

Council Policy

Policy Name: Community Investment Program
 Department Name: Community Services Department
 Policy No.: FIN-220
 Effective Date: March 3, 2015

Review Date: March 3, 2018

STATEMENT:

Through the Community Investment Program (CIP), the Regional Municipality of Wood Buffalo provides financial support to community groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services, the development and operation of community facilities, and the organization of major community events.

The Community Services Department developed a CIP booklet to communicate changes regarding the CIP to Council, Administration, community groups and non-profit organizations.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Establish the Community Investment Program.
2. Identify budgeting and accounting requirements related to municipal grants.
3. Determine eligibility for funding under the Community Investment Program Policy.

PROCEDURES:

1. Definitions

- 1.1. Applicant - means any group, club, individual or organization incorporated as a non-profit, charitable or Part IX Corporation.
- 1.2. Community Investment Program (CIP) – means the program which provides financial assistance to a number of community based groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services; development and operation of community facilities; and organization of major community events.
- 1.3. Grant – means a transfer of monies from the Community Services Department to an Applicant for a project or a purpose according to the requirements outlined by a specific grant program.
- 1.4. Grant Programs – means funding programs created to directly administer grants to Applicants (e.g. Joint Initiatives Program, Games Legacy Fund, Community Development Funding, Community Plan on Homelessness Funding, etc.) under specific guidelines.

- 1.5. Municipality – means the Regional Municipality of Wood Buffalo, excepting any lands comprising of any First Nation Reserve or Metis settlement situated therein.

2. Responsibilities

2.1. Council:

- (a) approve any amendments to this policy; and
- (b) approve overall CIP Budget.

2.2. Senior Leadership Team:

- (a) support the implementation of this policy;
- (b) ensure compliance with this policy; and
- (c) support and recommend any amendments to this policy.

2.3. Chief Financial Officer:

- (a) ensure the policy is enforced and is consistent with the Municipality's accounting procedures;
- (b) provide Council with the information it requires to make decisions on an ongoing basis; and
- (c) use interest earned on the Games Legacy Fund to fund the grant and not the principle.

2.4. Community Services Committee:

- (a) approve allocation of provincial and federal funds received as per the Community Plan on Homelessness and Family and Community Support Services; and
- (b) approve allocation of lump sum Grant Programs.

2.5. Community Services Department:

- (a) Review and evaluate funding requests from Applicants engaged in the delivery of social, recreation and community services, and recommend the annual budget for the Community Investment Program as part of the Community Services Department Budget.

2.6. Program Administrator:

- (a) ensure all transactions are properly coded and accounted for by the receiver of grant funds;
- (b) ensure annual budgets are prepared using all guidelines within this policy;
- (c) ensure recommendations from any reviews are submitted for approval and implementation;

- (d) recommend new Grant Programs for application under this policy;
- (e) responsible for implementing all aspects of the CIP and ensure it has sufficient resources to fulfill this responsibility; and
- (f) ensure that adequate procedures and systems are in place to implement the Grant Program as defined in this policy.

3. General Procedures

3.1. Eligibility:

Funding shall only be provided to an Applicant that:

- (a) resides or operates within the Municipality;
- (b) enhances leisure, cultural, recreational, and/or quality of life issues, and/or makes a social or community investment within the Municipality;
- (c) conforms with the identified criteria of the specific Grant Program being applied under; and
- (d) completes and submits all required Grant Program application documentation within the stated deadlines.

3.2. Ineligibility

The following funding requests are not subject to this policy:

- (a) exceptional funding requests that exceed approved budget limits or do not fall within the eligibility guidelines of approved Grant Programs. Requests of this nature may either:
 - (i) be brought forward in the subsequent budget year for additional consideration and possible incorporation into the budget approval process;
 - (ii) be considered under exceptional circumstances and be approved by Council as an over expenditure in the current budget year; or
 - (iii) be denied.

3.3. Application and Funding Process

The Municipality shall evaluate applications based on the type of funding request and their conformity to the available Grant Programs and funding limits. Approval processes shall be consistent with the specific guidelines of the Grant Program applied for.

All Applicants requesting funding in the amount of \$500,000 or more and new funding requests from the Regional Municipality of Wood Buffalo - Community Investment Program (CIP) shall be required to make a presentation to the Audit and Budget Committee.

3.4. Communication

Approved funding recipients shall recognize the Municipality, if required under the Grant Program, as a funding partner in any official communications.

3.5. Monitoring and Reporting

The Municipality will evaluate the outcomes, as outlined in the agreement between the Municipality and the Applicant, to ensure accountability for use of funds and monitor how the desired goals were achieved. Any reporting requirements, as stated in the Grant Programs, not met by the Applicant will be subject to potential withdrawal of future funding support. All surplus funds not used for the intended or closely related purpose must be returned to the Municipality.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: _____

Revision Approval Dates: _____
Review Due: _____

Policy Manager:
Department Contact: Director, Community Services

Legal References: _____
Cross References: _____

Melissa Blake, Mayor

David Leflar, Chief Legislative Officer

Date: