

## **Delegated Authority to Apply for and Accept Grants for the Provision of Programs and Services by Toronto Animal Services**

**Date:** October 17, 2023

**To:** Executive Committee

**From:** Executive Director, Municipal Licensing and Standards

**Wards:** All

### **SUMMARY**

---

Toronto Animal Services (TAS) runs various programs and services to help deliver its mandate of ensuring public safety and the welfare of Toronto's wildlife and domestic animal population. Grants have been an important source of funding for TAS to support its programs and services, such as Indigenous and Black community engagement initiatives to improve equitable access to pet ownership resources, and a COVID-19 aid program for pet owners needing financial assistance during the pandemic.

This report seeks Council authority for the Executive Director, Municipal Licensing and Standards (MLS) to apply for and enter into agreements with community organizations, private entities, individuals and other levels of government to receive funding for the provision of Council-approved programs and services by TAS. This authority would be added to City of Toronto Municipal Code Chapter 169, Officials, City.

Staff have determined that this delegated authority would mitigate existing constraints that TAS is experiencing when finalizing grant agreements and applying for additional grants. As there is no City-wide protocol for receiving grants, staff have been using the City's [Sponsorship Policy](#) where applicable. As grants that TAS may be eligible for do not fit the nature of every aspect of the Sponsorship Policy, staff are seeking clear authority to enable TAS to apply for and receive grants in keeping with various City requirements, policies and practices. The proposed delegated authority would be applicable for grant funding amounting to a maximum of \$500,000, and any grant agreement with a funding amount above this threshold would be reported to Council.

In April 2020, Council approved similar authority for the General Manager, Shelter, Support and Housing Administration (SSHA), under Chapter 169, Officials, City, Article 6, to help streamline grant administration for housing and homelessness programs in Toronto.

As required by the City's [Donations to the City of Toronto for Community Benefits Policy](#), this report also seeks Council approval for TAS to receive a \$250,000 bequest.

## **RECOMMENDATIONS**

---

The Executive Director, Municipal Licensing and Standards recommends that City Council:

1. Amend City of Toronto Municipal Code Chapter 169, Officials, City, to delegate authority to the Executive Director, Municipal Licensing and Standards, (MLS) to:
  - a. submit applications to any government, agency, community organization, private entity or individual for funding related to the provision of Council-approved programs and services provided by Toronto Animal Services; and
  - b. enter into contribution agreements, transfer payment agreements, grant agreements or other related agreements with any government, agency, community organization, private entity or individual for the purposes of receiving and using funds for the provision of Council-approved programs and services provided by Toronto Animal Services on such terms and conditions as are satisfactory to the Executive Director, and in a form approved by the City Solicitor, provided that the cumulative amount received from any individual order of government, agency, community organization, private entity or individual shall not exceed \$500,000 in any calendar year.
2. Authorize the Executive Director, MLS, to accept a bequest donation from Dorothy J. Wells' estate valued at \$250,000 and allocate and disburse the funds for the provision of future Toronto Animal Services services and programs.

## **FINANCIAL IMPACT**

---

There is no immediate financial impact resulting from the adoption of the recommendation to provide MLS the authority to enter into agreements for funding related to the provision of services and programs by TAS.

MLS will continue to report on any received grant funding for services and programs of TAS through the annual budget process and in-year variance reporting.

Upon Council approval, the one-time \$250,000 bequest will be added to TAS' Reserve Fund (XR1721).

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial implications as identified in the Financial Impact section.

## EQUITY IMPACT STATEMENT

---

TAS is responsible for delivering by-law enforcement, administration and animal care services to the City of Toronto. Desired outcomes from delivering these services include:

- safe community standards and minimized public nuisances;
- convenient and efficient issuance of licences; and
- safe and reliable protection of animals that are cared for.

TAS aims to deliver these outcomes equitably, particularly for pet owners that are part of an underserved community and/or vulnerable group to ensure they are able to easily and reliably access veterinary care and supplies. For example, TAS has previously received grants from PetSmart Charities of Canada, which were used to support a TAS program focusing on improving access to veterinary services and supplies for Indigenous community members. In past, grant funding has also supported spay-neuter and wellness services where reduced, or waived fees were implemented to bring veterinary services to identified Neighbourhood Improvement Areas and homeless communities.

## DECISION HISTORY

---

On April 30, 2020, City Council adopted [EC12.2 - Delegation of Authority to Receive and Allocate Federal and Provincial Funding for the Delivery of Housing and Homelessness Services](#). Council approved delegated authority for SSHA to receive and allocate federal and provincial funding for the delivery of housing and homelessness services via bylaw amendments to Chapter 169.

## COMMENTS

---

### Current TAS Grants

MLS does not currently have freestanding authority to apply for and enter into grant agreements with organizations outside of the City. As a result, TAS has at times entered into agreements under the City's [Sponsorship Policy](#) with outside parties wishing to provide funding to the City in exchange for sponsorship-type benefits. All Sponsorship Policy requirements do not, however, fit every scenario where TAS might be able to apply for and receive grant funding in a non-sponsorship environment. For example, a grant program may require certain application and reporting requirements which require an exchange of information different than the publicity or promotional arrangements found in many sponsorships.

As there is no City-wide protocol for receiving grants, staff have worked with Legal Services and the Strategic Partnerships Office on a case-by-case basis to receive funding in accordance with existing policies, such as the City's Sponsorship Policy as best possible. This process does not allow TAS to apply for and receive funding through grant processes, which are not covered by and do not fall under existing policies. For

example, grant programs often require the City make an application to a grant provider and agree to certain terms and conditions as part of that application. These requirements might include reporting to the grant provider or sharing information on the applicant's work to be funded through the grant. The City's Sponsorship Policy does not contemplate these sorts of arrangements and requires sponsors to agree that the City's Sponsorship Policy will apply, meaning the terms of the arrangement are dictated more by the City than the outside party who is providing the grant.

The absence of authority for TAS to apply for and enter into agreements for grants means TAS may miss out on funding opportunities to further support its services and programs. Past grant funding has better enabled TAS to provide some non-core services, which can alleviate pressures on TAS' core services, such as animal shelters. For example, grant-funded mobile spay-neuter and wellness clinics for underserved communities has been part of a strategy for TAS to promote pet welfare and responsible pet ownership, which helps proactively prevent pets from being placed in shelters.

Delegated authority would provide TAS the authority to apply for grants and execute grant agreements more efficiently. As such, delegated authority would be conducive to grant administration at TAS, and facilitate the ability to expand grant campaigning activities to attract more funding for programs. Since 2017, TAS executed a total of seven grant funding agreements using existing City authorities, amounting to a total value of \$692,000. The largest amount accepted was in 2017 for \$250,000. A summary of grant funding TAS has accepted since 2017 can be found in Appendix 1.

### **Proposed Delegated Authority**

To streamline TAS' grant administration processes, the report is recommending Council amend [Chapter 169 Officials, City](#) to provide MLS delegated authority to apply for and accept grants from external organizations and other levels of government. If approved, TAS would be able to more efficiently explore, apply for and execute grants where available.

Council has previously approved delegated authority for City staff to enter into grant agreements. [In 2020](#), Council approved delegated authority for the Shelter, Support and Housing Administration division (SSHA) to receive and allocate federal and provincial funding for the delivery of housing and homelessness services via amendments to Chapter 169. While SSHA's grant funding is from grants offered by other levels government, TAS' previous funding has mostly come from private animal welfare organizations or private entities wanting to support animal welfare programs. Staff recommend the delegated authority for MLS have a broader scope to provide flexibility as to who TAS can receive grant funding from in the future.

The proposed delegated authority to accept grants would be for grants with a value up to \$500,000, mirroring the delegated commitment authority for the Executive Director under Municipal Code Chapter 71, Financial Control, and the authority of division heads to accept sponsorships under the Sponsorship Policy. Grants above this amount would be reported to Council. Council will continue to be informed of all grant amounts received by MLS through the annual budget process.

## Guiding Principles

With delegated authority, TAS would continue to consult with Legal Services before entering into grant agreements to ensure that any requirements or conditions set by a grant provider do not conflict with City requirements or policies. In the past, the funding agreements TAS has entered into have involved TAS agreeing to take actions including the following:

- TAS reporting on activities being funded to the funding organization (e.g., engagement metrics, key outcomes, etc.), with such reports not containing personal information or other confidential material of the City; and
- TAS referencing the funding organization in social media posts or at certain City events.

The framework below outlines a non-exhaustive list of guidelines taken from existing City policies (e.g., City Sponsorship and Donation policies) that TAS would continue to follow when conducting its due diligence for potential grant applications and agreements under the new proposed delegated authority:

1. Grant funding may only be applied for and accepted to supplement Council-approved services and programs. The grant must be for purposes consistent with TAS' mandate, programs, services and activities and must be deemed to be in the public interest of the City.
2. The grant must not confer a personal benefit, directly or indirectly, to any particular City employee or official.
3. TAS shall not enter into grant agreements that are conditional upon the endorsement of any product, service or supplier.
4. The grant must not create a financial obligation for the City.
5. The grant must not interfere with existing contractual obligations.
6. The grant must not result in, or be perceived to result in any competitive advantage, benefit, or preferential treatment for the grant provider.
7. TAS shall not apply for or accept grants from parties that are disqualified from doing business with the City, are currently in litigation against the City or who represent a reputational risk to the City through involvement in activities that are contrary to the values of the City.
8. To protect the privacy of Toronto's residents, grant providers are not to have access to personal information held by the City and any provision or handling of information must be in accordance with City requirements, policies and practices, including the Municipal Freedom of Information and Protection of Privacy Act.
9. No form of indemnification will be provided to any grant provider without the express approval of the Legal Services Division.

10. Grant providers are prohibited from implying that their products, services or ideas are sanctioned by the City.
11. There shall be no actual or implied obligation to purchase the product or services of the grant provider.
12. All grants must be documented. TAS shall consult with Legal Services Division regarding appropriate terms and conditions.
13. TAS is responsible for ensuring that any use of the City of Toronto's name, logo and emblems are in accordance with the City's Identity Policy and any public statements or postings are in accordance with the applicable City policies.
14. Grant agreements and arrangements will conform to all applicable federal and provincial statutes, and to all applicable City by-laws, policies and practices.
15. Grant agreements will be for a fixed term and not create obligations for the City beyond the term of the agreement.
16. Grant funding will supplement and not displace TAS' normal funding.
17. As part of its due diligence, prior to proceeding with a grant agreement, TAS is responsible for consulting with the Lobbyist Register and relevant stakeholders, where necessary, and for conducting a risk/benefit assessment of the opportunity.

This is a non-exhaustive list that would be continually evaluated to ensure TAS' grant agreements are consistent with the most up-to-date City policies and guidelines.

## **Donation to TAS**

In August 2023, TAS, in consultation with Legal Services, the Strategic Partnerships Office and Financial Planning, completed its review of a donation by bequest from the estate of Dorothy J. Wells. The donation is in the amount of \$250,000.

In accordance with the [Donations to the City of Toronto for Community Benefits Policy's](#) requirement that City staff report all donations above \$50,000 to City Council, staff are seeking Council's approval for TAS to accept the \$250,000 bequest.

Through its review, staff have determined that the trustee has administered the estate in accordance with the will and the bequest's conditions do not conflict with any City policies or guidelines, including the City's Donations Policy. The funds will be added to TAS' Reserve Fund and will be allocated for the provision of future TAS services and programs.

## **CONTACT**

---

Dr. Esther Attard, Chief Veterinarian and Director, Toronto Animal Services, 416-338-1476, [Esther.Attard@toronto.ca](mailto:Esther.Attard@toronto.ca)

## **SIGNATURE**

---

Carleton Grant  
Executive Director, Municipal Licensing and Standards

## **ATTACHMENTS**

---

1: Summary of Past Grants Received by TAS (2017-2023)