



Minutes

Grants and Donations Committee

Meeting Date: November 15, 2019
Meeting Time: 3:00 p.m.
Location: Town Hall, Council Chambers
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Chair Councillor Bordignon called the meeting to order at 3:00 p.m. with Committee members Councillor Sampson, Caroline Harbinson and Paula Hope present. Committee member Linda Wykes joined the meeting at 3:01 p.m.

Town staff present were Director of Finance and IT Services Ruth Prince, and Administrative Assistant Shawn Everitt. Chief Administrative Officer Shawn Everitt joined the meeting at 3:04 p.m.

▪ Approval of Agenda

Moved by: Rob Sampson

Seconded by: Caroline Harbinson

THAT the Agenda of November 15, 2019 be approved as circulated, including any additions to the Agenda, Carried.

Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Grants and Donations Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

Councillor Peter Bordignon declared a pecuniary interest in the marketing of Items C.2 "I Love Blue" Gala Sub-Committee Update (verbal) and C.3 Possible 2020 Grants and Donations Committee Events (verbal) due to ownership in a printing company that may print gala materials/other event materials.

Linda Wykes declared a pecuniary interest in the advertising of Items C.2 "I Love Blue" Gala Sub-Committee Update (verbal) and C.3 Possible 2020 Grants and Donations Committee Events (verbal) due to ownership in an advertising company that may advertise the gala/other events.

B.2 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Grants and Donations Committee matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 Grants and Donations Application Criteria

Moved by: Rob Sampson

Seconded by: Caroline Harbinson

THAT the Grants and Donations Committee forms a sub-committee consisting of Councillor Sampson and Linda Wykes to work with Town staff to develop possible Grants and Donations criteria and program application details for the Committee's consideration at the next regularly scheduled meeting, Carried.

C.2 "I Love Blue" Gala Sub-Committee Update (verbal)

Councillor Bordignon and Linda Wykes declared a pecuniary interest on this matter.

It was noted the informal Committee meeting of November 15, 2019 would assist in developing the "I Love Blue" Gala details which will be reported during the next regularly scheduled meeting.

C.3 Possible 2020 Grants and Donations Committee Events (verbal)

Councillor Bordignon and Linda Wykes declared a pecuniary interest on this matter.

It was noted that Committee members should begin considering 2020 events however, the immediate focus is the "I Love Blue" Gala.

C.4 Update regarding Grants and Donations Terms of Reference and Discussion of 2019 / 2020 Meeting Schedule

As noted during the Procedural By-law discussion, the updated Grants and Donations Committee Terms of Reference allows the Grants and Donations Committee members to meet informally to plan events, provided that reporting in formal Committee meetings occurs to detail the discussion in the informal planning meetings.

The Committee does not have a formal meeting date or time, and as such, Committee members were encouraged to provide their availability to Executive Assistant Committees of Council Sarah Merrifield.

C.5 Action Item Review

- Clarification regarding quorum requirements
- Meeting Schedule
- “I Love Blue” Gala

It was discussed that any event contracts relating to the “I Love Blue” Gala should be held by the Town.

D. Correspondence

D.1 The Blue Mountains Sustainability Advisory Committee Re: Three Pillars of Sustainability

Moved by: Paula Hope

Seconded by: Caroline Harbinson

THAT the Grants and Donations Committee receives item D.1 The Blue Mountains Sustainability Advisory Committee Re: Three Pillars of Sustainability for information purposes, Carried.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- Grants and Donations Application Process and Criteria
- Formal Spending of Funds (requires Finance’s input)
- “I Love Blue” Gala Event Details – Reporting from November 19, 2019 informal meeting

F. Notice of Meeting Dates

To be confirmed
Town Hall, Council Chambers

G. Adjournment

Moved by: Rob Sampson

Seconded by: Linda Wykes

THAT the Grants and Donations Committee adds Paula Hope to the existing “I Love Blue” Gala planning sub-committee, Carried.

Moved by: Paula Hope

Seconded by: Rob Sampson

THAT the Grants and Donations Committee does now adjourn at 3:35 p.m. to meet again at the call of the Chair, Carried.