



**Township of Southgate
Community Fund Management Committee**

July 11, 2022

9:00 AM

Electronic Participation

	Pages
1. Electronic Access Information	
If you wish to listen to the Southgate Community Fund Management Committee meeting electronically please wait until the start time of the meeting, then dial in with your phone using the following information: Phone Number: 1 (647) 497 - 9373 Access Code: 768-909-957 #	
2. Call to Order	
3. Confirmation of Agenda	
Be it resolved that the Committee confirm the agenda as presented.	
4. Declaration of Pecuniary Interest	
5. Delegations & Presentations	
None.	
6. Adoption of Minutes	3 - 7
Be it resolved that the Committee approve the minutes from the June 13, 2022 Southgate Community Fund Management meeting as presented.	
7. Staff Updates	
7.1. Terms of Reference Review and Approval	8 - 12
7.2. Southgate Community Fund Strategies	13 - 18
8. New/Unfinished Business	
8.1. Community Fundraising Events	

9. Correspondence

None.

10. Members Privilege

11. Next Meeting

12. Adjournment

Be it resolved that the Committee adjourn the meeting at [TIME].



Township of Southgate
Community Fund Management Committee

June 13, 2022
9:00 AM
Electronic Participation

Members Present: Mayor John Woodbury
Deputy Mayor Milne
Councillor Barbara Dobreen
Don Lewis
Heather Renton
Joan John

Staff Present: Dave Milliner, Chief Administrative Officer
Lindsey Green, Clerk
Kayla Best, HR Coordinator
Holly Malynyk, Recording Secretary

1. Electronic Access Information

Southgate Community Fund Management Committee recordings will be available on the Township of Southgate [YouTube Channel](#) following the meeting.

2. Call to Order

Chair Councillor Dobreen called the meeting to order at 9:02AM.

3. Confirmation of Agenda

Moved By Deputy Mayor Milne

Seconded By Don Lewis

Be it resolved that the Committee confirm the agenda as presented.

Carried

4. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

5. Delegations & Presentations

5.1 Community Foundation Grey Bruce Ambassador Forum Verbal Update - Executive Director, Stuart Reid

Joan John joined the meeting at 9:01 am.

Moved By Joan John

Seconded By Mayor Woodbury

Be it resolved that the Committee receive the Community Foundation Grey Bruce Ambassador Forum Verbal Update from Executive Director Stuart Reid as information.

Carried

6. Adoption of Minutes

Moved By Deputy Mayor Milne

Seconded By Heather Renton

Be it resolved that the Committee approve the minutes from the May 9, 2022 Southgate Community Fund Management meeting as presented.

Carried

7. Staff Updates

7.1 Southgate Community Fund Management Committee Terms of Reference Review - CAO Dave Milliner

The CAO and members reviewed the Terms of Reference for the Committee and discussed the proposed changes. Staff will prepare a revised terms of reference to be brought to the next meeting.

8. New/Unfinished Business

8.1 Marketing Strategies

8.1.1 Education on "What the Committee and Foundation Is"

Stuart Reid, CEO of Community Foundation Grey Bruce reviewed the role of the Committee and what the purpose of the foundation is. Stuart discussed the resources that are available through the Grey Bruce Community Foundation to assist with the Southgate Community Fund Management Committee.

8.1.2 Foundation Donations

Stuart Reid, CEO Community Foundation Grey Bruce noted that the Community Foundation Grey Bruce is always accepting donations and facilitates donations, and the types of donations that the Foundation accepts. He discussed other initiatives that various Community Fund Committees are doing to bring awareness to the fact that donations are being accepted. Members discussed the importance of developing a strategy to bring awareness to the community.

8.1.3 Granting Opportunities

Stuart Reid, CEO Community Foundation Grey Bruce discussed cultivating awareness among local not-for-profits and charities that are looking for funding. The foundation has two intakes for grant funding, one in the spring and one in the fall, however, local not-for-profits and charities can apply for funding throughout the year.

8.1.4 Community Events

Members discussed various Community Events that the Committee can promote the Community Foundation Grey Bruce and the Southgate Community Fund Management Committee, including the Seniors Health Fair, the Dundalk Firefighters Frolic, Maple Fest, the Holstein Agro Expo, and the Dundalk Farmers Market. Members discussed reaching

out to local community groups to promote the Community Foundation Grey Bruce and the Southgate Community Fund Management Committee.

8.1.5 Community Fund Management Promotion Strategies

Members discussed the promotion strategies that could be utilized, including print materials, social media advertising, in person events and collaborating with various local community groups.

8.2 Southgate Community Fund Management Committee Member Availability for Meetings

Members discussed that the best time for the Southgate Community Fund Management Committee meetings would be the second Monday of the month at 9:00AM.

8.3 2023 Elections to Committee Discussion

Members discussed the term of the Southgate Community Fund Management Committee.

9. Correspondence

None.

10. Members Privilege

Member Lewis noted that people are very involved in events in the community and hopes that this will continue into the future.

11. Next Meeting

Monday July 11, 2022 at 9:00AM.

12. Adjournment

Moved By Deputy Mayor Milne

Be it resolved that the Committee adjourn the meeting at 10:10AM.

Carried

Chair Councillor Dobreen

Recording Secretary Holly Malynyk

SOUTHGATE COMMUNITY FOUNDATION MANAGEMENT COMMITTEE TERMS OF REFERENCE

Terms of Reference Policy

This Policy reflects the work of the Southgate Community Foundation Management Committee and its member and member relationships.

Purpose

The Southgate Community Foundation (SCF) is a permanent endowed community fund, managed by Community Foundation of Grey Bruce. This fund was initiated to provide perpetual support to projects and programs of non-profit organizations within the Township of Southgate. The Southgate Community Foundation Management Committee has been created to further the goals of creating a sustainable granting system for non-profit groups within the Township.

Mission Statement

To develop the Southgate Community Foundation administered by Community Foundation Grey Bruce (CFGB) into a self-sustaining granting system for use by qualified non-profit groups within the Township of Southgate and surrounding areas.

Vision Statement

The Southgate Community Foundation will enrich the quality of life for the people in the Township of Southgate through support of community projects, programs and charities.

Mandate of the SCFF Management Committee

1. Raise awareness of the Southgate Community Foundation and Community Foundation Grey Bruce opportunities;
2. Develop Community Partners;
3. Develop Public Relations & Promotional materials;
4. Hold networking events and create strategic partnering to grow the fund through various donation opportunities;
5. Provide Recommendations to Southgate Council regarding granting processes, fund development and committee structure;
6. Review annually the fund financials and their management; and
7. Review funding applications intakes twice each year and present all proposals with recommendations to the CFGB Grant Review Team for final approval.

Roles and Responsibilities

The SCF Management Committee serves in an advisory and support role in the care and growth of a Community Donor-Advised Endowed Fund, with the financial management by Community Foundation Grey Bruce, and therefore embraces the Community Foundation Grey Bruce Mission of philanthropic leadership in the community.

The SCF Management Committee will support the Foundation's objectives in asset building and grant making principles, believing in the Foundation's philosophies and values. While the SCF Management Committee is responsible for the day-to-day management and development of this endowed fund, the evaluation and final decision making remains the responsibility of the Community Foundation Grey Bruce.

The role of the Board of Directors of the Community Foundation Grey Bruce is to set policy and monitor the management of the Southgate Community Foundation. It is a role of governance as opposed to operational management. The minutes of the meetings of the SCF Management Committee will be provided to the Board of Directors the Community Foundation Grey Bruce and Township of Southgate Council for information.

The Community Foundation Grey Bruce will support the SCF Management Committee by taking responsibility for the following:

- All investment transactions;
- All bookkeeping and auditing functions;
- Signing and filing of all agreements with other agencies;
- Issuing of all official receipts; and
- Other clerical duties as required.

Membership

The SCF Management Committee will consist of 6-9 members of the community. Membership will be as follows:

- **Two to three (2-3)** Councillor representing the Township of Southgate in accordance with the legal agreement filed with the Community Foundation Grey Bruce that established the Legacy Fund, now known as the Township of Southgate Community Foundation.
- **Four to Six (4-6)** members of the Southgate Community.
- **The Southgate Fund Committee** shall appoint **two (2) members of the Committee to be Ambassadors representing Southgate at** Community Foundation Grey Bruce.

Members of the SCF Management Committee will act as a nominating committee and provide names of potential members to serve on the SCF Management Committee that will be recommended to Southgate Council and Community Foundation Grey Bruce for appointment to the SCF Management Committee. Community Foundation Grey Bruce will be provided with a complete list of members by December 10th annually. The length of term for members on the SCF Management Committee will be three (3) year staggered terms with optional reappointment. Assistance for special events may be recruited from interested members of the community.

The SCF Management Committee will meet as required (no less than 4 times annually) to develop opportunities to increase the Southgate Community Foundation Fund.

Membership Responsibilities

The SCFF Management Committee has a number of key responsibilities:

- Public Relations and Regional Outreach
- Long term planning
- Fund Development – soliciting funds
- Present an Annual Report in the spring to the Mayor and Council of the Township of Southgate
- Grant Making – as recommended by the Grant Review Team of the Community Foundation Grey Bruce

Quorum and Decision Making

In accordance with the Township of Southgate Procedural By-law, a simple majority of the membership will constitute a quorum and authority to make decisions. A majority of those present and voting will constitute a vote in favour of a motion. The Chair will only vote in the case of a tie vote.

Meetings

1. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Township of Southgate Procedure By-Law and all meetings shall be open to the public, except in accordance with provisions of the Municipal Act for closed meetings when dealing with applications for funding with personal and financial information.
2. Members wishing to have items included on the agenda must provide notice to the Secretary at least five (5) days preceding the meeting.
3. Notice of meetings shall be issued via circulation of agenda to Committee members and the public in accordance with the Township of Southgate Procedural By-law.
4. The Committee shall maintain open communication with staff to ensure rules and procedures of the Township of Southgate are being followed.
5. Minutes shall be kept of all meetings and shall be posted in accordance with the Township of Southgate Procedural By-law and included on Council consent agendas for information. Adoption of meeting minutes will be included on the agenda of the next committee meeting.
6. The Committee shall meet **quarterly** as needed (**minimum 4 times per year**), to fulfill their mandate set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members, time sensitive and/or issues identified by the Committee Chairperson.
7. Members having a pecuniary interest in any issue prior to consideration by the Committee shall disclose the interest and the general nature thereof to the Chairperson and the member shall comply with the requirements of the Municipal Conflict of Interest Act.

8. For consistency of messages, media inquiries should be directed to the Committee Chairperson and/or Municipal staff.
9. The Committee will meet annually with Southgate staff to determine the goals and objectives for the upcoming year.
10. The SCF Management Committee will then, based on the SCF established goals and objectives, develop an annual budget for submission to Council.
11. The SCF Management Committee budget final approval rests with Council.

Membership

SCFF Management Committee will consist of the following members:

- **Chair:** to preside as the “manager” of the Southgate Community Foundation Fund activities, ensuring that the SCF Management Committee follows the rules and regulations and those legitimately imposed upon by regulations of the Community Foundation Grey Bruce. All policies of the Community Foundation Grey Bruce will be followed.
- **Vice Chair:** to assume the duties of the Chair during his/her absence.
- **Secretary:** The Secretary will be a Southgate staff member from the Clerk’s Department and will act in this role as a none voting member to support the SCF Management Committee. The responsibility will be the recording of the meeting minutes of the SCF Management Committee with minutes being documented and distributed to the SCF Management Committee following each meeting. The Secretary will act in a support role to the committee, meeting scheduling, advising on procedural meeting issues, managing website information, receiving of grant application intakes, coordinating application review meetings, advising confidential matters related to applications and may be required to perform other duties that may be assigned from time to time.
- **Treasurer:** Maintain the operating account of the Southgate Community Foundation at a reputable financial institution working with Southgate’s Treasurer to support the Treasurer and for audit purposes.
- **Communications and Marketing:** Editorials and press releases shall be handled by the Chair of the Committee or their designate and flow to their Municipal staff and/or Foundation Grey Bruce staff for distribution.
- **Grant Review:** The membership of the SCF Management Committee will review applications for funding received from the Community Foundation Grants Coordinator, in confidence, and make recommendations to the Grant Review team of the Community Foundation Grey Bruce on disbursement of grants from the interest income of the Southgate Community Fund. The membership of the SCF Management Committee will confirm the recipients to be awarded grants from the Southgate Community Foundation and will, when

possible, participate in the granting ceremony of the Community Foundation Grey Bruce and will provide annually information to the Township of Southgate Council on the grant recipients.

- **Recruitment:** Members of the SCF Management Committee shall actively recruit members throughout the year until the maximum number of members is reached (9). Recommendations for membership on the SCF Management Committee shall be provided to the Board of Directors of the Community Foundation Grey Bruce for confirmation by December 10th of each year.
- **Members:** Providing input and expertise at each meeting and acting as representatives for the Southgate Community Foundation.
- **Associate Committee Members:** May be appointed by the SCF Management Committee from time to time, to assist in fulfilling the mandate of the Committee. Associate members will further the objectives and purpose of the Southgate Community Foundation by providing invaluable advice, support and assistance from time to time. It is expected that the SCF Management Committee will convene meetings periodically with the Associate Members for purposes of public education and input, setting long term plans and/or sub-committee meetings specifically for project planning/development for fundraising events. Persons so appointed as Associate Committee Members have no vote in the affairs of the SCF Management Committee nor any power in any way to bind or obligate the SCF Management Committee. Associate Members will be invited to support and attend all public functions organized and sponsored by the Southgate Community Foundation Management Committee.

POLICY AMENDMENTS

Amendments to the Policy of the SCF Management Committee shall be drafted and reviewed by the membership for approval by Southgate Council and the Board of Directors of the Community Foundation Grey Bruce.

SOUTHGATE COMMUNITY FUND COMMITTEE STRATEGY

Strategy #1 – Establishing Foundation Donations

- Develop messaging on what the Community Foundation does?
- Restricted Fund donations
- Un-restricted Fund donations – Next 25 Fund to serve current community concerns identified by the CFGB Board.
- Summer Road Show – Foundation Donations awareness
- Will Writing Workshops on tax law and giving planning
- Seminars on Gifting with a lawyer, accountant and financial planner
- Work with Funeral Homes and local Financial Planners

Strategy #2 – Developing Granting Opportunities

- Application intakes
- Awareness and promotion of grants and funding criteria
- CFGB Resource Staff – Jenn Legge

Strategy #3 - Promotion & Communications Plan

- Website
- Social media
- Brochure
- Flyers/Posters
- Banners
- CFGB Travelling Road Show (July-August)
- Southgate Community Fund - Community Event ideas:
 - Hockey Night at the Arena
 - Youth Soap Box Derby (Cart Race) event
 - Bed Race event
 - Raffles
 - Games of Chance Night
 - Entertainment Theatre events at the Olde Town Hall

Strategy #4 – Identifying and Working with Community Group Partners

Dundalk Community:

- Dundalk Agricultural Society
- Generation Connection
- Hillside Academy Seniors
- JunCtain Community Initiatives
- Lions
- Lioness
- South East Grey Community Health Center
- South East Grey Support Services
- Team Town Hall
- Young at Heart Seniors

Dundalk Community Events:

- Dundalk Fall Fair
- Farmers Market in the Park
- Firemens Frolic
- Southgate Seniors Health Fair

Holstein Community:

- Egremont Optimists

Holstein Community Events:

- Agri- Expo
- Canada Day Car Show & Fireworks
- Maplefest

Committee's of Council

- Senior Advisory Committee
- Southgate Affordable Attainable Housing Advisory Committee
- Southgate Recreation Committee
- Youth Action Committee

Southgate Council



Policy for Donations, Funding & Grants

PURPOSE:

The purpose of this policy is to set guidelines for dealing with requests for donation, funding and grants from individuals, groups and/or community organizations.

DEFINITIONS:

"Donation" means a request for financial support of up to \$500.00 from a not-for-profit community groups or organization for operational dollars to run their annual activities and events.

"Funding" means a request for one time financial support received in writing from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public.

"Grant" means a request for financial support received in writing from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

POLICY STATEMENT:

The Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represent the Community at events. Accordingly, Council adopts the following policies. This policy does not apply to requests for financial support from Hospitals.

The Township of Southgate Donation, Funding and Grant Application (Schedule A) attached must be filled out and submitted to receive consideration for financial support. Applicants are welcome to submit additional documentation that will assist in describing the project or activity.

1. Donation Requests:

1.1 The Township of Southgate will accept and review Requests for Donation applications once per calendar year for the financial period of January to December which is the Township's fiscal year. The application deadline shall be December 1st for donation requests for the following fiscal year.

1.2 All Donation applications received by the application deadline will be evaluated by the Treasurer against this policy and the Township's operating budget. Applications received after the deadline date will be considered only if any money is remaining in the budget, based on the date received and meeting the Donation criteria in section 1.5 below.

1.3 A staff recommendation, including approval or rejection and the suggested amount of the donation will be forwarded to Council within 30 days following budget approval each year for their review and approval.

1.4 Applicants will be notified of their application status within 14 days following Council's decision.

1.5 During the evaluation process the following criteria will be utilized to justify donation request outcomes:

- Consideration will be given to the total number of people reached by the requested donation.
- A higher weighting will be given to those donations that serve a larger number of the Township's citizens.
- Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.
- Higher ratings will be given to organizations with an established history of service to the community.
- The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.
- The Township will not fund school activities which are already supported through school tax levy.
- The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.
- Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

2. Funding and Grant Requests:

2.1 The Township of Southgate will accept and review requests for Funding and Grant applications throughout the calendar year from not-for-profit groups or service delivery organizations for support of capital projects or the service delivery of programs that meet criteria as defined in the definitions section of this policy.

2.2 All Funding and Grant requests received by the Township will be presented to Southgate Council where it is demonstrated that they are a not-for-profit group or service delivery organization based on the following criteria:

- i. A history of providing a benefit to the Township of Southgate;
- ii. Providing a community service within the municipality;
- iii. Annually organize public events in the Township seen as a benefit and value to the general public.

2.3 All Funding and Grant applications approved will receive financial support out of the Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar, subject annually to the availability within the reserve fund that best fits the project and community being served.

SCHEDULE "A"



The Township of Southgate Donation, Funding & Grant Application

.....

Financial request for:

☐

Donation

☐

Funding

☐

Grant

Applicant:

Contact & Address:

Telephone/Fax/Email:

Requested Amount:

\$

Outline the mission, purpose and objectives of your organization:

Outline the purpose for which the grant, donation or funding will be used, if approved. Provide details:
ie: project or event description, time frame, community benefits to the Township of Southgate.

Please provide the number of citizens that will participate and/or benefit from this project:

Please provide the number of Southgate Residents that will participate and/or benefit from this project:

Application Terms & Conditions:

"Donation" means a request for financial support of up to \$500.00 from a not-for-profit community groups or organization for operational dollars to run their annual activities and events.

"Funding" means a request for one time financial support received in writing from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public.

"Grant" means a request for financial support received in writing from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

In the event that a donation, funding or grant is awarded, the applicant agrees to the following:

1. The funds will be used for the purposes described in this application; and
2. To inform the Township of Southgate if the Funding or Grant capital or program delivery project is delayed or changed substantially for any reason;
3. Should the community event be cancelled that any financial support received by the applicant will be returned to the Township of Southgate within 30 days of cancellation; and
4. Should the capital or program Funding or Grant project not get completed or proceed that the applicant will return the funds awarded for the proposed project within 30 days of the decision not to proceed with the project; and
5. That within 60 days of the event(s) or project completion that a letter is sent to the Township of Southgate reporting the completion date and final invested costs to confirm the municipal Funding or Grant has been fully spent. If any funds remain unspent they must be returned to the municipality with the letter.

Mandatory Application Requirements:

1. Prior to application approval date by Council, all not-for-profit groups requesting a Donation shall provide a copy of their organization's most recent financial statement.
2. I agree to the terms and conditions outlined above. The information contained in this application is to the best of my knowledge, true and correct. I acknowledge that the contents of the application could be discussed in an open Council meeting.

Signature of Applicant

Date

Signature of Applicant

Date