

**REPORT TO:** Mayor and Members of Council

**PREPARED BY:** Jackie Tiedeman, Clerk

**DEPARTMENT:** Administration & Finance

**MEETING DATE:** Wednesday, February-20-19

**SUBJECT:** 2019 Community Development Fund Program Report

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### **RECOMMENDATION**

Be it resolved that Council accept the report entitled “2019 Community Development Fund Program Report” and;

And that Council direct staff to notify all applicants on the status of their application which includes approvals and/or denials along with a reason for the decision; and

That the cash assistance requisitions be processed following approval of the 2019 Budget anticipated to be in April/May 2019

### **EXECUTIVE SUMMARY**

The Community Development Fund Program provides an opportunity for new or existing organizations to apply for funding to provide some assistance with their programs/events or projects that have a benefit to the community. The majority of these organizations in North Middlesex have been in existence for many years and are run by volunteers which are an integral part of our municipality. Many of our events would not be possible without these dedicated individuals that devote countless hours of their time so that our residents/families and tourists alike can enjoy these various programs or events. The CDF program has a specified annual budget. It is the responsibility of the Committee to carefully review each application and request for funding on its own merit. An organization must show that its reliance on municipal funding is not contingent each year. These organizations must exhibit they are applying for other sources of funding, finding alternate ways of fundraising etc. in order to sustain themselves. Each year the requests are increasing which makes finalizing recommendations more and more difficult. The Committee recognizes the importance of being financially responsible to Council in

maintaining a minimal impact to the general operations budget just as Council continually seeks funding opportunities to be financially responsible and sustainable to its tax payers in its annual budget process and approval.

**LINK TO STRATEGIC PRIORITIES**

**Leadership: To Create a Positive, Open Organizational Culture By Providing High Quality Public Services**

**Engages: To Encourage Community Participation That Helps Residents Feel Welcomed, Informed and Engaged By Supporting Local Volunteerism Through Recognition And Capacity Building**

**Sustains: To Cultivate An Active, Healthy And Livable Community By Maintaining, Creating and Supporting Active Living**

**BACKGROUND**

The Community Development Fund Program Policy was amended and approved by Council through the enactment of Policy No CDFP.04 Version 2 on July 18, 2018. The main changes of this amendment related to the composition of the Committee (adding to Council Members in addition to the Mayor) and the disclosure to the organization of sharing the information received through the application publically with the exception of an supporting financial information.

The policy establishes two financial sources for which organizations may apply by application for consideration of funding in any given year.

1. The total amount of Community Vibrancy Fund available towards the Program be up to \$50,000 in any given year beginning in 2016 and subject to the Community Vibrancy Agreement
2. That the total amount of Council Grant/Assistance Fund available towards the Program be up to \$48,000.00 in any given year beginning in 2016.

The objective of the program is to:

- i) Financially assist community groups and organizations to undertake capital projects purchases that are available for public use or will enhance public use of a space or facility
- ii) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the municipality



The revenue sources to support the recommended allocations would be through the Community Vibrancy Fund as per financial policy as amended and approved by July 18, 2018 and General Taxation in the annual budget

The trend is clearly indicating an increase in applications and in particular with requests for cash assistance for Ongoing Program Funding and Facility Rental cash assistance.

The increase in requests for assistance for rental of our municipal facilities has a direct impact on potential revenue for this department and therefore careful consideration should be given when considering these requests. It is recognized that our municipality has many small not-for-profit organizations that typically request these facilities in order host a fundraiser event, keep their costs low and therefore attain a higher profit for their individual needs and purposes.

The most significant category increase was with ongoing program funding. There were several new organizations that applied for funding under this category which attributes to some of the increase. Some requests from existing organizations indicate costs for their yearly operations have risen and therefore applied this increase to their request for funding.

If an organization is not successful in receiving approval in this program, the Municipality may still provide a letter of support to an organization upon request when applying for other outside funding sources such a Trillium Grant or grants that may be available through programs or services through the County of Middlesex etc.

For Cash Assistance and Facility Rentals the estimate provided by the applicant was used for consideration. In cases where applications did not assign a specific value, an estimate was made by the Deputy Treasurer using the available information and with reference to the enacted Fees and Charges By-law. It is possible that these estimates may vary from the funding eventually remitted to applicants. In particular the funds issued in respect to Facility Rentals are exclusive of Harmonized Sales Tax (HST).

There was discussion amongst the Committee members that a review of the category allocations should be undertaken by the Policy Committee as there may be opportunity to shift some funding from the underutilized categories to the higher used ones to more accurately reflect what is being requested and granted within these categories. The overall allocation is not being recommended to change.

## **FINANCIAL**

### *Preapproval*

**ATTACHMENT**

“Disclosed to Council Only” at this time until all organizations have been notified in writing.

Prepared By: Jackie Tiedeman, Clerk

Reviewed By: Nandini Syed, CAO/Director of Finance (Treasurer)

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