



# NOTICE

THE MAYOR HAS CALLED

A SPECIAL MEETING OF COUNCIL

FOLLOWING THE AUDIT REVIEW COMMITTEE MEETING ON

***TUESDAY, JULY 21, 2020***

TO DISCUSS THE FOLLOWING:

- PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES;  
- *Compensation Review.*

AND

IN OPEN SESSION

TO CONSIDER ANY CORRESPONDENCE, REPORTS, AND BY-LAWS

*Due to COVID-19 and the closure of the Civic Square*

*All Electronic Meetings can be viewed at:*

City of Welland website: <https://www.welland.ca/Council/LiveStream.asp>

  
Tara Stephens,  
City Clerk



## **SPECIAL COUNCIL MEETING AGENDA**

**Tuesday, July 21, 2020**

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**1. COMMITTEE-OF-THE-WHOLE (IN-CAMERA)  
(See yellow tab)**

- Personal matters about an identifiable individual, including municipal or local board employees:
  - *Compensation Review.*

**2. ARISE FROM COMMITTEE-OF-THE-WHOLE (IN-CAMERA)**

**3. OPEN COUNCIL MEETING**

- 3.1 CALL UPON THE CITY CLERK TO REVIEW COMMITTEE-OF-THE-WHOLE ITEMS (IN-CAMERA) TO BE ADDED TO BLOCK**
- 3.2 ADDITIONS/DELETIONS TO AGENDA**
- 3.3 DISCLOSURES OF INTEREST**
- 3.4 COUNCILLORS TO DETERMINE AGENDA ITEMS AND BY-LAWS TO BE REMOVED FROM BLOCK FOR DISCUSSION IN COMMITTEE-OF-THE-WHOLE (OPEN) (See pink tab)**

**4. BY-LAWS (SEE AGENDA INDEX)**

**5. CONFIRMATORY BY-LAW**

A By-law to adopt, ratify and confirm proceedings of the Council of the Corporation of the City of Welland at its meeting held on the 21<sup>st</sup> day of July, 2020. Ref. No. 20-1

**6. ADJOURNMENT**



## **SPECIAL COUNCIL MEETING AGENDA INDEX**

**Tuesday, July 21, 2020**

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### **AGENDA BLOCK**

**1. BUSINESS ARISING FROM MINUTES, PREVIOUS MEETINGS AND OTHER ITEMS REFERRED FROM COUNCIL FOR DISCUSSION - Nil**

**2. COMMITTEE AND STAFF REPORTS**

**1. Business Arising from Committee-of-the-Whole (closed)**

**2. General Committee Report to Council - Nil**

**3. Budget Review Committee Report to Council - Nil**

**4. Staff Reports**

<b>1 - 3</b>	<b><u>P&amp;B-2020-29</u></b>	Gen. Mgr., Infrastructure and Development Services, T. Fitzpatrick - Community Improvement Incentive Applications - Quarterly summary Report for Second Quarter of 2020. Ref. No. 11-108
<b>4 - 5</b>	<b><u>TRANS-2020-02</u></b>	Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbias - Transit Agreement with Pattison Outdoor Advertising. Ref. No. 20-13 (See By-law 1)
<b>6 - 7</b>	<b><u>TRANS-2020-04</u></b>	Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbias - Transit Service Agreement with Port Colborne. Ref. No. 20-13 (See By-law 2)
<b>8 - 10</b>	<b><u>TRANS-2020-09</u></b>	Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbias - Transit Service Recovery. Ref. No. 20-13
<b>11 - 22</b>	<b><u>FIN-2020-17</u></b>	Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbias - Permissive Grants Policy Update. Ref. No. 20-5



## **SPECIAL COUNCIL MEETING AGENDA INDEX**

**Tuesday, July 21, 2020**

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### **Page No.**

#### **3. NEW BUSINESS**

- 23 - 25** 1. Sarah Delicate, President, United Shoreline Ontario (USO) re: Stimulus funding for shoreline resilience. Ref. No. 20-83




**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information and supports the request from United Shoreline Ontario (USO) regarding stimulus funding for shoreline resilience.

#### **4. BY-LAWS**

**MAY BE VIEWED IN THE CLERK'S DIVISION PRIOR TO THE MEETING IF DESIRED.**

1. A By-law to authorize entering into agreement with Pattison Outdoor Advertising LP for installation, maintenance and advertising on Welland transit bus shelter.  
Ref. No. 20-13  
(See Report TRANS-2020-02)
2. A By-law to enter into an agreement with The City of Port Colborne for extension of Welland Transit Services. Ref. No. 20-13  
(See Report TRANS-2020-04)

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

**COUNCIL****INFRASTRUCTURE AND DEVELOPMENT SERVICES**

REPORT P&B-2020-29  
21 July, 2020

**SUBJECT: COMMUNITY IMPROVEMENT PLAN INCENTIVE  
APPLICATIONS – QUARTERLY SUMMARY REPORT  
FOR SECOND QUARTER OF 2020**

**AUTHOR: CHRISTINE ROSSETTO, B.A. (Hons.)  
PLANNING ASSISTANT**

**APPROVING SUPERVISOR: ROSE DI FELICE, M.Pl., M.Sc., MCIP, R.P.P.  
MANAGER OF POLICY PLANNING**

**APPROVING G.M.: TRAVERS FITZPATRICK  
GENERAL MANAGER,  
INFRASTRUCTURE AND DEVELOPMENT SERVICES**

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information Report P&B-2020-29 being a quarterly summary Report of approved Community Improvement Plan Incentive Applications between April 1, 2020 and June 30, 2020.

**ORIGIN AND BACKGROUND:**

On July 19, 2016, Council delegated, by By-law, Community Improvement Plan (CIP) Incentive Grant Approvals to Staff and adopted procedures for the processing of the Applications subject to the Delegated Authority. This Report deals with the Incentive Applications that were approved in the second quarter of 2020.

**COMMENTS AND ANALYSIS:**

One Community Improvement Plan Incentive Application was approved in the second quarter of 2020 for a property within the Downtown and Health and Wellness Cluster Project Area.

11-108

LOCATION, INCENTIVE PROGRAM AND TYPE OF WORK	ESTIMATED PROJECT COST OR FEES	MAXIMUM ELIGIBLE GRANT	CITY PORTION OF GRANT	REGIONAL PORTION OF GRANT
<b>49 Division Street</b> Planning and Building Fees Grant Program - refund of fees	\$30,000	\$5,000	\$5,000	\$0
Tax Increment Grant Program - approved by Council June 16, 2020	\$609,990	\$125,851	\$69,726	\$56,125
<b>TOTAL</b>	<b>\$639,990</b>	<b>\$130,851</b>	<b>\$74,726</b>	<b>\$56,125</b>

During the second quarter of 2020, a total of 9 general and specific inquiries were received; there were no pre-Application meetings held by Staff; and one the Incentive Application submitted was approved.

**FINANCIAL CONSIDERATION:**

The City's portion of the Grants for the Approvals, upon completion, will be covered with funds from the Incentives Program Fund.

**OTHER DEPARTMENT IMPLICATIONS:**

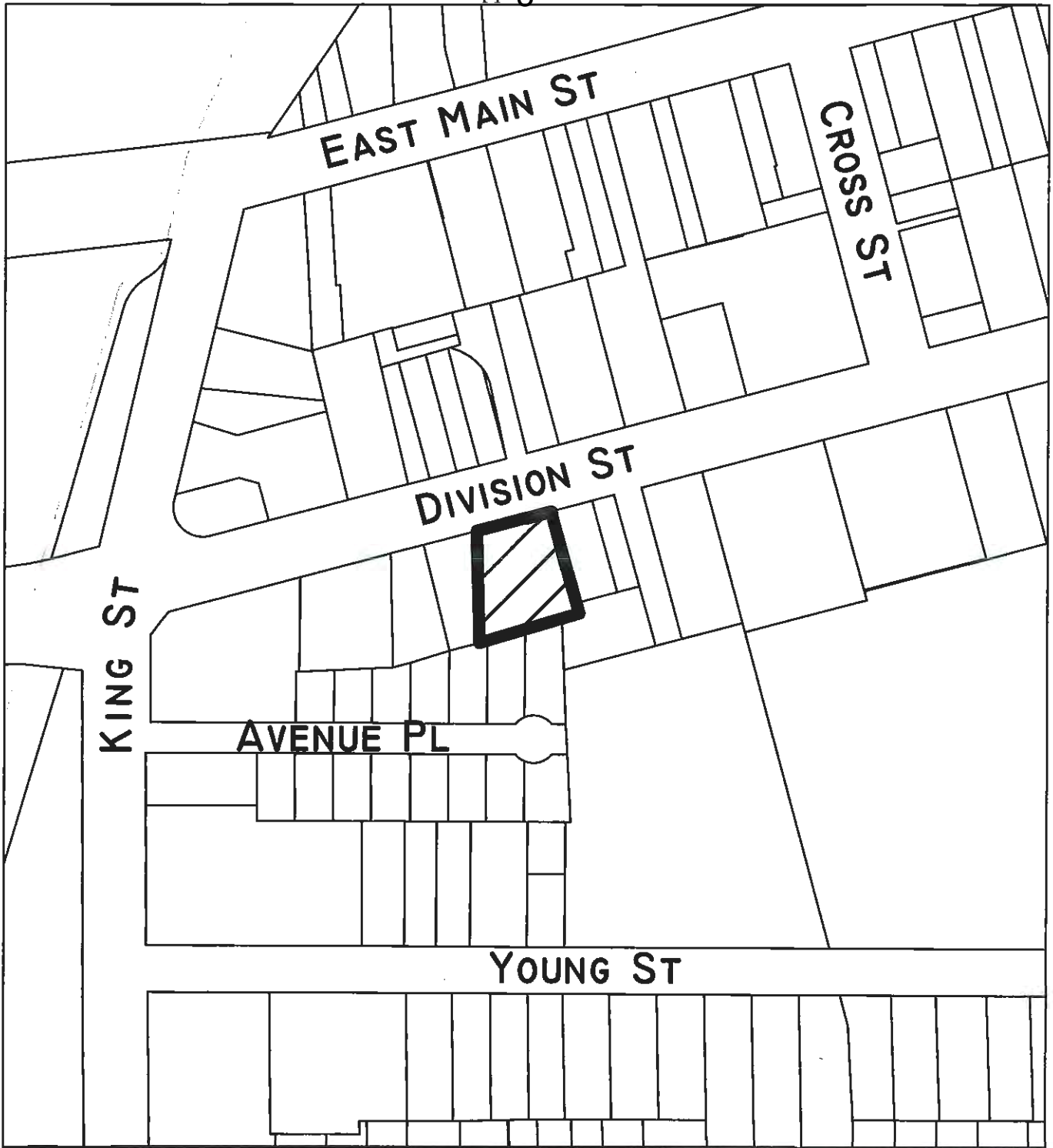
The Finance Division, upon completion of the approved works, will be involved with all financial aspects associated with the issuance of these Grants.

The Building Division will be involved with the issuance of the required Permit.

The Planning Division will be involved with the Site Plan Control process.

**ATTACHMENTS:**

Appendix I - Location Map showing the location of the property



# LOCATION MAP

49 Division Street


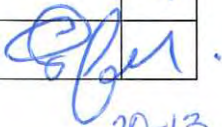
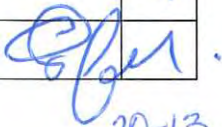


**SUBJECT LANDS**



*Infrastructure and  
Development Services*  
Planning Division

**SPECIAL COUNCIL**  
**CORPORATE SERVICES**  
**TRANSIT DIVISION**

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

20-13

**REPORT TRANS-2020-02**  
**JULY 21, 2020**

**SUBJECT: TRANSIT AGREEMENT WITH PATTISON OUTDOOR ADVERTISING**

**AUTHOR: DAVE STUART, TRANSIT MANAGER**

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL  
OFFICER/TREASURER**

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receive report TRANS-2020-02 – Transit Agreement with Pattison Outdoor Advertising; and further

THAT Welland City Council approves the Agreement between Pattison Outdoor Advertising and the City of Welland; and further

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate By-laws to enter into this agreement.

**ORIGIN AND BACKGROUND:**

The current Agreement between the City of Welland and Pattison Outdoor Advertising, the agency which installs and maintains bus shelters along City bus routes, expired on March 20, 2020. The relationship between Welland Transit and Pattison Outdoor Advertising has been in effect since 1995 and has served both parties well. Pattison installs bus shelters at locations mutually agreed upon by Welland Transit and Pattison, and then Pattison sells the two advertising faces located within the shelter to generate revenue. In addition to gaining the shelter as an amenity for our customers, Welland Transit receives a portion of the advertising sales revenues from Pattison.

This continues to be a win-win relationship between Welland Transit and Pattison Outdoor Advertising and an Agreement term of five (5) years is requested with an additional five year extension term upon mutual acceptance by the parties.

**COMMENTS AND ANALYSIS:**

Welland Transit currently has 37 bus shelters located at selected bus stops throughout the city. These shelters are an asset as they provide protection from the elements, safety, and convenience for our customers. To that end, Transit staff have been working with Pattison Outdoor Advertising to provide additional shelters throughout the city and an amendment to this Agreement requests an additional two (2) shelters be installed in each year of the Agreement for a total of ten (10) more shelters over the five year term. As the installed cost of a shelter is approximately \$8,000, this amendment to the Agreement is beneficial to the municipality. In



addition to installing and owning the shelters, Pattison cleans, maintains, replaces broken glass panes, and pays for the electrical charge associated with the back-lit advertising panels.

In addition to the value they provide to our customers, the revenue they generate helps to offset expenses. On average, Transit receives \$6,000 per year from the advertising sales. This is comprised of a guaranteed monthly minimum amount, as well as an additional commission when sales exceed a baseline minimum. Also of value, our Agreement allows unsold space to be utilized by the municipality at no charge to promote city-supported initiatives.

**FINANCIAL CONSIDERATION:**

As noted, the sale of advertising displayed on the shelters generates approximately \$6,000 per year. Pattison incurs all the costs associated with cleaning, maintaining, and paying the electrical utility costs for the shelters.

**OTHER DEPARTMENT IMPLICATIONS:**

The Agreement renewal with Pattison Outdoor Advertising has little impact on other city departments however, when new shelter locations are being reviewed, Public Works and Planning staff members are consulted to ensure there are no issues with underground utilities or concerns from other developments in the immediate area.


**SUMMARY AND CONCLUSION:**

Welland Transit has had a beneficial relationship with Pattison Outdoor Advertising since 1995. An extension of our Agreement for an additional five year term, with an option to further extend the term upon mutual consent, ensures that shelters will be installed and maintained for the benefit of our customers. Further, the revenue generated by the sale of advertising helps to offset overall operational expenses. Thus, Transit staff recommend Council approve the renewal of the Agreement with Pattison Outdoor Advertising for the initial five year term.

**ATTACHMENTS:**

N/A

**SPECIAL COUNCIL**  
**CORPORATE SERVICES**  
**TRANSIT DIVISION**

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

**REPORT TRANS-2020-04**  
**JULY 21, 2020**

**SUBJECT: TRANSIT SERVICE AGREEMENT WITH PORT COLBORNE**

**AUTHOR: DAVE STUART, TRANSIT MANAGER**

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL  
OFFICER/TREASURER**

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receive report TRANS-2020-04 – Transit Service Agreement with Port Colborne; and further

THAT Welland City Council approves the Transit Service Agreement between the City of Port Colborne and the City of Welland; and further

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate By-laws to enter into this agreement.

**ORIGIN AND BACKGROUND:**

Welland Transit has maintained a fee for services Agreement with the City of Port Colborne since 2008 to provide the Port Colborne Community Bus. In return for providing defined services on the two Community Bus routes within Port Colborne, the City of Welland is compensated at a rate that ensures the costs associated with these service hours sufficiently cover Transit's operating costs and thus, are not subsidized by the Welland tax base. Further, Welland Transit staff assist in marketing the service and supporting / supplying Port Colborne staff with fare media to sell to their residents.

**COMMENTS AND ANALYSIS:**

This fee for public transportation services Agreement between the adjacent municipalities has been in existence for over 12 years and has served the residents of both cities well. Further to the two routes operating in Port Colborne, this Community Bus allows residents to transfer to / from the Port Colborne Link service, which provides service between City Hall in Port Colborne and our East Main Street Bus Terminal and thus, access to our Welland Transit services.

The City of Port Colborne does have a Transit Advisory Committee and the Welland Transit Manager forms part of this Committee. This arrangement ensures the financial interests of the City of Welland are protected, as well as considering how the operational needs of the Port Colborne Community Bus impact Welland Transit personnel and fleet requirements.

These Agreements have historically been two-year terms with a review of the hourly rate before the commencement of the second year to exercise fiscal responsibility for Welland. In addition to this yearly review of costing, the Agreement includes a Fuel Reconciliation Clause, which further clarifies the costs associated with providing and procuring the service for both parties should fuel rates vary beyond ten percent over the course of the entire year.

**FINANCIAL CONSIDERATION:**

The two-year Agreement would retroactively commence April 1, 2020 and remain in effect until March 31, 2022. The hourly rate established to provide the service will sufficiently cover all the direct (fuel, wages, maintenance) costs, indirect (insurance, uniforms, marketing) costs, as well as capital replacement costs to ensure funds are available to replace the vehicle after it has met its useful lifespan. The Agreement will capture approximately 3,000 hours of service provision and thus, generate approximately \$300,000.00 in the initial year.

**OTHER DEPARTMENT IMPLICATIONS:**

The fee for service Agreement between the Cities of Port Colborne and Welland for the provision of public Transit service will require the assistance of the City's Legal personnel.


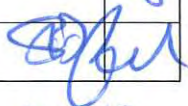
**SUMMARY AND CONCLUSION:**

The fee for public transportation service relationship between the Cities of Port Colborne and Welland has existed for over twelve years. This has been a mutually beneficial arrangement, which has enabled residents in Port Colborne to safely and conveniently move through their community, as well as provide access to the Port Colborne Link travelling to and from Welland, while providing revenues sufficient to cover all costs and municipal employment at Welland Transit. Thus, Transit staff recommend report TRANS-2020-04 – Transit Service Agreement with Port Colborne be approved to ensure public transportation service continuity within the neighbouring communities.

**ATTACHMENTS:**

N/A

**SPECIAL COUNCIL**  
**CORPORATE SERVICES**  
**TRANSIT DIVISION**

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

20-13

**REPORT TRANS-2020-09**  
**JULY 21, 2020**

**SUBJECT: TRANSIT SERVICE RECOVERY**

**AUTHOR: DAVE STUART, TRANSIT MANAGER**

**APPROVING G.M.: STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL  
OFFICER/TREASURER**

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND receives report TRANS-2020-09 – Transit Service Recovery; and further

THAT Welland City Council approves the recommendations as outlined within this report.

**ORIGIN AND BACKGROUND:**

As the Premier notifies municipalities of the relaxing of guidelines and an ever expanding list of businesses and facilities to reopen, enhancements to Transit services will be required to support and expedite our community's economic and social recovery. To further assist in this recovery endeavour, when Stage 2 of Phase 2 was announced, Council supported an increase in public transit service. Effective Sunday, June 28, 2020, Welland Transit introduced service on all eight of its routes, seven days per week from 8 a.m. to 6 p.m. with hourly frequency. With the additional provision of service, coupled with more workplaces opening and the opening of more municipal amenities such as swimming pools, splash pads, and the Farmer's Market, transit ridership has grown tenfold in a few weeks to in excess of 300 passenger trips per day. For reference, when the Reserve-A-Ride bus service was in effect, ridership was approximately 30 passenger trips per day. Transitioning to the Community Bus service with two buses operating on fixed routes saw our ridership jump to approximately 150 passenger trips per day.

**COMMENTS AND ANALYSIS:**

The City of Welland and Niagara Region have done well to manage the Covid-19 pandemic. Extensive facility and vehicle retrofits, corporate policies, and personnel procedures have been implemented in short order to ensure the safety of Welland staff, residents, and customers of municipal services such as Welland Transit. With these measures in place, Transit is positioned well to further assist our community as the Province's Framework for Reopening moves toward Stage 3 of Phase 2: Restart.

A large customer demographic for Welland Transit is the post-secondary students attending the Niagara College Welland Campus. Although Transit staff are aware it will take some time for

these students to fully return to their labs and classrooms, staff recently received encouraging news from their registrar's office indicating the estimated enrolment for September 2020 through December 2020 will be over 9,400 students. Of this enrolment, Niagara College Administration anticipate over 4,700 students will be physically attending classes at their Niagara-on-the-Lake and Welland campuses. Of importance, 80% (over 3,700) of these students will be travelling to and from the Welland Campus for their daily programming. Although difficult to quantify how this may translate into ridership, Transit staff are pleased by these values from Niagara College staff and are confident the students will generate significant ridership moving into the fall semester.

While in Phase 2: Restart, the safe distancing guidelines being strongly recommended for Transit patrons will be increasingly challenged as the ridership continues to recover to pre Covid-19 levels. At the present time, the seating capacity on a bus is approximately 20 patrons (half of a full seated load) to allow for some form of safe distancing. Historically, our Bus Operators would routinely allow beyond 50 customers to board a bus with roughly 40 seated and 10+ standing. Thus, as the ridership grows, customers may either be asked to wait for the next bus or additional service will be required to transport our patrons in a timely manner. Enhancing the level of service by providing our Saturday schedule from Monday through Saturday inclusive would greatly assist with load management throughout the entire day. On Sundays, Welland Transit would provide the normal Sunday schedule which commences at 10 a.m. and finishes at 6 p.m. with hourly frequency on all eight routes.

This Saturday level of service involves starting the daily trips at 6:30 a.m. and finishing at 10 p.m. Throughout the majority of the day, the four busiest routes (serving Seaway Mall, Walmart, Niagara College, and the entire length of King St.) will operate on a 30 minute frequency, while the four lower ridership routes operate on an hourly frequency. Beyond 6:30 p.m. all routes operate on an hourly frequency. This level of service provides a measured, responsible step toward the Transit recovery of full service, which would include 30 minute frequency on all routes during the daytime and hourly frequency in the evening. This Saturday service level represents 70% of the daily service hours required to achieve the full service level.

In addition to the post-secondary student demographic, Transit provides a much needed service for those members of our community who are of lower income and more vulnerable during this difficult period. This clientele have fewer options for transportation to employment, medical assistance, and social services as other forms of transportation are too expensive. Again, the additional service hours will enable these residents to better enjoy their lives in a safe and healthy manner.

If approved, the Saturday level of service can be implemented on Sunday, August 2, 2020. This Saturday level of service would remain in effect as we enter into the Fall Academic Semester. If ridership levels begin to substantially climb to pre-Covid-19 values, Transit staff will report back to Council with service options for review and possible implementation.

#### **FINANCIAL CONSIDERATION:**

The Saturday level of service represents a cost avoidance of approximately \$20,000 per week over the full service level. The cost associated with the Saturday level of service is \$74,776 per week and the full level of service is \$94,700 per week. Further, as ridership continues to climb as we enter Phase 2 Stage 3 of our recovery, revenues from the farebox will grow as well. Historically, cost recovery from the farebox and sales at the East Main Street Bus Terminal have represented approximately one third of the costs. Using a more conservative revenue/cost ratio of 20% due to this pandemic, would adjust the \$74,776 gross cost to a net \$59,800 expense.

**OTHER DEPARTMENT IMPLICATIONS:**

This Transit service recovery initiative will have no implications with other departments.


**SUMMARY AND CONCLUSION:**

The availability and convenience of public transportation will play an integral part in the economic and social recovery of the community. Enhancing the service to a Saturday level operating Monday through Saturday from 6:30 a.m. to 10 p.m. with half hourly frequency on the four busier routes and hourly on the other four routes will provide a more convenient and affordable option for those needing to travel for employment, education, medical, or social commitments. With encouraging enrolment indicators arriving from Niagara College coupled with the loosening of restrictions in Stage 3, nearly all businesses and public spaces will reopen. To fully support these positive developments, Transit staff recommend the service be enhanced from the hourly frequency of 8 a.m. to 6 p.m., to the Saturday level of service Monday through Saturday inclusive with a 10 a.m. to 6 p.m. Sunday service.

**ATTACHMENTS:**

N/A

**SPECIAL COUNCIL**  
**CORPORATE SERVICES**  
**FINANCE DIVISION**

APPROVALS	
GENERAL MANAGER	 20-5
CFO	
CAO	

**REPORT FIN-2020-17**  
**JULY 21, 2020**

**SUBJECT: PERMISSIVE GRANTS POLICY UPDATE**

**AUTHOR AND APPROVING G.M.:** STEVE ZORBAS, CPA, CMA, B.Comm, DPA,  
 GENERAL MANAGER, CORPORATE SERVICES, CHIEF FINANCIAL  
 OFFICER / TREASURER

**RECOMMENDATION:**

THAT THE COUNCIL OF THE CITY OF WELLAND approve the revised Permissive Grants Policy as summarized in report FIN-2020-17; and further

THAT Welland City Council as part of the 2021 Budget process, consider reclassifying long-standing and historically funded Legacy Events as "Base Budget", similar to the annual Library and Museum Grants; and further

THAT Welland City Council recommends that all 2020 Permissive Grant applications be advised of the new Permissive Grant Policy and the City's website be updated accordingly.

**ORIGIN AND BACKGROUND:**

On June 23, 2019 a "Permissive Grants Workshop" was completed with Welland City Council. During that meeting a number of common themes were identified and the following summarizes some suggested key policy changes:

1. For long-standing and historically funded Legacy Events and/or Non-Profit Charity groups, consideration should be given to reclassifying these as "Base Budget" submissions in 2021 similar to the Library and Museum Grant.
2. That consideration be given by staff to preparing a consolidation/summary, by dollar value, of all 2021 Permissive Grant applications received as part of the Budget Review Process. This includes a summary of all applicant names.
3. That staff consider requesting "presentations be made" by all Permissive Grant applicants to either Budget Review Committee or a sub-committee (composition to be determined).
4. Upon approval of the revised and updated Permissive Grant Policy that Council take a "no exception" decision making approach for non-compliance.
5. City establish a "zero tolerance" policy for inaccurate, false, or misleading applications.
6. Consider reducing the number of categories and establish maximum budget levels for each category.

7. Ensure timely update to all 2020 applicants of the revised Permissive Grant Policy, including issuance of press release and website application.
8. Permissive Grants for applicants will not be accepted after three years; no exceptions.
9. Staff consider "zero tolerance" for late applications.
10. Implement for 2021 budget process.

### Special Events to be grandfathered in City's Base Operating Budget

The City has provided services in lieu for a number of special events historically and all such costs (labour and equipment) associated with these have been absorbed in the City's base Operating Budget. In addition, these events have not applied for any permissive grant funding. These special events are summarized below and staff recommend that they continue to be included in the City's base Operating Budget:

1. Julia's Hope Cup
2. Tulip Bulb Giveaway
3. Mayor's Charity Breakfast
4. St. George Family Day.

### Reclassification into City's Base Operating Budget: Long Standing City funded Legacy Events and/or Non-Profit Charity Groups that have received Permissive Grants Historically

<b>3 Year Summary of Permissive Grant Approvals</b>							
	<b>Organization who receive annual grant funding</b>	<b>2020</b>	<b>% of grant amount.</b>	<b>2019</b>	<b>% of grant amount.</b>	<b>2018</b>	<b>% of grant amount.</b>
1	Rose City Kids Ministry	\$20,000	5.83%	\$5,000	1.81%	\$25,000	9.05%
2	Welland Floatfest Festival	\$15,000	4.37%	\$10,000	3.62%	\$13,000	4.71%
3	Welland Rose Festival	\$100,000	29.17%	\$70,000	25.35%	\$60,000	21.73%
4	Niagara Safety Village	\$6,000	1.75%	\$6,000	2.17%	\$6,000	2.17%
5	Open Arms Mission	\$31,050	9.06%	\$45,000	16.30%	\$45,000	16.30%
6	The Hope Centre	\$65,000	18.96%	\$65,000	23.54%	\$60,000	21.73%
7	City of Welland Heritage Advisory Committee	\$13,235	3.86%	\$13,235	4.79%	\$13,235	4.79%
8	Welland Heritage Council & Multicultural Centre	\$8,775	2.56%	\$8,000	2.90%	\$5,773	2.09%
	<b>Total (1 to 8 above)</b>	<b>\$259,060</b>	<b>75.56%</b>	<b>\$222,235</b>	<b>80.48%</b>	<b>\$228,008</b>	<b>82.57%</b>
	Funding available for other organizations/groups	\$83,810	24.44%	\$53,907	19.52%	\$48,134	17.43%
	<b>Council Approved Permissive Grant Budget</b>	<b>\$342,870</b>	<b>100.00%</b>	<b>\$276,142</b>	<b>100.00%</b>	<b>\$276,142</b>	<b>100.00%</b>

Staff recommend that beginning with the 2021 Budget process, that all organizations identified in this summary be reclassified as "Base Budget Funding".



**COMMENTS AND ANALYSIS:****A. Presentation of future Permissive Grant Applications-beginning with 2021 Budget process.**

Beginning with the 2021 Budget process, staff will present Council with an executive summary of all Permissive Grant Applications received. This will ensure Council is aware of "total dollar value" of all applications received by the City. In addition, staff are recommending that late applications continue to be received but identified as "late submission".

**B. All long standing and historical events and Non-Profit Charity Groups that will be reclassified as "Base Budget" be required to present to Council each year.**

To ensure accountability, transparency, and good governance, all long-standing and historical events and Non-Profit Charity Groups are to be reclassified as "Base Budget". They will be required to present their budget, past performance, and business plan for the upcoming budget year. This will be similar to presentations made historically by the Library and Museum Boards. The new presentation will be subject to 2021 Budget approval.

**C. Council implement a "Zero Tolerance" policy for inaccurate, false, or misleading applications.**

Any application, non-profit group, or entity that receives grant funding will be immediately disqualified from applying for future permissive grant funding for a period of five years. In addition, the year in which "inaccurate, false, or misleading" applications is confirmed, the City will require "full repayment" of the grant approved for that budget year.

**D. All 2021 Permissive Grant Applications will continue to be summarized by Finance staff after the Budget process has been completed.**

The existing staff summary checklist will continue to be utilized. It will include the applicants' full application excluding financial statements.

**E. Council strictly enforce policy of maximum three years funding.**

To ensure financial independence, staff recommend that Council not approve any Permissive Grant applications after three years of consecutive funding from the City of Welland.

**FINANCIAL CONSIDERATION:**

The 2020 Base Budget for Permissive Grants was \$276,142. In addition "a 1 time funding bump up " in the amount of \$66,728 was allocated to the Permissive Grant 2020 Budget.

City staff recommend that the following Legacy Events and non-profit charity groups who have received historical funding now be included in the City's base budget beginning in 2021 as follows (Subject to 2021 Budget Review):

1. Rose City Kids	\$5,000
2. Welland Float Fest	\$10,000
3. Welland Rose Festival	\$70,000
4. Niagara Safety Village	\$6,000
5. Open Arms Mission	\$45,000
6. The Hope Center	\$65,000
7. City of Welland Heritage Advisory	\$13,000
8. Welland Heritage Council	\$8,000
<b>Total</b>	<b>220,000</b>

During the 2021 Budget process, staff will be recommending that \$80,000 be allocated as the NEW revised base budget for Permissive Grants. These funds will be available to fund applications received for the following categories:

1. General Type: Ratepayer associations, professional associations, community organizations, etc.
2. Sporting, Athletes, Athletic Groups, and Arts & Cultural groups.
3. Welland Social Clubs
4. Welland Service Clubs
5. Other Welland Charities

In addition, staff continue to be supportive of allowing applications, from the above groups, to apply for Capital Grants. Also, no changes are proposed for the Travel Assistance Grant program currently included in the City's Permissive Grant Policy.

**OTHER DEPARTMENT IMPLICATIONS:**

N/A

**SUMMARY AND CONCLUSION:**

This updated Permissive Grant Policy will improve community relationships and improve long-term financial stability for many existing community and non-profit groups that serve the needs of Wellanders. The updated policy will improve accountability, transparency, and good governance for Permissive Grants. Staff will continue to recommend the utilization of the summary checklist to recommend funding levels of remaining permissive grant applications to Budget Review Committee after the normal budget process has concluded. This new process will also include the full application but exclude the financials. In addition, staff will continue to present "Decision Units" for Council to consider for increased funding, if required, for future Permissive Grant Budget levels.

**ATTACHMENTS:**

Appendix I – DRAFT Revised FIN-001-0007 – Grants & Special Assistance Policy

**CITY OF WELLAND**  
**POLICY**

<b>Policy Title:</b> Grants & Special Assistance	
<b>Date of Approval:</b> April 22, 2008	<b>Policy Number:</b> FIN-001-0007
<b>Lead Role:</b> General Manager, Corporate Services/Treasurer	<b>Support Role:</b>
<b>Cross Reference:</b>	<b>Next Review Date:</b>
<b>Council File Number:</b> 06-5	<b>Revision Dates:</b> December 19, 2017; July 7, 2020

**Policy Statement**

The objective of the policy is to ensure that funding allocations are made according to established and common criteria. The City of Welland recognizes the contribution of voluntary and charitable organizations and individuals to the quality of life enjoyed by the City. City Council has adopted a policy with respect to providing financial assistance to these organizations and persons. In addition, the city has a zero tolerance policy for any applicant that provides false or misleading information.

**Policy Details**

Legislative Authority in the Municipal Act provides for the making/awarding of grants:

*Section 107, Municipal Act, 2001*

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

**Definition**

For the purposes of this policy and the awarding of grants and assistance to not-for-profit organizations, the definition of not-for-profit corporations (as defined in Section 1.4 of the Not-for-Profit Incorporators Handbook of the Province of Ontario) is as follows:

"Not-for-profit corporations are organizations that carry on activities without pecuniary gain. They are incorporated under Part III of the Corporations Act as corporations without share capital."

This policy recognizes five (5) most common types of not-for-profit corporations:

1. General type - this would include such corporations as ratepayers' associations, professional associations, community organizations, etc.
2. Sporting and athletic organizations, arts & cultural
3. Social clubs - these are corporations with objects in whole or in part of a social nature.
4. Service clubs such as Rotary, Lions, Kiwanis and Optimist.
5. Charities - these would include religious organizations and organizations that are engaged in carrying out certain good works that are of benefit to society.

Note: A primary difference between a charity and another type of not-for-profit corporation is that upon dissolution a charity is required to distribute its remaining assets to other charities, not to its members. Other types of not-for-profit corporations may (unless prohibited from so doing in its charter or by-laws) on dissolution distribute remaining assets among members. Also, a charitable corporation, because it usually solicits funds from the public and enjoys certain legal and tax advantages (e.g. under the Income Tax Act - Federal) is subject to more stringent reporting requirements than a not-for-profit corporation of another type.

## **GENERAL PRINCIPLES**

### **a) City Significance & Need**

This policy does not speak to grants or requests made by the City to other levels of government.

An organization seeking assistance should ensure City significance is stated clearly in its purpose for seeking assistance. City significance includes, but is not limited to, the following:

An organization serving the municipality of the City of Welland;

An organization that does not duplicate services provided by another agency, by the City itself or an area municipality;

An organization that can meet an identified and quantifiable need in the community, as determined by City Council, and can demonstrate the need for the service;

The acceptance of any City grant obligates the accepting organization to allow any citizen of the City to participate in that organization's activities;

Organizations should not be in conflict with the other criteria and conditions in this policy.

## b) Funding

The City will not provide grants to organizations that, in turn, give grants.

An organization should be able to demonstrate the need for City funding and also demonstrate that it has sought funding from other sources including appropriate and applicable fundraising. The awarding of grants is to provide assistance, and not establish dependency. City Council will not consider any permissive grant application to any organization receiving a grant for three (3) consecutive years.

Organizations or individuals seeking assistance are limited to one (1) request per fiscal year (City) irrespective of the amount requested. Applicants should include all possible anticipated costs in their application. A denied request constitutes the request for the year (in other words, if a request is denied the organization may not re-apply for any reason for a grant or grant-in-lieu within the fiscal year).

## c) Recognition of the City's Contribution

Any organization receiving a grant from the City will recognize the City's contribution in any promotional literature which may be prepared by the organization.

## d) Use of Funds

Any grant funding approved by the City must be used for the purposes stated in the organization's application, unless prior approval to change the purpose of the grant is given by the City.

## e) Commitment by the City

The approval of a grant in one year or over several years in no way obligates the City of Welland to future funding for an organization. Likewise, meeting all of the conditions for a grant does not obligate the City to provide a grant to any organization.

## f) Organizational Status

For an organization to be considered for a grant from the City, it must:

Be managed by a voluntary board of directors who will take responsibility for the receipt and disbursement of funds,

Be a not-for-profit organization,

Have a majority of its clients or members as residents of the City or otherwise provide a significant benefit to the City; and

Be committed to the use of volunteers.

**ANNUAL OPERATING GRANTS/PERMISSIVE GRANTS**

Council approval is required for annual operating grant/ permissive grant requests and applications will be considered during the City's annual budget approval process. In general:

The City will not provide grants for the purpose(s) of funding or assisting an organization's operating deficit.

The annual operating grant/permissive grants must be used for the delivery of programs to a defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs.

Applications for operating grants/ permissive grants must be submitted by September 30 in order to be considered for budget approval. All applications will be reviewed by the General Manager, Corporate Services/Treasurer who will report eligible grant requests to the Budget Review Committee. The Budget Review Committee will make recommendations to City Council with respect to the awarding of grants. The Budget Review Committee reserves the right to deny any application received after the deadline.

Applications for annual operating grants/permissive grants must include financial statements for the previous year including balance sheet and statement of revenue and expenses. Organizations not normally audited by professional accountants are required to submit an independent review of the statements attesting to the accuracy of the information.

**ZERO TOLERANCE – FALSE OR MISLEADING APPLICATIONS**

Any applicant that provides false, inaccurate, or incorrect information will immediately be requested to refund 100% of any grant approved by Council. In addition, all future applications will not be considered by Council.

**CAPITAL GRANTS**

A capital grant is defined as a one-time grant to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs within the City. Council approval is required for capital grants and Council may consider a capital grant if:

The purchase of the asset will benefit the recreational, social and cultural life or the delivery of service to the organization's clients or members,

The application is made prior to the organization acquiring or committing to the acquisition of the asset,

The organization has conducted a fundraising campaign and has approached all other sources of potential funding.

In general:

- a) Applications for capital grants must be submitted by September 30 in order to be considered for budget approval. All applications will be reviewed by the General Manager, Corporate Services/Treasurer who will report eligible grant requests to the Budget Review Committee. The Budget Review Committee will make recommendations to City Council with respect to the awarding of grants. The Budget Review Committee reserves the right to deny any application received after the deadline.
- b) The application for a capital grant must be accompanied by a complete capital budget showing the sources and uses of all funds and an estimation of ongoing operating costs for the project (if any).
- c) The sources of funds should indicate any significant level of funding from other sources. Funding information should distinguish between funds-in-hand, funds pledged but not received, and projected additional funding, and any conditions which could in any way affect the availability of those funds.
- d) The maximum contribution of the City will be 10% of the cost of the project and cannot exceed \$5,000.
- e) Applications for capital grants must include financial statements for the previous year including balance sheet and statement of revenue and expenses. Organizations not normally audited by professional accountants are required to submit an independent review of the statements attesting to the accuracy of the information.
- f) Any anticipated future funding requests to the City must accompany the capital grant request.
- g) Capital grants will be awarded only once per project or related project.

#### **TRAVEL ASSISTANCE GRANTS**

Grants for travelling expenses to provincial/national, or international competitions will be considered if there is significant City benefit from the attendance at such an event.

Criteria for Travel Assistance Grants:

A provincial, national, or international governing body must sanction the competitive event for which the assistance is being asked.

The event must be a recognized competition, and the competitor must have qualified for the event. Grants will not be considered for open invitational tournaments.

Residents applying for assistance must be residents of Welland, and 18 years of age or younger. There is no age restriction for Special Olympics athletes.

Assistance will only be available when travel to the site exceeds 100 kilometres one way.

The individual or group must show an indication that other fundraising efforts have been made.

Competitive events include, but are not necessarily limited to essay competitions, 'spelling bees,' and sporting events.

#### **Limits for Travel Assistance Grants:**

The following is a breakdown of the amounts that may be distributed by the General Manager Corporate Services/Treasurer without Council approval based on requests that qualify:

a) Provincial Competitions:

Individuals – maximum \$100

Team – maximum \$30 per competitor to a maximum of \$500

b) National Competitions:

Individuals – maximum \$125

Team – maximum \$30 per competitor to a maximum of \$750

c) International Competitions:

Individuals – maximum \$150

Team – maximum \$50 per competitor to a maximum of \$1,000

#### **SPECIAL EVENT and SPECIAL ASSISTANCE GRANTS**

The City of Welland will award funding to eligible applicants for special events, or for special assistance. This funding is intended to assist individuals and organizations for one-time events and occurrences in Welland. Examples of special events include 'pep' rallies, awareness campaigns (MADD), welcoming celebrations. The General Manager Corporate Services/Treasurer has authority to make decisions for grant amounts up to \$2,000.00. Budget Review Committee and Council approval is required for grant amounts over \$2,000.00.



**Criteria for Special Event and Special Assistance Grants:**

Grants for special events or special assistance require that the event or assistance provide significant City benefit, and will include promotion, awareness, public relations, volunteer recognition, community involvement, and employment opportunities.

The City will not consider grants for the purpose(s) of holding fundraising events.

The General Manager, Corporate Services/Treasurer reserves the right to seek Council approval for amounts less than \$2,000.00 if in his opinion, the event is/may be potentially sensitive.

Organizations requesting these grants are not required to be registered non-profit organizations.

**NEW FUNDING REQUESTS**

Agencies or organizations requesting grant funding for the first time or requesting funding for new program initiatives must demonstrate the following (in addition to those listed in the General Principles):

- a) That a genuine and demonstrable need in the City is being met;
- b) That the service or program is not duplicated either in whole or in part by another organization within the City, regardless of whether or not the City funds the other organization;
- c) That the City grant will be used for the delivery of programs to its defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs;
- d) That other sources of revenue have been examined and pursued including consideration of user fees (depending on the ability of the clients/participants to contribute financially to the program).

The City of Welland will not normally consider extending grants to replace financial support previously provided by other funding bodies.

City Council may or may not decide to receive new funding applications depending on the funds available in any budget year.

**APPLICATION PROCEDURE**

All grant requests must be submitted by September 30 to the General Manager, Corporate Services/Treasurer on the standardized forms.

**PAYMENT OF CITY GRANTS**

In general:

Capital grants will be paid to the organization once the asset has been purchased and payment is due. Where the asset forms part of a larger project which is not yet complete at the time of payment of the grant by the City, the agency will provide such security or indemnification as may be required by the City to cover the eventuality that the remainder of the project is not completed.

Travel assistance grants, Special Event grants and Special Assistance grants will be provided to the individual, or organization upon approval of the General Manager, Corporate Services/Treasurer or Council upon satisfactory completion/submission of application criteria. Payment is provided on the understanding that the individual or organization will provide a follow up report, or testimony concerning the event, competition, etc., as may be requested by Council from time to time.

Canadian Lake Ontario and St. Lawrence River Mayors.

The flooding of 2017 and 2019 seriously compromised our shores. Climate Change realities demand that shores be repaired and protected, as shoreline resilience is essential for secure infrastructure, for thriving tourism, recreation and business, and for the safety of families and emergency responders. Investments now will protect lives and property while saving money in the future.

Recognizing the impact COVID-19 has had on municipal resources, the [Great Lakes and St. Lawrence City Initiative](#) launched a new campaign on July 6<sup>th</sup>, 2020, to advocate for federal financial resources to restore and protect shorelines while creating local employment. The details of the campaign and supporting resources can be found [here](#).

[United Shoreline Ontario](#) wholeheartedly supports this effort and would like to urge you to add your voice to the many mayors that are fighting for shoreline recovery and resiliency. If you are unfamiliar with the campaign, there is a [webinar recording](#) that helps explain it. I have attached the sample [Canadian City Council Resolution](#). The Great Lakes and St. Lawrence City Initiative also provide all the materials required for a [social media](#) campaign, and a template letter for Canadian Members of parliament. There is a [survey](#) to complete regarding the damages to the shoreline and resiliency projects required. All details and resources can be found [here](#).

On behalf of the 1000's of shoreline residents we represent, we thank you for joining the Great Lakes and St. Lawrence Cities Initiative in their campaign to bring stimulus funding to your municipality for coastal restoration.

**Sarah Delicate, President, United Shoreline Ontario (USO)**

[www.facebook.com/Unitedshorelineontario/](http://www.facebook.com/Unitedshorelineontario/)  
[www.unitedshorelineontario.ca](http://www.unitedshorelineontario.ca)



**L'ALLIANCE DES VILLES**  
DES GRANDS LACS ET DU SAINT-LAURENT  
**GREAT LAKES AND ST. LAWRENCE**  
CITIES INITIATIVE

**Stimulus Water Restoration Initiative**

**Sample Canadian Council Resolution**

**Support for Federal Economic Stimulus Investments in  
Water Resource Priorities for Great Lakes and St. Lawrence Communities**

*A Resolution Adopted by the \_\_\_\_\_ City Council*

**WHEREAS**, the COVID-19 pandemic has devastated the economy of the City of \_\_\_\_\_, with ongoing diminished revenues to municipal governments likely to further constrain public services, prolong economic damage and slow full recovery; and

**WHEREAS**, economists, business leaders and elected officials recognize the need for continued economic stimulus efforts to create jobs, generate long-term economic activity and accelerate the pace of recovery, particularly in hard-hit cities; and

**WHEREAS**, with nearly one-third of U.S. and Canadian economic activity centered in the Great Lakes region, its economic recovery can fuel the larger, national economic recovery; and

**WHEREAS**, investing in water infrastructure is one of the most cost-effective ways to stimulate economic activity, with every job added in the water and wastewater industry projected to create an additional 3.68 jobs in the national economy,

**WHEREAS**, shoreline communities across the Great Lakes and St. Lawrence region are heavily impacted by erosion, flooding and other effects from high water levels and extreme weather events; and

**WHEREAS**, Great Lakes and St. Lawrence water levels are at all-time highs and are predicted to persist until the region experiences dry conditions for up to several years; and

**WHEREAS**, climate change is projected to bring more frequent severe storm events that will compound impacts from high water levels, with 100-year storm events already happening every 20 years, on average; and

**WHEREAS**, Ontario and Quebec shoreline communities have experienced more than \$200 million in insurable damages over the past year and members of the Great Lakes and St. Lawrence Cities Initiative have identified over 36 projects requiring approximately \$400 million to repair damage from, and build resilience to, coastal erosion, flooding and other impacts from high lake levels and climate change; and

**WHEREAS**, investments in resilience, mitigation and ecosystem restoration are estimated to return more than \$6.00 for every \$1.00 spent and create 39 jobs per \$1 million spent, and historically, every dollar spent on flood risk management has prevented nearly \$10 in damages; and

**WHEREAS**, the investments outlined above respond to well-documented needs, enjoy broad support and can be administered quickly through existing programs and swiftly generate job growth and new economic activity in our city and others across the Great Lakes and St. Lawrence region.

**THEREFORE, BE IT RESOLVED**, the City of \_\_\_\_\_ joins with more than 100 mayors and other municipal leaders convened by the Great Lakes and St. Lawrence Cities Initiative to call for continued action to protect 20 percent of the world's fresh surface water and the drinking water source for 40 million people; and

**BE IT FURTHER RESOLVED**, the City urges its Provincial and Federal Governments to support additional economic stimulus efforts focused on water resource priorities, including

\$7 billion in stimulus funding over the next two construction seasons to address

- \$3 billion water infrastructure projects
- \$2 billion for shoreline protection projects in the Great Lakes and St. Lawrence
- \$2 billion to address disaster preparation and flood mapping

**BE IT FINALLY RESOLVED**, the citizens of \_\_\_\_\_ appreciate the Government of Canada's support provided so far to respond to the COVID-19 pandemic and urge further action to ensure a quick and complete economic recovery while addressing urgent needs to rebuild our water infrastructure and protect our shoreline areas.