



# Council Policy

Policy Number: *PLY\_Community Grants\_2015*

## Community Association Grant Policy

Date Approved by Council: November 22, 2016

County Commissioner: 

### 1. Purpose

Sturgeon County is committed to working with the volunteer organizations to offer a wide variety of social, recreational and cultural services reflective of community needs. Community infrastructure and services improves the health and well-being of our families and community. Annually Sturgeon County offers financial assistance for capital and operating costs to volunteer community groups that provide these programs and services to residents of Sturgeon County.

### 2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
2012/09/25	1.0	
2016/02/09	2.0	General update
2016/11/22	3.0	Carryover requirements & performance obligations of the applicant

### 3. Persons/Areas Affected

Council  
Community Services Department  
Calahoo Villeneuve Gravel Extraction Committee  
Community Services Advisory Board  
Recognized Community Associations  
Non-recognized Community Associations  
Area Structure Plan groups

### 4. Policy Statement

County Council will allocate funding annually to each of the two Committees. The level of funding will be established during County Council's annual budget process and will be financed through general revenues, FCSS or aggregate levy for the following three grant programs:

Grant Program	Funding	Purpose
Community Association & Seniors Operating Grant	Taxes	Operating grant
FCSS Program Grant	FCSS	Project/Program Grant
Community Enhancement	Aggregate Levy	Capital/Operating Grant

## 5. Definitions

### 5.1. Authorized grant funding period is:

- 5.1.1. December 31 of the year in which the funds were received,
- 5.1.2. When an extension period ends upon approval of a carryover request, or
- 5.1.3. Three years following the expiry date of the original grant

### 5.2. Applicant Eligibility Criteria:

- 5.2.1. Volunteer, registered non-profit organization in good standing and serving residents of Sturgeon County.
- 5.2.2. Carry a minimum of \$2,000,000 of liability insurance.
- 5.2.3. Be a Sturgeon County community group operating for a minimum of one year.
- 5.2.4. Applicants must operate public facilities and amenities within Sturgeon County for the benefit of Sturgeon County residents.
- 5.2.5. Applicants must have other cash revenue sources for their activity that may include self-generated revenue , funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- 5.2.6. Applicants programs and services must be open to the public.
- 5.2.7. Applicants must deliver ongoing programs and services to the Sturgeon County community throughout the whole or the majority of the year.

### 5.3. ASP Groups are those volunteer organizations providing service to residents within the Area Structure plan areas.

### 5.4. Capital Expenses are for assets with physical substance that have a life expectancy exceeding one year. Asset costs include development costs or direct construction which includes labor, material and overhead costs that directly relate to the acquisition, construction or development of the asset.

### 5.5. Carryover Requests are written requests to carry over funds to the next annual budget period and must include why the carryover is requested, how much money is being carried forward, description of why the work can not be completed.

### 5.6. Community Association Operating Grant provides operating assistance to Seniors Associations; and Recognized Community Associations that operate facilities in Sturgeon County and provide recreational, social, cultural programs and services.

### 5.7. Community Enhancement Grant is a capital & operating grant to assist Community Associations and Areas Structure Plan Groups finance capital projects and community improvements that will provide the maximum benefit to residents in close proximity to sand and gravel extraction operations resulting in positive public relations for sand and gravel operators.

- 5.7.1. Grant Component A - ASP Groups(\$0.031/tonne)

- 5.7.2. Grant Component B1 – Recognized & Non-recognized Community Associations (\$0.0155/tonne)  
Grant Component B2 – ASP groups (.0310/tonne)
- 5.7.3. Grant Component C - Reserve (\$0.0155/tonne)
- 5.7.4. Grant Component D - County (\$0.157/tonne) revenue to be used toward the payment of infrastructure and other costs in the municipality (MGA s409.1(2))
- 5.8. FCSS program grant is allocated to non-profit organizations that provide services that fall within the definition of preventative social services as outlined in the Provincial FCSS Act and Regulations.
- 5.9. Non-recognized Community Associations are those community organizations not operating facilities but are eligible for capital funding for development of public amenities within Sturgeon County.
- 5.10. Operating costs are those general and administrative expenses associated with the day-to-day facility operations and annual program expenses.
- 5.11. Recognized Community Associations are independent, registered, and volunteer not for profit organizations operating facilities and amenities within the geographic boundary of Sturgeon County with a mandate to provide programming and services to the general public.
- 5.12. Reserve funds will be collected annually and set aside for major future capital project in keeping with the purposes for which the aggregate funds were contributed in accordance with the ASP Bylaw.
- 5.13. Residual Capital grant balances are funds allocated in prior years that have not been renewed or extended and must be returned to Sturgeon County.
- 5.14. Set of Principles that define our character and culture will be used to guide all funding decisions
  - 5.14.1. Accessibility – Equal ability to access facilities and programs; not necessarily equitable across the region; everyone is welcome and valued.
  - 5.14.2. Accountability – Grant recipients & Committee members demonstrate accountability through effective planning and service delivery.
  - 5.14.3. Diverse Opportunities - residents can access a range of programs and services that contribute to well-being and quality of life.
  - 5.14.4. Strategic Funding - investments will consider the welfare of the County as a whole and account for standardized service levels and value for taxes.
  - 5.14.5. Integration - Development of recreation opportunities and amenities will occur strategically, corresponding with new and existing resident populations.
  - 5.14.6. Partnership - The County's vision and goals are achieved through partnership and collaboration.

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5.14.7. Volunteerism - Community Organizations are a vital aspect to the health, well-being and development of the Sturgeon Community.

## 6. Responsibilities

Council	<ul style="list-style-type: none"> <li>- Approve and review the policy on a regular basis.</li> <li>- Approve expenditure amount in annual budget for the Grant Programs.</li> <li>- Receive and approve the committee recommendations for grant recipients.</li> <li>- Receive a grant evaluation annually and provide feedback into process improvements.</li> </ul>
Sand & Gravel Extraction	<ul style="list-style-type: none"> <li>- Review all Community Enhancement applications from Calahoo Villeneuve ASP groups in components A &amp; B and recommend specific grant allocations to County Council.</li> <li>- Review all applications for Calahoo Villeneuve ASP reserve grant applications and make recommendations to Council.</li> <li>- Review and make recommendations to Administration for approval of carryover requests and refunds of residual capital balances.</li> </ul>
CSAB	<ul style="list-style-type: none"> <li>- Recommend Community Association Grant and the Family and Community Support Services Program Grant recipients and amounts based on annual budget amounts.</li> <li>- Review all Community Enhancement applications from AIH ASP groups in components A &amp; B and recommend specific grant allocations to County Council.</li> <li>- Review all applications for AIH ASP reserve grant applications and make recommendations to Council</li> <li>- Review and make recommendations to Administration for approval of carryover requests and refunds of residual capital balances.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>- Administer Bylaw 1078/06 – Community Aggregate Levy</li> <li>- Review application package annually and update when applicable.</li> <li>- Call for applications from eligible organizations and groups.</li> <li>- Receive applications by the deadline annually and review for completeness.</li> <li>- Prepare grant summaries and facilitate decision making process for grant allocations.</li> </ul>

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	<ul style="list-style-type: none"><li>- Prepare cheque requests.</li></ul>
Applicant	<ul style="list-style-type: none"><li>- Submit complete applications with all supporting documentation.</li><li>- Use funds within the authorized period.</li><li>- Submit complete capital financial reporting annually for each capital project.</li><li>- Submit carryover requests if and when required.</li><li>- Accept the terms and conditions of the grant program, including repayment of the residual funds to the County if performance obligations are not met.</li></ul>

7. Procedures

Council will refer all grant requests to Community Services.

Council will receive grant recommendations for approval in April annually.

8. Cross Reference

*Municipal Government Act* s 409.1-409.3

Community Aggregate Levy Bylaw 1078/06

Calahoo Villeneuve Sand & Gravel Extraction ASP Bylaw 922/01

Alberta's Industrial Heartland ASP Bylaw 1118/07

Community Grant Association Procedure

Grant Application Package