



# COUNCIL POLICY

Policy Name: Community Investment Program  
 Department Name: Office of the Chief Financial Officer  
 Policy Number: FIN-220  
 Effective Date: October 1, 2018                      Next Revision Date: October 1, 2021

---

## **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:

1. Establish the Community Investment Program (CIP);
2. Identify budgeting and accounting requirements related to Municipal grants; and
3. Determine eligibility for funding under the CIP Policy.

## **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.
- 1.2. “CIP” means the program that administers Grant Programs.
- 1.3. “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.
- 1.4. “Grant Program” means a funding program created to directly administer Grants under specific guidelines.
- 1.5. “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.
- 1.6. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.7. “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.

1.8. “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.

### 2.2. Senior Leadership Team:

- 2.2.1. Support the implementation of this Policy.
- 2.2.2. Ensure compliance with this Policy.
- 2.2.3. Support and recommend any amendments to this Policy and Grant Programs.
- 2.2.4. Approve any amendments to the Guidelines.

### 2.3. Chief Financial Officer:

- 2.3.1. Ensure that the Policy is enforced and is consistent with the Municipality’s accounting procedures.
- 2.3.2. Provide Council with the information it requires to make decisions on an ongoing basis.

### 2.4. CIP Branch:

- 2.4.1. Review and evaluate funding requests from Applicants and make recommendations to Council about allocation of Grants to Recipients under the Grant Programs.
- 2.4.2. Implement all aspects of the CIP and ensure that it has sufficient resources to fulfill this responsibility.
- 2.4.3. Recommend new Grant Programs for adoption by Council under this Policy.
- 2.4.4. Ensure Recipients are accountable for their use of the Grant.
- 2.4.5. Ensure Municipal budgets are prepared using all Guidelines in this Policy.
- 2.4.6. Ensure that adequate procedures and systems are in place to administer the CIP.
- 2.4.7. Develop Guidelines for Grant Programs.

## **3. General Procedures:**

### 3.1. Eligibility:

Funding will only be provided to an Applicant that:

- 3.1.1. resides or operates within the Municipal Boundary;
- 3.1.2. enhances leisure, cultural, recreational, or quality of life issues, or makes a social or community investment within the Municipal Boundary;
- 3.1.3. conforms with the Guidelines of the applied for Grant Program;
- 3.1.4. where the Applicant is a group, club or incorporated organization and 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; and

- 3.1.5. completes and submits all required Grant Program application documentation by the stated deadlines.
- 3.2. Applicability of Policy:  
The following funding requests are not subject to this Policy:
- 3.2.1. 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:
- (i) be brought forward to Council by the Applicant at the annual budget approval process for additional consideration and possible incorporation;
  - (ii) be brought forward to Council by the Applicant for consideration under exceptional circumstances and be approved by Council as an over-expenditure in the current budget year; or
  - (iii) be denied.
- 3.3. Application and Funding Process:
- 3.3.1. The Municipality will evaluate applications based on the type of funding request and their conformity with the available Grant Programs and funding limits.
- 3.3.2. Approval processes will be consistent with the specific guidelines of the Grant Program applied for.
- 3.3.3. Applicants requesting a Grant for the Sustaining Grant Program must make a presentation to Council.
- 3.3.4. Applicants requesting a Grant from any Grant program may be required to make a presentation to Council.
- 3.3.5. 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.
- 3.4. Games Legacy Reserve Fund:
- 3.4.1. The Municipality will only use the interest earned on the Games Legacy Reserve Fund to supplement the Games Legacy Grant.
- 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.
- 3.6. 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.

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: N/A

Cross References: N/A

Position Responsible for Policy: Chief Financial Officer, Office of the Chief Financial Officer

**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.

\_\_\_\_\_  
Don Scott, Mayor

\_\_\_\_\_  
Chief Legislative Officer

\_\_\_\_\_  
Approval Date