

# The Corporation of the Township of Whitewater Region

By-law Number 20-02-1262

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## **A by-law to establish a Community Recreation Grant Policy**

**Whereas**, section 224 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended states the role of Council includes the development and evaluation of the policies and programs of the municipality; and

**Whereas**, the Council of the Township of Whitewater Region deems it expedient and necessary to provide a formal policy for community recreation grants;

### **Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:**

1. That the Community Recreation Grant Policy is hereby established.
2. That the Community Recreation Grant Policy attached shall form a part of this by-law.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Read a first, second and third time and finally passed this 5th day of February, 2020.**

  
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**Michael Moore, Mayor**

  
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**Robert Tremblay, Deputy Clerk**

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**Policy:** Community Recreation Grant Policy  
**Main Contact:** Manager of Parks & Recreation  
**Last Revision:** January 2020

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## Policy Statement

The Township of Whitewater Region is committed to supporting community partners providing programs and recreation services to the residents of the Township of Whitewater Region. This recognition and financial support enable these groups to leverage other funding. Through this support, it is hoped that volunteers can be supported, attracted and retained.

## Purpose

This policy provides guidance on community recreation grants to ensure the program meets Council's strategic priorities, while supporting the greatest need in the community. It provides a framework to evaluate and consider applications against the strategic goals of the Township of Whitewater Region, specifically adopted by Council.

## Definitions

**"Grant"** means a one-time sum of money provided to a not-for-profit organization.

**"Grantee"** means the organization receiving a grant.

**"Township"** means the Corporation of the Township of Whitewater Region.

**“Not-for-Profit Organization”** means a not-for-profit corporation, charity or other community group that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives.

## Policy Requirements

### Qualifications for Funding

1. The applicant must be a not-for-profit organization operating in the Township of Whitewater Region.
2. Activities and programs must occur in the Township of Whitewater Region.
3. The applicant must fill out an application outlining the program and how it meets the needs of the community.
4. The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.
5. Applications must be received by the set deadline.

### Criteria

6. Applications will be evaluated for approval by a review team comprised of the Mayor, Chair of Parks & Recreation Committee, CAO, Treasurer/Deputy CAO and Manager of Parks & Recreation, based on the following criteria:
  - demonstrated need
  - contributions to the community
  - promotion of the Township's strategic priorities
  - good financial management and organizational ability
  - other partners, other sources of funding, support of volunteers.
7. A listing of approved grants will be provided to Council and the public twice per year through the quarterly Administration Report.

### Budget

8. On an annual basis, Council will determine the total funding envelope for community recreation grants as part of the annual operating budget.

### Grant Categories

9. The following grant categories are established:

- Fee Waiver/Facility Use/In Kind Township Support
- One-Time Capital Projects
- Organizational Support/Operating Grant
- Programming

10. The following strategic priorities are identified:

- Community Recreation
  - Provide safe, efficient and renewed recreation facilities, trails and parks.
  - Support existing and new partnerships with regard to shared use and programming.
  - Provide safe access to water for recreational purposes.
- Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
- Health & Well-being.

### **Maximum Contribution**

11. No organization shall receive more than 25% of the overall annual funding.
12. An organization can receive more than one grant, subject to the total funding maximum.

### **Ineligibility**

13. Funding cannot be used:
  - To cover deficits
  - To retire debts
  - To increase endowment funds
  - To fund activities that serve primarily the membership or purposes of religious or political organizations.
14. Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.
15. Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need will not receive funding.
16. The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

## Intake

17. Two application intakes will occur annually: March 1 and September 1.
18. At least 25% of the funding envelope will be reserved for the second intake.

## Reporting

19. Each grantee will be required to submit a final report outlining how the funds were used, how the project/program contributed to the community and Council's strategic priorities, as well as a final budget summary.

## Exclusions

20. This policy does not apply to annual operating contributions provided to the Whitewater Region Public Library, Whitewater Historical Society, and Pembroke & Area Airport Commission.

## Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

## Authority

This policy is established pursuant to Section 107 of the *Municipal Act, 2001* which allows a municipality, subject to section 106, to 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.

## Contact

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## Change History

<b>Policy Name</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>By-law No.</b>
Partnership & Sponsorship Grant Policy	January 1, 2018	New policy	17-11-1009
Community Recreation Grant Policy	February 5, 2020	Replacement	20-02-1262