

# COUNCIL POLICY



Document Name: Community Investment Program

Department Name: ~~Office of the Chief Financial Officer~~ [Community Services](#)

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## **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. “Community Capital Grant” means a funding program created to enhance the capital 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.

1.3.1.4. “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.

1.4.1.5. “Grant Program” means a funding program created to directly administer Grants under specific guidelines.

~~1.5.1.6.~~ “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.

~~1.6.1.7.~~ “Municipality” means the Regional Municipality of Wood Buffalo.

~~1.7.1.8.~~ “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.

~~1.8.1.9.~~ “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.

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. 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 to Council any amendments to this Policy and Grant Program maximums.

2.2.4. Approve any amendments to the Guidelines.

~~2.1. Chief Financial Officer:~~

### 2.3. Director of Community Services:

~~2.1.1.2.3.1.~~ Ensure that the Policy is enforced ~~and is consistent with the Municipality’s accounting procedures.~~

~~2.1.2.2.3.2.~~ Provide Council with the information it requires to make decisions on an ongoing basis.

### 2.2.2.4. CIP Branch:

~~2.2.1.2.4.1.~~ Review and evaluate funding requests from Applicants and make recommendations to Council about allocation of Grants to Recipients under the Grant Programs.

2.2.2.2.4.2. Implement all aspects of the CIP and ensure that it has sufficient resources to fulfill this responsibility.

2.2.3.2.4.3. Recommend new Grant Programs for adoption by Council under this Policy.

2.2.4.2.4.4. Ensure Recipients are accountable for their use of the Grant.

2.2.5.2.4.5. Ensure Municipal budgets are prepared using all Guidelines in this Policy.

2.2.6.2.4.6. Ensure that adequate procedures and systems are in place to administer the CIP.

2.2.7.2.4.7. 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, it:~~

3.1.3.1.3.1.4.1. 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; ~~and/or~~

3.1.4.2. The total unrestricted net assets held by the Applicant is less than \$50,000; and

3.1.4.3.1.5. 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 ApplicantCIP Branch at the annual budget approval process for additional consideration and possible incorporation;

(ii) be brought forward to Council by the ApplicantCIP Branch 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 funding through~~ the Sustaining Grant Program or Community Capital Grant 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.

3.5.2. Where the Recipient has received a Community Capital Grant of \$100,000 or more, a commemorative plaque or sign is to be displayed at the facility or on the equipment, or site, acknowledging the support from the Municipality.

3.5.3. Where the Recipient has received a Community Capital Grant of less than \$100,000, the Municipality may request that a commemorative plaque or sign be displayed at the facility or on the equipment or site 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. Community Capital Grants**

### **4.1 Funding Limitations**

In addition to the criteria set out in in Section 3 – General Procedures, Community Capital Grants are subject to the following funding limitations:

4.1.1. up to 50% of total planning and design costs for the capital project;

4.1.2 up to 50% of total construction costs for the capital project; and

4.1.3 up to 50% of total land purchase costs for the capital project.

### **4.2 Ineligibility**

The following applications are ineligible for funding under the Community Capital Grant program:

4.2.1 Federal and Provincial governments, and affiliated bodies;

4.2.2 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.

4.2.3 Funding for completed projects or projects which have commenced but have identified funding shortfalls.