



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CC-23	CIVIC GRANTING
ORIGINAL APPROVAL DATE	DATE LAST REVISED
May 16, 2022	June 20, 2023

Purpose

To establish clear guidelines and principles under which civic funding in the form of a grant may be awarded to eligible individuals, organizations, or businesses.

Policy Statement

Council may offer financial assistance to eligible applicants in the form of a grant to support activities, events, projects, operations, or programs which enhance the quality of life for residents of St. Albert.

Definitions

“Act” means the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto.

“Allocation” means the monetary amount identified and approved in accordance with this policy to be provided to a grant applicant.

“Capital Project” means a new construction, expansion, renovation, or replacement project for an existing facility or facilities.

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

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

“Civic Grant Programs” mean programs established and offered by the City for the purpose of providing funding in the form of grants to eligible applicants to assist in offsetting costs associated with programs, projects, activities and events which enhance the social fabric and quality of life for St. Albert residents.

“Committee of Council” means a committee established by bylaw of Council under sections 145 and 146 of the Act.

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

“Diversity” means to encompass acceptance and respect, understanding that each individual is unique, and recognizing individual differences in accordance with the protected grounds enumerated in the *Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5, including race, colour, place of origin, ancestry, gender, gender identity or expression, source of income, age, physical disability, mental disability, religious beliefs, marital status, family status, and sexual orientation.

“Equity” means the quality of being fair and reasonable in a way that gives equal treatment to everyone, and “levels the playing field” for all.

“FCSS Act” means the *Family and Community Support Services Act*, R.S.A. 2000, c. F-3 and its associated regulations.

“FCSS Program” means the Family and Community Support Services Program, established in accordance with the FCSS Act, which is an arrangement amongst the Province, municipalities, and Métis Settlements to develop and deliver locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities.

“Inclusion” means the act of creating environments in which any individual or group can feel welcomed, respected, supported, and valued to fully participate.

“Level 1 Grant Program” means a grant program that provides low risk, one-time, funding in support of grassroot or citizen led initiatives.

“Level 2 Grant Program” means a grant program that breathes life into St. Albert through celebrations, experiences, programs, or services.

“Level 3 Grant Program” means a grant program that provides a significant investment in organizations that build and sustain St. Albert.

“Municipal Dollars” means dollars or services expensed or acquired through the municipal operating or capital budget.

“Non-secular” means relating to or involving religious or spiritual matters.

“Operating Agreement” means an agreement that outlines the terms and responsibilities between the City and an organization, and which may include a financial component.

“Recipient” means an individual, group, organization, or entity that has been approved for a direct monetary contribution from the City in the form of a grant.

“Reporting” refers to processes that are developed to increase transparency and maintain the community’s trust and confidence.

“Services and Service Level Inventory” is a Council-approved document that contains an inventory of services delivered by the City and records the associated service levels.

“Stewardship Agreement” means an agreement to facilitate the pursuit, promotion, funding, implementation, consulting, research or piloting of initiatives which enhance, conserve or protect the environment or historical resources.

Responsibilities

Council:

- a. Shall provide sufficient resources to support all Civic Grant Programs;
- b. Shall approve final grant allocations for Level 3 Grant Programs; and
- c. May delegate as appropriate the review of applications within, and funding allocations under specific Civic Grant Programs.

Council Committees shall:

- a. Review applications and make recommendations for grant approval, and approve final grant allocations for Level 2 Grant Programs; and
- b. Review applications make recommendations for grant approval to Council for Level 3 Grant Programs.

The Chief Administrative Officer shall:

- a. Ensure that Civic Grant Programs offered by the City align to the Services and Service Level Inventory;
- b. Establish Civic Grant Programs;
- c. Designate Civic Grant Programs as Level 1 Grant Program, Level 2 Grant Program, or Level 3 Grant Program;
- d. Designate Civic Grant Programs to Committees of Council for:
 - i. application review and recommendation for approval or final grant allocation approval for Level 2 Grant Programs; and
 - ii. application review and recommendation for approval for Level 3 Grant Programs;
- e. Review applications, make recommendations for grant approval, and approval final grant allocations for Level 1 Grant Programs; and

- f. Report annually to Council on the following:
 - i. Civic Grant Program Allocations,
 - ii. Projects or groups supported,
 - iii. Outcomes achieved,
 - iv. Changes to Civic Grant Programs, if any, and
 - v. Other items as determined by CAO or upon Council request.

Service Standards / Expectations

Granting Principles: General

1. Civic Grant Programs are a way to invest in and support organizations or individuals whose work directly benefits the community.
2. Civic Grant Programs may provide support to external organizations or individuals whose work supports City strategic initiatives and priorities.
3. Civic Grant Programs shall be reviewed regularly to ensure relevance in response to community needs.
4. Municipal granting shall not be the sole funding source for any Recipient's program, project, or operation.
5. Civic Grant Programs shall align with principles of Equity, Diversity, and Inclusion.
6. Civic Grant Programs shall allow for flexibility in addressing emergent needs.

Granting Principles: Allocation Criteria

7. For applications of equal merit, applicants based in the City are prioritized to receive funding.
8. Non-City based organizations providing a service within or outside of the City to St. Albert residents may receive funding consideration if a similar service is not offered in the City.
9. Allocations shall prioritize potential benefit to the greatest proportion of City residents.
10. Allocations shall prioritize potential benefit to the greatest need of City residents.
11. Recipients shall demonstrate good governance and transparency.
12. Recipients shall demonstrate a level of sustainability relative to the nature of their proposed outcomes.

13. Civic funding support is provided to assist the Recipient in achieving a net zero balance on their project/event/operations budget, not to experience a net profit.
14. Allocation decisions shall not be bound by precedent.

Granting Principles: Reporting Accountability

15. Civic Grant Programs shall have clear Reporting and accountability measures that align with City priorities.
16. Recipient Reporting requirements shall reflect the value of the grant and the impact to the community.

General Service Standards

17. The Civic Grant funding envelope is based on a per capita formula.
18. Unallocated and/or allocated and unused funding from Civic Grant Programs may be carried forward for future Allocation.
19. Municipal Dollars from multiple municipal funding streams cannot be used to fund the same operational or program component.

Ineligibility

1. Capital Project funding requests from entities whose funding, activity, or program is the mandate or responsibility of the following provincial ministries are ineligible for funding from Civic Grant Programs:
 - a. Education,
 - b. Advanced Education,
 - c. Health, and
 - d. Housing.
2. Non-secular applicants and applications from political parties or in support of Non-secular or political events, activities, or Capital Projects associated therewith are ineligible.
3. The following organizations are governed through separate funding processes and agreements and are ineligible for funding from Civic Grant Programs:
 - a. Organizations that have entered a Council approved Stewardship or Operating Agreement, and
 - b. The St. Albert Public Library.

Exceptions

1. This policy does not apply to the FCSS Program funding provided in partnership with the Province of Alberta and governed by the FCSS Act.

2. This policy does not apply to the Municipal Historic Conservation Program.
3. This policy does not apply to subsidy programs including but not limited to:
 - a. Utility Relief Grant, and
 - b. Senior Homeowners Property Tax Assistance Grant.

Legal References

Municipal Government Act
FCSS Act

Cross References

1. City Council Policy C-CAO-01 Chief Administrative Officer Delegations

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
June 20, 2023 - Recreation and Parks	2027 - Recreation and Parks	June 20, 2023 – CB-23-43