



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: February 27, 2023
Report Number: FAF.23.017
Title: Establishing a Grants and Donations Advisory Committee for the 2022-2026 Term of Council
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.017, entitled “Establishing a Grants and Donations Committee for the 2022 – 2026 Term of Council”;

AND THAT Council approve the draft Grants and Donations Advisory Committee Terms of Reference as presented in this report;

AND THAT Council establish a Grants and Donation Advisory Committee for the 2022 – 2026 Term of Council and does appoint _____ as the appointed Council Representative and the Committee Chair;

AND THAT Council direct staff to advertise the request for interested individuals to make application to be considered for appointment to the Town’s Grants and Donations Advisory Committee and follow the required selection process including the completion of reference checks.

B. Overview

This report brings forward a revised draft Terms of Reference for Council consideration and requests direction from Council to advertise for interested individuals to make applications for membership on the Grants and Donations Advisory Committee.

C. Background

At the January 23, 2023, Council meeting, Council approved [Staff Report FAF.23.007](#) directing staff to initiate the formal process to establish a series of Committees of Council that included the following:

- Agricultural Advisory Committee
- Economic Development Advisory Committee
- Grants and Donation Advisory Committee

- Parks and Trails Committee
- Transparency and Accountability Committee

The Grants and Donations Advisory Committee has been in place since approximately 2008.

Since its initial establishment, the Committee's Terms of Reference, including its roles and responsibilities, has been amended and redeveloped most recently during the previous Term of Council. The shift over the past four (4) years included some exciting ventures by the Committee that included events such as a Valentine Gala, as well as Lobsterfest and Oktoberfest events.

Previous staff reports brought forward for Council consideration throughout 2022 generated good discussion and debate with regard to how best to proceed with the Town's Grants and Donation Program and the newly established Legacy Fund.

The proposed draft Terms of Reference document included in this report (Attachment 1) is being brought forward as a recommended starting point with the understanding that revisions may be required to ensure the document provides for the most effective, and efficient process while ensuring all the regulatory and accounting practices are met.

D. Analysis

Staff have brought forward a revised draft Terms of Reference that provides a proposed mandate, new membership criteria, purpose, and scope that staff believes provides more clarity and avoids "scope creep" that has impacted Committees in the past.

Staff recommend establishing the Grants and Donations Advisory Committee as outlined in [Staff Report FAF.23.007](#):

Advisory Committee

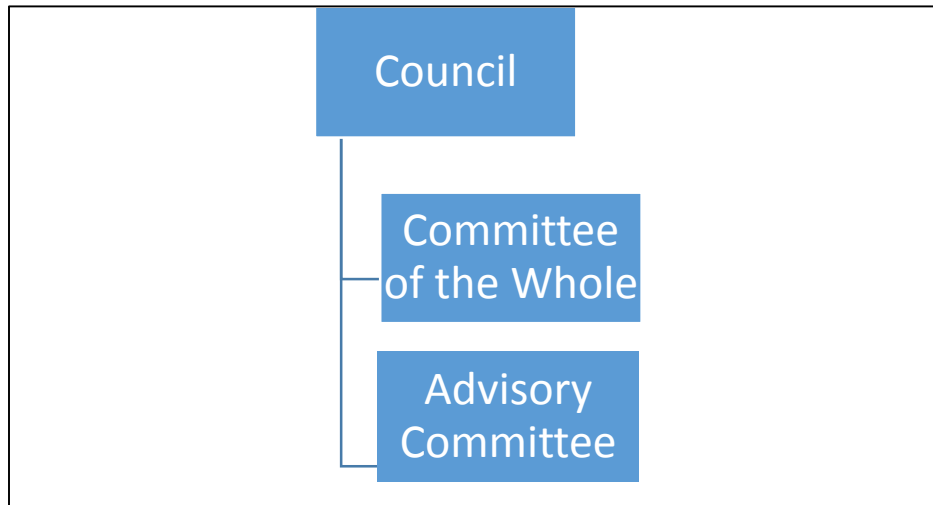
Staff suggested that Advisory Committees can be established by Council and that their mandates and scope of work be clearly described through a Terms of Reference document that would be reviewed by the Advisory Committee and Council twice per Term of Council.

An Advisory Committee would be required to follow the Town's existing Procedural By-law and would require the support of an Administrative Assistant to provide for the Advisory Committee's administrative needs. Advisory Committees also require Council approval for using additional staff time and resources where requested to complete the mandate of the Advisory Committee.

Staff recommend the following elements be incorporated by all Advisory Committees as they are significantly important to the Committee's success, the facilitation of procedure, the management of meetings, the maintenance of respect and decorum, and adherence to Committee mandate(s):

- The Chair of an Advisory Committee shall be a member of Council;

- Advisory Committees are an extension of Council, however, do not provide direction to staff;
- Advisory Committee meetings are to be held virtually;
- Staff suggest that Advisory Committees are not permitted to establish sub-committees to remain focused on their specific mandate.



Summary of Key Changes to Terms of Reference as Recommended by Staff

Item	Section Wording	Proposed Change
A.	Purpose The Grants and Donations Advisory Committee is an Advisory Committee of Council established to review submissions made to the Town through the Annual Grants and Donations Application process and shall make recommendations to Council on how to distribute funds that have been applied for based on the Program evaluation criteria.	Proposed the change to review application submissions without consideration of organizing events
B.	Mandate The Mandate of the Town's Grants and Donation Advisory Committee is to: a) Be engaged, consulted, and comment as one common voice, and provide recommendations on how best to distribute available funding that has been applied for through the Town's Grant and Donation Program.	Proposed the change to review application submissions without consideration of organizing events

Item	Section Wording	Proposed Change
C.	<p>Membership/Voting</p> <p>The Grants and Donations Advisory Committee will be comprised of up to three (3) voluntary members, appointed by Council, as noted in the composition below:</p> <ul style="list-style-type: none"> a. One (1) Member of Council (Chair) b. Three (3) Members of the public at large c. Mayor as ex-officio (not counted towards Committee membership) 	<p>Proposed change from two (2) members of Council to one (1) member of Council and three (3) members of the public.</p>
D.	<p>Membership/Voting</p> <p>Voting members shall be eligible voters in the Town of The Blue Mountains (who meet elector qualifications outlined in the Municipal Elections Act).</p>	<p>Members are required to be and continue to be eligible voters for the purposes of the municipal election in The Blue Mountains</p>
E.	<p>Membership/Voting</p> <p>All Grants and Donation Advisory Committee members are expected to know and abide by relevant conduct policies of the Town. In addition, the following guidelines should be understood by Grants and Donations Advisory Committee members:</p> <ul style="list-style-type: none"> a. Only the Committee Chair can speak on behalf of the Advisory Committee; b. Grants and Donation Advisory Committee members shall not direct any messaging without the approval of the Chair; c. Committee Chair plays an important role in ensuring that a functional relationship with high integrity exists within the Advisory Committee, with Council, with the public, and with staff; d. Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, the Chair may need to intervene with an appropriate dispute resolution mechanism. 	<p>Added this clause from the previous Joint Municipal Physician Recruitment and Retention Committee to add clarity to roles and responsibilities</p> <p>Added the importance of providing a respectful environment</p>

Item	Section Wording	Proposed Change
F.	<p>Membership/Voting</p> <p>Members of the Grants and Donation Advisory Committee shall not be registered or have been previously registered on the Town’s Lobbyist Registry, or be an active member of a special interest group, association, not-for-profit organization, or local service club that exists within the Town of The Blue Mountains that has an active application or made application to the Grants and Donation Program within the previous four (4) years.</p> <p>It is the responsibility of the member to declare any affiliations and/or inclusion on the Town’s Lobbyist Registry to the Town Clerk as soon as possible in writing.</p>	<p>Added to reflect a possible implementation of a Lobbyist Registry</p>
G.	<p>Quorum</p> <p>The Council representatives appointed to the Grants and Donations Advisory Committee count towards quorum. The Mayor is an ex-officio member of the committee and does not count towards quorum and does <u>not</u> have the right to vote or make motions.</p>	<p>Noted that the Mayor as ex-official does not count towards quorum and does <u>not</u> have the right to vote</p> <p>This is being suggested as votes will often be on applications for funding and the Advisory Committee would be best suited to vote on these matters</p>
H.	<p>Sub-Committees</p> <p>The establishment of Sub-Committees shall not be considered an option available to the AGAC.</p>	<p>Proposing that this not be an option for Advisory Committees</p>
I.	<p>Meeting Details, Agenda, Minutes and Procedure</p> <p>The Grants and Donations Advisory Committee will meet three (3) times per calendar year at a time that is to be determined and scheduled at the Committee’s first official meeting and will be for the duration of the Term of Council and approved by the Committee.</p> <p>Additional or Special meetings of the Grants and Donations Advisory Committee may be called by the Chair, with a minimum of five (5) business days’ notice, if the Chair deems a matter to be time</p>	<p>Proposed shift to meeting three (3) times per year instead of once per month</p> <p>Additional meetings if required can be called by the Chair</p>

Item	Section Wording	Proposed Change
	sensitive and is relating directly to the Grants and Donations Program and the potential provision of funds that impact the Grants and Donations Program.	
J.	Meeting Details, Agenda, Minutes and Procedure Meetings will be held virtually, are recorded and archived, and available on the Town's Website. All meetings are open to the public to view virtually.	This recommends the recording of meetings and archiving of all meeting with access to these meeting being through the Towns Website to promote openness, information sharing and transparency.
K.	Term of Grants and Donation Advisory Committee The Grants and Donation Advisory Committee will in in effect until March 31, 2026 or otherwise determined by Council.	Proposed Term to be consistent with the standing down of committees in 2022 and to provide clarity and the ability to proactively plan activities
L.	Related Policies and Training Requirements	Updated list of Policies and Training
M.	Housekeeping and Consistency	Additional changes were made throughout the document for grammatical and consistency purposes

Council may also wish to consider consistency in the number of Council Representation on Advisory Committees. For this purpose, staff have provided an alternative motion that would have two (2) Council representatives appointed as members of the Grants and Donations Advisory Committee instead of the previous and currently recommended one (1) member of Council.

Optional Recommendation

AND THAT Council establish a Grants and Donations Advisory Committee for the 2022 – 2026 Term of Council and does appoint _____ as a member of the Committee and _____ as a Council Representative member of the Committee with one of these two appointees being identified as the Committee Chair.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Expected costs for the initial advertising for potential members, as outlined in the previous staff report, are as follows:

- Initial newspaper advertising for all Committees costs approximately \$1,000 (cost shared amongst all Committees)
- Reference Checks costs \$105 (per person)

Where additional advertisements are required, one-off newspaper advertising for a single Committee cost approximately \$350.

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required.

However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Proposed Grants and Donations Advisory Committee Terms of Reference
2. 2018 – 2022 Grants and Donations Advisory Committee Terms of Reference

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.23.017 Establishing a Grants and Donations Advisory Committee for the 2022-2026 Term of Council.docx
Attachments:	- Attachment-1-Proposed-Grants-and-Donations-Advisory-Committee-Terms-of-Reference.pdf - Attachment-2-2018-2022-Grants-and-Donations-Terms-of-Reference.pdf
Final Approval Date:	Feb 15, 2023

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

Shawn Everitt - Feb 15, 2023 - 9:39 AM