

BUDGET COMMITTEE SEPTEMBER 8, 2003

THORNHILL VILLAGE FESTIVAL GRANT REQUEST

Recommendation

The Commissioner of Community Services in consultation with the Director of Recreation and Culture, recommends:

That the City waive the Services-In-Kind fees in the amount of \$3,000 in order to provide assistance to the Thornhill Village Festival Organization and;

That Council provides direction to staff on the existing Corporate Community Grants Program and Policy and;

That the Recreation and Culture absorb the Service-In-Kind grant of \$3,000 for the Thornhill Village Festival in their 2003 operating budget.

Purpose

The purpose of this report is to inform Council of the Services-In-Kind support for the Thornhill Village Festival. Also, information is provided to Council on the background of the existing Council Grant Policy 03.3.24.

Background - Analysis and Options

A \$5,000 grant was requested at the Committee of the Whole meeting of August 18, 2003 from Councillor Kadis for the Thornhill Village Festival Committee. The grant was requested due to financial difficulties that the organizing committee has been experiencing.

During the Committee of the Whole (Working Session – Budget) of July 6, 1998 Council recommended that any additional grant requests be denied except for \$500 grant requests for City of Vaughan Seniors Clubs.

Since that time, the Recreation and Culture Department has worked with Community Services Organizations (CSO's) and provided qualified groups with Services-In-Kind only. The Thornhill Village Festival organizers submitted an initial Services-In-Kind request for assistance. This year the City is providing the festival with staging (2), PA system, snow fencing, garbage containers, generator, picnic tables, and a variety of other items. Set-up and take down services are also being provided. The final Services-In-Kind costs for 2003 are estimated at \$3,000. In 2002, the Thornhill Village Festival organizers used the Service-In-Kind program with fees totaling \$2,785.15. It is recommended at this time that the Services-In-Kind fees be waived to the maximum of \$3,000 for the 2003 Thornhill Village Festival.

Since the July 6, 1998 Committee of the Whole – Working Session – Budget) the Recreation and Culture department has not used the Council Grants Policy (No. 03.3.24) (see attached) except as it applies to the Services-In-Kind Category. The policy needs to be reviewed with the goal of determining whether a new program should be developed for Council's consideration. The Recreation and Culture Department has not allocated money in their 2003 budget for monetary grant requests. If Council in the future is considering accepting future grant requests, monies will be required in the Recreation and Culture 2004 operating budget.

Conclusion

Council approval of waiving the Services-In-Kind fees in an amount of \$3,000 (max.) will provide further assistance to the Village Festival Event organizers to meet their financial obligations. The Recreation and Culture Department will absorb the one time Services-In-Kind request of \$3,000 in their 2003 operating budget. The Council Grants Policy requires revision and the Recreation and Culture Department is seeking direction on whether the grants policy and program warrants a review at this time.

Attachments

City of Vaughan Recreation and Culture Policy – Council Grants Policy No. 03.3.24

Report prepared by:

Diane LaPointe-Kay, Director Recreation and Culture

Respectfully submitted,

Doris Haas
Commissioner of Community Services

CITY OF VAUGHAN
POLICY MANUAL

SECTION: COMMUNITY SERVICES	POLICY NO.:03.3.24
ADM.	
DEPARTMENT: RECREATION AND CULTURE	SUBJECT: COUNCIL GRANTS PROGRAMME

A. POLICY

1. The City of Vaughan Grants Programme is intended to support Community Service Organizations (C.S.O.'s) in Vaughan and Social Service Organizations (S.S.O.'s) in York Region who, through their voluntary contributions stimulate recreation and leisure pursuits and promote a better quality of life for Vaughan residents.
2. The grants are provided to ensure that a needed programme or service is available and continues to be provided when the organization is unable to be totally self-sufficient.
3. Applications for grants will be evaluated equitably and consistently.
4. All grants are subject to Council approval.

B. FUNDING CATEGORIES

1. Free or subsidized use of City Facilities

Requests for reduced facility costs by C.S.O.'s/S.S.O.'s that vary from Council approved rental rates are considered grant requests.

C.S.O.'s/S.S.O.'s are subject to the following rental rate formula:

C.S.O.'s/S.S.O.'s Minor = C.S.O. Rate in all cases.

C.S.O./S.S.O.'s Adult = C.S.O. rate except for arenas, bocce courts, gyms, pools and outdoor facilities where they pay the Adult rate.

C.S.O.'s receive priority over private facility requests during seasonal allocation periods.

2. Support for Charities Through Reduced Facility Costs

Council shall support registered charities by reducing permit fees for recreation facilities by 50% for groups operating fundraising events. Groups must donate a minimum of 50% of the reduced permit fees to the charity.

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Note: Groups do not have to be C.S.O.'s or S.S.O.'s to be eligible for this support. A written

request must be received by the Department of Recreation stating the details of the event. Fees (pre-discounted) must be paid in full prior to the event. Following the donation to the charity a copy of the receipt issued by the charity indicating their registered charity number must also be forwarded to the Department of Recreation. A reimbursement will then be processed.

3. Services-In-Kind

Council may make available to C.S.O.'s or S.S.O.'s items as identified by the Commissioner of Recreation and Culture (eg. picnic tables, photocopying, garbage containers etc.) up to a pre-determined maximum (eg. cost, times).

Any missing or damaged items shall be the responsibility of the C.S.O. or S.S.O.'s to replace.

4. Monetary Grants

Council may assist C.S.O.'s or S.S.O.'s financially with the provision of services. Monetary grants are intended to supplement the work of community groups, not to provide the major portion of funds required by any group to survive.

Monetary grants are not available for:

- ratepayer associations and recreation advisory groups;
- an individual;
- donations to charitable causes;
- travel costs;
- entertainment costs (banquets etc.);
- uniform or equipment;
- conferences or seminars;
- research;
- capital projects;
- sports groups.

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5. Staff Support and/or Leadership

Where staff resources are available, assistance may be provided to C.S.O.'s with projects such as organizing, budgeting, programming, set-ups, etc. up to a pre-determined maximum (eg. costs, times).

C. CRITERIA

1. C.S.O.'s

In order to receive C.S.O. status the group should reflect neighbourhood and/or City wide needs, be operated by volunteers and be non-profit. Membership must be open to all Vaughan residents and may not exclude participation on the grounds of race, religion or political affiliation. C.S.O.'s must have at least 75% of their membership living in Vaughan.

The following information must be filed with the Director of Recreation initially to receive C.S.O. status and annually to renew status.

- list of executive officers;
- written constitution and by-laws or a statement of purpose;
- membership list including addresses;
- proposed budget and annual financial statement;
- players' list including addresses and telephone numbers (minor sports groups must include ages).

2. S.S.O.'s

S.S.O.'s not necessarily in Vaughan but providing services to the Vaughan Community may be eligible for grants. These organizations are required to substantiate that the service is needed in the Vaughan community.

The following information must be filed with the Director of Recreation initially to receive S.S.O. status and annually to renew status:

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- written constitution and by-laws or a statement of purpose;
- membership list including addresses;
- proposed budget and annual financial statement.

D. METHOD AND CONDITIONS

1. Application forms must be fully completed and submitted by deadline date.
2. Requests received after deadline date as a result of extenuating circumstances will be reviewed and presented to the Recreation and Culture Standing Committee.
3. Additional relevant information such as an audited financial statement may be required.
4. Any change in the approved use of the grant must be requested in writing to the Director of Recreation.
5. Grants not used as allocated or not needed must be returned to the City of Vaughan.
6. Public acknowledgement of the grant provided by the City of Vaughan must be made wherever possible (brochures etc.).
7. Grants provided in one year are not intended to be regarded as a commitment by the City of Vaughan for future years.
8. Any group requesting a grant may be asked to appear before the Recreation and Culture Standing Committee to justify their request.
9. City of Vaughan Council reserves the right to change the grants programme at any time.
10. The City of Vaughan reserves the right to verify information on applications such as membership, etc., at any time.

