includes: <ol style="list-style-type: none"> <li>a. work performed for the organization by Town of Kingsville employees during regular business hours while employed by the Town (for example – snow removal, grass cutting, barricade placement, traffic control)</li> <li>b. rental of municipal property at a reduced rent</li> </ol> </li> <li>3. Waiver of Fees – waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.</li> </ol>	<p><b>Recommendation</b> to remove the criteria of “maximum of 50% of cost” to allow for flexibility to cover any or all costs of the project.</p> <p><b>Discussion</b> – Does Council wish to set a firm \$ limit that any one organization can receive?</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>a. To remove in-kind applications from the Grant Policy; replace with requests being submitted at any time to <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the appropriate Department Manager.</li> <li>b. To remove requests for reduction in rent from the Grant policy; replace with requests being submitted at any time to the <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the Manager of Parks &amp; Recreation to review approve based on available reduced fees within the Fees &amp; Charges By-Law.</li> </ol> <p><b>Recommendation</b> to remove requests for waiver of all or a portion of the fees from the Grant policy; replace with requests being submitted at any time to the <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the Manager of Parks &amp; Recreation to review approve based on available reduced fees within the Fees &amp; Charges By-Law.</p>

<p>6.1 Sustainability – organizations submitting grant request for multiple years will be required to demonstrate the efforts and achievements related to future sustainability on an annual basis including:</p> <ol style="list-style-type: none"> <li>1. That they are actively pursuing other sources of financial support and fundraising through other levels of government, donations, membership fees, ticket sales, user fees, etc. and</li> <li>2. That they are working towards future self-sufficiency for purposes of reducing or eliminating their organizations’ needs for municipal assistance in future years.</li> </ol> <p>Note: as part of the application process, organizations planning to submit grant request annual for multiple years will be required to submit a 3 – 5 year business plan with each year’s grant application.</p>	<p><b>Recommendation</b> – multi-year funding agreements can be complicated and typically involve a “quid pro quo” arrangement, or more robust reporting requirements. These are beyond the scope of the Community Grant program and should be removed from this policy.</p> <p>Multi-year funding requests should be directed to the respective Department Head for discussion and consideration, and if supported, presented to Council through a report. If not supported by Administration, the organization can submit correspondence directly to Council.</p>
<p>6.3 Deadline for submitting an application for operating grants, capital grants and in-kind grants is October 31st in the following year’s budget.</p>	<p><b>Recommendation to:</b></p> <ol style="list-style-type: none"> <li>1. Remove the wording “operating grants, capital grants and in-kind grants”</li> <li>2. Remove “October 31st in the following year’s budget” and replace with a deadline of “November 30<sup>th</sup>” for consideration in the following year.</li> </ol> <p><b>Recommendation:</b> Council deliberate on grant applications at the COTW meeting in January each year.</p>
<p>6.3 Applications for all other requests for funding including, waiver of fees for municipal facilities and appeals for disaster relief may be submitted at any time throughout the year.</p>	<p><b>Recommendation</b> – remove paragraph in Section 6.3 entirely based on recommendations to update section 3.2 Types of Funding.</p>
<p>6.8 Annual Budget – The total value of grants provided through the Kingsville CG Fund will be limited to annual budget allocations approved by Council. The recommended annual maximum for the fund is set at 0.5% of taxation revenue.</p>	<p><b>Recommendation</b> – Administration is recommending Council follow the practice used for the 2023 Budget, and approve an unallocated amount for grant awards in the budget.</p> <p>Grant deliberations can be time consuming, and distract from other Budget priorities.</p>

	<p>The unallocated budget will allow for Council and Administration to continue with the Budget process and approval and allow for the allocation of the Grant budget to be considered at a later time.</p> <p><b>Recommendation</b> – Council should set a firm target amount for grants, for the purpose of budget deliberations. If multi-year funding commitments are removed from this process, the threshold for community grants should be reduced to, say 0.25% of taxation (approx. \$55,000).</p>
<p>Appendix A – Application Form</p> <p>See attached</p>	<p><b>Recommendation</b> – application form to be modified dependant on approved changes to the Grant policy.</p>
<p>Appendix B – Evaluation Matrix</p> <p>See attached</p>	<p><b>Recommendation</b> to remove the weighting factors and use the matrix for informational purposes for administration and Council to consider eligibility.</p>
<p><b>*NEW*</b></p>	<p><b>Recommendation</b> to include a new requirement named “Grant Funding Attestation Report”. This report will be required to be submitted to the Town of Kingsville Treasury department by January 31st of the following year the grant was awarded. The purpose of the report is for the applicant to attest to the financial outcome of the awarded grant monies and to the success of the project’s identified outcome promised in the application.</p> <p>See attached Appendix C.</p>

## Kingsville Community Grant Attestation Report

1. Please describe the organization improvement (s) achieved as a result of the use of grant funding.

<b>DESCRIBE THE USE OF FUNDS</b>  (per the approved grant application)	
<b>AMOUNT OF GRANT</b>  <b>DOLLARS APPROVED (\$)</b>	
<b>AMOUNT OF UNSPENT</b> <b>DOLLARS AS OF DECEMBER</b> <b>31st 2024 (\$)</b>	
<b>WOULD YOU LIKE TO EXTEND</b> <b>TO USE IN 2025?</b>  (Yes/No)	
<b>BRIEFLY EXPLAIN THE NEED</b> <b>FOR THE EXTENSION</b>	
<b>OUTCOME - BRIEFLY EXPLAIN</b> <b>THE BENEFIT TO THE</b> <b>COMMUNITY DUE TO THE</b> <b>APPROVED GRANT FUNDING</b>	

2. Attestation – I can confirm that grant monies provided to the organization that I represent were used in a legal manner and that all statements made above are truthful.

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Applicants Signature

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Date

**COMMITTEE OF THE WHOLE (COTW)**  
**UNFINISHED BUSINESS LIST**  
**September 12, 2023**

	MEETING TYPE	MOTION	MEETING DATE
1.	COTW	That short-term, medium-term and long-term options for additional municipal office space, including the use of municipal facilities for that purpose, BE CONSIDERED after a facility needs assessment is complete.	December 5, 2022
2.	COTW	That Council establish a lighting by-law working group being composed of members of Administration, members of the community, and a member of Council as an optional member for the purpose of making some recommendations in regard to an outdoor lighting by-law.	December 5, 2022
3.	COTW	That COTW direct administration to proceed with the outstanding motion from 2018-2022 term regarding Boarding, Lodging and Rooming Houses licensing with a 1 year review.	January 16, 2023
4.	COTW	That the Committee does not support prioritizing the creation of a sign by-law for Main Street at this time and the matter be referred to Strategic Planning.	April 17, 2023
5.	COTW	That Administration BE DIRECTED to bring Short Term Rentals back to Strategic Planning.	May 15, 2023
1.	Council	That Council discuss the current community grant process used in Kingsville at a Committee of the Whole or Council Meeting after the facility review is complete to provide direction to Administration regarding changes to Town policy that reflect a fair process for considering community grant applications, including but not limited to application deadlines, specific qualifications, a requirement to provide financial statements to support the application and a requirement for post-reports to be submitted by each grant applicant to qualify in preceding years.	March 27, 2023
2.	Council	That Administration BE DIRECTED to bring forward a discussion about the level of transit services in Kingsville to the 2023 strategic planning discussions scheduled for the Fall 2023.	May 8, 2023
3.	Council	That Committee of the Whole recommend to Council the approval of the following: <b>Ridgeview Park Community Centre and Field House</b> 1. That Administration undertake a Cottam facility needs analysis with public input, including discussions with Essex County Library, Cottam Baseball, Cottam Soccer, Cottam Rotary (Fall 2023)	July 17, 2023 (COTW) August 14, 2023 (Council)

**COMMITTEE OF THE WHOLE (COTW)**  
**UNFINISHED BUSINESS LIST**  
**September 12, 2023**

		<p>2. That Administration design a new building (Picnic Pavilion, Community Space, Storage, Library etc.) as determined by needs analysis (2024)</p> <p>3. That the Cottam Community Centre, and Ridgeview Park Field House, be demolished and a new Building be constructed as designed (2024 - 2025)</p>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Kingsville South Fire Station</b></p> <p>1. That Administration obtain an Engineering Report for a structural analysis regarding the lifecycle of the facility (2024)</p> <p>2. That Administration prepare a needs assessment and proposal for renovations when EMS relocation occurs (2025)</p>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Kingsville Town Hall</b></p> <p>1. That Administration prepare recommendations to relocate Town Hall offices and Council Chambers to a new location within the next 3 to 5 years (2024)</p> <p>2. That Administration prepare recommendations for use of the current building (2024)</p>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Public Works &amp; Municipal Services Yard</b></p> <p>1. That Administration prepare recommendations to expand and renovate, or relocate, the Public Works and Environmental Services Yard within the next 3 to 5 years. (2025)</p>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Lions Community Hall</b></p> <p>1. That Administration develop an Agreement with Lions Club for use of alternative facility, as possible (2023)</p> <p>2. That Lions Hall be demolished after all tenants have been given reasonable time to relocate (Fall 2024 or 2025)</p> <p>3. That Administration construct accessible washroom for Lions Park subject to capital budget (2025)</p>	

**COMMITTEE OF THE WHOLE (COTW)**  
**UNFINISHED BUSINESS LIST**  
**September 12, 2023**

		<p>That the following recommendation be brought back for discussion at strategic planning:</p> <p><b>Carnegie Arts &amp; Visitor Centre</b></p> <ol style="list-style-type: none"> <li>1. Provide the BIA with location for their storage unit, secure the BIA's downtown speaker system, and assume costs of internet and phone (2024)</li> <li>2. Make space in the lower level available for community use, including the BIA Board Meetings (2024)</li> </ol>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Kingsville Recreation Complex &amp; Arena</b></p> <ol style="list-style-type: none"> <li>1. That Administration obtain an Engineering Report for a structural analysis regarding the lifecycle of the facility (2025)</li> </ol>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Grovedale Arts and Culture Centre</b></p> <ol style="list-style-type: none"> <li>1. That Administration develop an Operations and Business Plan with an emphasis on community use, arts, music and culture with a reduced emphasis on weddings and private functions. (2025)</li> </ol>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Lakeside Park Pavilion</b></p> <ol style="list-style-type: none"> <li>1. That Administration obtain an Engineering Report for replacement of lake-facing outdoor patio</li> <li>2. That Administration undertake upgrades to washroom and kitchen facilities subject to budget approvals</li> <li>3. That an electrical servicing needs study for Pavilion and park to address needs of outdoor events and festivals and indoor electrical and servicing needs be completed (2026)</li> </ol>	
		<p>That Committee of the Whole recommend to Council the approval of the following:</p> <p><b>Kingsville OPP Station</b></p> <ol style="list-style-type: none"> <li>1. That Administration prepare a report on potential options for the use of the site, including market appraisal</li> </ol>	

**COMMITTEE OF THE WHOLE (COTW)**  
**UNFINISHED BUSINESS LIST**  
**September 12, 2023**

		2. That Administration prepare a report, in consultation with OPP, on potential options for relocation of the OPP into a new or renovated facility (2024)	
4.	Council	That Administration BE DIRECTED to bring back a report regarding community engagement for service level of waste collection.	August 14, 2023
5.	Council	That the Code of Conduct BE DEFERRED until the Integrity Commissioner can provide clarity and training.	August 14, 2023