



Community Investment Program Approval Committee

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

Thursday, November 16, 2023
5:00 PM

Agenda

1. **Call to Order**
 2. **Adoption of Agenda**
 3. **Minutes Approval**
 - 3.1. Community Investment Program Approval Committee Meeting - October 30, 2023
 4. **New and Unfinished Business**
 - 4.1. Conflict of Interest Overview
 - 4.2. Committee Roles and Responsibilities
 - 4.3. Meeting Schedule
- Adjournment**

**Minutes of a Meeting of the Community Investment Program Approval Committee
held via electronic communications in Fort McMurray, Alberta, on Monday,
October 30, 2023, commencing at 5:00 PM.**

Present:

Erica Brewer, Vice-Chair, Public-At-Large
Trudy Cockerill, Social Profit - Rural Organization
Michael McQuilter, Oil Sands Industry Representative
Anna Seinen, External Funding Representative
Liana Wheeldon, Social Profit - Large Organization
Funky Banjoko, Councillor
Jane Stroud, Councillor

Absent:

Chantal Beaver, Chair, Public-At-Large
Matthew Miniely, Social Profit - Small Organization

Administration:

Deanne Bergey, Director, Community and Protective Services
Janelle Fleury, Department Administrator, Community and Protective
Darlene Soucy, Clerk, Legislative Services

1. Call to Order

Darlene Soucy, Clerk, Legislative Services, called the meeting to order at 5:02 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Erica Brewer
SECONDER:	Trudy Cockerill
FOR:	Brewer, Cockerill, McQuilter, Seinen, Wheeldon
ABSENT:	Beaver, Miniely

3. New Business

3.1. Appointment of Chair and Vice-Chair

Chantal Beaver self-nominated via a written submission for the position of Chair. Chantal Beaver was elected Chair by acclamation as no other nominations were made.

MOTION:

THAT Chantal Beaver be appointed to the position of Chair.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Anna Seinen
SECONDER:	Liana Wheeldon
FOR:	Brewer, Cockerill, McQuilter, Seinen, Wheeldon
ABSENT:	Beaver, Miniely

Erica Brewer self-nominated for the position of Vice-Chair. Erica Brewer was elected Vice-Chair by acclamation as no other nominations were made.

MOTION:

THAT Erica Brewer be appointed to the position of Vice-Chair.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Liana Wheeldon
SECONDER:	Michael McQuilter
FOR:	Brewer, Cockerill, McQuilter, Seinen, Wheeldon
ABSENT:	Beaver, Miniely

3.2. Community Investment Program Approval Committee Mandate

Janelle Fleury, Department Administrator, Community and Protective Services, presented an overview of the Community Investment Program Approval Committee's (CIPAC) mandate to review recommendations for the Community Sustaining Grant, Community Capital Grant, Community Impact Grant and the Games Legacy Grant to select the successful applicants and determine the grant amounts to be awarded. It was further noted that the CIPAC would also review the Community Investment Program and make recommendations to Council on improvements and enhancements to the program as set out by Committees Bylaw No. 17/024.

3.3. Current Community Investment Program Overview

Janelle Fleury, Department Administrator, Community and Protective Services, presented an overview of the current Community Investment Program Policy FIN-220 grant program procedures, timelines, eligibility and assessment criteria, and outcome measurements for the Community Sustaining Grant, Community Capital Grant, Community Impact Grant and the Games Legacy Grant, which the Community Investment Program Approval Committee will be responsible for reviewing and approving eligible applications.

3.4. Next Steps

Janelle Fleury, Department Administrator, Community and Protective Services, noted that next steps for the Committee will include an in-depth review of the guidelines, assessment and scoring criteria for the various grant streams and determining the Committee's review and approval process.

3.5. Meeting Schedule

MOTION:

THAT a meeting of the Community Investment Program Approval Committee be held on Thursday, November 16, 2023.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Liana Wheeldon
SECONDER:	Anna Seinen
FOR:	Brewer, Cockerill, McQuilter, Seinen, Wheeldon
ABSENT:	Beaver, Miniely

Adjournment

The meeting adjourned at 5:40 p.m.

Chair

Minutes Acceptance: Minutes of Oct 30, 2023 5:00 PM (Minutes Approval)

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Community Investment Program

Department Name: Community and Protective Services

Document Number: FIN-220

Effective Date: July 11, 2023

Next Revision Date:

July 11, 2026

STRATEGIC PLAN LINKAGE

Strategic Priority 1 – Fiscal Management

Strategic Priority 2 – Building Partnerships

Strategic Priority 3 – Rural and Indigenous Communities and Partnerships

Strategic Priority 4 – Local Economy

Strategic Priority 5 – Downtown Visualization

PURPOSE AND OBJECTIVE

The Regional Municipality of Wood Buffalo (the “Municipality”) is committed to providing strategic investment Grants to not-for-profit organizations and communities through the Community Investment Program (the “Program”), which

- (a) provides Grants to registered non-profit organizations that positively contribute to Municipal goals and strategic directions;
- (b) provides Grants to operators of municipally-owned facilities that provide opportunities for residents to engage in recreation, leisure, events, arts, culture, and heritage; and
- (c) provides Grants to registered non-profit organizations, individuals, teams, and groups to support and enhance the development of athletes and artists in the region.

The purpose of the Community Investment Program Policy (the “Policy”) is to:

- (a) identify the different Grants available under the Program;
- (b) set Grant eligibility requirements;
- (c) set budgeting and accounting requirements for Applicants; and
- (d) set reporting requirements for Recipients.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Administration Team” means the employees responsible for the administration of the Community Investment Program, including Program staff and representatives from other

municipal departments who provide subject matter expertise and identify duplication of services and programs across departments.

- 1.2. “Agreement” means the agreement between the Recipient and the Municipality that sets out the terms and conditions for participating in the Program.
- 1.3. “Applicant” means any group, club, individual, or organization incorporated as a non-profit, charitable, or Subsidiary Corporation, or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
- 1.4. “Approval Committee” means the Council Committee to approve Grant recommendations, which is composed of Council-appointed members at large and supported by members of the Administration Team who provide information and guidance as needed.
- 1.5. “Capital” means an enhancement, development, or renovation of public use facilities that are accessible, affordable, and inclusive and that provide broad opportunity for community members, including planning, construction, land, or equipment purchase where the capital asset will belong to the Applicant.
- 1.6. “Grant” means a transfer of monies from the Municipality to an Applicant for a project or purpose according to the requirements of the Program.
- 1.7. “Guidelines” means the document that establishes Grant eligibility, application processes, program deadlines, fund distribution processes, and reporting criteria for the Program.
- 1.8. “Multi-year Agreement” means an agreement for services, programs, or events over a period of time greater than one year.
- 1.9. “Program Grants” means the different Grant options available under the Program.
- 1.10. “Recipient” means an Applicant that has been approved to receive a Grant and has signed an Agreement with the Municipality.
- 1.11. “Streams” means the different Grant options available under a Program Grant.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve any amendments to this Policy;
- 2.1.2. set funding priorities during the strategic planning process in consideration of specific community needs results of outcome measurements from preceding years;
- 2.1.3. approve the total budget for the Program during the annual budget process;
- 2.1.4. approve Municipal Facility Operating and Subsidiary Grants applications during the annual budget process;
- 2.1.5. approve Grant allocations for other Program Grants including Community Sustaining Grant, Community Capital Grant, Community Impact Grant, and Games Legacy Grant;

- 2.1.6. approve new Program Grants, Streams, and Grant maximums;
- 2.1.7. appoint members of the Approval Committee;
- 2.1.8. delegate authority to the Approval Committee to review and approve applications; and
- 2.1.9. forward inquiries from community members to the Administration Team.

2.2. Chief Administrative Officer to:

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

2.3. Approval Committee to:

- 2.3.1. review the recommendations brought forth by the Administration Team for the Community Sustaining Grant, Community Capital Grant, Community Impact Grant, and Games Legacy Grant;
- 2.3.2. select successful Applicants and determine amounts to be awarded; and
- 2.3.3. report to Council on successful Applicants and amounts awarded.

2.4. Administration Team to:

- 2.4.1. complete all administrative tasks related to the opening and closing of applications as well as support services for Applicants;
- 2.4.2. enforce the terms and conditions set out in the Policy and Agreement;
- 2.4.3. conduct a preliminary review of applications to eliminate any not meeting the eligibility criteria;
- 2.4.4. consult with subject matter experts from municipal departments to complete application scoring cards and identify duplication of services; and
- 2.4.5. review progress reports submitted by Recipients to assess compliance and provide Council with a report summarizing outcome measurements.

3. General Procedures:

3.1. Municipal Control:

- 3.1.1. The Municipality may close the Program to new applications at any time without notice.
- 3.1.2. The Municipality may terminate the Program at any time without notice.
- 3.1.3. Recipients are bound by the terms and conditions of any Agreements.
- 3.1.4. Despite any indications to the contrary, at no point in the Application process does the Municipality accept any obligation to execute an Agreement.

3.2. Program Grants:

- 3.2.1. The Program provides the following Grants:
 - 3.2.1.1. Municipal Facility Operating Grant;
 - 3.2.1.2. Subsidiary Grant;

- 3.2.1.3. Community Sustaining Grant;
- 3.2.1.4. Community Capital Grant;
- 3.2.1.5. Community Impact Grant; and
- 3.2.1.6. Games Legacy Grant.
- 3.2.2. Municipal Facility Operating Grant
 - 3.2.2.1. The Municipal Facility Operating Grant provides funding to registered non-profit organizations that operate and maintain municipally-owned facilities.
 - 3.2.2.2. The amount of the Grant is subject to the availability of funds.
- 3.2.3. Subsidiary Grant
 - 3.2.3.1. The Subsidiary Grant provides funding to Municipal owned or controlled organizations to support programs and services that align with Council's Strategic Plan.
 - 3.2.3.2. The amount of the Grant is subject to the availability of funds.
- 3.2.4. Community Sustaining Grant
 - 3.2.4.1. The Community Sustaining Grant provides funding to registered non-profit organizations that provide strategic services that contribute to the strategic priorities set forth in Council's Strategic Plan.
 - 3.2.4.2. The amount of the Grant is subject to the availability of funds.
- 3.2.5. Community Capital Grant
 - 3.2.5.1. The Community Capital Grant provides funding to registered non-profit organizations to support the enhancement, development, or renovation of public use facilities.
 - 3.2.5.2. Community Capital Grants are subject to the following funding limitations:
 - (a) up to 50% of total planning and design costs for the capital project;
 - (b) up to 50% of total construction costs for the capital project; and
 - (c) up to 50% of total land purchase costs for the capital project.
 - 3.2.5.3. The amount of the Grant is subject to the availability of funds.
- 3.2.6. Community Impact Grant
 - 3.2.6.1. The Community Impact Grant provides funding to registered non-profit organizations to deliver programs, projects, and events that improve quality of life for residents in the region.
 - 3.2.6.2. Applicants shall only submit one application and shall only receive one Community Impact Grant per call for applications.
 - 3.2.6.3. Grant funding may be requested up to a maximum amount that varies depending on the Stream, as follows:
 - (a) Community Programs and Projects – maximum \$80,000; and

(b) Community Events – maximum \$20,000.

3.2.6.4. The amount of the Grant is subject to the availability of funds.

3.2.6.5. The maximum percentage is set to ensure sustainability of the Grant and to reduce reliance on the Grants over time. The maximum percentage shall be set at 75%.

3.2.7. Games Legacy Grant

3.2.7.1. The Games Legacy Grant provides funding to support development in amateur sport, cultural activities, and the arts, and residents competing at a provincial, national, or international level.

3.2.7.2. Applicants shall only submit one application and shall only receive one Games Legacy Grant per call for applications.

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

3.2.7.4. The amount of the Grant is subject to the availability of funds based on interest from the Games Legacy Endowment Fund.

3.2.7.5. Once the established amounts as determined under 3.8 are allocated to applicants, the Games Legacy Grant will be capped.

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

(a) Maximum Grant for individuals or coaches will not exceed \$1,500; and

(b) Maximum Grant for teams or groups will not exceed \$3,000.

3.3. General Eligibility Criteria:

3.3.1. Grants will only be provided to an Applicant that:

3.3.1.1. has resided or operated within the Regional Municipality of Wood Buffalo for at least one year;

3.3.1.2. has operations within and provides services to residents of the Regional Municipality of Wood Buffalo;

3.3.1.3. provides programs and services that are aligned with Council's strategic objectives as documented in Council's Strategic Plan; and

3.3.1.4. meets additional eligibility requirements of the specific Stream.

3.3.2. Where the Applicant is a group, club, or incorporated organization, it shall not:

3.3.2.1. 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; unless

3.3.2.2. the total unrestricted net assets is less than \$50,000.

3.3.3. The following must be satisfied and will be verified by the Municipality prior to awarding of Grant funding:

3.3.3.1. property taxes must be current and paid;

3.3.3.2. utility bills must be current and paid;

- 3.3.3.3. there must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw, or other regulation;
- 3.3.3.4. Applicant must not be a party to a legal dispute with the Municipality; and
- 3.3.3.5. all necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.
- 3.3.4. Exceptions to section 3.3.3 will be at the discretion of the Municipality on a case-by-case basis.
- 3.3.5. The following are ineligible to receive Grants under the Program:
 - 3.3.5.1. individuals (with the exception of the Games Legacy Grant);
 - 3.3.5.2. for-profit organizations;
 - 3.3.5.3. political organizations;
 - 3.3.5.4. federal and provincial governments and affiliated bodies;
 - 3.3.5.5. Applicants that have overdue or incomplete accounting or reporting requirements related to any Grant previously awarded by the Municipality;
 - 3.3.5.6. Applicants who request funding for programs or services that are provided by a group or organization that is already funded by the Municipality;
 - 3.3.5.7. Applicants that do not demonstrate adherence to policy, strategic priorities, and relevant outcome measurements;
 - 3.3.5.8. Applicants who request funding for programs, activities, or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious activities, housing, and childcare programs and facilities;
 - 3.3.5.9. Applicants who request funding for programs or services that conflict or compete with other programs or services funded or provided by the Municipality;
 - 3.3.5.10. Applicants who request funding for debt retirement, depreciation, or financing charges;
 - 3.3.5.11. Applicants who request funding for retroactive payments (i.e., costs incurred before Grants are approved), with the exception of Games Legacy Grant;
 - 3.3.5.12. Applicants who request funding amounting to more than 75% of the budget of the program, project, event, service, or facility operations (with the exception of the Games Legacy Grant); and
 - 3.3.5.13. Applicants that do not meet the minimum eligibility requirements.

3.4. **Submission of Applications:**

- 3.4.1. All applications must be submitted through the application portal prior to the application closing date.

3.4.2. Applications that are not submitted before the deadline will not be considered for Grant funding.

3.4.3. The Administration Team shall only accept complete applications.

3.5. Assessment Criteria:

3.5.1. Eligible applications will be prioritized based on the greatest positive impact on the community.

3.5.2. Applications will be assessed using the following criteria:

3.5.2.1. alignment with Council's Strategic Plan;

3.5.2.2. contribution to the quality of life of residents and anticipated impact of the funding;

3.5.2.3. evidence of community support, including:

(a) additional financial and non-financial resources being leveraged from other sources (including success rate at achieving other funding sources);

(b) number of volunteers that will be involved in the work and the number of hours they will contribute; and

(c) collaboration or partnerships with other organizations;

3.5.2.4. organizational track record, including, but not limited to, ability, skills, and capacity to undertake the work;

3.5.2.5. history of having successfully completed similar work;

3.5.2.6. extent to which the funding targets Indigenous culture and communities and promotes Indigenous community healing, language, cultural restoration, reconciliation, equity, and inclusion through the program, service, or event;

3.5.2.7. whether similar services already exist in the community;

3.5.2.8. overall sustainability of the organization and activity;

3.5.2.9. type and purpose of the Grant funding request; and

3.5.2.10. availability of funding.

3.6. Approval Committee Decisions:

3.6.1. There is no appeal of the Approval Committee's decision.

3.6.2. An Applicant may request disclosure of evaluations of their application.

3.6.3. Additional information is available in the Community Investment Program Administrative Procedure FIN-220-P01.

3.6.4. Irregularities in the Grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

3.7. Reserve Funds:

3.7.1. The Municipality may use the Community Initiative Reserve to fund the Program each year.

- 3.7.2. In accordance with Bylaw No. 02/032 Community Initiatives Reserve, the allocation of these funds will be presented to Council annually.
- 3.8. **Endowment Funds:**
 - 3.8.1. The Municipality will use the interest earned on the Games Legacy Reserve Fund only to supplement the Games Legacy Endowment Grant.
 - 3.8.2. In the event that the interest from the Games Legacy Fund is less than \$10,000, an Operating Budget request will be proposed to Council during the annual operating budget process.
 - 3.8.3. In the event that the interest from the fund is greater than \$15,000, the surplus will be added to the Games Legacy Endowment Fund.
- 3.9. **Approval and Disbursement Processes:**
 - 3.9.1. Approval processes will be consistent with the Guidelines.
 - 3.9.2. Grants will be disbursed only to Recipients in accordance with the terms and conditions of the Agreement.
 - 3.9.3. Multi-year Agreements will be issued based on service requirements and program deliverables.
 - 3.9.4. Applicants for multi-year funding will be required to provide annual budget requests and confirmation of operational changes.
- 3.10. **Communications and Grant Recognition:**
 - 3.10.1. If required by the Agreement, Recipients will recognize the Municipality as a funding partner in any official communications.
 - 3.10.2. Where the Recipient has received a Capital Grant, a commemorative plaque or sign may be required to be displayed at the facility or site, or on the equipment, acknowledging the financial support from the Municipality.
- 3.11. **Monitoring and Reporting:**
 - 3.11.1. The Administration Team will evaluate the outcomes, as outlined in the Agreement between the Municipality and the Recipient, to ensure accountability for use of funds, monitor how goals were achieved, and assess ability to address funding priorities.
 - 3.11.2. Recipients will be required to report on the status of any additional funds included in their Grant application.
 - 3.11.3. Eligibility for future funding will depend on the actual outcomes compared to the predicted outcomes included in the application.
 - 3.11.4. Guidelines may require 6-month and annual outcome measurements and progress reporting.
 - 3.11.5. Recipients who receive more than \$25,000 or more than 50% of Grant maximum, not including Games Legacy Grants, are subject to an annual review.
 - 3.11.6. Recipients who have less than three years of history with the Program are subject to an annual review.

- 3.11.7. The Administration Team may require additional reporting on a case-by-case basis.
- 3.11.8. Any reporting requirements not met by the Recipient may result in cancellation of the Grant or ineligibility to receive Grants in the future.
- 3.11.9. All funds not used for the approved purpose must be returned to the Municipality, unless the Municipality approves, in writing, their use for another purpose, as per the guidelines below:
 - 3.11.9.1. Amounts below \$2,500 may be forgiven;
 - 3.11.9.2. Amounts greater than \$2,500 and below \$25,000 may be requested to be repaid in full or be subject to reduction in future requests; and
 - 3.11.9.3. Any amounts over \$25,000 will be requested to be repaid in full.
- 3.11.10. Use of Grant funds is limited to the Grant cycle in which they are awarded. These amounts will not be reserved and carried over, except in the following circumstance:
 - 3.11.10.1. when written request and approval is provided by the Municipality; or
 - 3.11.10.2. when the Municipality announces that amounts can be carried over due to unforeseen situations, at the discretion of the Municipality.
- 3.12. **Budget Process:**
 - 3.12.1. **Municipal Facility Operating Grant and Subsidiary Grant:**
 - 3.12.1.1. Applicants for the Municipal Facility Operating and Subsidiary Grants shall present their annual budgets to Council as part of the annual Operating Budget process.
 - 3.12.2. **Community Impact, Community Capital, Community Sustaining, and Games Legacy Grants:**
 - 3.12.2.1. The Community and Protective Services department shall prepare the annual budget for the Program with consideration given to Program outcome measurement results for previous years and alignment with Council's Strategic Plan.
 - 3.12.2.2. The Community and Protective Services department shall present the budget request to Council during the annual operating budget process.
 - 3.12.2.3. Maximum budgets for Program Grants will be established for consideration during the Grant cycle.
 - 3.12.2.4. For the Community Sustaining Grant:
 - (a) All first-time applicants shall be required to present their annual budgets to the Approval Committee.
 - (b) All others may be required to present their annual budgets to the Approval Committee.
 - 3.12.3. Where possible, Recipients should procure goods and services locally.

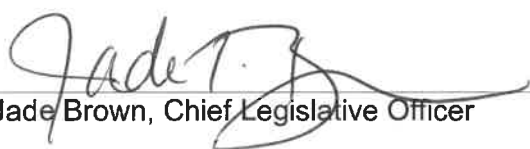
4. Rescind and Replace

This Policy rescinds and replaces the Community Investment Program Policy FIN-220, dated April 1, 2021.

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.



Sandy Bowman, Mayor

Jade Brown, Chief Legislative Officer

Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Societies Act, RSA 2000, c S-14
Municipal Government Act, RSA 2000, c M-26

Cross References: Community Investment Program Administrative Procedure FIN-220-P01
Whistleblower Policy LEG-150

Position Responsible: Director, Community and Protective Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
June 24, 2014	Introduction	New Community Investment Program Policy FIN-220 to rescind and replace the Grant Distribution Policy FIN-100.
March 10, 2015	Revision – Substantive	The application and funding process was revised to include thresholds requiring presentation to the Audit and Budget Committee.
October 8, 2019	Revision – Substantive	Added Community Capital Grants, added definition, and revised responsibilities and general procedures.
July 11, 2023	Revision – Substantive	Revised content in sections and reformatted the Policy to align with the new template.

COMMUNITY INVESTMENT PROGRAM



2024 COMMUNITY SUSTAINING GRANT GUIDELINES

Purpose of the Grant

The Community Sustaining Grant provides funding to registered non-profit organizations providing services that contribute to three or more funding priorities that are aligned with Council's Strategic Plan and other Council approved Plans.

Council approved plans:

- [Council's Strategic Plan](#)
- [Wood Buffalo Age-Friendly Work Plan](#)
- [Diversity & Inclusion in Wood Buffalo](#)
- [Wood Buffalo Culture Plan](#)
- [Wood Buffalo Public Art Plan](#)
- [Wood Buffalo Sport Strategic Plan](#)
- [Municipal Development Plan \(MDP\)](#)

Community Investment Program funding priorities:

- Partnership and collaboration
- Rural and Indigenous communities & relationships
- Social participation
- Community support services and wellness
- Value of culture, heritage and regional pride
- Diversity, inclusion and accessibility
- Hosting events and/or new business and visitors

Grant Eligibility

The Applicant must:

- Be a registered non-profit organization.
- Have resided or operated within the Regional Municipality of Wood Buffalo for at least one year.
- Have operations within and provide services to residents of the Regional Municipality of Wood Buffalo.
- Provide services that align with three or more funding priorities set forth in Council's Strategic Plan or other Council approved plans.
- 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 unless the total unrestricted net assets are less than \$50,000.

Programs that meet the [Provincial Family and Community Support Services \(FCSS\) Guidelines](#) shall be recommended to receive funding from the Provincial FCSS and must follow the guidelines of the [Family and Community Support Services Act, Associated Regulations](#) and [FCSS Program Handbook](#). The allocation of the Provincial FCSS funding is at the discretion of the Municipality.

The Community Investment Program will not fund:

- Individuals (with the exception of Games Legacy Grant).
- For-profit organizations.
- Political organizations.
- Federal and provincial governments, and affiliated bodies.
- Applicants that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by the Municipality.
- Applicants who request funding for programs or services that are provided by a group or organization that is already funded by the Municipality.
- Applicants that do not demonstrate adherence to policy, strategic priorities and relevant outcome measurements.
- Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- Applicants who request funding for programs or services that conflict or compete with other programs or services funded or provided by the Municipality.
- Applicants who request funding for debt retirement, depreciation or financing charges.
- Applicants who request funding for retroactive payments (i.e., costs incurred before grants are approved) with the exception of Games Legacy Grant.
- Applicants who request funding amounting to more than 75% of the budget of the program, project, event, service or facility operations (with the exception of Games Legacy Grant).
- Applicants that do not meet the minimum eligibility requirements.

Application Process**Pre-Application Meetings and Support**

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

First-time applicants for Community Sustaining Grant are required to have pre-application meetings with CIP. Returning applicants looking for more information are strongly encouraged to schedule a pre-application meeting. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Organization name.
- A brief description of what you are requesting funds for.
- Your availability for a meeting.

Stage 1 - Application Submission

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. 2024 grant applications will be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account at www.rmwb.ca/CIP.
3. Submit the application, including required attachments, related budgets for January-December of the grant year and Financial Statements of the most recent fiscal year end (Year-end date must fall between July 1, 2022, and June 30, 2023). The CIP Grant Portal will accept applications until **4:30 p.m. on November 1, 2023**. Late applications will not be eligible.
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.
5. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications. The CIP Grant Portal will accept requested revisions until **4:30 p.m. on November 24, 2023**.
6. All complete and eligible applications will be moved forward to **Stage 2 - Application Scoring and Ranking**.

Organizations who received Multi-Year Funding are required to submit a 2024 grant application.

Stage 2 - Application Scoring and Ranking

1. A review panel consisting of subject matter experts from Municipal departments will complete application scoring based on established assessment criteria.
2. Eligible applications will be prioritized based on the highest ranking and greatest positive impact on the community.
3. CIP will finalize the grant recommendations to be presented to the Approval Committee for **Stage 3 - Approval Committee Review and Final Decision**.

Assessment Criteria (See Appendix A for Scoring Sheet template)

Category	Weight
Applicant capacity	25%
Project feasibility	25%
Evidence of need	25%
Contribution to community resilience	25%
TOTAL	100%

Stage 3 - Approval Committee Review and Decisions

1. At the final stage of the application process, the Approval Committee will assess and approve the successful grant applications in accordance with the budget set by Council and Council's Strategic Plan.
2. Applicants will be notified of the Approval Committee's decision and their assessment score **by January 15, 2024**.
3. There is no appeal of the Approval Committee's decision.

Formal concerns with the grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

Funding Distribution Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement.

The following must be satisfied and will be verified by the Municipality prior to awarding of grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.
- There must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulation.
- Applicant must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

Reporting Criteria

A successful applicant will be required to complete and/or upload the following in the CIP Grant Portal:

- Certificate of Insurance within 30 calendar days of execution of grant agreement.
- Six-Month Report highlighting ongoing successes and challenges as well as progress of outcome measurement plan.
- Final Report demonstrating the positive impact of the funded programs and services through account of organization's collected outcome measures and, if applicable, the status of any additional funds included in the grant application.
- Attachments including examples of how the organization publicly recognized the funding considerations provided by the Regional Municipality of Wood Buffalo.
- Refer to [Logo Request Form](#) and the [Logo Standards Guide](#) for usage.

- Financial Statements determined by the total grant thresholds that the recipient receives from CIP for the grant year:
 - < \$100,000 – Summary of Revenue and Expenditures.
 - \$100,000 - \$499,999 – Review Engagement Financial Statements.
 - >\$500,000 – Audited Financial Statements.
- 1. CIP may require additional reporting on a case-by-case basis.
- 2. Any reporting requirements not met by the recipient may result in termination of the grant or ineligibility to receive grants in the future.
- 3. All funds not used for the approved purpose must be returned to the Municipality, as per the guidelines below unless the Municipality approves, in writing, their use for another purpose:
 - Amounts below \$2,500 may be forgiven.
 - Amounts greater than \$2,500 and below \$25,000 may be requested to be repaid in full or be subject to reduction in future requests.
 - Any amounts over \$25,000 will be requested to be repaid in full.

Multi-Year Funding

Multi-Year Funding is defined as grant funding provided to an organization with specific conditions where funding is approved for more than one fiscal year, providing longer term financial stability to the recipient.

Organizations recommended for multi-year funding are expected to practice multi-year budgeting and long-term planning, however financial statements and projected budget are required only for the fiscal year pertaining to the current grant cycle. Past multi-year grant recipients will be recommended based on scoring, program deliverables and reporting.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

Key Dates

Date	Key Action
September 15, 2023	Applications open
During Call for Applications	Pre-application meeting, information sessions and one-on-one support (contact CIP@rmwb.ca).
October 25, 2023	Deadline for pre-application meeting.
November 1, 2023	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
November 3 - 24, 2023	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 24. Information will not be accepted after this time.
November 30, 2023	CIP completes preliminary review of applications.
December 1 - December 14, 2023	Review Panel will complete application scoring and ranking.
Early December (TBD)	Council Meeting – Community Capital Grant budget approval.
Early January (TBD)	Approval Committee meeting and final decisions.
January 15, 2024	CIP sends Approval Committee's decision to applicants.
January 31, 2024	CIP sends grant agreements to applicants.
Within 30 days of execution of Grant Agreement	Grant funding distribution - 1st Installment.
Within 30 days of execution of Grant Agreement	Recipient submits Certificate of Insurance.
July 31, 2024	Recipient submits Six Month Report.
February 28 / April 30, 2025	Recipient submits Final Report.
120 days following the fiscal year end of the organization	Recipient submits Financial Statements.

Definitions

Agreement	The agreement between the recipient and the Municipality that sets out the terms and conditions for participating in the Program.
Applicant	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
Approval Committee	The Council Committee to approve grant recommendations, which is composed of Council-appointed members at large and supported by members of administration who provide information and guidance as needed.
Audited Financial Statements	Means a review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 200 of the CPA Canada Handbook – Assurance an audit provides an "expression of an opinion by the auditor on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework." The audit of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the audited financial statements upon finalization, accompanied by the CPA's audit engagement report where the value of the grant is \$500,000 or more.
Certificate of Insurance	For details on the level of insurance required, please contact CIP.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Good Standing	An organization has satisfied all its legal obligations.
Grant	Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.
Multi-year Agreement	Means an agreement for services, programs or events over a period of time greater than one year.
Municipality	The Regional Municipality of Wood Buffalo.
Program Grants	The different grant options available under the Community Investment Program.
Recipient	An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.

Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
Review Engagement Financial Statements	A review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 8100 of the CPA Canada Handbook – Assurance (as amended): "Reviews are distinguishable from audits in that the scope of a review is less than that of an audit and therefore the level of assurance provided is lower." The review of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the reviewed financial statements upon finalization, accompanied by the CPA's review engagement report where the value of the grant is more than \$100,000, but less than \$500,000.
Review Panel	A panel consisting of subject matter experts from Municipal departments including but not limited to Community and Protective Services, Indigenous and Rural Relations, Public Works and Communications and Engagement.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Term	The effective date and duration of the agreement.
Unrestricted Net Assets	Accumulated net assets that the organization has not set aside for a particular purpose or earmarked by a donor for specific program or project, as reflected on the organization's financial statements.

For more information, please visit the
Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
Community and Protective Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

Community Investment Program
2024 Community Sustaining Grant and Community Impact Grant (CPP or CE)
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Service, Program, Project or Event:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization complied with Schedule B of all previous agreements. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?*			
The organization has demonstrated sound leadership/governance - board and director structure.			

Project Feasibility	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)?		25%	0.00
Application includes a clear description of the activities that clearly outlines the proposed scope of what funding will be used for?			
Does the application reasonably demonstrate that the program, project, service or event is not duplicative by clearly outlining the uniqueness of the initiative in comparison to services provided by or funded by your department or the Municipality?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives (SUS) one objective (CPP & CE) of Council's funding priorities, including demonstrated alignment to Council's strategic plan?*			

Evidence of Need	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified reasonable project outcomes in alignment with the project description and the community need?*			
Extent to which the project enhances Indigenous culture and communities and promotes Indigenous community healing, language, cultural restoration, reconciliation, equity, and inclusion.*			
Has the application demonstrated support of an equity-deserving group and addressed reducing barriers to the target group? Equity-deserving groups: Communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination. i.e., people of the following communities: 2SLGBTQ+, Indigenous, Black, Neurodivergent, People with Disabilities, Visible/Non-Visible Minority, Newcomers, Immigrants, Refugees, Other.			

Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Expected outcomes have been well considered and will have significant impact on the community if achieved, in alignment with the project objectives, Council's funding priorities, and demonstrated community need.**		25%	0.00
Applicant outlines appropriate methods for evaluating project results.			
Prior success with outcomes of CIP funding. (Demonstrated sound logic modelling and outcome measurement). (past 2 years)*			
Project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher

Attachment: 2024-Community Sustaining Grant-Guidelines (Committee Roles and Responsibilities)

Community Investment Program
2024 Community Sustaining Grant and Community Impact Grant (CPP or CE)
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Service, Program, Project or Event:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization complied with Schedule B of all previous agreements. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?**			
The organization has demonstrated sound leadership/governance - board and director structure.			

Project Feasibility	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)?		25%	0.00
Application includes a clear description of the activities that clearly outlines the proposed scope of what funding will be used for?			
Does the application reasonably demonstrate that the program, project, service or event is not duplicative by clearly outlining the uniqueness of the initiative in comparison to services provided by or funded by your department or the Municipality?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives (SUS) one objective (CPP & CE) of Council's funding priorities, including demonstrated alignment to Council's strategic plan?**			

Evidence of Need	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified reasonable project outcomes in alignment with the project description and the community need?**			
Extent to which the project enhances Indigenous culture and communities and promotes Indigenous community healing, language, cultural restoration, reconciliation, equity, and inclusion.*			
Has the application demonstrated support of an equity-deserving group and addressed reducing barriers to the target group? Equity-deserving groups: Communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination. i.e., people of the following communities: 2SLGBTQ+, Indigenous, Black, Neurodivergent, People with Disabilities, Visible/Non-Visible Minority, Newcomers, Immigrants, Refugees, Other.			

Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Expected outcomes have been well considered and will have significant impact on the community if achieved, in alignment with the project objectives, Council's funding priorities, and demonstrated community need.**		25%	0.00
Applicant outlines appropriate methods for evaluating project results.			
Prior success with outcomes of CIP funding. (Demonstrated sound logic modelling and outcome measurement). (past 2 years)*			
Project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher

Attachment: 2024-CIP-SUS-CPP-CE-Score Sheet (Committee Roles and Responsibilities)

COMMUNITY INVESTMENT PROGRAM



2024 COMMUNITY CAPITAL GRANT GUIDELINES

Purpose of the Grant

The Community Capital Grant provides funding to registered non-profit organizations to support the enhancement, development or renovation of public use facilities. The proposed capital project must contribute to three or more funding priorities that are aligned with Council's Strategic Plan and other Council approved Plans.

Council approved plans:

- [Council's Strategic Plan](#)
- [Wood Buffalo Age-Friendly Work Plan](#)
- [Diversity & Inclusion in Wood Buffalo](#)
- [Wood Buffalo Culture Plan](#)
- [Wood Buffalo Public Art Plan](#)
- [Wood Buffalo Sport Strategic Plan](#)
- [Municipal Development Plan \(MDP\)](#)

Community Investment Program funding priorities:

- Partnership and collaboration
- Rural and Indigenous communities & relationships
- Social participation
- Community support services and wellness
- Value of culture, heritage and regional pride
- Diversity, inclusion and accessibility
- Hosting events and/or new business and visitors

Grant Eligibility

The Applicant must:

- Be a registered non-profit organization.
- Have resided or operated within the Regional Municipality of Wood Buffalo for at least one year.
- Have operations within and provide services to residents of the Regional Municipality of Wood Buffalo.
- Propose a capital project that aligns with three or more funding priorities set forth in Council's Strategic Plan or other Council approved plans.

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 unless the total unrestricted net assets are less than \$50,000.

The Community Investment Program will not fund:

- Individuals (with the exception of Games Legacy Grant).
- For-profit organizations.
- Political organizations.
- Federal and provincial governments, and affiliated bodies.
- Applicants that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by the Municipality.
- Applicants who request funding for programs or services that are provided by a group or organization that is already funded by the Municipality.
- Applicants who request funding for programs or services that conflict or compete with other programs or services funded or provided by the Municipality.
- Applicants that do not demonstrate adherence to policy, strategic priorities and relevant outcome measurements.
- Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- Applicants who request funding for debt retirement, depreciation or financing charges.
- Applicants who request funding for retroactive payments (i.e., costs incurred before Grants are approved), with the exception of Games Legacy Grants.
- Applicants who request funding amounting to more than 75% of the budget of the program, project, event, service or facility operations (with the exception of Games Legacy Grant).
- Applicants that do not meet the minimum eligibility requirements.

Funding Amounts

Community Capital Grants are subject to the following funding limitations:

- Up to 50% of total planning and design costs for the capital project.
- Up to 50% of total construction costs for the capital project.
- Up to 50% of total land purchase costs for the capital project.

The amount of the grant is subject to the availability of funds.

Application Process

Pre-Application Meetings and Support

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

A pre-application meeting is required for applicants for Community Capital Grant. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and

completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Organization name.
- A brief description of what you are requesting funds for.
- Your availability for a meeting.

Stage 1 - Application Submission

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. All grant applications will be submitted through the CIP Grant Portal. CIP will notify you via email when the application is available in the CIP Grant Portal. Log in to your CIP Grant Portal account and complete the application.
3. Submit the application, including required attachments, related budgets for January-December of the grant year, and Financial Statements of the most recent fiscal year end (Year-end date must fall between July 1, 2022, and June 30, 2023). The CIP Grant Portal will accept applications until **4:30 p.m. on November 1, 2023**. Late applications will not be eligible.
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.
5. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications. The CIP Grant Portal will accept requested revisions until **4:30 p.m. on November 24, 2023**.
6. All complete and eligible applications will move forward to **Stage 2 - Application Scoring and Ranking**.

Stage 2 - Application Scoring and Ranking

1. A review panel consisting of subject matter experts from Municipal departments will complete application scoring based on established assessment criteria.
2. Eligible applications will be prioritized based on the highest ranking and greatest positive impact on the community.
3. CIP will finalize the grant recommendations to be presented to the Approval Committee for **Stage 3 - Approval Committee Review and Final Decision**.

Assessment Criteria (See Appendix A for Scoring Sheet template)

Category	Weight
Applicant capacity	25%
Project feasibility	25%
Evidence of need	25%
Contribution to community resilience	25%
TOTAL	100%

Stage 3 - Approval Committee Review and Decisions

1. At the final stage of the application process, the Approval Committee will assess and approve the successful grant applications in accordance with the budget set by Council and Council's Strategic Plan.
2. Applicants will be notified of the Approval Committee's decision and their assessment score by January 15, 2024.
3. There is no appeal of the Approval Committee's decision.

Formal concerns with the grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

Fund Disbursement Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement.

The following must be satisfied and will be verified by the Municipality prior to awarding of grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.
- There must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulation.
- Applicant must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

Reporting Criteria

A successful applicant will be required to complete and/or upload the following in the CIP Grant Portal:

- Certificate of Insurance within 30 calendar days of execution of grant agreement.
- Quarterly Status Report, on or before 30 days following the end of the calendar quarter, until the project is complete.
- Capital Project Costing Report on or before April 30 of the year following the end of the term.
- Financial Statements determined by the total grant thresholds that the recipient receives from CIP for the grant year:
 - < \$100,000 - Summary of Revenue and Expenditures.
 - \$100,000 - \$499,999 - Review Engagement Financial Statements.
 - >\$500,000 - Audited Financial Statements.

A commemorative plaque or sign may be required to be displayed at the facility or site, or on the equipment, acknowledging the financial support from the Municipality.

CIP may require additional reporting on a case-by-case basis.

Any reporting requirements not met by the recipient may result in termination of the grant or ineligibility to receive grants in the future.

All funds not used for the approved purpose must be returned to the Municipality, as per the guidelines below unless the Municipality approves, in writing, their use for another purpose:

- Amounts below \$2,500 may be forgiven.
- Amounts greater than \$2,500 and below \$25,000 may be requested to be repaid in full or be subject to reduction in future requests.
- Any amounts over \$25,000 will be requested to be repaid in full.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

Key Dates

Date	Key Action
September 15, 2023	Applications open
During Call for Applications	Pre-application meeting, information sessions and one-on-one support (contact CIP@rmwb.ca).
October 25, 2023	Deadline for pre-application meeting.
November 1, 2023	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
November 3 - 24, 2023	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 24. Information will not be accepted after this time.
November 30, 2023	CIP completes preliminary review of applications.
December 1 - December 14, 2023	Review Panel will complete application scoring and ranking.
Early December (TBD)	Council Meeting – Community Capital Grant budget approval.
Early January (TBD)	Approval Committee meeting and final decisions.
January 15, 2024	CIP sends Approval Committee's decision to applicants.
January 31, 2024	CIP sends grant agreements to applicants.
Within 30 days of execution of Grant Agreement	Grant funding distribution – 1 st Installment.
Within 30 days of execution of Grant Agreement	Recipient submits Certificate of Insurance.
On or before 30 days following the end of the calendar quarter, until the project is complete	Recipient submits Quarterly Status Reports.
April 30 of the year following the end of the term	Recipient submits Capital Project Costing Report.
120 days following the fiscal year end of the organization	Recipient submits Financial Statements.

Definitions

Agreement	The agreement between the recipient and the Municipality that sets out the terms and conditions for participating in the Program.
Applicant	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
Approval Committee	The Council Committee to approve grant recommendations, which is composed of Council-appointed members at large and supported by members of administration who provide information and guidance as needed.
Audited Financial Statements	Means a review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 200 of the CPA Canada Handbook – Assurance an audit provides an "expression of an opinion by the auditor on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework." The audit of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the audited financial statements upon finalization, accompanied by the CPA's audit engagement report where the value of the grant is \$500,000 or more.
Capital	An enhancement, development or renovation of public use facilities that are accessible, affordable, and inclusive and that provide broad opportunity for community members, including planning, construction, land or equipment purchase where the capital asset will belong to the applicant.
Capital Project Costing Report	A report detailing all costs spent by the organization for the project, consisting of a summary of all costs for the project by expense category, details of all costs for the project and copies of all invoices and receipts for those costs.
Certificate of Insurance	For details on the level of insurance required, please contact CIP.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Good Standing	An organization has satisfied all its legal obligations.
Grant	Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.
Municipality	The Regional Municipality of Wood Buffalo.

Program Grants	The different grant options available under the Community Investment Program.
Quarterly Status Report	A quarterly report which includes the percentage of project completion, funds expended, committed and estimated costs to completion and highlights of the project to date.
Recipient	An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.
Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
Review Engagement Financial Statements	A review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 8100 of the CPA Canada Handbook – Assurance (as amended): "Reviews are distinguishable from audits in that the scope of a review is less than that of an audit and therefore the level of assurance provided is lower." The review of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the reviewed financial statements upon finalization, accompanied by the CPA's review engagement report where the value of the grant is more than \$100,000, but less than \$500,000.
Review Panel	A panel consisting of subject matter experts from Municipal departments including but not limited to Community and Protective Services, Indigenous and Rural Relations, Public Works and Communications and Engagement.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Term	The effective date and duration of the agreement.
Unrestricted Net Assets	Accumulated net assets that the organization has not set aside for a particular purpose or earmarked by a donor for specific program or project, as reflected on the organization's financial statements.

For more information, please visit the
Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
Community and Protective Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

CIP 2024 COMMUNITY CAPITAL GRANT GUIDELINES

4.2.d

Community Investment Program
2024 Community Capital Grant
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Capital Project:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization complied with Schedule B of all previous agreements. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?*			
The organization has demonstrated sound leadership/governance - board and director structure.			
Project Feasibility	Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)? Relevant attachments MAY include but not limited to: <input type="checkbox"/> Completed Risk Evaluation to support pursuit of project <input type="checkbox"/> Completed Sensitivity Analysis to support pursuit of project <input type="checkbox"/> Studies and reports available to support scope development (i.e. safety, environmental and etc.) <input type="checkbox"/> Completed Market evaluation to support reasonable estimations in scheduling		25%	0.00
Application includes a clear project scope that outlines what the funding will be used for?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives of Council's funding priorities, including demonstrated alignment to Council's strategic plan?*			
Evidence of Need	Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified health, safety and/or environment impact? <input type="checkbox"/> Eliminates risk or hazard to public health and/or safety that endangers the community <input type="checkbox"/> Significantly reduces hazards or risks for the community <input type="checkbox"/> Improves environmental protection			
Will the proposed capital project: <input type="checkbox"/> Improve quality of life for all or majority of the community or the municipality <input type="checkbox"/> Improve community and regional appearance; will attract cultural and/or recreational opportunities <input type="checkbox"/> Introduce new services for the community or region			
Will the proposed capital project contribute to building and sustaining necessary community-based resources to collectively meet the social wellness of residents?			
Will the proposed capital project: <input type="checkbox"/> Positive support confirmed via recent public or Indigenous engagement/evaluation <input type="checkbox"/> Directly supports Truth and Reconciliation Calls to Action <input type="checkbox"/> Reduces identified barriers for equity-deserving groups to support full participation in economic and social life in the region			
Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The proposed capital project contributes to risk reduction impacting our communities' social & culture values and growth by: <input type="checkbox"/> Improving community well-being and belonging <input type="checkbox"/> Reducing barriers to equitable participation in civil society <input type="checkbox"/> Increasing access to social supports <input type="checkbox"/> Strengthening important community relationships		25%	0.00
The proposed capital project will generate cost savings and/or revenue enhancements <input type="checkbox"/> Costs can be estimated reasonably <input type="checkbox"/> Contributes to performance improvement, including value-add (improvement/enhancement) <input type="checkbox"/> Return on Investment (ROI) is measurable with a positive calculated outcome			
The proposed capital project addresses risk reduction with respect to: <input type="checkbox"/> Expected loss of value to a heritage asset <input type="checkbox"/> Supporting the preservation of an Historical/Ancstral/Heritage asset <input type="checkbox"/> Supporting the provision of one or more Principles of Reconciliation			
Prior success with outcomes of CIP funding. (Past 2 years)*			
The proposed capital project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher

Packet Pg. 37

Attachment: 2024-Community Capital Grant-Guidelines (Committee Roles and Responsibilities)

Community Investment Program
2024 Community Capital Grant
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Capital Project:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization complied with Schedule B of all previous agreements. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?**			
The organization has demonstrated sound leadership/governance - board and director structure.			
Project Feasibility	Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)? Relevant attachments MAY include but not limited to: <input type="checkbox"/> Completed Risk Evaluation to support pursuit of project <input type="checkbox"/> Completed Sensitivity Analysis to support pursuit of project <input type="checkbox"/> Studies and reports available to support scope development (i.e. safety, environmental and etc.) <input type="checkbox"/> Completed Market evaluation to support reasonable estimations in scheduling		25%	0.00
Application includes a clear project scope that outlines what the funding will be used for?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives of Council's funding priorities, including demonstrated alignment to Council's strategic plan?**			
Evidence of Need	Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified health, safety and/or environment impact? <input type="checkbox"/> Eliminates risk or hazard to public health and/or safety that endangers the community <input type="checkbox"/> Significantly reduces hazards or risks for the community <input type="checkbox"/> Improves environmental protection			
Will the proposed capital project: <input type="checkbox"/> Improve quality of life for all or majority of the community or the municipality <input type="checkbox"/> Improve community and regional appearance; will attract cultural and/or recreational opportunities <input type="checkbox"/> Introduce new services for the community or region			
Will the proposed capital project contribute to building and sustaining necessary community-based resources to collectively meet the social wellness of residents? Will the proposed capital project: <input type="checkbox"/> Positive support confirmed via recent public or Indigenous engagement/evaluation <input type="checkbox"/> Directly supports Truth and Reconciliation Calls to Action <input type="checkbox"/> Reduces identified barriers for equity-deserving groups to support full participation in economic and social life in the region			
Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The proposed capital project contributes to risk reduction impacting our communities' social & culture values and growth by: <input type="checkbox"/> Improving community well-being and belonging <input type="checkbox"/> Reducing barriers to equitable participation in civil society <input type="checkbox"/> Increasing access to social supports <input type="checkbox"/> Strengthening important community relationships		25%	0.00
The proposed capital project will generate cost savings and/or revenue enhancements <input type="checkbox"/> Costs can be estimated reasonably <input type="checkbox"/> Contributes to performance improvement, including value-add (improvement/enhancement) <input type="checkbox"/> Return on Investment (ROI) is measurable with a positive calculated outcome			
The proposed capital project addresses risk reduction with respect to: <input type="checkbox"/> Expected loss of value to a heritage asset <input type="checkbox"/> Supporting the preservation of an Historical/Ancestral/Heritage asset <input type="checkbox"/> Supporting the provision of one or more Principles of Reconciliation			
Prior success with outcomes of CIP funding. (Past 2 years)*			
The proposed capital project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher

Attachment: 2024-CIP-CAP-Score Sheet (Committee Roles and Responsibilities)

COMMUNITY INVESTMENT PROGRAM



2024 COMMUNITY IMPACT GRANT GUIDELINES

Attachment: 2024-Community Impact Grant-Guidelines (Committee Roles and Responsibilities)

Purpose of the Grant

The Community Impact Grant provides funding to registered non-profit organizations to deliver programs, projects and events that improve quality of life for residents in the region through one of the following streams:

- Community Programs and Projects
- Community Events

Programs, projects, or events should contribute to one or more funding priorities that are aligned with Council's Strategic Plan and other Council approved Plans.

Council approved plans:

- [Council's Strategic Plan](#)
- [Wood Buffalo Age-Friendly Work Plan](#)
- [Diversity & Inclusion in Wood Buffalo](#)
- [Wood Buffalo Culture Plan](#)
- [Wood Buffalo Public Art Plan](#)
- [Wood Buffalo Sport Strategic Plan](#)
- [Municipal Development Plan \(MDP\)](#)

Community Investment Program funding priorities:

- Partnership and collaboration
- Rural and Indigenous communities & relationships
- Social participation
- Community support services and wellness
- Value of culture, heritage and regional pride
- Diversity, inclusion and accessibility
- Hosting events and/or new business and visitors

Grant Eligibility

The Applicant must:

The Applicant must:

- Only submit one application (Community Programs and Projects OR Community Events) and receive funding for only one Community Impact Grant (Community Programs and Projects OR Community Events).
- Be a registered non-profit organization or a community group in partnership with a registered non-profit organization.
- Have resided or operated within the Regional Municipality of Wood Buffalo for at least one year.

- Have operations within and provide services to residents of the Regional Municipality of Wood Buffalo.
- 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 unless the total unrestricted net assets are less than \$50,000.

Programs that meet the [Provincial Family and Community Support Services \(FCSS\) Guidelines](#) shall be recommended to receive funding from the Provincial FCSS and must follow the guidelines of the [Family and Community Support Services Act](#), [Associated Regulations](#) and [FCSS Program Handbook](#). The allocation of the Provincial FCSS funding is at the discretion of the Municipality.

Programs, projects or events must:

- Align with Council's Strategic Plan or other Council approved Plans.
- Contribute to the quality of life of residents and outline anticipated impact.
- Provide evidence of community support, including:
 - Additional financial and non-financial resources being leveraged from other sources (including success rate at achieving other funding sources).
 - Number of volunteers that will be involved in the work and the number of hours they will contribute.
 - Collaboration or partnerships with other organizations.
- Be delivered or hosted within the Regional Boundary.
- Be either no cost or low-cost for individuals to participate.
- Be non-political and non-religious in nature.

Community Events must be:

- Open and accessible to the public.
- In relation to a national or provincial holiday or what may reasonably be seen as a community celebration.
- Sport focused (e.g., sports tournament) and show evidence that the event draws participants from outside the community and utilizes local facilities and businesses.
- Cultural focused (e.g., performing arts event, Treaty Day festivals).

The Community Investment Program will not fund:

- Individuals (with the exception of Games Legacy Grant).
- For-profit organizations.
- Political organizations.
- Federal and provincial governments, and affiliated bodies.
- Applicants that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by Municipality.

- Applicants who request funding for programs or services that are provided by a group or organization that is already funded by the Municipality.
- Applicants that do not demonstrate adherence to policy, strategic priorities and relevant outcome measurements.
- Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- Applicants who request funding for programs or services that conflict or compete with other programs or services funded or provided by the Municipality.
- Applicants who request funding for debt retirement, depreciation or financing charges.
- Applicants who request funding for retroactive payments (i.e., costs incurred before grants are approved), with the exception of Games Legacy Grants.
- Applicants who request funding amounting to more than 75% of the budget of the program, project, event, service or facility operations.
- Applicants that do not meet the minimum eligibility requirements.

Grants shall be used solely for the program, project or event as defined in the application and grant agreement.

The following expenses are ineligible:

- Operating expenses that are not directly related to the program, project or event for which the grant was awarded.
- Programs, projects or events that are expected to be profitable or intended as a fundraiser.
- Providing a grant, donation or scholarship to another person, group or organization.
- Financial assistance to sustain an individual or family.
- Travel to attend events, conferences or training courses outside of the Municipality.
- Sabbatical leave or student exchange.
- Medical facilities or equipment.
- Publication of books.
- Land, building or other capital purchases.

The Community Impact Grant will not fund activities that unnecessarily duplicate successful efforts that already exist in the community.

Funding Amounts

Grant funding may be requested up to a maximum amount that varies depending on the stream:

- **Community Programs and Projects** - maximum \$80,000.
- **Community Events** - maximum \$20,000.

The Community Investment Program will not fund more than 75% of the total cost of the program, project or event.

The maximum percentage is set to ensure sustainability of the grant and to reduce reliance on the grant over time. The maximum percentage is set at 75%.

Administrative expenses of up to 15% of the total program, project or event costs are eligible, up to the grant stream maximum.

Application Process

Pre-Application Meetings and Support

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

A pre-application meeting is strongly encouraged for new applicants or any applicant looking for more information. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Organization name.
- Grant stream you are interested in applying for.
- A brief description of what you are requesting funds for.
- Your availability for a meeting.

Stage 1- Application Submission

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. 2024 grant applications will be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account at www.rmwb.ca/CIP.
3. Submit the application, including required attachments, related budgets for January-December of the grant year and Financial Statements of the most recent fiscal year end (Year-end date must fall between July 1, 2022, and June 30, 2023). The CIP Grant Portal will accept applications until **4:30 p.m. on November 1, 2023**. Late applications will not be eligible.
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.
5. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications. The CIP Grant Portal will accept requested revisions until **4:30 p.m. on November 24, 2023**.

6. All complete and eligible applications will be moved forward to **Stage 2 - Application Scoring and Ranking**.

Organizations who received Multi-Year Funding are required to submit a 2024 grant application.

Stage 2 - Application Scoring and Ranking

1. A review panel consisting of subject matter experts from Municipal departments will complete application scoring based on established assessment criteria (see Appendix A).
2. Eligible applications will be prioritized based on the highest ranking and greatest positive impact on the community.
3. CIP will finalize the grant recommendations to be presented to the Approval Committee for **Stage 3 - Approval Committee Review and Final Decision**.

Assessment Criteria (See Appendix A for Scoring Sheet template)

Category	Weight
Applicant capacity	25%
Project feasibility	25%
Evidence of need	25%
Contribution to community resilience	25%
TOTAL	100%

Stage 3 - Approval Committee Review and Decisions

1. At the final stage of the application process, the Approval Committee will assess and approve the successful grant applications in accordance with the budget set by Council and Council's Strategic Plan.
2. Applicants will be notified of the Approval Committee's decision and their assessment score **by January 15, 2024**.
3. There is no appeal of the Approval Committee's decision.

Formal concerns with the grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

Fund Disbursement Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement.

The following must be satisfied and will be verified by the Municipality prior to awarding of grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.

- There must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulation.
- Applicant must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

Reporting Criteria

A successful applicant will be required to complete and/or upload the following in the CIP Grant Portal:

- Certificate of Insurance within 30 calendar days of execution of grant agreement.
 - Final Report demonstrating the positive impact of the funded programs and services through account of organization's collected outcome measures and, if applicable, the status of any additional funds included in the grant application.
 - Attachments including examples of how the organization publicly recognized the funding considerations provided by the Regional Municipality of Wood Buffalo.
 - Refer to Logo Request Form and the Logo Standards Guide for usage.
 - Financial Statements determined by the total grant thresholds that the recipient receives from CIP for the grant year:
 - < \$100,000 – Summary of Revenue and Expenditures.
 - \$100,000 - \$499,999 – Review Engagement Financial Statements.
 - >\$500,000 – Audited Financial Statements.
1. CIP may require additional reporting on a case-by-case basis.
 2. Any reporting requirements not met by the recipient may result in termination of the grant or ineligibility to receive grants in the future.
 3. All funds not used for the approved purpose must be returned to the Municipality, as per the guidelines below unless the Municipality approves, in writing, their use for another purpose:
 - Amounts below \$2,500 may be forgiven.
 - Amounts greater than \$2,500 and below \$25,000 may be requested to be repaid in full or be subject to reduction in future requests.
 - Any amounts over \$25,000 will be requested to be repaid in full.

Partnership

Where the program, project or event application is a partnership between one or more organizations or community groups, at least one organization must be a registered nonprofit, and must be the applicant.

In these cases, the applicant must:

- Be accountable for all project deliverables and reporting requirements.
- Assume financial responsibility for the grant funds.

Eligible Partners:

- Registered non-profit organizations, registered charities, or community-based groups that work directly with the applicant.
- Include organizations or groups that would not qualify to apply on their own and/or do not need to be a registered non-profit organization or registered charity.

Multi-Year Funding

Multi-Year Funding is defined as grant funding provided to an organization with specific conditions where funding is approved for more than one fiscal year, providing longer term financial stability to the recipient.

Organizations recommended for multi-year funding are expected to practice multi-year budgeting and long-term planning, however financial statements and projected budget are required only for the fiscal year pertaining to the current grant cycle. Past multi-year grant recipients will be recommended based on scoring, program deliverables and reporting.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

Key Dates

Date	Key Action
September 15, 2023	Applications open
During Call for Applications	Pre-application meeting, information sessions and one-on-one support (contact CIP@rmwb.ca).
October 25, 2023	Deadline for pre-application meeting.
November 1, 2023	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
November 3 - 24, 2023	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 24. Information will not be accepted after this time.

November 30, 2023	CIP completes preliminary review of applications.
December 1 - December 14, 2023	Review Panel will complete application scoring and ranking.
Early December (TBD)	Council Meeting – Community Capital Grant budget approval.
Early January (TBD)	Approval Committee meeting and final decisions.
January 15, 2024	CIP sends Approval Committee's decision to applicants.
January 31, 2024	CIP sends grant agreements to applicants.
Within 30 days of execution of Grant Agreement	Grant funding distribution.
Within 30 days of execution of Grant Agreement	Recipient submits Certificate of Insurance.
Within 60 days of Community Events	Recipient submits Final Report – Community Events Stream.
February 28, 2025	Recipient submits Final Report – Community Programs and Projects Stream.
120 days following the fiscal year end of the organization	Recipient submits Financial Statements.

Definitions

Agreement	The agreement between the recipient and the Municipality that sets out the terms and conditions for participating in the Program.
Administrative Expenses	The expenses that an organization incurs not directly tied to the specific program, project or event being applied for. These expenses are related to the organization as a whole as opposed to an individual program, project or event. The expenses include Executive Director wages and salaries, costs of general services such as accounting, bookkeeping, insurance, office rent, freight, courier, postage, legal costs, office supplies, printing and utilities.
Applicant	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
Approval Committee	The Council Committee to approve grant recommendations, which is composed of Council-appointed members at large and supported by members of administration who provide information and guidance as needed.

Audited Financial Statements	Means a review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 200 of the CPA Canada Handbook – Assurance an audit provides an "expression of an opinion by the auditor on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework." The audit of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the audited financial statements upon finalization, accompanied by the CPA's audit engagement report where the value of the grant is \$500,000 or more.
Certificate of Insurance	For details on the level of insurance required, please contact CIP.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Event	A planned public, social or recreational one time or an annual occasion.
Good Standing	An organization has satisfied all its legal obligations.
Grant	Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.
Low-Cost	Offered at a rate that is accessible for individuals/groups with little to no disposable income. Appeal to the general population.
Multi-year Agreement	Means an agreement for services, programs or events over a period of time greater than one year.
Municipality	The Regional Municipality of Wood Buffalo.
Program	A series of related ongoing activities connected to a topic or theme with a long-term purpose within the organization's mandate.
Program Grants	The different grant options available under the Community Investment Program.
Project	A temporary ongoing endeavor related to the organization's mandate with a definite beginning and end.
Recipient	An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.
Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

Review Engagement Financial Statements	A review of the organization's financial statements by an independent Chartered Professional Accountant (CPA), including but not limited to the grant. The financial statements are to be prepared in accordance with generally accepted accounting principles for not-for-profit organizations. In accordance with section 8100 of the CPA Canada Handbook – Assurance (as amended): "Reviews are distinguishable from audits in that the scope of a review is less than that of an audit and therefore the level of assurance provided is lower." The review of the financial statements must be approved by the Board of Directors and signed by the chair and treasurer. The organization must retain all supporting agreements, invoices and receipts. The organization must provide the reviewed financial statements upon finalization, accompanied by the CPA's review engagement report where the value of the grant is more than \$100,000, but less than \$500,000.
Review Panel	A panel consisting of subject matter experts from Municipal departments including but not limited to Community and Protective Services, Indigenous and Rural Relations, Public Works and Communications and Engagement.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Streams	The different grant options available under a program grant.
Term	The effective date and duration of the agreement.
Unrestricted Net Assets	Accumulated net assets that the organization has not set aside for a particular purpose or earmarked by a donor for specific program or project, as reflected on the organization's financial statements.

For more information, please visit the
Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
Community and Protective Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

Appendix A

Community Investment Program
2024 Community Sustaining Grant and Community Impact Grant (CPP or CE)
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Service, Program, Project or Event:

Applicant Capacity	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
The organization complied with Schedule B of all previous agreements. (past 2 years)*		25%	0.00
Program or Project aligns with organization's mission and mandate.**			
Organization has demonstrated financial sustainability and ability to deliver project as outlined?**			
The organization has demonstrated sound leadership/governance - board and director structure.			
Project Feasibility	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Organization provided a clear, easy to understand, and concise application (including relevant attachments)?		25%	0.00
Application includes a clear description of the activities that clearly outlines the proposed scope of what funding will be used for?			
Does the application reasonably demonstrate that the program, project, service or event is not duplicative by clearly outlining the uniqueness of the initiative in comparison to services provided by or funded by your department or the Municipality?			
Project is accessible, relevant, adaptable and targets identified needs in the community in accordance with project outcomes. **			
Project has community support, demonstrated by additional funding sources, non-funding support (e.g., in-kind), partnership/collaboration, and volunteer involvement. (Consider ability to support project without CIP funding).			
Proposal meets at least three objectives (SUS) one objective (CPP & CE) of Council's funding priorities, including demonstrated alignment to Council's strategic plan?*			
Evidence of Need	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Has the application effectively demonstrated community need?		25%	0.00
Has the application identified reasonable project outcomes in alignment with the project description and the community need?*			
Extent to which the project enhances Indigenous culture and communities and promotes Indigenous community healing, language, cultural restoration, reconciliation, equity, and inclusion.*			
Has the application demonstrated support of an equity-deserving group and addressed reducing barriers to the target group? Equity-deserving groups: Communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination. i.e., people of the following communities: 2SLGBTQ+, Indigenous, Black, Neurodivergent, People with Disabilities, Visible/Non-Visible Minority, Newcomers, Immigrants, Refugees, Other.			
Contribution to Community Resilience	Not Applicable - N/A Not Met - 0 Needs Work - 1 Needs Some Work - 2 Good - 3 Exemplary - 4	Weight	Score
Expected outcomes have been well considered and will have significant impact on the community if achieved, in alignment with the project objectives, Council's funding priorities, and demonstrated community need.**		25%	0.00
Applicant outlines appropriate methods for evaluating project results.			
Prior success with outcomes of CIP funding. (Demonstrated sound logic modelling and outcome measurement). (past 2 years)*			
Project involves appropriate partners to amplify impact through collaboration.			

Note:

* Questions with N/A answers will be omitted in weighting. Applicant will not be penalized for not meeting the criteria.

** Questions will be weighted higher

Attachment: 2024-Community Impact Grant-Guidelines (Committee Roles and Responsibilities)

COMMUNITY INVESTMENT PROGRAM



2024 GAMES LEGACY GRANT GUIDELINES



Purpose of the Grant

As a result of hosting the 1985 Alberta Summer Games, 1992 Alberta Winter Games, 2003 Alberta Senior Games and 2004 Arctic Winter Games, a Games Legacy grant was created with surplus monies from these events.

The Games Legacy Grant provides funding to support development in amateur sport, cultural activities, the arts and residents competing at a provincial, national or international level.

Grant Eligibility

The Applicant must:

- Be an individual, team or group with all members residing within the Regional Municipality of Wood Buffalo for at least one year.
- Be a registered non-profit organization or society and have resided or operated within the Regional Municipality of Wood Buffalo for at least one year.
- Apply for competitions, programs or activities that have happened or are happening between January 1, 2023 and December 31, 2024.
- May apply for more than one activity, program or competition.
- Submit only one application form and shall only receive one Games Legacy Grant per Call for Applications.
- Be in compliance with past reporting requirements (if previously received Games Legacy Grant).

Competitions must:

- Be a provincial, national or international level which are sanctioned by a recognized governing body, and for which the applicant has qualified for through a regional, provincial, Western Canada, national or international event; North American Indigenous Games and/or Arctic Winter Games, where the applicant has qualified to compete.
- In the event of an individual minor applicant, travel expenses directly incurred by one parent or guardian may be considered an eligible expense if the minor's expenses do not exceed the grant maximum.
- Applicants shall not apply until after qualifying for the provincial / national / international competition or North American Indigenous Games/Arctic Winter Games.
- Applicants must submit a reference letter confirming their qualification to represent at the provincial, national or international level. The reference letter is used to establish the applicant's eligibility for the Games Legacy Grant.

Reference Letters must:

- Be from the governing sport, culture or art organization.
- Verify how applicant qualified/was selected to compete.
- Include contact details.
- Be signed (or in lieu of signature, writer may email CIP@rmwb.ca directly).
- Be dated within 30 days of application.
- Received by application deadline.
- Not come from immediate family members.

Development Programs must:

- Be a program/activity at the amateur level.
- Be specific short-term developmental training/instruction.
- Be new or innovative activities or programs which will enhance the appreciation of sport, culture or the arts.
- Be courses or clinics that are not available within the Municipality for the purpose of acquiring or upgrading skills.
 - In the event of sending a coach or instructor for training/instruction that is not available locally with the intent to bring skills back to be taught in the community. A plan must be in place to disseminate the knowledge to others.
 - In the event of bringing an individual to the Municipality to coach/train athletes, performers, artists, coaches or instructors to upgrade skills beyond what is available locally.

If three or more individual applications are received from members of the same team, the total maximum amount awarded will not exceed the team/group amount (\$3,000). The amount awarded will be divided among the applicants.

The Games Legacy Grant will not fund:

- For-profit organizations.
- Political organizations.
- Federal and provincial governments, and affiliated bodies.
- Applicants that have overdue or incomplete accounting or reporting requirements related to any grant previously awarded by Municipality.
- Applicants that do not meet the minimum eligibility requirements.

The following expenses are ineligible:

- Costs associated with regular year-round training or instruction or an activity that is common practice for the sport, cultural activity or art, including league play, registration fees, equipment or clothing/footwear (uniforms, costumes, regalia).
- Capital and general operating expenses.

- Expenses related to fundraising activities.
- Costs funded under other Municipal grant programs.
- Education and tuition (e.g., university, college, academy, etc.).
- Purchase of items for resale.
- Per diem expenses.

Exceptions to the above will be at the discretion of the Municipality on a case-by-case basis.

Funding Amounts

The amount of the grant is subject to the availability of funds based on interest from the Games Legacy Endowment Fund. Once the established amounts as determined, the Games Legacy Grant will be capped.

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

- (a) Maximum grant for individuals or coaches will not exceed \$1,500.
- (b) Maximum grant for teams or groups will not exceed \$3,000

Application Process

Pre-Application Meetings and Support

During the Call for Applications, Community Investment Program (CIP) staff are available to answer any questions.

A pre-application meeting is strongly encouraged for new applicants or any applicant looking for more information. During a pre-application meeting, CIP staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Applicant name, the recipient of the grant if awarded.
- A brief description of what you are requesting funds for
- Your availability for a meeting.

Stage 1- Application Submission

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. 2024 grant applications will be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account at www.rmwb.ca/CIP.
3. Submit the application, including required attachments. Proof regarding the legitimacy of the sanctioning organization must also be submitted with the application. The CIP Grant Portal will accept applications until **4:30p.m. on November 1, 2023**. Late applications will not be eligible.
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.

5. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications. The CIP Grant Portal will accept requested revisions until **4:30 p.m. on November 24, 2023.**
6. All complete and eligible applications will be moved forward to **Stage 2 - Application Scoring and Ranking.**

Stage 2 - Application Scoring and Ranking

1. A review panel consisting of subject matter experts from Municipal departments will complete application scoring based on established assessment criteria (see Appendix A).
2. Eligible applications will be prioritized based on the highest ranking and greatest positive impact on the community.
3. CIP will finalize the grant recommendations to be presented to the Approval Committee for **Stage 3 - Approval Committee Review and Final Decision.**

Stage 3 - Approval Committee Review and Decisions

1. At the final stage of the application process, the Approval Committee will assess and approve the successful grant applications in accordance with the budget set by Council and Council's Strategic Plan.
2. The amount of the grant is subject to the availability of the funds.
3. Applicants will be notified of the Approval Committee's decision and their assessment score by January 15, 2024.
4. There is no appeal of the Approval Committee's decision.

Formal concerns with the grant approval process may be addressed by submitting a complaint under the Whistleblower Policy LEG-150.

Funding Distribution Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement.

The following must be satisfied and will be verified by the Municipality prior to awarding of grant funding:

- Property taxes must be current and paid.
- Utility bills must be current and paid.
- There must not be a related unresolved order to comply with the Land Use Bylaw, Building Code, Fire Code, Community Standards Bylaw or other regulation.
- Applicant must not be a party to a legal dispute with the Municipality.
- All necessary municipal permits and permissions must have been received for the project and are closed and without deficiencies.

Reporting Criteria

A successful applicant will be required to:

- Use grant funds only in the manner originally agreed upon. Any funds not used for the programs, activities or competitions as described in the application may have to be returned.
- Provide an Accountability Report highlighting their development and growth through activities related to amateur sport, arts and/or culture within the priority framework.

For recipients of grants over \$1,000 for programs, activities or competitions occurring after grant approval, the Municipality will allocate 50% of the approved grant upon approval. To receive the remaining 50%, the Accountability Report and copies of receipts (up to approved grant value) must be submitted within 60 days of attending or completing the program, activity or competition.

Recipients of grants that are for programs, activities or competitions that have already happened must complete the Accountability Report and provide copies of receipts (up to approved grant value) within 60 days of grant approval for reimbursement.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call Pulse at **780-743-7000** or toll-free at **1-800-973-9663**.

Key Dates

Date	Key Action
September 15, 2023	Applications open
During Call for Applications	Pre-application meeting, information sessions and one-on-one support (contact CIP@rmwb.ca).
October 25, 2023	Deadline for pre-application meeting.
November 1, 2023	Applications close. Deadline to submit your application is 4:30 p.m. MST. Applications will not be accepted after this time.
November 3 - 24, 2023	Requested application revisions from CIP, where applicable. Deadline to submit your required revisions is 4:30 p.m. MST on November 24. Information will not be accepted after this time.
November 30, 2023	CIP completes preliminary review of applications.
December 1 - December 14, 2023	Review Panel will complete application scoring and ranking.
Early December (TBD)	Council Meeting – Community Capital Grant budget approval.
Early January (TBD)	Approval Committee meeting and final decisions.
January 15, 2024	CIP sends Approval Committee's decision to applicants.
January 31, 2024	CIP sends grant agreements to applicants.
Within 60 days of receipt of completed Accountability Report and expense receipts	Grant distribution - if program, activity or competition happened prior to grant approval
50% within 60 days of grant approval, 50% within 60 days of completing program, activity, or competition	Grant distributions - if program, activity or competition occurs after grant approval
Within 60 days of the budget year for which the grant was approved	Recipient submits Accountability Report- if program, activity or competition happened prior to grant approval
Within 60 days of completing program, activity, or competition	Recipient submits Accountability Report- if program, activity or competition occurs after grant approval

Definitions

Accommodation	Short term lodging related to travel.
Adult	Anyone 18 years or older.
Amateur	A person who takes part in a sport or engages in some form of art primarily for pleasure and not for financial gain.
Applicant	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations, or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
Arts	include but are not restricted to: <ul style="list-style-type: none"> • creative/cultural Industries (e.g., film, television, publishing, sound recording, and new media). • literary arts (e.g., fiction, poetry, drama, graphic novel, children and young adults' literature, or literary non-fiction). • performing arts (e.g., theatre, circus arts, music and sound, and dance). • visual arts (e.g., drawing, painting, photography, printmaking, sculpture, fine craft).
Call for Applications	A public notice announcing that grant funding is available, and allows groups, clubs, individuals or organizations to present applications on how the funding could be used within the set guidelines.
Competition	An organized contest in which a winner is selected from qualified entrants.
Council	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
Governing Organization	An independent, self-appointed body that has a regulatory or sanctioning function and manages the rules and regulations.
Grant	Transfer of monies from the Municipality to an applicant for a project or purpose according to the requirements of the Community Investment Program.
Minor	Anyone under the age of 18.
Municipality	The Regional Municipality of Wood Buffalo.
Program Grants	The different grant options available under the Community Investment Program.

Qualify	To progress to the next or final stage of a competition, as by: <ul style="list-style-type: none"> • winning preliminary contests. • being selected for advancement by fulfilling required skills or conditions.
Recipient	An applicant that has been approved to receive a grant and has signed an agreement with the Municipality.
Regional Boundary	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
Review Panel	A panel consisting of subject matter experts from Municipal departments including but not limited to Community and Protective Services, Indigenous and Rural Relations, Public Works and Communications and Engagement.
Short Term	Generally a duration of no more than two (2) weeks.
Societies Act	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
Sport	Includes traditional athletic activities as well as recreational activities.
Term	The effective date and duration of the agreement.
Travel	Transportation by air, bus or private vehicle to competitions outside the Regional Boundary. Also includes vehicle rental, parking, taxi/ride-share or public transit costs related to competition.

For more information, please visit the
Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
Community and Protective Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

Appendix A

Community Investment Program
Games Legacy Grant
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Competition or Development:

OF

choose from

Competition
Development Program

choose from

Sports
Cultural/Art

Applicant is

choose from

Minor Individual (Age 0-17)
Minor Team/Group
Coach/Instructor of a Minor Team/Group
Coach/Instructor of an Adult Team/Group
Adult Individual (Age 18+)
Adult Team/Group6
5
4
3
2
1

Is the applicant Indigenous?

choose from

YES
NO1
0

The Competition is

choose from

International Competition
National Competition
Provincial Competition
N/A - Application is for Development Program3
2
1
0

The Development Program is

choose from

Bring an expert to local training for coach
Out of region training for Coach
Bring an expert to local training for athletes or performers
Out of region training for athlete or performer
N/A - Application is for Competition4
3
2
1
0

Base Score 80%

Applicant provided a clear, easy to understand, and concise application (including relevant attachments)

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Applicant Capacity 10%

The application demonstrates positive impact for the community

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Contribution to Community Resilience 10%

Attachment: 2024-Games Legacy-Guidelines (Committee Roles and Responsibilities)

Community Investment Program
Games Legacy Grant
Applicant Evaluation Scoring Sheet

Score: 0.00

Applicant:

Competition or Development:

OF

choose from Competition
Development Program

choose from Sports
Cultural/Art

Applicant is

choose from	Minor Individual (Age 0-17)	6
	Minor Team/Group	5
	Coach/Instructor of a Minor Team/Group	4
	Coach/Instructor of an Adult Team/Group	3
	Adult Individual (Age 18+)	2
	Adult Team/Group	1

Is the applicant Indigenous?

choose from	YES	1
	NO	0

The Competition is

choose from	International Competition	3
	National Competition	2
	Provincial Competition	1
	N/A - Application is for Development Program	0

The Development Program is

choose from	Bring an expert to local training for coach	4
	Out of region training for Coach	3
	Bring an expert to local training for athletes or performers	2
	Out of region training for athlete or performer	1
	N/A - Application is for Competition	0

Base Score 80%

0

Applicant provided a clear, easy to understand, and concise application (including relevant attachments)

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Applicant Capacity 10%

0

The application demonstrates positive impact for the community

(1- Disagree, 2-Somewhat Disagree, 3-Somewhat Agree, 4-Agree, 5-Strongly Agree)

Contribution to Community Resilience 10%

0

Attachment: 2024-CIP-GL-Score Sheet (Committee Roles and Responsibilities)

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Policy Name: Whistleblower
Department Name: Human Resources
Policy Number: LEG-150
Effective Date: March 26, 2019

Next Revision Date: March 26, 2022

STRATEGIC PLAN LINKAGE

Strategic Priority 1 - Responsible Government

PURPOSE AND OBJECTIVE

The purpose of this Policy is to further the Municipality's core principles of accountability, transparency and integrity in all municipal operations, and ethical behavior on the part of Employees and Contractors.

The Whistleblower Policy promotes a corporate culture and environment in which there is no tolerance for Wrongdoing and in which Employees and members of the public are encouraged to identify and report Wrongdoing, with the knowledge that they will be protected from Retaliation when acting in good faith.

GENERAL PRINCIPLES

1. Definitions:

- 1.1 "Allegation" means a complaint submitted under the Whistleblower Policy alleging Wrongdoing on the part of any Employee or Contractor or alleging that any person has been a victim of Retaliation.
- 1.2 "Chief Administrative Officer" (CAO) has the meaning given to it in the *Municipal Government Act*, RSA 2000, c. M-26, as amended (*MGA*).
- 1.3 "Contractor" means any person, corporation or firm with whom the Municipality has a contract for procurement of goods or services.
- 1.4 "Disciplinary Action" means any consequence imposed upon a person as a result of an act of Wrongdoing, which may include, but is not limited to, the following:
 - 1.4.1 public or private apology;
 - 1.4.2 educational training on ethical conduct;
 - 1.4.3 removal of an Employee from any place where the Employee represents the Municipality, including any committee, board, or corporation;
 - 1.4.4 removal from any position of responsibility in the Municipality;
 - 1.4.5 termination of employment with the Municipality;

- 1.4.6 termination of a contract; or
- 1.4.7 such other discipline as may be considered appropriate in the circumstances.
- 1.5 “Elected Official” means a councillor as defined in the *MGA*.
- 1.6 “Employee” means any person directly employed by the Municipality, including the CAO.
- 1.7 “Integrity Commissioner” means the individual appointed by Council pursuant to the Integrity Commissioner Bylaw No. 19/005, as may be amended, or repealed and replaced from time to time.
- 1.8 “Retaliation” means any action in reprisal against a person who has made an Allegation of Wrongdoing, or who has sought advice or information about making an Allegation of Wrongdoing, or who participated in the investigation of such an Allegation, and includes but is not limited to:
 - 1.8.1 dismissal from employment or threats to dismiss from employment;
 - 1.8.2 discipline or suspension, or threats to discipline or suspend;
 - 1.8.3 harassment or abuse;
 - 1.8.4 imposition of any penalty or sanction, directly or indirectly; and
 - 1.8.5 intimidation or coercion or attempts to intimidate or coerce; but does not include Disciplinary Action defined in clause 1.4 of this Policy.
- 1.9 “Whistleblower” means a person who makes an Allegation.
- 1.10 “Wrongdoing” means an act or omission that constitutes one or more of the following, in relation to the Regional Municipality of Wood Buffalo:
 - 1.10.1 a contravention of federal or provincial legislation or regulations;
 - 1.10.2 gross mismanagement, including an act or omission that shows a reckless or willful disregard for the proper management of:
 - 1.10.2.1. municipal funds or a municipal asset;
 - 1.10.2.2. the delivery of a municipal service;
 - 1.10.2.3. employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation; or
 - 1.10.2.4. any act of fraud.
 - 1.10.3 an act or omission that creates a substantial and specific danger to the life, health or safety of any person, or to the environment, other than a danger inherent in performance of a person’s duties as an Employee or Contractor;
 - 1.10.4 an act of Retaliation, as set out in subsection 1.7; or

- 1.10.5 advising or encouraging any person to do anything set out in subsections 1.9.1 through 1.9.6.

2. Responsibilities:

2.1. Council:

- 2.1.1. Review Allegations of Wrongdoing made against the CAO and any applicable Investigation Reports;
- 2.1.2. Take Disciplinary Action against the CAO if s/he is found to have committed acts of Wrongdoing.

2.2. CAO:

- 2.2.1. Ensure that a Whistleblower whose Allegation of Wrongdoing is made in good faith is protected from Retaliation regardless of the outcome of the ensuing process.
- 2.2.2. Establish processes which allow for:
 - 2.2.2.1. Whistleblowers to make Allegations of Wrongdoing relating to Employees and Contractors;
 - 2.2.2.2. Allegations to be screened for legitimacy and potential investigation;
 - 2.2.2.3. appropriate discipline to be imposed when an Allegation is substantiated; and
 - 2.2.2.4. adequate resources to be made available to support all investigations.
- 2.2.3. Advise Council of any Allegations that, if substantiated, may involve significant imminent risk to the Municipality or may involve past, present or imminent criminal activity that would affect the Municipality.
- 2.2.4. Ensure that an annual report is presented to Council which will include a description of the Wrongdoing and any outcomes arising.

3. Allegations:

- 3.1 Any individual who makes an Allegation of Wrongdoing must provide sufficient evidence to substantiate the Allegation.
- 3.2 Anonymous Allegations will only be considered when one or more of the following criteria are met:
 - 3.2.1 there is significant imminent risk to the Municipality;
 - 3.2.2 there is evidence of past, present or imminent criminal activity involving the Municipality;

- 3.2.3 the Allegation impacts the health, safety or wellbeing of Elected Officials, Employees or the general public; or
 - 3.2.4 the Allegation is of such a serious nature and relates to the operation of the Municipality such that, it cannot, in good faith, be overlooked.
- 3.3 Allegations must be made within 6 months of the date of the Wrongdoing or within 6 months of the date on which the Whistleblower learned of facts tending to support an Allegation, except in the case of an Allegation of criminal activity relating to the Municipality to which no time limit applies.
- 3.4 An Allegation which discloses information suggesting criminal activity, an imminent risk of substantial danger to the life, health or safety of any person, or a risk to the environment, must be immediately disclosed to the RCMP or the appropriate regulatory authority.
- 3.5 Any person sending a complaint directly to an Elected Official shall be informed of this policy and that the procedure in this policy must be followed.
- 4. **Investigations:**
 - 4.1 All investigations will be conducted as expeditiously as possible.
 - 4.2 All Elected Officials, Employees and Contractors who are aware, or become aware, of an investigation shall keep confidential and not disclose any knowledge they have or obtain concerning the details or results of an investigation.
 - 4.3 An Employee or Contractor who breaches confidentiality with respect to an investigation may be subject to Disciplinary Action, regardless of the impact of the disclosure on the investigation.
- 5. ***Freedom of Information and Protection of Privacy Act (FOIP):***
 - 5.1 Nothing in this Policy will affect the application of *FOIP*.
- 6. ***Council Code of Conduct Bylaw***
 - 6.1. A complaint against an Elected Official must be made pursuant to the Council Conduct of Bylaw No. 18/009, as may be amended or repealed and replaced from time to time, and is subject to investigation by an Integrity Commissioner.

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

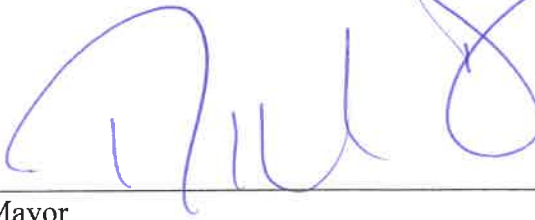
Legal References: *Municipal Government Act*, RSA 2000, c.M-26
Freedom of Information and Protection of Privacy Act,
RSA 2000, c.F-25

Cross References: Whistleblower Directive HRM-650
Code of Conduct Procedure HRM-600
Conflict of Interest Disclosure Procedure HRM-610

Position Responsible for Policy: Director, Human Resources

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.



Mayor

Chief Legislative Officer

March 26, 2019

Approval Date