



Committee Report

Grants and Donations Committee Report

Meeting Date: November 15, 2019
Meeting Time: 3:00 p.m.
Location: Town Hall, Council Chambers
32 Mill Street, Thornbury, ON

Grants and Donations Committee Recommendations

NOTE: The following are recommendations from the Grants and Donations Committee to be considered for adoption by Council

- [Receive Minutes \(November 15, 2019\)](#)

Recommended (Move, second)

THAT Council of The Town of The Blue Mountains receives the Grants and Donations Committee minutes dated November 15, 2019, as attached, for information purposes.



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.

- **Previous Minutes (October 11, 2019)**

Linda Wykes requested an amendment to her introduction in the October 11, 2019 minutes, specifically requesting that her introduction be simplified to “Linda Wykes is the owner of Riverside Press in Clarksburg”.

■ Moved by: Rob Sampson Seconded by: Paula Hope

THAT the Minutes of October 11, 2019 be approved as circulated, including any revisions to be made, Carried.

Chief Administrative Officer Shawn Everitt joined the meeting at 3:04 p.m.

Councillor Bordignon introduced the newest Committee member, being Paula Hope. Paula advised the Committee she has worked previously with Councillor Bordignon through the Blue Mountain Village Association, which included hosting events and galas. Paula noted she has a background in sales, marketing and fundraising and added she is looking forward to working on the Grants and Donations Committee.

B. Staff Reports and Deputations

B.1 Deputations, if any

**B.1.1 Presentation: Sarah Merrifield, Executive Assistant Committees of Council
Re: Procedural By-law Overview**

Executive Assistant Committees of Council Sarah Merrifield provided an overview of the new Procedural By-law 2019-56. Sarah noted the Recording Secretary will make a Call for Agenda Items during which time, members can request additions to the Agenda, upon approval by the Chair. Sarah advised the Agenda is posted to the website and noted the importance of ensuring the Agenda is not modified at the meeting to ensure the public knows, in advance, the matters being discussed. Sarah noted meetings of the Committee are held in open session, in Council Chambers.

Sarah highlighted the requirement for quorum and noted that informal meetings are not permitted in the event quorum is not obtained. If quorum is not present within 15 minutes of the hour appointed for the meeting, the meeting is cancelled. Sarah confirmed the new Procedural By-law includes livestreaming of Committee of Council meetings, and confirmed all comments should be directed through the Chair.

Councillor Bordignon advised the Integrity Commissioner provided advise on the ability of the Committee to have a meeting outside of formal meetings for the purposes of organizing event details. Councillor Bordignon noted that any such meeting requires formalizing the discussion in a regular Committee meeting. Councillor Bordignon added that this process was included in a revised Committee Terms of Reference which was endorsed by Council at the November 13, 2019 meeting.

Councillor Bordignon thanked Sarah for the presentation.

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.