



**Meeting Date:** January 15, 2025

**Prepared By:** Heather Kepran, Manager of Strategic Communications

**Submitted by:** Tiffany Farrell, Director of Corporate Services

**Report No:** CPS-01-2025

**Subject:** Council Grants and Delaware Hydro Reserve Fund Program 2025

**Recommendation:**

THAT in accordance with the Council Grants Policy:

- the request from Camp-Kee-Mo-Kee be approved in the amount of \$1,285; and
- request from the Del-Ko-Brydge Canada Day Community be approved in the amount of \$2,000; and
- the request from the Ilderton & Area Business Association be approved in the amount of \$5,000; and
- the request from the Middlesex Centre Archives be approved in the amount of \$2,680; and
- the request from the Optimist Club of Bryanston-Birr be approved in the amount of \$1,600; and
- the request from the Optimist Club of Ilderton be approved in the amount of \$850; and
- the request from the Optimist Club of Kilworth-Komoka be approved in the amount of \$1,000; and
- the request from the Poplar Hill Lions be approved in the amount of \$1,500; and
- the request from the Poplar Hill Picnic be approved in the amount of \$1,200; and
- the request from the Tri-County Heritage Club be approved in the amount of \$1,500; and

AND THAT the request from the Delaware Lioness be approved in the amount of \$900 in accordance with the Delaware Hydro Reserve Fund Policy;

AND FURTHER THAT staff be directed to prepare correspondence and/or issue payment to the above noted organizations.

**Purpose:**

To make recommendations to Council regarding the requests for grants for financial assistance to groups within Middlesex Centre.

**Background:**

The purpose of the Council Grants and Delaware Hydro Reserve Fund programs is to provide municipal funds or other forms of assistance, in limited amounts, to community groups and organizations that warrant municipal support.

Applications are available online year-round and close on November 30<sup>th</sup> of each year. After the budget is passed, a committee consisting of the Director of Corporate Services, the Director of Community Services and the Manager of Strategic Communications meets to discuss and evaluate the applications. The recommendations from this committee are presented to Council for their consideration.

**Analysis:**Council Grants Program

The Council Grants Program exists to recognize the value of the work of non-profit groups to the well-being and growth of the community, and in helping the municipality retain a strong community focus.

Focus areas:

- Tourism/Economic Development
- Community
- The Arts
- Culture and Heritage
- Environmental Awareness & Sustainability
- Other

Under the program, a maximum of \$20,000 is included in the budget each year for this program. Grants are awarded to:

- A maximum of \$5,000 per organization has been established for financial contributions.
- A maximum of \$2,000 per organization has been established for in-kind services. In-kind support will be limited to the use of municipal property at reduced or no cost, municipal staff support and loan of municipal equipment.

Key eligibility requirements include:

- The organization must have a clearly stated purpose and function that result in an improvement in community services within the Municipality of Middlesex Centre and the organization must be responsible for the planning and provision of these services.
- Organizations must be non-profit community groups and organizations and be based in or connected to the Municipality of Middlesex Centre.
- Programs/community events must be open to all residents of Middlesex Centre and must benefit Middlesex Centre residents.

### Program Review – 2025

The Council Grant Program has not been reviewed since 2016. In 2025, staff are planning to review the program to ensure it is continuing to meet the needs of both the municipality and local community groups. (This review was to be conducted in 2024, but this project has been moved to 2025.)

### 2025 Requests for Funding

The Municipality received 15 applications totalling \$48,880 (exclusive of in-kind requests) for 2025. Ten of the applicants had applied for funding in previous years. A summary of the application requests and staff recommendations for funding are presented in the table which follows.

Also included in the Council Grants are \$250 for a local high school scholarship and \$1,000 for the Ilderton Agricultural Society Grant, as part of their lease agreement.

All recipients of the council grants program are to submit a written report on how the money was spent and results of the event/project.

**\*A note on in-kind requests and contributions:** In-kind requests put forward as part of the grant application process, if approved, are handled a variety of ways, depending on the nature of the program.

1. Council Grants: In this case, the value of the in-kind is charged to the Council Grants program, and funds are transferred from the Council Grants program to the applicable municipal budget line.
2. Community Services Fee Waiver Program: In this case, the value of the in-kind is charged to the Community Services as part of their fee waiver program. The value of these waivers is not reflected in the Council Grants program allocations, but the details are noted below.
3. Agreement: In some cases, there is a formal agreement on the use of a facility or property. The value of these agreements is not reflected in the Council Grants program allocations, but the details are noted below.

Table: Council Grant Requests and Recommendations

Organization	Project	Grant Request	Funding Recommendation	Comments	Previous Grants
<b>Camp Kee-Mo-Kee</b>	Archery Program Support	\$2,230	\$1,285	<p>Camp Kee-Mo-Kee operates a low-cost archery program for residents, including a program offered partnership with Middlesex Centre. They are seeking funding for archery equipment and to re-coup the portion of the registration costs for the partnered program that is retained by Middlesex Centre.</p> <p>Staff recommend providing funding for new archery equipment. The request for the registration costs is outside of the scope of the Council Grant and will be discussed with Camp Kee-Mo-Kee as part of the partnership agreement.</p>	New
<b>Community Outreach Committee of St. John the Devine Church</b>	Student Pizza Lunch Program & Choir Scholarship	\$5,000	\$0	<p>St. John the Devine is seeking funding to offset the costs of their monthly Student Pizza Lunch program for students at Medway High School and to support their choir scholarship program.</p> <p>The intention of the Council Grants Program is to provide funding to programs that are open to all residents in Middlesex Centre. The pizza lunch program is servicing a small and very specific group (students at Medway High School). As such, staff are not recommending funding for this project under the Council Grants Program.</p> <p>Additionally, the Council Grants program does not support direct donations or third-party funding, so a contribution to a group for them to then offer a scholarship is not eligible for funding.</p>	2024: Application for the Student Pizza Lunch Program was declined.

Organization	Project	Grant Request	Funding Recommendation	Comments	Previous Grants
<b>Del-Ko-Brydge Canada Day</b>	Canada Day Celebration	\$2,000 Plus In-kind: Staff on day of event, road closure, fee waiver, insurance	\$2,000 Plus in-kind use of municipal property	Funding is being sought to support Canada Day Celebrations in the southern portion of the municipality. This year, the event, which moves from community to community, is being held in Delaware.  This application is consistent with previous grants awarded. Staff have no concerns with this request and recommend approval.  In addition to this financial contribution, Middlesex Centre will be providing in-kind use of municipal property for the day of the event.	2024: \$2000 2023: \$1,000 2022: carryover 2021: carryover 2020: \$2,000 2019: \$2,000
<b>The Forest City Cycling Challenge</b>	5th Annual Forest City Cycling Challenge	In-kind use of Poplar Hill Park	\$0	In-kind support is being sought for the 5th Annual Forest City Cycling Challenge, which will run in part through Middlesex Centre.  Staff recommend that no funding (including value of in-kind use of park) be provided through the Council Grants Program as the Cycling Challenge is a fundraiser for a third party, thus making it ineligible under the grant criteria.	New
<b>Ilderton &amp; Area Business Association (IABA)</b>	Main Street Christmas Light Replacement	\$5,000	\$5,000	The IABA is seeking funds to replace the Ilderton Main Street Christmas Lights.  Staff recommended providing the funding for this request. It aligns with the grant's tourism and economic development theme, as well as supporting Middlesex Centre's Strategic Plan initiatives. The lights should last for many years.	New
<b>Ilderton Farmers Market</b>	Signage and Marketing	\$3,000	\$0	Funding is being sought for marketing, on-line promotions, insurance, and temporary banners/signage.  Staff recommend that no funding be provided through the Council Grants as marketing and insurance are operational in nature, and thus ineligible. The market owners charge a fee to vendors to attend, so they have an avenue to recoup operating costs. It should be noted that the municipality is no longer involved in this weekly event as it is hosted at a local church.	New

Organization	Project	Grant Request	Funding Recommendation	Comments	Previous Grants
<b>Ilderton Ladies Social</b>	Empowering Connections: Building Community through Ilderton Ladies Social	\$5,000 Plus In-Kind: Use of community centre, tables, chairs, and audio-visual equipment.	\$0	<p>The Ilderton Ladies Social is seeking funding for a new community wellness event they wish to hold in 2025. The event is described as having keynote presentations, wellness workshops, resource fair, etc. The request is for funding to cover costs related to event planning, materials, marketing, and accessibility enhancements.</p> <p>Staff recommend that no funding be provided through the Council Grants. While it has the potential to be a valuable event, it will cater to a very small demographic and not the community at large. It should be noted that community centre rental rates are already subsidized 60% by the taxpayer.</p> <p>Staff would suggest that the Ilderton Ladies Social consider reapplying in future years once the event is more established and if they can demonstrate local interest for this event.</p>	New
<b>Komoka Railway Museum (KRM)</b>	Station Building Deck Replacement	\$5,000	\$0	<p>KRM is requesting funding for replacing the decking at the site.</p> <p>Funds were granted to KRM in 2022 to improve decking and walkways around the Railway Museum building. Funds for this project were also awarded in 2021 and other previous years. Some improvements have been made, however more are required.</p> <p>Staff appreciate the need to replace the decking, particularly as the museum is located on municipal property. However, staff are concerned with the lack of action by the KRM on this issue as they have received funds for this purpose in past at the work is not complete.</p> <p>As such, staff recommend that no funding be provided through the Council Grants for 2025. Staff would encourage KRM to speak to Community Services when they are at the point of seeking building permits for their decking plans.</p> <p>Note: The use of the property is offered through formal agreement between KRM and the municipality.</p>	<p>2024: Application for Site &amp; Building Work &amp; Legal Expenses was declined.</p> <p>2023: carryover</p> <p>2022: \$5,000</p> <p>2021: \$5,000</p> <p>2020: \$2,000</p> <p>2019: \$2,000</p>

Organization	Project	Grant Request	Funding Recommendation	Comments	Previous Grants
<b>Middlesex Centre Archives (MCA)</b>	Middlesex Centre Archives 2025	\$5,000	\$2,680	<p>Funding is being sought for three projects: the annual cost of a subscription for the archival database, the cost of digitizing and rehousing the McLean collection (Lobo Township) and costs to offset the room rental for two events.</p> <p>Staff recommend funding to cover the costs associated with the McLean collection and a grant towards the Heritage Fair event that the MCA can put towards the costs associated with the Fair. Unfortunately, the cost of the subscription is ineligible as it is an operating cost.</p> <p>Note - The municipality is in a lease agreement with the Archives at a cost of \$0 for the rented space (495sq.ft.) at the Delaware Community Centre.</p>	2024: \$4,630 2023: \$5,000 2022: \$5,000 2021: \$5,000 2020: \$2,250 2019: \$1,500
<b>Optimist Club of Bryanston-Birr</b>	Canada Day Celebration	\$1,600 Plus In-Kind: Use of municipal property (Bryanston School Property)	\$1,600 Plus in-kind use of municipal property	<p>Funding will support Canada Day Celebrations in the north-east portion of the municipality.</p> <p>This application is consistent with previous grants awarded. Staff have no concerns with this request and recommend approval.</p> <p>In addition to this financial contribution, Middlesex Centre will be providing in-kind use of municipal property for the day of the event.</p>	2024: \$1,600 2023: \$1,600 2022: \$1,500 2021: carryover 2020: \$1,500 2019: \$1,500
<b>Optimist Club of Ilderton</b>	Canada Flags	\$850	\$850	<p>Funds will be used to replace flags that are along the main roads in Ilderton around Canada Day.</p> <p>This request is consistent with previous grants awarded. The request is slightly higher this year as a large windstorm in 2023 destroyed a number of flags, so more than usual need to be replaced.</p> <p>Staff have no concerns with this request and recommend approval.</p>	2024: \$850 2023: \$750 2022: \$500 2021: \$600 2020: \$480 2019: \$480

Organization	Project	Grant Request	Funding Recommendation	Comments	Previous Grants
<b>Optimist Club of Kilworth-Komoka</b>	Various Community Events	\$10,000	\$1,000	<p>The Kilworth-Komoka Optimists provide several community events for youth in the southern part of Middlesex Centre. They are seeking funds this year to offset the costs of renting Middlesex Centre facilities for these events and their meetings, and for sponsoring skating at Middlesex Centre arena.</p> <p>With respect to the rental fees request, staff are concerned about the precedent set by offering to cover the costs of room rentals at municipal facilities, particularly for meetings, which are “operational” in nature, and thus not covered by the Council Grants. If this funding is provided for the Kilworth-Komoka Optimists, we may find all community groups requesting the same consideration. It should be noted that Middlesex Centre offers one free rental to each community group as well as reduced rental rates at municipal community centres.</p> <p>With respect to the skating sponsorship, the Council Grants do not allow for funding a third party (in this case, the municipality would be the third party).</p> <p>Staff are aware of the success of the special community events offered by the Kilworth-Komoka Optimists for youth in Middlesex Centre. While funding is not available for the specific items requested, staff recommend a grant of \$1,000 to help the Optimists with the costs of hosting the Hallowe’en Family Dance and the Breakfast with Santa.</p>	2024: \$5,000 2023: carryover 2022: carryover 2021: carryover 2020: \$2,000
<b>Poplar Hill Lions</b>	Trees Middlesex Centre	\$1,500	\$1,500	<p>The Trees Middlesex Centre program has a history of successfully distributing trees to residents.</p> <p>This application is consistent with previous grants awarded.</p> <p>Staff have no concerns with this request and recommend approval.</p>	2024: \$1,500 2023: \$1,000 2022: did not apply, program changed leadership 2021: \$1,000 2020: \$1,000 2019: \$1,000



<b>Organization</b>	<b>Project</b>	<b>Grant Request</b>	<b>Funding Recommendation</b>	<b>Comments</b>	<b>Previous Grants</b>
<b>Poplar Hill Picnic</b>	Annual Poplar Hill Picnic	\$1,200	\$1,200 Plus in-kind use of municipal property	Funds are being sought to support the annual Poplar Hill and area community picnic in the centre portion of the municipality. This application is consistent with previous grants awarded. Staff have no concerns with this request and recommend approval. In addition to this financial contribution, Middlesex Centre will be providing in-kind use of municipal property for the day of the event.	2024: \$1,200 2023: \$1,200 2022: carryover 2021: carryover 2020: \$1,200 2019: \$1,200
<b>Tri-County Heritage Club</b>	Annual Heritage & Antique Show	\$1,500	\$1,500	Funding is being sought for the Annual Heritage & Antique Show, which offers visitors an opportunity to learn more the agricultural history of our area. This application is consistent with previous grants awarded. Staff have no concerns with this request and recommend approval.	2024: \$1,500 2023: \$1,500 2022: carryover 2021: carryover 2020: \$1,500 2019: \$1,500

## Delaware Hydro Reserve Fund

Each year, Middlesex Centre makes available up to 50% of the interest earned by the Delaware Hydro Reserve Fund in the previous year. This is approximately \$20,500 this year.

Individuals and community organizations can apply for funding for capital projects that meet certain eligibility requirements. Up to 50% of the cost of the capital project may be covered by the Delaware Hydro Reserve Fund, with the 50% balance contributed by the individual(s) or the community organization.

Expenditures from the fund may include, but not limited to:

- Capital projects to improve the general appearance of Delaware Village;
- Capital projects that improve access to Delaware community facilities and programs by children, seniors, and people with disabilities; and
- Capital projects that improve or add to the municipal infrastructure in Delaware Village.

## 2025 Requests for Funding

One organization submitted funding requests during the application period.

*Table: Delaware Hydro Reserve Fund Requests and Recommendations*

<b>Organization</b>	<b>Project</b>	<b>Project Costs</b>	<b>Funding Recommendation &amp; Comments</b>
<b>Delaware Lioness</b>	Flower Baskets	Total Cost: \$1,800 Funding Provided by Applicant: \$900 Funding Request: \$900	<b>Recommendation: \$900</b> The Delaware Lioness have received funds from the Delaware Hydro Reserve Fund for this project for several years. Staff have no concerns with the application or the project itself.

## Financial Implications:

*Table: Financial Implications - Council Grants*

<b>Item</b>	<b>Value</b>
<b>Council Grants Application Requests</b>	\$48,880
<b>Council Grants Recommended</b>	\$18,615
<b>Ilderton Agricultural Society Grant (yearly as part of lease agreement)</b>	\$1,000
<b>Grants to high schools for graduating students</b>	\$250
<b>Total Grants Recommended</b>	\$19,865
<b>Budget</b>	\$20,000
<b>Remaining for 2025</b>	\$135

*Table: Financial Implications – Delaware Hydro Reserve Fund*

<b>Item</b>	<b>Value</b>
<b>Delaware Hydro Reserve Fund Application Requests</b>	\$900
<b>Delaware Hydro Reserve Fund Recommended</b>	\$900
<b>Available Funding in 2025 (approx. pending final interest)</b>	\$20,500
<b>Remaining for 2025</b>	\$19,600

## Strategic Plan:

This matter aligns with following strategic priority:

- Engaged Community

The grant programs support several objectives and initiatives under the strategic priority of Engaged Community, most notably:

- Objective 1.1 – Support community organizations and opportunities for volunteer involvement in the community
- Objective 1.3 – Celebrate our rural and agricultural heritage