



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name: Karly Kennedy</b>	<b>Report Date: October 3, 2023</b>
<b>Author's Phone: 519 736-0012 ext. 2232</b>	<b>Date to Council: October 23, 2023</b>
<b>Author's E-mail: <a href="mailto:kkennedy@amherstburg.ca">kkennedy@amherstburg.ca</a></b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Amendments to the Grants to Community Groups and Organizations Policy**

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#### 1. **RECOMMENDATION:**

It is recommended that:

1. The Community Grants Program Policy **BE AMENDED** as detailed in the report of October 3, 2023 report with an effective **COMMENCEMENT** date January 1, 2024.

#### 2. **BACKGROUND:**

The F10 - Grants to Community Groups and Organizations was first adopted by Council on May 25, 2005 and later amended on October 5, 2007. This policy was introduced to reinforce the Town's commitment to the growth of the community and the development of a self-sufficient non-profit sector through community-based grants.

#### 3. **DISCUSSION:**

Routine policy review ensures that uniform and consistent elements are employed in accordance with the Council approved framework. In the review of the Grants to Community Groups and Organizations Policy, Administration identified an opportunity to reassess the policy for clarity regarding grant eligibility criteria, the terms and conditions of grant support, and the accountability expected from grant applicants. Furthermore, it was identified that the roles and the responsibilities of both Council and Administration in the implementation of the policy were not identified in the previous policy template. As such, these elements have been added to reflect the practices of the municipality. This policy will be implemented effective January 1, 2024 to allow for the conclusion of the existing community grant process for the season.

4. **RISK ANALYSIS:**

There are no risks associated with the policy changes recommended in this report.

5. **FINANCIAL MATTERS:**

There are no financial implications associated with the policy changes recommended in this report.

6. **CONSULTATIONS:**

Tracy Prince, Director, Corporate Services/Chief Financial Officer  
Kevin Fox, Clerk/Risk Manager  
Senior Management Team

7. **CONCLUSION:**

Administration recommends that Council adopt the amendments to the F10-Grants to Community Groups and Organizations as part of the Town's ongoing policy review efforts.



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Karly Kennedy  
**Policy and Committee Coordinator**

## Report Approval Details

Document Title:	Amendments to the Grants to Community Groups and Organizations Policy.docx
Attachments:	- 2023 09 27 Request for Grants to Community Groups - Application and Post Report FINAL.pdf - 2023 09 27 Community Grants Program Policy - FINAL RM.pdf
Final Approval Date:	Oct 6, 2023

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



Tracy Prince



Valerie Critchley



Kevin Fox