

Minutes of a Meeting of the Community Investment Program Approval Committee held in Room 206, at the Municipal Offices in Fort McMurray, Alberta, on Thursday, November 16, 2023, commencing at 5:00 PM.

Present:

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

Administration:

Deanne Bergey, Director, Community and Protective Services
Janelle Fleury, Department Administrator, Community and Protective Services
Jade Brown, Clerk, Legislative Services

1. Call to Order

Chantal Beaver, Chair, called the meeting to order at 5:06 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

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

3. Minutes of Previous Meeting

MOTION:

THAT the Minutes of the Community Investment Program Approval Committee Special Meeting held on October 30, 2023 be approved as presented.

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

4. New Business

4.1. Conflict of Interest Overview

Chris Davis, Senior Manager, Legal Services, provided an overview of the Committee's jurisdiction and overarching authority referring to the Committee's Bylaw. An overview of conflict of interest, perceived conflict of interest as well as pecuniary interest was provided.

An excerpt of Council's Code of Conduct was distributed and section 10, Conflicts of Interest, was reviewed. The Committee was reminded that when considering applications, to act in a fair and impartial manner ensuring that they are approaching each decision with an open mind.

It was noted that each individual Committee member will need to determine whether they have a conflict, real or perceived, or a pecuniary interest prior to the grant approval meeting(s). It was further advised that should members have questions, to reach out to Administration.

The Committee asked that Administration provide the Committee with a listing of all applicants that have applied for funding to enable a preliminary review for potential pecuniary interest and conflicts of interest prior to the grant application review and approval meeting(s).

4.2. Committee Roles and Responsibilities

Janelle Fleury, Department Administrator, Community and Protective Services, provided the Committee with a handout that contained the Community Investment Program guidelines for the four grants that the Committee is responsible for approving.

It was noted that on November 1, 2023 at 4:30 p.m. applications for grants closed. Administration indicated that the Community Investment Program administrators are currently in the process of reviewing the applications received for basic eligibility and are working through revisions (for example, if an organization was eligible but more clarity was required on a certain piece of the application). It was noted that this will occur until November 24, 2023 and from there, the eligible applications will be scored by the internal panel with all applications and recommendations provided to the Committee by mid-December, 2023.

4.3. Meeting Schedule

A discussion was held with respect to the next meeting, and it was determined, through consensus, that a meeting will occur at 5:00 p.m. on December 18, 2023 with a further full day meeting occurring in early January, 2024, date to be determined.

Adjournment

The meeting adjourned at 6:29 p.m.

Chair