



## **Committee of the Whole Report**

### **For the Meeting of July 16, 2020**

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**To:** Committee of the Whole **Date:** July 9, 2020  
**From:** Jo-Ann O'Connor, Deputy Director of Finance  
**Subject:** 2020 Strategic Plan Grant Applications

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### **RECOMMENDATIONS**

That Council consider and approve, as determined by Council, the External Grant Review Committee's recommendations for grant awards for the Strategic Plan Grant program.

### **EXECUTIVE SUMMARY**

The intake for the 2020 Strategic Plan Grant program closed January 31, 2020. The 2020 Financial Plan allocated funding of \$497,125 for the Strategic Plan Grants and Micro Grants. In March 2020, Council approved the full Micro Grant request of \$4,840. In May, Council approved an additional \$100,000 allocation to the Strategic Plan Grant program resulting in a new total budget amount of \$592,285 for these grants.

On August 25, 2016, Council approved the Terms of Reference (Appendix A) to implement an external grant review committee for the City's Strategic Plan Grants for a one-year pilot. Council continued with the external grant review committee for the 2018, 2019 and 2020 intake terms. The external grant review committee was established to promote a merit-based evaluation process by appointing members with expertise in the areas that are eligible under the grant program.

The City received a total of 74 grant applications in January and 69 applications are eligible under the grant policy. After a Provincial State of Emergency was declared in March due to COVID-19, staff contacted all applicants to confirm if their project or program could continue despite the pandemic. Four organizations rescinded their applications while the remaining 65 eligible applications (Appendix B) confirmed they can adjust their project or program to comply with social distancing measures outlined by the Province. The projects or programs will either be offered online or facilitated in person with proper measures in place. Some timelines have also been shifted to early next year when social distancing measures may be reduced. Each year, grant recipients are required to submit a Final Report which is reviewed by staff.

The 65 eligible applications total \$1,195,733 in requests ranging from \$2,120 to \$47,000 (Appendix D) were evaluated by the External Grant Review Committee. There is one additional application which upon further staff review should have been included with the applications assessed by the committee. This application has been included in Appendix C for Council's consideration; the full amount of the grant ask of \$3,000 is eligible under the grant policy.

In 2019, the City received 52 grant applications and 49 were eligible totalling \$970,294 and requests ranged from \$4,000 to \$85,000. A total of \$491,315 was awarded in 2019.

The external grant review committee has evaluated the Strategic Plan Grant applications and are providing a separate report and recommendations for Council's consideration. One of the recommended actions is that Council provide additional direction for next year's process if Council so wishes. Council may consider providing such input at this meeting to allow staff sufficient time to update the website and any related documentation before the launch of the next intake in the fall.

Respectfully submitted,



Jennifer Lockhart  
Manager, Revenue



Jo-Ann O'Connor  
Deputy Director of Finance



Susanne Thompson  
Deputy City Manager/CFO



**Report accepted and recommended by the City Manager:** \_\_\_\_\_

**Date:** June 10, 2020

**List of Attachments**

Appendix A: External Grant Review Committee Terms of Reference

Appendix B: Strategic Plan Grant Applications

Appendix C: Application for Council's Consideration

Appendix D: Strategic Plan Grant Application Summary of Eligible Amounts

Appendix E: Grant Policy