



## Community Investment Program Advisory Committee

Room 206, 2nd Floor, Jubilee Centre  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Wednesday, June 8, 2022  
6:00 PM

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### Agenda

1. **Call to Order**
2. **Adoption of Agenda**
3. **Introductions**
4. **New Business**
  - 4.1. Appointment of Chair and Vice-Chair
  - 4.2. Meeting Schedule
  - 4.3. Governance Orientation
  - 4.4. Community Investment Program Advisory Committee Mandate
  - 4.5. Current Community Investment Program Overview
  - 4.6. Next Steps
5. **Adjournment**

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Community Investment Program

Department Name: Community Services

Document Number: FIN-220

Effective Date: April 1, 2021

Next Revision Date: July 2022

## **STRATEGIC PLAN LINKAGE**

Strategic Priority 1 – Responsible Government

Strategic Priority 2 – Downtown Revitalization

Strategic Priority 3 – Regional Economic Development

Strategic Priority 4 – Rural and Indigenous Communities and Partnerships

## **PURPOSE AND OBJECTIVE**

The objective of this Policy is to:

- (a) establish the Community Investment Program;
- (b) identify budgeting and accounting requirements related to Grants; and
- (c) determine Grant eligibility under the CIP Policy.

The objective of the Community Investment Program is to improve the quality of life of residents, communities and the region as a whole by:

- (a) providing Grants to registered non-profit organizations that contribute positively to Municipal goals and strategic directions;
- (b) providing subsidized funding to Municipal owned facilities that provide opportunities for residents to engage in recreation, leisure, events, culture, and heritage; and
- (c) supporting and enhancing the development of athletes and artists in the region.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. "Applicant" means any group, club, individual or organization incorporated as a non-profit, charitable or Part IX Corporation, or registered as a society under the Alberta Societies Act and is in good standing under its relevant constating legislation.
- 1.2. "Community Investment Program (CIP)" means the program that administers Grant Programs.

- 1.3. "Capital" means an enhancement, development or renovation of public use facilities that are accessible, affordable and inclusive, providing broad opportunity for community members; includes planning, construction, land or equipment purchase; where the capital asset will belong to the Applicant.
- 1.4. "Grant" means a transfer of monies from the Municipality to an Applicant for a project or a purpose according to the requirements outlined by a specific Grant Program.
- 1.5. "Grant Program" means a funding program created to directly administer Grants under specific guidelines.
- 1.6. "Guidelines" means the process or direction given by the Municipality to the Applicant or Recipient to follow relating to eligibility, application process, program deadlines, receipt of funds and reporting criteria under the Grant Program.
- 1.7. "Multi-year Grant Agreement" means an agreement for services, programs or events over a period of time greater than a year. A multi-year agreement may provide that performance under the terms of the agreement during the second and subsequent years contingent upon the allocation of funds.
- 1.8. "Municipal Boundary" means the geographic area of the Municipality and shall include any lands comprising any First Nation Reserve or Métis settlement located within the Municipality's external boundaries.
- 1.9. "Recipient" means an Applicant that is approved by the Municipality to receive a Grant.

## **2. Responsibilities:**

### **2.1. Council:**

- 2.1.1. approve any amendments to this Policy;
- 2.1.2. approve the Grant allocations for each Grant Program;
- 2.1.3. approve new Grant Programs and Grant Program maximums; and
- 2.1.4. Council may review and approve grant requests, in excess of the maximums stated in the Guidelines, by any grant applicant.

### **2.2. Chief Administrative Officer:**

- 2.2.1. recommend any amendments to this Policy; and
- 2.2.2. support the implementation of this Policy.

## **3. General Procedures:**

### **3.1. Eligibility:**

Funding will only be provided to an Applicant that:



- 3.1.1. has resided or has documented history of operating within the Municipal Boundary for at least one year;
- 3.1.2. conforms with the Guidelines of the applied for Grant Program;
- 3.1.3. where the Applicant is a group, club or incorporated organization, it:
  - 3.1.3.1. does not hold unrestricted net assets in excess of the organization's annual operating expenses, as reflected in the financial statements of the most recent fiscal period prior to application; or
  - 3.1.3.2. the total unrestricted net assets held by the Applicant is less than \$50,000;
- 3.1.4. completes and submits all required Grant Program application documentation by the stated deadlines; and
- 3.1.5. the Applicant is in good standing with the Municipality.

### **3.2. What the Community Investment Program will not fund:**

- 3.2.1 Individuals (with the exception of Games Legacy);
- 3.2.2 For-profit organizations;
- 3.2.3 Political organizations;
- 3.2.4 Applicants that have overdue or incomplete accounting or reporting relating to any Grant previously awarded by Municipality;
- 3.2.5 Federal and Provincial governments, and affiliated bodies;
- 3.2.6 Funding for programs or facilities for activities which are the mandate or responsibility of the Federal or Provincial governments, including but not limited to programs and facilities of health care, education, religious activities, housing, and childcare;
- 3.2.7 Debt retirement, depreciation or financing charges;
- 3.2.8 Retroactive payments (with the exception of Games Legacy Grants). These are activities or costs incurred before Grants are approved; or
- 3.2.9 More than 80% of the budget of the program, project, event, service or facility operations.

### **3.3. Application and Assessment Process:**

All eligible applications will be assessed against the following criteria:

- 3.3.1. Anticipated positive community impact aligned to the Municipal Strategic Plan. Applicants must demonstrate how their application positively contributes to the quality of life of residents and what is different as a result of their work.

3.3.2. Evidence of community support. This support could include:

3.3.2.1. additional financial and non-financial resources being leveraged from other sources;

3.3.2.2. details of the number of volunteers that will be involved in the work, and the number of hours they will bring; and

3.3.2.3. collaboration or partnership with other organizations

3.3.3. Sound organizational track record. This considers if the Applicant has the ability, skills and capacity to undertake the work and has undertaken similar work in the past.

3.3.4. Activities do not unnecessarily duplicate successful efforts that already exist in the community.

3.3.5. Sustainability of the organization and activity, as applicable.

3.3.6. The amount of funding requested by Applicants and the funding available in the program.

3.3.7. Approval processes will be consistent with the specific Guidelines of the Grant Program applied for.

3.3.8. Applicants requesting a Grant from any Grant Program may be required to make a presentation to Council.

3.3.9. Grants will be disbursed to Recipients in accordance with the terms and conditions of a Grant agreement, in a form and content approved by the Municipality, between the Municipality and the Recipient.

3.3.10. Multi-year Grant Agreements will be issued based on service requirements and program deliverables. Applicants for the Multi-Year Grant agreements will be required to submit annual budgets to Council for approval.

**3.4. Reserve Funds:**

3.4.1. The Municipality will only use the interest earned on the Games Legacy Reserve Fund to supplement the Games Legacy Grant.

3.4.2. The Municipality may use the Community Initiative Reserve to fund the CIP each year. In accordance with Bylaw No. 02.032 Community Initiatives Reserve, the allocation of these funds will be presented to Council annually.

**3.5. Communications and Grant Recognition:**

3.5.1. Recipients will recognize the Municipality, if required under the Grant Program, as a funding partner in any official communications.



- 3.5.2. Where the Recipient has received a Capital grant, a commemorative plaque or sign may be required to be displayed at the facility, site, or on the equipment, acknowledging the support from the Municipality.

### **3.6. Monitoring and Reporting:**

- 3.6.1. The Municipality will evaluate the outcomes, as outlined in the Grant agreement between the Municipality and the Recipient, to ensure accountability for use of funds and monitor how the desired goals were achieved.
- 3.6.2. Any reporting requirements, as stated in the Grant Programs, not met by the Recipient may result in cancellation of the Grant or ineligibility to apply for and receive Grants in the future.
- 3.6.3. All unexpended funds or funds not used for the intended purpose must be returned to the Municipality, unless the Municipality approves, in writing, their use for another purpose.

## **4. Applicability of Policy:**

The following funding requests are not subject to this Policy:

- 4.1. Exceptional funding requests that do not fall within the eligibility Guidelines of approved Grant Programs or exceed approved budget limits within the Guidelines. Requests of this nature may either:
  - 4.1.1. be brought forward to Council by the CIP Branch at the annual budget approval process for additional consideration and possible incorporation;
  - 4.1.2. be brought forward to Council by the CIP Branch for consideration under exceptional circumstances and be approved by Council as an over-expenditure in the current budget year; or
  - 4.1.3. be denied.

## **5. Funding Limitations:**

### **5.1. Municipal Facility Operating Grant**

- 5.1.1. The Municipal Facility Operating Grant provides funding to registered non-profit organizations that operate and maintain municipally-owned facilities. Facilities shall be operated in accordance with the Operating Agreement between the Municipality and the Recipient.
- 5.1.2. Applicants must present their annual budgets to Council during the annual Operating Budget process.
- 5.1.3. The actual amount of the Grants is subject to the availability of the funds.

## **5.2. Community Sustaining Grant**

- 5.2.1. The Community Sustaining Grant provides funding to registered non-profit organizations that provide strategic services that contribute toward the strategic priorities identified by the Municipality through the Municipal Strategic Plan.
- 5.2.2. Applicants requesting \$250,000 or more, and new Applicants, shall be required to present their annual budgets to Council during the annual operating budget process.
- 5.2.3. Applicants requesting less than \$250,000 may be required to present their annual budgets to Council during the annual operating budget process.
- 5.2.4. The actual amount of the Grants is subject to the availability of the funds.

## **5.3. Community Capital Grant**

- 5.3.1. In addition to the criteria set out in in Section 3 – General Procedures, Community Capital Grants are subject to the following funding limitations:
  - 5.3.1.1. up to 50% of total planning and design costs for the capital project;
  - 5.3.1.2. up to 50% of total construction costs for the capital project; and
  - 5.3.1.3. up to 50% of total land purchase costs for the capital project.
- 5.3.2. The actual amount of the Grants is subject to the availability of the funds.

## **5.4. Community Impact Grant**

- 5.4.1. Applicants shall only submit one application form per stream and shall only receive one Community Impact Grant, per call for Applications.
- 5.4.2. Grant funding may be requested up to a maximum amount that varies depending on the stream, as follows:
  - 5.4.2.1. Community Programs and Projects – maximum \$80,000;
  - 5.4.2.2. Community Events – maximum \$20,000; and
  - 5.4.2.3. New Events – maximum \$50,000.
- 5.4.3. The actual amount of the Grants is subject to the availability of the funds. A Community Impact Grant budget will be proposed to Council during the annual operating budget process, and allocations to Applicants will be recommended to Council no later than January 31 of each fiscal period.
- 5.4.4. Community Impact Grants will be recommended to Council based on a maximum percentage of the budget of the program, project, event, service



or facility operations. The maximum percentage is set to ensure sustainability of the Community Impact Grant and foster a reduction of reliance on the Grants over time. The maximum percentage shall be set as follows:

5.4.4.1. Fiscal period 2021: 80% maximum;

5.4.4.2. Fiscal period 2022: 75% maximum; and

5.4.4.3. Fiscal period 2023: 70% maximum.

## **5.5. Games Legacy Grant**

5.5.1. Applicants shall only submit one application form and shall only receive one Games Legacy Grant, per call for Applications;

5.5.2. Applicants may apply for more than one activity, program or competition;

5.5.3. The actual amount of the Grants is subject to the availability of the funds. A Games Legacy Grant budget will be proposed to Council during the annual operating budget process, and allocations to Applicants will be recommended to Council no later than January 31 of each fiscal period.

5.5.4. Games Legacy Grants will be recommended based on the following maximums:

5.5.4.1. Maximum grant for individuals or coaches will not exceed \$1,500; and


5.5.4.2. Maximum grant teams or groups will not exceed \$3,000.



**APPROVAL**

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time as necessary.


  
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 Don Scott, Mayor


  
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 Jade Brown, Chief Legislative Officer

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 Date
**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: *Societies Act*, R.S.A 2000, c. S-14

Cross References: Community Investment Program Administrative Procedure FIN-220-P01

Position Responsible: Director, Community Services

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

Date	Action	Description
October 2019	Minor Revision	Add Community Capital Grants