



City of St. Albert  
**CITY COUNCIL POLICY**

Outside Agency Budget Guiding  
Principles

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C230-2012	04 16		C353-2013	08 19
		C231-2012	04 16			

## Purpose

To establish a process and set of expectations regarding financial support requests from outside agencies that are separate from existing City of St. Albert grant programs.

## Policy

The City of St. Albert recognizes that various external organizations offer important community support services in the areas of recreation, culture, business or resident support, and other community priorities. To encourage these organizations and support their efforts, the City may offer various in-kind support, and/or up to three years of financial contributions to an Outside Agency. Approval of financial support shall require receipt of a detailed Business Case and may be based on the recommendation of the Community Services Advisory Board.

## Definitions

“Business Case” means a detailed proposal for financial support, which includes the City’s required elements.

“City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the city.

“City Manager” means the Chief Administrative Officer of the City of St. Albert.

“Community Services Advisory Board” means the advisory board appointed, pursuant to St. Albert Bylaw 10/97, to advise Council on the City's Community Services needs and to recommend policies and the provision of grants that respond to those needs.

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

“In-Kind Support” means a contribution of low or no-cost assistance from the City of St. Albert.

“Financial Support” means a direct monetary contribution from the City of St. Albert to an Outside Agency.



“Funding Allowance” means the City’s annual available funding for new Outside Agency financial support requests.

“Outside Agency” means any community support organization or group that receives or benefits from City of St. Albert financial or in-kind support.

## **Standards**

### **1. Funding Allowance**

- a. Each year the City Manager or designate shall develop the City’s business plan and budget to include an Outside Agency Funding Allowance.
- b. The City's funding allowance for the following year shall be equal to the sum of the current year's requests plus an allowance for inflation equal to the Consumer Price Index at May 1 of the current year. Any funds that are not being requested from a current recipient will not be included in the allowance.
- c. Outside Agencies that have received funding support in the previous budget year shall be given first consideration for continued funding through the allowance included in the budget.
- d. A multiple-year funding commitment to an Outside Agency may be considered and included within the budget allowance approved.
- e. If an Outside Agency makes a request for funding that is greater than the inflationary amount requested, that additional amount shall not be included within the budget allowance and shall be reviewed and a recommendation made as a new business case.
- f. Funding request made that from an Outside Agencies that did not receive funding in the previous budget year shall not be included for funding as part of the allowance provided, but rather shall be reviewed and a recommendation made as a new business case.

### **2. Outside Agency Funding Requests**

- a. To receive financial support an Outside Agency shall submit a Business Case to the City Manager for consideration and approval.
- b. All Outside Agency Business Cases shall be provided to the City Manager by the Outside Agency prior to August 1 of each year.

### **3. Business Case Requirements**

Each Business Case shall contain all of the following information:



- a. Name of Outside Agency
- b. Description of Outside Agency's services and number of registered members
- c. Details of Provincial, Federal and municipal financial and Municipal in-kind support currently received by the Outside Agency
- d. Program, activity, or project details:
  - i. Name of the program, activity, or project to be funded
  - ii. Description of the program, activity, or project to be funded
  - iii. How the program, activity, or project benefits the city and its residents
  - iv. Number of city residents affected and feedback to date
  - v. Benefit(s) associated with funding being received
  - vi. Risk(s) associated with funding not being received
- e. Financial Details:
  - i. Fiscal year(s) requested for funding
  - ii. Detailed budget of the program, activity, or project
  - iii. How surpluses, or deficits, will be treated
  - iv. Amount requested from the City in financial support
  - v. Amount contributed by Outside Agency (financial or in-kind)
  - vi. Amount to be raised through fund-raising activities
- f. Names and Signatures of Authorized Representative(s)

#### 4. Business Case Review and Approval Process

- a. The City Manager shall assess Outside Agency Business Cases for compliance with this policy and shall forward the Business Cases to the City's Community Services Advisory Board by September 1 of each year.
- b. Notwithstanding clause 4(a), the following Outside Agencies shall be excluded from the requirements of this policy, and therefore reviewed directly by Council:
  - i. St. Albert Public Library
  - ii. Arts and Heritage Foundation
  - iii. Any Outside Agency that receives only in-kind support from the City, where such arrangements are contained within a written municipal agreement.
- c. The Community Services Advisory Board shall assess each Business Case provided to it and prepare a recommendation by November 1 of each year. The recommendation to Council shall include:
  - i. A ranking of all Business Cases received, from highest to lowest priority;
  - ii. Whether each Business Case should be funded, partially funded (including recommended amount), or denied;
  - iii. The length of time that the Business Case should be funded, up to the prescribed maximum of three (3) years; and
  - iv. A brief commentary on each Business Case, as desired.
- d. The City Manager shall process the Community Services Advisory Board's recommendation in a report to Council which will be presented to Committee of the Whole as part of the Budget process no later than the end of November. The City



Manager shall also apply the City's Funding Allowance to the Board's recommendation, to indicate which Business Cases may be funded by Council using existing resources.

- e. Following receipt of the Community Services Advisory Board's recommendation, Council shall communicate its funding decision(s) to Outside Agency applicants by December 31 each year.

## 5. Business Case Assessment Guidelines

- a. A Business Case may be recommended for approval up to a maximum of three (3) years.
- b. An Outside Agency shall be eligible to receive financial or in-kind support for more than one program, activity, or project in a fiscal year, provided that the support is not allocated to the same program, activity, or project.
- c. The Community Services Advisory Board may prioritize Business Cases based on:
  - i. The merit of the Business Case, including its perceived benefit to the city and its residents; and/or
  - ii. The priority of the Business Case compared to all other Business Cases; and/or
  - iii. Evidence of fundraising and matching contributions by the Outside Agency; and/or
  - iv. Existing financial or in-kind support already offered to the Outside Agency; and/or
  - v. Other criteria at the Board's discretion.

## 6. Existing Funding Increases and Expiration

- a. No new Business Case is required for an Outside Agency if approval has been provided for multiple years.
- b. When an Outside Agency's approved Business Case is to expire, the Outside Agency may submit a new Business Case for Board consideration.

## 7. Required Agreement

A signed agreement between the Outside Agency and the City, specifying administrative, reporting, audit and other requirements, shall be required prior to funds being provided.

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**Legal References:** *Municipal Government Act*

**Cross References:** Community Services Advisory Board Bylaw 10/97; Policy C-CG-02, Council's Goals; Policy C-CAO-04, CAO Limitations on Financial Planning and Budgeting

