

NOTICE

**THE MAYOR HAS CALLED
A SPECIAL MEETING OF COUNCIL
AT 5:00 P.M.**

TUESDAY, JANUARY 12, 2021

IN COMMITTEE-OF-THE-WHOLE (IN-CAMERA)


TO DISCUSS THE FOLLOWING:

- **THE SECURITY OF THE PROPERTY OF THE MUNICIPALITY OR LOCAL BOARD;**
- **PROPOSED OR PENDING ACQUISITION OR DISPOSITION OF LAND BY THE MUNICIPALITY OR LOCAL BOARD; AND**
- **A TRADE SECRET OR SCIENTIFIC, TECHNICAL, COMMERCIAL, FINANCIAL OR LABOUR RELATIONS INFORMATION, SUPPLIED IN CONFIDENCE TO THE MUNICIPALITY OR LOCAL BOARD, WHICH, IF DISCLOSED, COULD REASONABLY BE EXPECTED TO PREJUDICE SIGNIFICANTLY THE COMPETITIVE POSITION OR INTERFERE SIGNIFICANTLY WITH THE CONTRACTUAL OR OTHER NEGOTIATIONS OF A PERSON, GROUP OF PERSONS, OR ORGANIZATION;**
 - *Central Fire Hall.*

FOLLOWED BY COUNCIL IN

OPEN SESSION

TO CONSIDER ANY CORRESPONDENCE, REPORTS, AND BY-LAWS


**Tara Stephens,
City Clerk**



SPECIAL COUNCIL MEETING AGENDA
Tuesday, January 12, 2021
COUNCIL CHAMBERS – CIVIC SQUARE

1. **COMMITTEE-OF-THE-WHOLE (IN-CAMERA) (5:00 p.m.)**
(See yellow tab)
 - The security of the property of the municipality or local board;
 - Proposed or pending acquisition or disposition of land by the municipality or local board; and
 - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - *Central Fire Hall.*

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

3. **OPEN SPECIAL COUNCIL MEETING FOLLOWING COMMITTEE-OF-THE-WHOLE (IN-CAMERA).**
 - 3.1 **ADDITIONS/DELETIONS TO AGENDA**
 - 3.2 **DISCLOSURES OF INTEREST**
 - 3.3 **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. **ORAL REPORTS AND DELEGATIONS**
 - 4.1 **PRESENTATION(S) - Nil**
 - 4.2 **DELEGATIONS(S) (maximum 5/10/5 policy) - Nil**
 - 4.3 **AGENCIES, BOARDS, COMMISSIONS AND COMMITTEES REPORT(S) - Nil**
 - 4.4 **LEGISLATED PUBLIC HEARINGS PURSUANT TO THE PLANNING ACT - Nil**

5. **COMMITTEE-OF-THE-WHOLE (OPEN)**
(to discuss items removed from Agenda Block)

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

7. 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 12th day of January, 2021.
Ref. No. 21-1

8. ADJOURNMENT



SPECIAL COUNCIL MEETING

Tuesday, January 12, 2021

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>

Page No.

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

- 1 - 2** **CLK-2021-01** Interim CAO, Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Council Appointments to Boards and Committees Process. Ref. No. 02-160
- 3 - 4** **CLK-2021-02** Interim CAO, Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Citizen Appointments to Boards and Committees - Expiry Date of Term. Ref. No. 02-160
- 5 - 6** **FIN-2021-02** Interim CAO, Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - Integrity Commissioner Services. Ref. No. 12-96
- 7 - 8** **FIN-2021-03** Interim CAO, Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - 2021 Interim Tax Levy. Ref. No. 21-4 (See By-law 1)
- 9 - 19** **FIN-2021-01** Interim CAO, Gen. Mgr., Corporate Services, Chief Financial Officer/Treasurer, S. Zorbas - 2021 Permissive Grants. Ref. No. 21-5



SPECIAL COUNCIL MEETING

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Page No.

3. NEW BUSINESS - Nil

4. BY-LAWS

1. A By-law to provide an Interim Tax Levy for year 2021. Ref. No. 21-4
(See Report FIN-2020-03).
2. A By-law to amend By-law 2009-187, being a By-law to establish a Comprehensive Policy for all Non-Union Employees of the Corporation of the City of Welland respecting certain terms and conditions of employment (Schedule "A"); and to Repeal By-law 2020-135. Ref. No. 20-24
(Amendment to Schedule A re: Deputy Fire Chief).

SPECIAL COUNCIL
CORPORATE SERVICES – CLERKS DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT CLK-2021-01
JANUARY 12, 2021

02-160

SUBJECT: COUNCIL APPOINTMENTS TO BOARDS AND COMMITTEES PROCESS

AUTHOR: TARA STEPHENS, CITY CLERK

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

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information staff report CLK-2021-01: Council Appointments to Boards and Committees Process; and further THAT Welland City Council approves the Council Appointments to Boards and Committees process.

ORIGIN AND BACKGROUND:

On December 1, 2020, Welland City Council approved dissolving the Nominating Committee. Following the decision of council, it was recommended that staff identify a new process for councillor appointments to boards and committees of council.

COMMENTS AND ANALYSIS:

Each board and committee of council has a terms of reference or by-law which defines the purpose and structure of the board or committee. The terms of reference or by-law identifies the membership structure and council representation.

Staff are recommending the following process for councillor appointments to boards and committees of council:

1. Staff will send communication to all members of council advising them of the vacancy on the board or committee. The email will include details of the board or committee. For example, the Terms of Reference, meeting schedule, and other details regarding the board or committee.
2. Staff will request councillors advise if they are interested in being appointed to the board or committee.

3. Any requests from members of council that are received will be included as a new business item at the next scheduled meeting of council.
4. If staff do not receive interest on a board or committee, staff will wait six (6) months and send out communication advising of the vacancy.

Following the appointment of a councillor to a board or committee, the staff liaison and/or representative of the committee will be advised by Clerks staff. The necessary changes will be made on the City of Welland website under the "Committees and Boards" section and the Clerk's Division files.

The new proposed appointment process will be more open and transparent as council appointments will be considered during open session at council meetings.

FINANCIAL CONSIDERATION:

N/A

OTHER DEPARTMENT IMPLICATIONS:

CLT has reviewed and support the recommendation.


SUMMARY AND CONCLUSION:

This staff report has been prepared to recommend the council appointments to boards and committees process.

ATTACHMENT:

N/A

SPECIAL COUNCIL
CORPORATE SERVICES – CLERKS DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

REPORT CLK-2021-02
JANUARY 12, 2021

02-160

SUBJECT: CITIZEN APPOINTMENTS TO BOARDS AND COMMITTEES – EXPIRY DATE OF TERM

AUTHOR: TARA STEPHENS, CITY CLERK

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

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information staff report CLK-2021-02: Citizen Appointments to Boards and Committees – Expiry Date of Term and further
 THAT Welland City Council approves the expiry date of the current board and committee appointments be June 30, 2023.

ORIGIN AND BACKGROUND:

Following direction and comments from members of council in relation to citizen appointments to boards and committees at the December 1, 2020 council meeting, staff are recommending that an end date to the current citizens term be identified.

COMMENTS AND ANALYSIS:

Currently the citizen appointments to our committees are from the date their appointment is approved, and until “another successor has been appointed”.

Moving forward, staff are recommending the end date of all current citizen appointments be June 30 following the year of an election. Therefore the current board and committee appointments would be until June 30, 2023.

If council approves the recommended expiry date, staff will notify all current board and committee members of the change to their appointment term.

The purpose of extending the term past the term of council is to ensure a committee is in place if there is a priority matter that needs to be reviewed and to allow for staff to complete recruitment to the boards and committees for the next council term.

Following the 2022 Municipal Election, the Clerks Division will begin advertising for board and committee vacancies. The extra time will allow staff to accept and present applications to council for board and committee appointments.

Over the years some boards and committees have struggled with their membership, therefore staff have begun planning processes and activities to communicate the vacancies to residents in an effort to increase community engagement.

FINANCIAL CONSIDERATION:

N/A

OTHER DEPARTMENT IMPLICATIONS:

CLT has reviewed and support the recommendation.


SUMMARY AND CONCLUSION:

This staff report has been prepared to recommend an expiry date for citizen appointments to boards and committees.

ATTACHMENT:

N/A

SPECIAL COUNCIL
CORPORATE SERVICES
FINANCE DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

12-96

REPORT FIN-2020-02
JANUARY 12, 2021

SUBJECT: INTEGRITY COMMISSIONER SERVICES

**AUTHOR: ADAM BERES,
MANAGER OF FLEET, EQUIPMENT AND PURCHASING**

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

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND approves the award for Integrity Commissioner Services; the recommended compliant proponent being competitive and qualified, Robert J. Swayze; and further

THAT Welland City Council directs the City Clerk to prepare all necessary and appropriate by-laws to enter into an agreement with Robert J. Swayze.

ORIGIN AND BACKGROUND:

The City of Welland is seeking the services of an integrity commissioner. The appointment will be on an as needed basis for a period of four years.

On November 6, 2020, a Request for Quotation for Integrity Commissioner Services was posted openly and competitively through the City's Bidding site. At closing time on November 26, 2020, City purchasing received two compliant bids.

In December 2020, after review of the submissions and speaking with the provided references, the bid review committee recommended Robert J. Swayze as his experience with municipal law, as integrity commissioner, and accountability provides best value for this service.

FINANCIAL CONSIDERATION

Based on a four year term:

Name	Rate/hr	Mileage/km
Robert J Swayze	\$ 280.00	\$ 0.52
ADR Chambers	\$ 250.00	\$ 0.60

SUMMARY AND CONCLUSION:

This report has been prepared to recommend staff proceed with award for Integrity Commissioner Services; the recommended compliant proponent being competitive and qualified, Robert J. Swayze.

ATTACHMENTS:

None

SPECIAL COUNCIL
CORPORATE SERVICES
FINANCE DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

21-4

REPORT FIN-2021-03
JANUARY 12, 2021

SUBJECT: 2021 INTERIM TAX LEVY

**AUTHOR: MIKE LOSTRACCO,
REVENUE SERVICES MANAGER**

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

RECOMMENDATIONS:

THAT THE COUNCIL OF THE CITY OF WELLAND authorizes the due dates for the 2021 Interim Municipal Tax Levy as follows:

First Installment due: March 1, 2021

Second Installment due: May 3, 2021

and further;

THAT Welland City Council approves the amounts to be levied, in accordance with Section 317 of *The Municipal Act, 2001*, that being 50% of the total levy for the year 2020.

ORIGIN AND BACKGROUND:

While the final tax billing usually occurs in mid-year, the municipality requires operating funds well before that time. *The Municipal Act, 2001* recognizes this fact and makes the appropriate provision.

COMMENTS AND ANALYSIS:

In order for the municipality to meet its financial requirements until the final tax rate is established, it is necessary to request an interim tax levy.

Section 317 of *The Municipal Act, 2001* authorizes a local municipality to pass a by-law levying amounts on rateable property in the local municipality not exceeding 50% of the previous year's taxes.

Municipal expenditures in the form of payroll, debt charges, operating supplies, and capital projects along with Regional and School Board requisitions begin to accrue on January 1 of each year.

While monthly utility billings and pre-authorized payment programs provide the City with some cash inflows during this period, these amounts are well short of the cash demands of municipal operations. The interim levy provides the liquidity necessary to avoid costly temporary borrowings, which would otherwise be required.

FINANCIAL CONSIDERATION:

The absence of an interim levy would result in additional carrying costs associated with interim borrowing.

OTHER DEPARTMENT IMPLICATIONS:

Not applicable.


SUMMARY AND CONCLUSION:

In order to meet the City's financial obligations while awaiting final billing, staff recommends that Council approve the interim tax levy.

ATTACHMENTS:

N/A.

SPECIAL COUNCIL
CORPORATE SERVICES
FINANCE DIVISION

APPROVALS	
GENERAL MANAGER	
CFO	
CAO	

21-5

REPORT FIN-2021-01
JANUARY 12, 2021

SUBJECT: 2021 PERMISSIVE GRANTS

**AUTHOR: ELIZABETH PANKOFF, MBA, CPA, CGA,
MANAGER OF BUDGETS AND FINANCIAL
REPORTING/DEPUTY TREASURER**

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

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND approves the 2021 Permissive Grants applications attached to Report FIN-2021-01 as Appendix I.

ORIGIN AND BACKGROUND:

In accordance with the *Municipal Act, 2001*, Section 290 (1) requires a municipality each year to adopt a budget. Included in the municipal budget is an annual allocation for Permissive Grants.

COMMENTS AND ANALYSIS:

At the December 15, 2020 Council meeting, Council approved the City's 2021 Tax Supported Operating Budget. For the 2021 budget year, Council approved \$54,142 for Permissive Grants. A summary of the organizations requesting Permissive Grants are attached as Appendix I.

FINANCIAL CONSIDERATION:

The 2021 staff-recommended funding is guided by the 'Grants and Special Assistance Policy', approved by Council. All late applications have been included in the Summary of 2021 Permissive Grant Applications; however, staff have not allocated any funding to these applicants.

The City has received 2021 Permissive Grant applications totaling \$67,860. The 2021 Budget for Permissive Grants is only \$54,142.

OTHER DEPARTMENT IMPLICATIONS:

N/A.

SUMMARY AND CONCLUSION:

It is recommended that Council approves the 2021 Permissive Grants attached to Report FIN-2021-01 as Appendix I.

ATTACHMENTS:

Appendix I – Summary of 2021 Permissive Grant Applications
Appendix II – Grants & Special Assistance Policy

Summary of 2021 Permissive Grant Applications										
Legend	Organization	Purpose	Date Submitted	2021 Grant Amount Requested	Staff Recommendation	2020 Council approved (Feb 4, 2020)	2019 Approved	2018 Approved	Financial Statements Received	Grant received over the past 3 consecutive years
1	Faith Welland Outreach (See note 2 below)	maintain existing level of service/expand programming, expand youth and senior programs	September 22, 2020	28,550.00	\$0.00	\$27,000	\$27,000	\$23,000	Y	Y
2	Feast of the Assumption (See note 3 below)	Cover expenses for the use of of market square and showmobile use (Special Event Application)	September 24, 2020	2,310.00	\$0.00	\$2,310	\$2,200	\$2,018	N	Y
3	Pathstone Foundation (See note 1 below)	maintain existing work-in-chmc in Welland and expand video counselling	November 19, 2020	20,000.00	\$0.00	\$20,000	\$20,000	\$0	Y	N
4	La Boite a Soleil (See note 2 below)	Purchase Covid-19 appropriate equipment for programming	September 30, 2020	7,000.00	\$0.00	\$5,000	\$346	\$306	N	Y
5	Royal Canadian Legion Br. 4 (See note 2 below)	Capital Expenditures, replace original tables for banquet hall.	September 17, 2020	5,000.00	\$0.00	\$500	\$5,500	\$5,395	Y	Y
6	Fido Niagara Inc (See note 1 below)	maintain existing level of service including hiring operations manager	October 19, 2020	5,000.00	\$0.00				Date Incorporated Oct, 2019	N
Total				\$67,860.00	\$0.00					
2021 Budget allocation					\$54,142.00					
Remaining Balance					\$54,142.00					
Note										
1	Late application									
2	General Principles - Funding, City will not consider any permissive grant application to an organization receiving a grant for three (3) consecutive years.									
3	Special Event Application - this funding is intended to assist individuals and organizations for a One-Time events and occurrences.									

CITY OF WELLAND**POLICY**

Policy Title: Grants & Special Assistance	
Date of Approval: April 22, 2008	Policy Number: FIN-001-0007
Lead Role: General Manager, Corporate Services/Treasurer	Support Role:
Cross Reference:	Next Review Date:
Council File Number: 06-5	Revision Dates: December 19, 2017; July 7, 2020, December 15, 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."

Grants & Special Assistance Policy FIN-001-0007

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.

Grants & Special Assistance Policy FIN-001-0007

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.

Grants & Special Assistance Policy FIN-001-0007

g) Return Funds

Organizations receiving permissive grant funding are required to return funds (net of any deposits or non-refundable deposits) back to the City if the proposed special event(s) are cancelled.

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:

Grants & Special Assistance Policy FIN-001-0007

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.

Grants & Special Assistance Policy FIN-001-0007**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'

Grants & Special Assistance Policy FIN-001-0007

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.

Grants & Special Assistance Policy FIN-001-0007**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.