GRANTS SUB-COMMITTEE
REPORT 07-004
Thursday, May 24, 2007
2:00 p.m.
City Hall, Room 219, 2nd Floor
71 Main Street West, Hamilton

Present: Councillors R. Powers (Chair), T. Jackson (Vice Chair)
C. Collins, D. Mitchell and S. Merulla

Absent with Regrets: Councillor L. Ferguson – Personal Matter

Also Present: R. Melatti, Administrative Assistant/Grants Coordinator
J. Gaunt, Special Events Supervisor
G. Maychak, Supervisor, Sport Development
K. Wakeford, Arts Coordinator
R. Oliphant, Culture Administration
A. Bradford, Manager of Culture
M. Garwood, Acting Business Administrator
S. Paparella, Legislative Assistant, Clerk’s Office

THE GRANTS SUB-COMMITTEE PRESENTS REPORT 07-004 AND
RESPECTFULLY RECOMMENDS:

1. Fee Waiver Report - The Children’s Wish Foundation of Canada
   (GRA07001(o)) (Ward 11) (Item 4.1)

   That the fee waiver in the amount of $433.25, for The Children’s Wish
   Foundation of Canada, who utilized the auditorium of the Glanbrook Arena on
   Saturday, April 14, 2007, to conduct a progressive euchre tournament, be
   approved.

2. Fee Waiver Request for Glanbrook Minor Hockey Association
   (GRA07001(q)) (Ward 11) (Item 4.2)

   That the fee waiver, in the amount of $2,067.98, for Glanbrook Minor Hockey
   Association to use the Glanbrook Arena Auditorium and Mezzanine to conduct
   their monthly executive meetings, tournament headquarters (January 13, 2007)
   and various other activities relative to their association, for a period of January to
   December 2007 for a total of 14 occasions, be approved.
3. **Fee Waiver Request for the Glanbrook Figure Skating Club (GRA07001(r)) (Ward 11) (Item 4.3)**

   That the fee waiver, in the amount of $507.38, for Glanbrook Figure Skating Club who utilized the mezzanine at the Glanbrook Arena and Auditorium to conduct their annual carnival on March 30 and 31, 2007, be approved.

4. **Fee Waiver Request for Order of the Eastern Star, Binbrook Chapter #117 (GRA07001(s)) (City Wide) (Item 4.4)**

   That the fee waiver, in the amount of $1,014.75, for the Order of the Eastern Star, Binbrook Chapter #117, for the period of January to June and September to December 2007, to utilize the downstairs room at the Binbrook Memorial Hall, the first Wednesday of each month, three hours per occasion, 10 months of the year and Saturday, March 31, 2007 for three hours, be approved.

5. **Fee Waiver Request for Mount Hope Seniors Club (GRA07001(t)) (Ward 11) (Item 4.5)**

   That the fee waiver, in the amount of $3,044.25, for the Mount Hope Seniors Club to utilize the downstairs room at the Mount Hope Hall for the period of January to December 2007, every Thursday per month, for a total of 33 days, be approved.

6. **Fee Waiver Request for Binbrook Women's Institute (GRA07001(u)) (Ward 11) (Item 4.6)**

   That the fee waiver, in the amount of $1,383.75, for the Binbrook Women's Institute for the period of January to June and September to November, 2007, to utilize the downstairs room at the Binbrook Memorial Hall, one occasion per month, five hours per occasion, nine months of the year, be approved.

7. **Fee Waiver Request for the Binbrook Senior Citizens (GRA07001(v)) (Ward 11) (Item 4.7)**

   That the fee waiver, in the amount of $2,952.00, for the Binbrook Senior Citizens, for the period of January to April and September to December, 2007, to utilize the lower room at the Binbrook Memorial Hall, each Monday per month, three hours per occasion, eight months of the year for a total of 32 occasions, be approved.
8. **CANUSA Games Tryouts for Competitions between Hamilton and Flint, Michigan (GRA07001(w)) (City Wide) (Item 4.8)**

That the fee waiver request, in the amount of $3,244.77, for the CANUSA Games use of Mohawk Sports Park, Turner Park, and Huntington Recreation Centre to be utilized for the 2007 CANUSA Games tryouts and weekend competitions against Hamilton and Flint, Michigan, be approved.

9. **Outstanding Business List Item “D” – The Definition, Scope and Criteria of Programs in the Culture Category (Added Item 4.9)**

That staff be directed to amend the language in all applicable Community Partnership Program documents, related to the Culture Category, by removing the word “gated”, for the 2008 cycle.

**FOR THE INFORMATION OF THE COMMITTEE**

(a) **CHANGES TO THE AGENDA (Item 1)**

The Clerk noted the following changes to the agenda:

(i) Added as Item 4.9 – A verbal update from Anna Bradford respecting Outstanding Business List Item “D” regarding the definition, scope and criteria of programs in the Culture Category.

(ii) Added as Item 7.1 – A draft copy of the Grants Sub-Committee Outstanding Business List for Review by Committee and staff.

The agenda for the May 24, 2007 meeting of the Grants Sub-Committee was approved, as amended.

(b) **DECLARATIONS OF INTEREST (Item 2)**

There were none declared.

(c) **MINUTES OF THE PREVIOUS MEETING (Item 3)**

The Minutes of the May 3, 2007 meeting of the Grants Sub-Committee were approved, as presented.
(d) **Outstanding Business List Item “D” – The Definition, Scope and Criteria of Programs in the Culture Category (Added Item 4.9)**

Anna Bradford, Manager of Culture, advised Committee that the direction given to staff, at the May 3, 2007 meeting of the Grants Sub-Committee, to report back, prior to the 2008 budget process, with respect to the definition, scope and criteria of programs for the Culture category, would require more time to complete than is available before June 2007 (when the 2008 CPP applications will be available).

It was also noted that the Culture Grants Stream (Special Events, Arts and Heritage) is currently comprised of six categories:

- A – Events: Outdoor, Gated;
- B – Events: Outdoor, Non-gated (Parades);
- C – Events: Indoor, Gated;
- D – Events: Indoor, Non-gated;
- E – Projects: One-time, Non-reoccurring; and,
- F – Programs – generally a schedule of activities throughout the year.

Detailed descriptions and updated evaluation tools are required for each category, which will require more time that the June application release deadline.

Therefore, staff recommended a quicker method, which could be used on a trial basis for the 2008 cycle, in order to meet the required timelines. Staff’s recommendation was accepted by Committee, and is shown as Item 9 above.

(e) **Draft Grants Sub-Committee Outstanding Business List for Review**

The draft Outstanding Business List, for the Grants Sub-Committee, was provided to both Committee and staff to review in order to confirm that the proper staff leads were listed on the document.

The changes are as follows:

(i) **Item “C” – Administration and Monitoring of CPP Recipients who receive Assistance with Transfer Station Fees**

**Staff Lead:** Carmen Bian, Senior Policy Analyst, Social Development

(ii) **Item “E” – Fee Waiver Policy Standardization**

**Staff Leads:** Greg Maychak, Supervisor of Sport Development and Janine Gaunt, Special Events Supervisor.
(iii) Item “F” – Revenue Not Realized respecting Fee Waivers – Information to 2008 Budget Deliberations

Staff Leads: Greg Maychak, Supervisor of Sport Development and Janine Gaunt, Special Events Supervisor.

(iv) Item “I’ - Canadian International Tattoo – 2007 & 2008 Tattoos

Staff Lead: David Adames, Executive Director of Tourism and Convention Services.

The Clerk offered to follow-up with Mr. Adames with respect to the status.

(v) Item “J” – A Better Way to Inform Minor Sports Groups of the Community Partnership Program (CPP)

Due Date Provided: June 13, 2007

(vi) Item “K” – Various Agricultural Groups

Staff Leads: Rosanna Melatti, Grants Coordinator, Janine Gaunt, Special Events Supervisory and Councillor D. Mitchell

(vii) Item “P” – Hamilton Mardi Gras – Possible Alternative Funding and Compliance with Prerequisite of Complete Financial Statements

That the “Issue” and “Status” portion of the Outstanding Business List for this item be amended by adding a comment to the note that reflects that the Hamilton Carnival Cultural Committee provide complete financial statements to staff, prior to their grant being issued, for the Hamilton Mardi Gras.

Staff were directed to provide the Legislative Assistant (Stephanie Paparella) with due dates for the Outstanding Business List items on or before the report deadline (Monday, June 4th) for the June 13, 2007 meeting, wherever possible.

The Outstanding Business List portion of the June agenda, for the Grants Sub-Committee, will reflect these amendments.

(f) Fee Waiver Expenditure Updates

Committee requested that the item Fee Waiver Expenditure Updates be placed on the June 13, 2007, agenda of the Grants Sub-Committee for discussion, in order
that Committee may have time between now and the to determine what layout, elements and frequency they will require with respect to the fee waiver expenditure updates.

(g) **ADJOURNMENT (Item 9)**

There being no further business, the Grants Sub-Committee adjourned at 2:35 p.m.

Respectfully submitted,

Councillor R. Powers  
Chair, Grants Sub-Committee  

Stephanie Paparella  
Legislative Assistant  
May 24, 2007