

**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. DCAO-2024-0014**

**FOR THE CONSIDERATION OF COUNCIL**

October 9, 2024

**SUBJECT: GRANT ADMINISTRATION POLICY**

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**1. RECOMMENDATION:**

- 1. That Council receive Report No. DCAO-2024-0014 prepared by the Financial Strategy and Planning Division of the Office of the Deputy CAO dated October 9, 2024 respecting the Grant Administration Policy.**
- 2. That Council authorizes the Treasurer to commit up to \$50,000 annually per the Grant Administration Policy to be funded by Discretionary Reserves.**
- 3. That Council adopt the Grant Administration Policy.**

**2. PURPOSE:**

The purpose of this report is to create a Grant Administration Policy which aligns with industry best practices and authorize the Treasurer to commit up to \$50,000 annually in the agreement execution stage of the process.

**3. BACKGROUND:**

The Town of Georgina (the "Town") actively pursues external grant funding opportunities to help develop, deliver and sustain Town infrastructure, programs and services in a fiscally responsible manner. The Town strives to continuously improve internal processes/policies and follow industry best practices.

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. GFOA's mission is to advance excellence in public finance. One of GFOA's best practices and recommendations is for municipalities to develop a formal grants policy and that such a policy should address steps to take prior to applying for or accepting grants (see attachment 1).

Previously, there was no formal policy in the Town to provide administrative guidelines to the grant application process.

**4. ANALYSIS:**

A Grant Administration Policy (the “Policy”) has been developed to establish guidelines and standards that govern the selection, application, use and management of funding generated from government and other third-party grants. The Policy requires that grants applied for are in alignment with the Town’s strategic and operational goals, have attainable and achievable terms and conditions, have a favourable benefit to the Town and do not jeopardize the delivery of other deliverables.

**5. RELATIONSHIP TO STRATEGIC PLAN:**

**Delivering service excellence:**

Ensure continued financial sustainability and accountability.

**6. FINANCIAL AND BUDGETARY IMPACT:**

This report seeks council approval to authorize the Town Treasurer to commit up to \$50,000 annually towards a grant to facilitate the terms and conditions of a grant during the Agreement execution process (per the Grant Administration Policy). The annual required funding will be funded by Discretionary Reserves that align with the funding source of the selected project(s).

**7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

The information presented in this report is administrative in nature; consequently, no specific public consultation or notice has been undertaken.

**8. CONCLUSION:**

This report recommends that Council receive and adopted the Grant Administration Policy, presented as Attachment 2 to this report and authorize the Town Treasurer to commit up to \$50,000 annually.

**APPROVALS**

Prepared By: Dina Havkin, CPA, CMA  
Manager of Financial Strategy and Planning / Deputy  
Treasurer

Recommended By: Rob Wheeler, CPA, CA  
Deputy Chief Administrative Officer / Treasurer

Approved By: Ryan Cronsberry  
Chief Administrative Officer

*Attachment 1: GFOA Best Practices: Establishing and Effective Grants Policy*

*Attachment 2: Grant Administration Policy*