



Willow Lake Community Association

Nicole Gardner
WLCA Board Administrator

February 7, 2018





Organization Mandate

Mandate: to provide a “Voice” for the Community, fight for and provide a safe and improved “Quality of Life” for all Rural Communities.

WLCA Board is the Voice for: Anzac, Gregoire Lake Estates, First Nations 468 and residents in and around these areas.

Goals for 2018: See completion of Water and Sewer, Create an Emergency Evacuation Plan, complete and sustain Emergency Contact Office and assist residents in other rural communities to be prepared for emergencies.

Programs/services to be funded by the grant: ESS training/board training, obtaining/improving & maintaining infrastructure, work & maintain relationship with RMWB to work together on current & future projects/issues, and to help residents with ongoing community issues.





Organization Mandate

- The WLCA board is made up of resident volunteers from the rural communities. Every year the board learns, improves and grows.
- We are strong, concerned and involved residents in regards to the safety and infrastructure of all rural communities in our area.
- We are working with the RMWB to bring the rural communities “Quality of Life” and infrastructure to the levels of Fort McMurray.
- 2016 has also taught the board of the need to have the proper safety measures put in our rural communities : Emergency Evacuation Plan, community ESS training and Emergency Contact Office. Once set up, the Board could assist other rural communities in providing information and help regarding safety needs (Conklin, Janvier etc.)





Community Impact

- Every project and issue the WLCA deals with impacts the community as a whole. The Board is working with other organizations and rural areas to create a stronger voice and show support to all rural areas.
- The projects and issues the WLCA works for helps improve the safety of all residents and can vary from requests through the Emergency Contact Office or issues with street lights. The Board works with the RMWB and other organizations to receive, sustain or improve the infrastructure within the rural communities to allow for a better 'Quality of Life'. These improvements also allow for future growth within all rural areas.
- The Board has been instrumental in working with the RMWB and other organizations on the following issues and projects: Street lights, Placemaking, Water and Sewer, Emergency Evacuation Plan, Recreation Center, Fire Hall, and Roads.





2018 Grant Request

Revenue	\$ 0
Expense	\$63,650
Subsidy Requested	\$63,650

Subsidy represents 100% of total expenses





Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (1 part time)	\$30,000	\$30,000
Program Costs	\$0	\$0
Overhead (utilities, insurance, etc.)	\$33,650	\$33,650
TOTAL	\$63,650	\$63,650





Community Investment History

2018 Request	2017	2016
\$63,350	\$60,000	\$60,000

Increase in 2018 of \$3,350 is due to increased overhead costs.



Willow Lake Community Association

2018 Operating Grant Analysis

CIP Grant Summary:

2015	2016	2017	2018 Request	2018 Recommended by CIP	Difference of Recommended vs. Requested
30,000	60,000	60,000	63,650	50,000	(13,650)

Program Reporting Required:

Six Month & Annual Reports

Financial Reporting Required:

Financial Statements Prepared by Board

Notes:

Grant is recommended at \$50,000 as certain expenses are not considered eligible, or are duplication of activities already occurring in the community. Administration is committed to working with the organization to seek alternative sources of revenue.

Budget Line Description	2018 Budget Request	2018 Recommended
Revenues		
RMWB Grant	63,650	50,000
Total Revenues	63,650	50,000
Expenses		
Half Time Position	30,000	30,000
Office Supplies	7,000	3,650
Rental Space	3,350	3,350
Miscellaneous Expenses	3,000	-
Travel Expenses	4,000	2,000
Community Round Table	4,000	2,000
Professional Development	3,300	2,000
Board Insurance	3,000	2,000
Professional and Legal Services	6,000	5,000
Total Expenses	63,650	50,000
Total Surplus (Deficit)	\$ -	\$ -








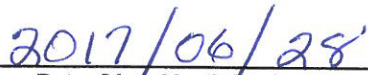
Community Operating Grant Part A - Organization Summary

Organization Name:	Willow Lake Community Association
Street Address:	105B-3 Christing Drive
City/Hamlet:	Anzac
Province:	Alberta
Postal Code:	T0P 1T0
Phone Number:	780-334-2450
Website:	willowlake1@outlook.com
Fiscal Year End:	December 31
Act Registered Under:	Please Select Society's Act / corporation
Registration Number:	5015775538

Note: Organization must be in good standing to receive funding.

Main Contact	
Title:	Board Administrator
Name:	Nicole Gardner
Daytime Phone:	780-334-2450
Email Address:	willowlake1@outlook.com
Executive Director	
Name:	June Catton
Daytime Phone:	FOIP s.17(1)
Email Address:	FOIP s.17(1)
Board Chair / President	
Name:	Darryl Woutkiw
Daytime Phone:	FOIP s.17(1)
Email Address:	FOIP s.17(1)

Declaration of Board Members - In making this application, we, the undersigned, confirm that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

	
Signature of Board Member (must have signing authority)	Signature of Board Member or Executive Director (must have signing authority)
	
Print Name	Print Name
	
Date: (Year-Month-Day)	Date: (Year-Month-Day)

RECEIVED JUN 30 2017

RECEIVED JUN 30 2017

DB

Part B - Board Questionnaire

How often does the Board of Directors meet? once per month

Minimum number of board members according to bylaws: 8

Number of board members:

Currently:

8

2016:

10

2015:

10

Describe measures being undertaken to fill vacant spots if minimum board members are not met:

If minimum requirements are not met, we advertise open positions on WCA, Anzac, and GLE Facebook pages. Also, we advertise in the Anzac Monthly newsletter. The measure taken to recruit board members that works the best is talking to residents about what the board represents.

Please list your current Board of Directors:

[illegible]

Part B - Board Questionnaire

Are any board members being paid, or receiving an honorarium, for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role on the board / organization	Amount received

What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

TO BE a board member of the WLCA
you must:

1. Be 18 yrs or older
2. Be a resident of Anzac or GLE.

How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The WLCA board reviews their financial position every 3 months. As of March 2017, the WLCA changed some policies in regards to the financial reporting of the board. All financials are now reviewed at every board meeting. The board is in the process of obtaining an accountant. The WLCA is to work with the RMWB in 2017 to get assistance in helping increase the types of grants/support the board may receive from other sources besides the municipality.

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Community Investment Advisor, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 788-4309.

Part C - Strategic Plan

The Strategic Plan focuses on **Building a Strong and Resilient Community**. It was built on the feedback received from community residents and leaders and reflects the wishes and needs of the community. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

Please indicate the Objectives in Goal 2: Building Balanced Regional Services or in Goal 7: Building for a Healthy and Active Lifestyle* that apply to the programs, services or events that your organization provides** (check all that apply):

#2. Building Balanced Regional Services

Goal: To deliver high quality and well-planned services to our residents.

By re-focusing attention to core services, as outlined in the Municipal Government Act, and by clearly defining service standards, the Municipality will strengthen service delivery to all residents and businesses within the Region. Our core services are:

Roadways, streets and sidewalks • Flood protection • Police, fire and emergency services •
Public transit • Solid waste • Water • Sanitary and storm drainage • Bylaw enforcement •
Parks and recreation • Cemeteries • Planning and development

- ☒ Strengthen regional service delivery quality.
- ☒ Strengthen service delivery monitoring practices.
- ☒ Implement, improve and maintain core service infrastructure.

#7. Building for a Healthy and Active Lifestyle

Goal: To connect people and communities through accessible, regional-based leisure and wellness activities, programs and public gathering places.

Working with partner organizations and through direct delivery of services to residents throughout the Region, the Municipality provides opportunities for community members to enjoy a high quality of life. Opportunities will include arts, recreation, health and wellness, as well as leisure activities.

- ☐ Encourage the use of the Region's recreational & community facilities, including natural amenities.
- ☒ Encourage and support the social profit sector.
- ☐ Increase accessible recreation and leisure opportunities for all user groups in the Region.
- ☐ Increase opportunities for large-scale sports/cultural tourism events.
- ☐ Increase tourism, culture and arts programming throughout the Region.

* If your organization does not meet any objectives in Goals 2 or 7, please visit <http://www.rmwb.ca/StrategicPlan> to determine which Goal/Objective would be most applicable, and explain how your organization's program/services will achieve those objectives in the space on the next page.

** Please visit <http://www.rmwb.ca/StrategicPlan> if you would like to investigate and describe any other Goals/Objectives that your organization will achieve, and describe in the space on the next page.

Part D - Organization Questionnaire

Mission Statement:

(Attached) Next page

Vision Statement:

What year did the organization complete its last strategic plan?

Provide a brief overview of the organization's strategic priorities:

Part D - Organization Questionnaire

Mission Statement:

The Mission of the Willow Lake Community Association is to communicate advocate and represent the Rural Community on community issues and concerns.

Vision Statement:

The WLCA will be the Voice of the community with the Municipality and other communities. The WLCA will work to increase community engagement with the WLCA regarding community building, community development and all other matters impacting the community.

By being the first point of contact for the Municipality the WLCA will increase their influence with the RMWB in all matters affecting the maintenance and growth of the Community.

What year did the organization complete its last strategic plan?

2014

Provide a brief overview of the organization's strategic priorities:

The WLCA priorities are being the voice of the rural communities in order to implement and or correct any issues or concerns that the residents and business's of the rural communitites may have. The board will continue to improve the working relationship with the RMWB and surrounding industry, business and residents.

the WLCA will work with other communities, boards and groups to strategically align community initiatives and to create a collective voice. The board will continue to work towards providing the rural community with a safer and better "quality of life".

Part D - Organization Questionnaire

List the overall programs, services and events the organization provides:

(Attached)
next page

Describe the elements, activities, or events of general operations that the organization is seeking this funding for:

Part D - Organization Questionnaire

List the overall programs, services and events the organization provides:

- ^ Facilitate round table meetings with other rural communities in our region to discuss ongoing and emerging issues.
- ^ Work with the RMWB to bring forward all updates on Water/ Sewer to the rural communities.
- ^ Work with Rural Boards, residents, Business's and Industry to create an "Emergency Evacuation Plan" for rural areas that also works with the RMWB Evacuation Plan.
- ^ Work together with the community to address "Quality of Life Life" issues.
- ^ Address issues to the RMWB in regards to RCMP, Bylaw, LUB etc.
- ^ Provide proper training to Board Members (eg, First Aid)
- ^ Provide engagement sessions to update the communities on important issues.
- ^ Continue to be the "Information and contact" board for the communities.
- ^ Ensure the board members continue to volunteer within the community in order to continue to be engaged with the residents.

Describe the elements, activities, or events of general operations that the organization is seeking this funding for:

The WLCA board is seeking funding for the following in order to maintain a professional running board for the community.

- ^ Part time employee / 20hrs per week
- ^ Office and communication supplies
- ^ Professional/Legal and Accounting services
- ^ Board Insurance
- ^ Space rentals / travel expenses
- ^ Community engagement
- ^ Professional Development / training
- ^ Advertising / communications
- ^ Custom BBQ Maintenance

Part D - Organization Questionnaire

Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	N/A	
Part Time Positions	Board Administrator	Nicole Gardner

Current Volunteer Information:

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	6	6
Fundraising Volunteers	1	1
Committee Volunteers	8	8
Administrative Volunteers	2	2
Total Organization Volunteers (Count each only once)	16	16

Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 4:

The strategic plan on page four outline the objectives of our board. Our board will work with and fight to achieve the "Core Services" in our rural communities. We will work together with the RMWB towards achieving the goals as outlined on page 4. Not only does the urban areas need to focus on Building a strong and Resilient Community but the rural areas as well. The rural areas are behind in a lot of the core services, the WCHA board is going to work hard to succeed in getting the rural areas up to proper living standards and then keep the communities moving forward.

Part D - Organization Questionnaire

What is the community need that these operations/programming will address?

the Rural Communities need a better "quality of life"
the board will address the following:

- water-sewer
- roads (+ Traffic working Group)
- policing / Bylaw
- LUB
- Rural Evacuation Plan
- community Information Center
- Business Taxes
- Community investment / growth.

How was the need determined?

the needs were determined by the community, for both recently identified issues and concerns and also long term ongoing issues.
these issues were brought forward to the WCA board either by a resident personally or at a community meeting or engagement.

How will these operations/programs address this need?

the WCA Board is the "Voice" of the community. the board members will work with the RMWB to find a way to complete or resolve the needs of the community.
we will enlist the help of residents, other boards, volunteers and the Rural Coalition to obtain a solution to the communities issues, concerns and needs.

Part D - Organization Questionnaire

What do successful operations/programs look like? How do you know they are successful?

Successful operations are when the boards and community all work together amicably and professionally to reach a mutual goal of success.

Success is when the matter has been completed and all parties are satisfied with the outcome.

How are you measuring success (i.e. surveys, evaluation, longitudinal studies)?

The board measures success by the completion of what issues and concerns the board and community have brought forward.

Another way success is measured is by the number of residents who participate in "community engagements" which shows the support from our community in our efforts to improve the communities way of life.

Does these operations/programs duplicate or overlap with other operations/programs offered in the community? How is your organization's offering unique?

The matters the WCA board address do not overlap with other boards / programs within the community.

The board does not do any programming for seniors, youth etc.

The boards offerings are unique in the way it only deals with "community issues and concerns". Many of these are provided by the RMWB

eg) Roads, water-sewer, policing

The board is the voice between the residents and the RMWB to provide an acceptable outcome on ongoing issues.

Part D - Organization Questionnaire

What other community groups are you partnering with? Please outline their roles.

Anzac Volunteer Fire Department

The Anzac Volunteer Fire Department works with the WCA board to provide valuable information as to the safety and needs of the Community & Fire Department.

The WCA then takes any concerns or issues to the RMWB to be resolved.

Both groups work strongly together to ensure the safety and needs of the community are met.

Rural Coalition

The WCA works strongly together with the rural coalition. As a member of the coalition this gives the board a stronger voice in regards to rural issues (eg) water/sewer.

The rural coalition allows all groups to make one strong voice and to help each other and show support for "ALL" rural community issues and concerns in the RMWB area.

Target Segment (choose all that apply):

☐ Aboriginal Adults

☐ Culture

☐ Recreation

☐ Aboriginal Children & Youth

☒ Diversity

☒ Seniors

☒ Adults

☒ Educational

☐ Sports

☐ Arts & Crafts

☒ Families

☐ Volunteerism

☐ Capacity Building

☐ Low Income

☒ Youth

☒ Children

☐ Performing Arts

☐ Other: _____

☒ Community Enrichment

☐ Persons with Mental Illness

Part E - Financial Information, Budget Request & Cash Flow

Other Funding Sources Applied For	Term of Funding	Secured	In Process
Example: United Way	April 2017 - March 2018	50,000,000.00	
Example: Government of Alberta	January 2018 - December 2019		100,000.00
N/A			
at this time			
Total		\$ 0.00	\$ 0.00

Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Community Operating Grant funding:

The WCA board will work together with the RMWB to utilize their knowledge in regards to applying for other grants from the municipality and Province.

Moving forward the WCA will also be looking to industry in the rural areas. The matters that the board works towards improving/recieving also benefit any business and industry in the area.

Part E - Financial Information, Budget Request & Cash Flow

Please explain any cost savings initiatives the organization has, or is planning, to implement:

Due to working together with Industry, other rural groups and business's in regards to upcoming issues and concerns (eg) emergency Evacuation Plan) that need to be resolved, we would also be looking for financial support from these groups to help our board continue to succeed.

The WLCA will also be looking to other other grants that may be available so as not to rely just on the RMWB grant. The board would like to eventually see financial aid from multiple sources, so as not to rely solely on the RMWB.

In a time of fiscal restraint, the Municipality would like to know how the organization is working towards a sustainability plan to ensure the operations/programming are continued, should the CIP's Community Operating Grant be decreased or eliminated in the future:

At this time, if the CIP was to be decreased or eliminated it would cause the WLCA board some hardship and set us back. As of now, the CIP is the only funding the board receives. Due to "zero" based budgeting being implemented, we are not able to carry over any funds to give us some funding in the next year to give us time to make a new plan. If reduced or eliminated the boards would have to rely on donations from industry and business's. This would be difficult during the economic downturn we are in. We would also rely heavily on volunteers.

Space continues on next page...

Part E - Financial Information, Budget Request & Cash Flow

Half time Position (20 hrs per week)	\$ 30,000.00
Office supplies/ Rental space Misc. expenses	\$ 13,350.00
Board Members Administration/ Travel expenses Communities Roundtable Professional Development	\$ 11,300.00
Services/ Board Insurance Professional Services Legal services	\$ 9,000.00

Total 2018 Budgeted Revenue (excluding RMWB Operating Grant)	\$ 0
Total 2018 Budgeted Expenses	\$ 63,650.00
Surplus* / (Deficit)	\$ 0.00

2018 Operating Grant Request Amount:

\$ 63,650.00

* If in a surplus position, organization is not eligible for an Operating Grant.

Please Indicate Preferred Cash Flow, if approved:**

January/February	50%	April
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(no more than 75% of request)

August	50%	October
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** Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as 6-month reports are due by July 31 and require Administrative review prior to August/October disbursements.

Part F - Additional Information

Provide any additional information that may assist in developing a better understanding of your organization or its services/programs during the budget review:

(Attached)
next pages.

Part G - Required Attachments for Application

The following attachment **MUST** accompany your application:

- ☒ A detailed budget showing projected 2018 revenue and expenses
- ☐ 2018 Business Plan
- ☒ Logic Model (if available)
- ☒ Proof of active status as a registered non-profit organization (dated within 3 months of submission date)
- ☒ Financial Statements of two (2) most recent fiscal years

Request #1

Half Time Position

\$30,000.00

This position is a part-time position (20 hours per week).

As our community and Board grows, the need to have someone available on a consistent basis has become a necessity to ensure the organization and efficiency of our Board.

As the board takes on more issues and concerns, the need for extra hours will grow in the near future.

This position would provide ongoing office management, phone and e-mail support. Also, manage mail and other correspondence, enquiries, publications, grant applications, funding requests, and other duties as required. The employee would also be representing our Board at various community meetings and events.

The WLCA board is now working with industry (Nexen , Suncor and Conoco Phillips) and other Rural Boards (Fire Fighters, AFCSS etc) in creating a Emergency Evacuation Plan for our Rural Area. The WLCA board is looking to be the First Contact in an Emergency situation in the Community. If this occurs, the WLCA board will require more hours for the position in the foreseeable future.

this amount also includes CRA remittance

Request #2
Office supplies/
rental space/misc. expenses

\$13,350.00

These funds are needed to cover all office expenses and supplies.

computer/printer equipment and repairs

Ink / paper / binders / pens etc.

meeting/ round table supplies

advertisement costs

meeting space rentals (eg: Rec One meeting rooms)

supplies for meetings - cups/plates etc

custom BBQ supplies

BBQ/C-can maintenance

This funding request is very important in the day to day running of the board. It allows the board members and employee position to have the necessary tools, office, supplies and equipment to help run an efficient and professional board.

As the board grows our needs will also grow. (eg: office space)

The WLCA board will work with the RMWB as well as industry and business's to help with a future plan and funding to allow for this growth.

Request #3

Board Members Administration/
Travel Expenses
Communities Round Table
Professional Development

\$11,300.00

This is an important part of the funding request. It allows the board members to provide to the community a knowledgeable and professionally run board.

These categories allow board members to communicate with other rural communities such as Conklin, Janvier, GLE and the Rural Coalition. It provides the opportunity to share and discuss issues and concerns and come up with workable solutions. As we work with more and more groups our need for board member training also grows. For example, the WLCA board is now working to become the Emergency Contact for our Rural area. We are also working with Industry (Nexen -Suncor-Conoco Phillips) in the local rural areas to create a Emergency Evacuation Plan for the Rural area. The board members would benefit from OSI 100/200 and First Aid Training to bring more to the table in developing these Emergency Plans. Any and all training would be a benefit to the community when all plans are in place and the board is trained and ready for emergency situations.

Ongoing Professional Development allows the board to improve their ability to provide appropriate programs and services to our communities.

As the WLCA Board works with the RMWB, this category allows members to travel to different meetings and Council chambers as needed to further rally to improve our communities issues and concerns.

The grant received from the RMWB is extremely important to the growth and continuation of the WLCA Board. It allows us to be a professional and effective board in

"Improving the Quality of Life" in the rural communities.

Request #4

Services/

\$9,000.00

Board Insurance

Professional Services

Legal Services

This section of the budget request allows the board to be compliant within the Societys Act. It also allows the board professional advice if any issues or concerns are brought to the board that require the services of a professional (eg: Lawyer , Accountant)

Also, the board is in the process of hiring an Accountant to get our financials set up in a professional manner, with regular reviews from the Accountant.

These steps allow the Board to move forward towards having a more knowledgeable board in regards to financial matters. This allows the board to grow and move forward with confidence to better serve the community.