



TOWN OF  
**HALTON HILLS**  
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## MEMORANDUM

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Erin Burger, Community Development Supervisor – Event and Neighbourhood Support

**DATE:** January 4, 2024

**MEMO NO.:** RP-2024-002

**SUBJECT:** Status of the Community Partnership Program

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### PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide members of Council with information on the status of the Community Partnership Program and to outline next steps in the review of the program.

### BACKGROUND:

On July 10<sup>th</sup>, 2023, members of Council were provided information on the Community Partnership Program Review and Guideline Update through Report RP-2023-008, which requested Council's approval to:

- Adopt policy and guideline updates for the 2024 program, including stronger language regarding the ineligibility of fundraising events, projects and initiatives; and to
- Approve an exemption to the fundraising ineligibility criteria for specific and long-standing events.

These recommendations were intended to address the needs of local community groups while remaining aligned with common municipal granting practices.

The report was referred back to staff, by Council, with a request to further review the recommendations and address concerns around the ineligibility of fundraising. Staff were also requested to undertake additional discussions with local service clubs regarding their request for a partnership agreement with the Town.

## **COMMENTS:**

Upon further review of the Community Partnership Program (CPP), staff have identified that the program requires more extensive consultation with local community groups, stakeholders, and members of Council. This will ensure that the program continues to provide effective support to community events, activities, and initiatives while effectively aligning with Council's new strategic priorities.

To ensure that there is significant engagement with groups and Council members prior to finalizing recommended changes, staff are proposing to proceed with the existing format for the program in 2024, while concurrently undertaking a more detailed review process over the first half of 2024.

Once this exercise is complete, staff will present Council with recommendations to further improve the program in early fall 2024, in time for the 2025 grant application period.

In the interim, based on previous feedback received, Community Development staff have identified opportunities for immediate improvements, in time for the 2024 application intake. These changes will include:

- A program name change from Community Partnership Program to Community Grant Program (CGP).
- Clear and shortened guidelines.
- A simplified application process.
- Providing applicants with a budget template; and
- Simplifying the final report requirements.

The launch of the 2024 CGP application intake will begin on Monday, February 5<sup>th</sup> with a deadline to apply by Friday, March 15<sup>th</sup> at 4:30pm. This will be communicated to the public through "The Current" newsletter, communication to 140 community organizations, a dedicated Town webpage and social media posts on various platforms.

## **CONCLUSION:**

In 2024, staff will complete a comprehensive review of the Community Grant Program (formerly the Community Partnership Program), which will address key areas for improvement based on council and community feedback. Recommendations arising from this process will be presented to Council for approval by early fall of this year. This process will ensure that the program continues to meet the emerging needs of our community groups and effectively supports Council's new strategic plan priorities.

Reviewed and approved by,

Paul Damaso, Commissioner of Recreation & Parks

Chris Mills, Chief Administrative Officer