

# City of Mississauga

# Corporate Report



Date: April 20, 2023  To: Chair and Members of General Committee	Originator's files:
From: Shari Lichterman, CPA, CMA, Acting City Manager and Chief Administrative Officer	Meeting date: May 10, 2023

## Subject

**New Corporate Policy - Grant Funding Management Policy**

## Recommendation

That the Grant Funding Management Policy, attached as Appendix 1 to the report dated April 20, 2023 entitled "New Corporate Policy – Grant Funding Management Policy from the Acting City Manager and Chief Administrative Officer be approved.

## Executive Summary

- The City actively pursues opportunities to support the funding of the delivery and sustainment of City Infrastructure, programs and services.
- Staff have developed a new Grant Funding Management policy, which will provide guidance and define responsibilities for managing grant applications and grants awarded to the City.
- The new policy includes the following sections:
  - Roles and Responsibilities
  - Grants Acceptable to the City
  - Grant Funders Acceptable to the City
- The new policy will help to implement and maintain meaningful grant oversight, administration and coordination, resulting in improving the efficiency and impact of programs and services funded through grants.

## Background

The City of Mississauga receives grant funding from various sources including private organizations, federal and provincial governments. The value of these grants may vary from thousands to millions of dollars. These grants are a valuable revenue source that helps the City

fund municipal infrastructure as well as service delivery. This assists in maximizing revenues and ensures affordability and viability of programs.

## Present Status

Currently there is no policy to guide the City staff for the various grants applied and received by the City. Financial Strategies section in the Finance Division is responsible for submitting and administering all the grant funding applications with the assistance from the relevant staff in the Service Areas.

## Comments

The City continues to apply for any external funding available to maximize programs and service levels. The grant funding received helps the City address financial pressures so that it can continue to deliver important services to the community. During the first quarter of 2023, the City has submitted twelve grant funding applications amounting to approximately \$14.4 million.

With the increase in the grant funding secured by the City, there is a need for a new policy related to the grant funding. This new policy will provide guidance to the staff and define responsibilities for managing grant applications and grants awarded to the City resulting in improving the efficiency and impact of programs and services funded through grants.

The new policy includes the following sections, in addition to the regular mandatory sections:

### Roles and Responsibilities

- Council authorizes City staff to apply for grants and to accept and appropriate grant funds.
- Department Heads approve and execute grant agreements.
- Legal Services review grant agreements and identify risks.
- Finance oversees the Grant application process and the management of Grant funding in collaboration with Departmental Staff.

### Grants Acceptable to the City

- City will only accept grants that align with the City's core values, vision, strategic goals and long term financial plan.
- Grants must not confer a personal benefit to a City staff or Council member.
- Grants shall not have an obligation to purchase a product or service of grant funding source.
- Grants should not include a loan component.

### Grant Funders Acceptable to the City

- Any organization that is in litigation, judicial or arbitral proceedings against or by the City is not an acceptable grant funder.

- Any organization that is in breach or conflict with any existing City agreements and/or contracts is not an acceptable grant funder.
- Any organization that engages in any activity that, if associated with the City, may constitute a reputational risk for the City is not an acceptable grant funder.
- Organizations that support or endorse the following are unacceptable grant funding sources:
  - Tobacco, Alcohol & Cannabis
  - Pornography
  - Violence and hatred
  - Terrorism
  - The production, distribution and/or sale of weapons or other life-threatening products

## Financial Impact

There is no financial impact resulting from the recommendations in this report.

## Conclusion

The new policy will provides guidance to staff as well as define responsibilities for managing grant applications and grants awarded to the City. This policy will also help to implement and maintain meaningful grant oversight, administration and coordination, thereby improving the efficiency and impact of programs and services funded through grants.

## Attachments

Appendix 1: Grant Funding Management Policy



Shari Lichterman, CPA, CMA, Acting City Manager and Chief Administrative Officer

Prepared by: Ann Wong, Manager, Financial Strategies