

**Municipality Of Chatham-Kent**

**Chief Administrative Office**

**Corporate Initiatives**

**Information Report**

**To:** Mayor and Members of Council

**From:** Amy Wilcox, FCPA, FCMA, PMP  
Manager, Corporate Initiatives

**Date:** May 11, 2021

**Subject:** Together CK Grant – Review Committee and Volunteer Appointments

---

This report is for the information of Council.

**Background**

The Together CK Grant Program, formally recognized as the Community Partnership Fund (CPF), was established by Council in 2000. It is a grant program which uses matching funding to promote community development projects and events within Chatham-Kent.

In January 2019, a successful notice of motion asked citizen volunteers be added to the evaluation process. On March 25, 2019, Council approved the recommendation that this be a Committee of Administration and terms of reference were developed. There are to be a total of thirteen members, eight of which are to be from the general public and according to section 1.1 of the terms of reference, committee members will be nominated by administration using evaluation criteria.

In 2020, there was a vacancy of three citizen members.

**Comments**

In 2020, the vacancy of citizen members prompted a call for volunteer applications. A media release was sent in August asking those interested to complete an application. Ten applications were received and reviewed by the Manager, Corporate Initiatives as the grant administrator and evaluated by the Municipal Clerk. There was a delay of eight months in responding to these applications due to confusion of recruitment processes for committees of administration.

During the April 12, 2021 Council meeting, it was stated the delay was attributed to waiting for the chairperson of the committee to review the applications. That is not the case, the Together CK Grant Review Committee is a Committee of administration. Administration is responsible for reviewing and responding to the applications of people wishing to serve on the Committee, not

the chairperson, and as such, we apologize to Chair Mike Lowther for suggesting he was responsible.

The Manager, Corporate Initiatives as the grant administrator contacted those applicants with the top three scores. All three applicants agreed to serve as volunteers on the committee.

Contact information for the volunteers was shared with the committee chairperson and the grant administrator will be sending training materials to the volunteers in preparation for a virtual training session prior to the next review session.

The new citizen volunteers are Philip Davis, Susan Larabee and Brian Stewart.

### **Consultation**

These applications were evaluated and appointments are supported by Judy Smith, Municipal Clerk and Director of Municipal Governance.

### **Financial Implications**

There are no financial implications associated with the recommendations made in this report.

Prepared by:

Reviewed by:

\_\_\_\_\_  
Amy Wilcox, FCPA, FCMA, PMP  
Manager, Corporate Initiatives

\_\_\_\_\_  
Don Shropshire  
Don Shropshire  
Chief Administrative Officer