



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CS-14</b>	<b>FCSS Program Funding</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
September 8, 2015	March 16, 2020

## Purpose

To provide a framework for the delivery of funding to eligible community non-profit organizations for the provision of preventive social programs that align with and support the Five Core Values identified in City’s Social Master Plan.

## Policy Statement

The City offers annual program funding, administered by the Community Services Department, to eligible community non-profit organizations for the delivery of Preventive Social Services, in accordance with the funding formula and regulations identified in the FCSS Act.

## Definitions

“Agreement” means a signed agreement that identifies the grant recipient organization’s responsibilities associated with indemnity, insurance, termination, confidentiality, reporting and program delivery expectations.

“City” means the municipal corporation of the City of St. Albert.

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw.

“Community Services” means the department of the City responsible for the provision of Preventive Social Services to the residents of St. Albert through direct service to the community as well as a range of service offered through FCSS funded community organizations.

“Community Services Advisory Committee” or “CSAC” means the advisory committee to Council comprised of St. Albert residents as per the Community Services Advisory Committee Bylaw.

“Council” means the municipal Council of the City of St. Albert.

“Eligible Community Non-profit Organization” means an Organization that:

- a. Is a registered non-profit society or registered society with a St. Albert Chapter or Branch and serves St. Albert residents;
- b. Provides Preventive Social Services based on community needs; and
- c. Has trained program and administrative staff with the ability to operate the FCSS funded program or programs effectively.

“Family and Community Support Services Act” or “FCSS Act” means the *Family and Community Support Services Act*, R.S.A., 2000 c.F-3, as amended or any successor enactment and any regulations thereunder.

“FCSS Program” means a partnership amongst the Province, municipalities and Métis Settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities.

“Five Core Values” means the values identified in the Social Master Plan, namely:

- a. Sense of Community and Connectedness
- b. Diversity and Inclusion
- c. Social Responsibility and Engagement
- d. Healthy Lifestyle and Well-Being
- e. Capacity Building.

“Preventive Social Services” means services that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.

“Social Master Plan” means the document entitled “Cultivating a Community for All: St. Albert’s Social Master Plan”, as amended from time to time.

## **Responsibilities**

1. Council is responsible for:
  - a. Allocating funding under the FCSS Program while ensuring any allocations comply with the FCSS Act and approved City budgets;

- b. Funding the FCSS Program with the minimum matching 20% based on the 80/20 criteria of the FCSS Program; and
  - c. Appointing residents to the Community Services Advisory Committee.
2. The Chief Administrative Officer or designate is responsible for:
- a. Preparing, communicating and distributing an annual application process that clearly articulates proposal requirements, investment criteria and definitions and all appropriate timelines and application logistics;
  - b. Accepting and reviewing applications for FCSS Program funding on an annual basis, determining the completeness of the applications and forwarding the applications to the Community Services Advisory Committee for its review, deliberation and advisory recommendations;
  - c. Ensuring the recommended programs and services align with at least one of the core values of the Social Master Plan; and
  - d. Ensuring the terms and conditions of the Agreement are met.
3. The Community Services Advisory Committee is responsible for reviewing the FCSS Program applications in accordance with this policy and making funding advisory recommendations to Council.
4. Successful recipients are responsible for:
- a. Conducting security/prior involvement checks on all program staff and volunteers at the initial point of employment;
  - b. Maintaining valid insurance coverage;
  - c. Providing the City with 90 days notice in advance of any proposal to alter its services, function or mandate;
  - d. Providing the City program statistics, demographics or other relevant information as requested;
  - e. Ensuring the terms and conditions of the Agreement are met;
  - f. Ensuring the organization has clear policies governing staff and board members, including but not limited to, conflict of interest, nepotism, code of conduct and terms of office; and

- g. Ensuring their board members have adequate skills, experience and training, and conduct annual board development opportunities.

### **Service Standards / Expectations**

1. The City partners with the Province of Alberta in the delivery of Preventive Social Services programs. Under the FCSS Act, municipalities match provincial funding, using local tax dollars, on an 80/20 basis, as a minimum.
2. The amount of funding available is based on current year provincial funding allocations, excluding one-time project grants and will serve as the base funding for the next year's allocations, unless the available funds are reduced owing to a reduction in the provincial and/or municipal contribution.
3. An Eligible Community Non-Profit Organization approved for grant funding shall be required to sign and abide by the terms and conditions of an Agreement, which include but are not limited to the following:
  - a. Eligible Community Non-Profit Organization shall expend funds as specified in the application;
  - b. Pursuant to its ongoing activities, in both its own name and in the name of the City as an additional insured, the Eligible Community Non-Profit Organization shall place and maintain a policy of insurance respecting commercial liability and errors and omissions;
  - c. The Eligible Community Non-Profit Organization shall acknowledge receipt of FCSS Program Funding from the City in event promotion and advertising, including reinforcing the City branding where appropriate; and
  - d. If the program's financial information discloses an annual surplus in the fiscal year respecting which the City has rendered a grant, within 90 days of the City's demand, the Eligible Community Non-Profit Organization shall repay part or all the-funds for that fiscal year as the City reasonably requires.
4. There is no limit to the amount of program-funding awarded to any Eligible Community Non-Profit Organization, provided the total awarded does not exceed the funds available.
5. The program/service applied for must not duplicate an existing community program/service.
6. Successful recipients must meet the following mandatory requirements:
  - a. The organization is an eligible entity (non-profit);

- b. The FCSS funded program meets the FCSS Act and legislation;
  - c. The organization provides at least 20% of funding towards the FCSS Program;
  - d. The FCSS funded program is of early stage prevention and enhances the social well-being of individuals, families or community;
  - e. The FCSS funded program does not provide primarily for the recreational or leisure time of individuals;
  - f. The FCSS funded program does not provide direct financial assistance to sustain an individual or family;
  - g. The FCSS funded program is not restorative, rehabilitative or treatment in nature;
  - h. The FCSS funded program does not duplicate services that are ordinarily (or should be) provided by a government or government agency (or the responsibility of another provincial ministry);
  - i. The FCSS funded program identifies and is clearly aimed at addressing at least one FCSS outcome;
  - j. The FCSS funded program supports at least one value cited in the Social Master Plan; and
  - k. The FCSS funded program supports or develops at least one protective factor.
7. The funding shall cover no more than 80% of a FCSS funded program expense.
  8. The funding shall pertain only to the calendar year for which it was approved, unless otherwise specified by Council.
  9. The application process will occur in the fall and final budget decisions and allocations subject to Council approval of the budget.
  10. The Eligible Community Non-Profit Organization shall, prior to making changes in revenue or expenditures of amounts in approved budgets, obtain the consent of the Chief Administrative Officer or designate.
  11. The Eligible Community Non-Profit Organization shall demonstrate strong fiscal stewardship in administering the FCSS funded program; furthermore, the

organization must adhere to the criteria and stringent expectations of the provincial FCSS Program.

12. The Eligible Community Non-Profit Organization must adhere to the criteria and stringent expectations of the provincial FCSS Program.
13. To qualify for funding, at least 100% of FCSS funded program participants must be residents of St. Albert.
14. Consistent with provincial practice, the City, acting on behalf of the FCSS funded program reserves the right in its sole discretion to:
  - a. Suspend the process at any stage;
  - b. Reject or accept any proposal, including the right to reject all proposals;
  - c. Clarify with any or all applicants after the closing date; and
  - d. Negotiate with any or all applicants after the closing date.
15. Unallocated funds shall remain with the City.
16. Municipal dollars from multiple funding streams cannot be used to fund the same operational component.
17. Programs are funded, not organizations, which means that FCSS Program funding is allocated to programs and services not organizations as an entity. Funding can support a maximum of 20% of the administration associated with a specific program but should not be allocated to an organization’s general administration.

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
May 2019 – Community Services March 2020 – Community Services	May 2024 – Community Services	March 16, 2020 AR-20-064