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## **Policy C-CS-22 Outside Agency Grant Program Review**

Presented by: Anna Royer, Recreation & Parks Department

### **RECOMMENDATION:**

That the Community Living Standing Committee recommend to Council that the Outside Agency Grant Program Review dated February 10, 2020 be received as information.

### **PURPOSE OF REPORT**

In March 19, 2018 Council approved a policy and program change related to Outside Agency funding. With the first full granting cycle of the revised program complete, this report brings forward a general review of the program.

### **ALIGNMENT TO COUNCIL STRATEGIC PRIORITY**

N/A

### **ALIGNMENT TO SERVICE DELIVERY**

Management of Community Granting:

Provision of funding to eligible St. Albert Not-for-profit organizations and residents in the areas of special events, sport and culture development, operational funding and capital renovations and development. Applications are accepted on an annual basis with submissions reviewed by the Community Services Advisory Committee in the fall of each year with recommendations forwarded to Council for final funding approval. Total budget for this grant program is based on a funding formula of \$9 per capita.

### **ALIGNMENT TO COUNCIL (OR COMMITTEE) DIRECTION OR MANDATORY STATUTORY PROVISION**

On March 19, 2018 Council passed the following motions:

(POL-18-004)

That City Council Policy C-FS-12 Outside Agency Budget Guiding Principles be rescinded.

That City Council Policy C-CS-22 Outside Agency Grant Program be approved and be brought back to Council by the end of February 2020.

## BACKGROUND AND DISCUSSION

In March 2018, St. Albert City Council approved a new grant policy to govern funding allocations for not-for-profit groups requesting assistance with operating expenses. Council Policy C-CS-22 Outside Agency Operating Grant Program replaced Policy C-FS-12 Outside Agency Budget Guiding Principles and provided a publicly advertised funding opportunity which took into account City support already being provided through other opportunities to groups located in municipal buildings.

While the budget dollars available for Outside Agency funding did not change, there were changes made to the following areas of the program:

- Type of items eligible for funding.
- Applicant eligibility.
- Percentage of expense eligible for funding.
- Call for grant applicants is publicly advertised and made available to all eligible organizations.
- The program moved from an intake of business cases from a select group of organizations to an application process which is transparent, equitable, and recognizes the support that the organization has already received from the City through other opportunities and is built on documented expenses.

One of the key successes with the new program is inviting application openly to all eligible organizations. As a result of this change, Administration received eleven applications for this program in the 2020 intake, with one new applicant and two additional applicants who were new as of the 2019 intake. In addition, the accountability now required of the recipients has allowed Administration to ensure that grant funding from two separate City funding programs is not applied to the same expense.

The new application process assists with improved oversight surrounding the review of the applications both by Administration and the Community Services Advisory Committee as requests are received in the same format with organizations responding to the same questions and providing comparable data. In 2019, organizations received between 9 - 46% of their total annual operating budget through City grant/program funding. This includes consideration for FCSS program funding received through Community Development Services. The average allocation for City funding/support is 27% of the organization's total annual operating budget.

In order to gauge the effect of this new funding program on the 2019 recipients, Administration met separately with each of the ten organizations receiving 2019 funding to discuss opportunities and challenges experienced with their 2019 allocation of funding. Through dialogue with the organizations, Administration heard the following:

- At the time of the discussions, the organizations understood and were in agreement that an organization could only apply for a funding component through one municipal program. They supported the philosophy behind removing any opportunity to leverage dollars from different funding programs within the City for the same expense.
- The positive impacts experienced from the changes to the program included the ability to

redirect funds from facility operating expenses to program and staffing costs; pride in living in a city that provides fair access to grant funding; and an overall positive impact to the organization. It was also expressed that they felt the City of St. Albert is very generous in its support to Outside Agencies in comparison to what other municipalities provide.

- The negative impacts or hardships experienced by a few of the groups focused on increased demand on the volunteer board and the staff to look for alternate fundraising opportunities. They have also had to increase membership fees, reduce costs in areas such as marketing, use revenue from rentals for operating costs, and one groups expressed they had reduced staff hours.
- The organizations were all supportive with the division of two funding levels (Category 1 and Category 2) to ensure that funding was directed to those agencies serving St. Albert's most vulnerable residents.
- While the majority of the groups would enjoy receiving an increase in funding and would find a use for it, three of the groups felt strongly that there should be no increase to the funding available, and that it was more than a substantial budget for St. Albert. The area in which groups most often expressed a desire to receive increased funding was in the area of staffing.

As part of the review, Administration also held a discussion with the Community Services Advisory Committee (CSAC). The CSAC are not recommending any further changes to the Policy or program including no increase to the base budget for funding allocations. While the Committee was in agreement that the changes have caused increased demands on the organizations to seek additional funding sources, the changes have also brought transparency, accountability, and a clearer understanding of the degree of support the organizations are receiving from the City. In addition, the CSAC discussed amending the definition of eligible organizations to include those organizations outside the boundary of the City of St. Albert who provides a service in St. Albert. The CSAC were not supportive of this idea.

With the first full grant cycle complete, and with funding for year two of this program also allocated, Administration has reviewed the program, and at this stage is not recommending any changes to the policy or program. While there have been some initial challenges with the transition to the new program, the organizations have been very resourceful and have continuously demonstrated their commitment to their members and clientele by making adjustments required to continue to provide their services within their means.

## **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

Included within the body of the report.

## **IMPLICATIONS OF RECOMMENDATION(S)**

### Financial:

None at this time.

### Legal / Risk:

None at this time.

Program or Service:

None at this time.

Organizational:

None at this time.

## **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

If the Committee does not wish to support the recommendations, the following alternative could be considered:

1. That the matter be directed back to Administration for further review taking into consideration the dialogue and feedback generated by the Committee and present a revision back to the Committee or Council at a future date.

Report Date: February 10, 2020

Author(s): Anna Royer

Committee/Department: Recreation & Parks Department

Deputy Chief Administrative Officer: Kerry Hilts

Chief Administrative Officer: Kevin Scoble

Previously Distributed



## CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-22	Outside Agency Operating Grant Program
ORIGINAL APPROVAL DATE	DATE LAST REVISED
March 19, 2018	January 21, 2019

### Purpose

To provide a source of funds for eligible community groups to assist with offsetting annual operating expenses.

### Policy Statement

The City of St. Albert recognizes that various external organizations offer important community support services in the areas of recreation, culture, and social support. To encourage St. Albert Eligible Not-for-Profit Organizations and support their efforts, the City may offer financial assistance in the form of an operating grant to assist with Facility Operating Costs and/or staffing.

The amount of annual funding available for the operating grant program is determined by multiplying the City's population, as determined by the most recent census, by \$9.00

### Definitions

"Additional Community Support Services" means support services related to improving citizens sense of community connection, social opportunities and recognition.

"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.

"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.

"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.

“Community Support Service” means a service that provides the support needed to help vulnerable residents be successful in the community including within their housing, recreation, culture, and social environments.

“Core Community Support Services” means support services related to basic needs for survival: Food, Shelter, Water, Clothing, Personal Safety.

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

“Eligible Not-For-Profit Organization” is a St. Albert based not-for-profit organization registered in good standing either federally or provincially with Corporate Registries for a minimum period of two years.

“Facility Operating Costs” means costs related to general operations and maintenance of the facility and include: heat, water, electrical, garbage, security, rent, custodial, building/tenant insurance, internet, phones, pest control, snow removal, and general maintenance and repair. Costs are based on actual bills received. Additional administrative overhead charges are ineligible.

“Financial Assistance” means a direct monetary contribution from the City of St. Albert to an Outside Agency in the form of a grant.

“Outside Agency” means any community support organization or group that receives or benefits from City of St. Albert financial support. For the purposes of this grant program, the St. Albert Public Library and the Arts and Heritage Foundation are excluded as eligible Outside Agencies, as their funding requests are reviewed directly by Council in accordance with a separate process.

“Staffing Costs” include wages only for permanent full-time and part-time employees as well as contracted staff for specialized operational functions such as accounting or IT assistance. Staffing Costs do not include casual program instructional staff.

## **Responsibilities**

### **1. Council shall:**

- a. Provide annual funding to the Outside Agency Grant Program;
- b. Allocate annual funding to eligible community organizations; and
- c. Appoint residents to the Community Services Advisory Board.

### **2. The CAO or designate shall:**

- a. Prepare, communicate and distribute an annual application process;

- b. Accept and review applications for the Outside Agency Operating Grant Program on an annual basis, determine the completeness of the applications and forward the applications to the Community Services Advisory Board for its review, deliberation and advisory recommendations; and
  - c. Ensure the terms and conditions of the Grant Agreement are met.
3. The Community Services Advisory Board shall review the grant applications in accordance with this policy and make funding recommendations to Council.

### **Service Standards/ Expectations**

1. An Eligible Not-for-Profit Organization approved for grant funding shall be required to sign and abide by the terms and conditions of a Grant Agreement which will include but is not limited to the following:
  - a. The Eligible Not-for-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 Not-for-Profit Organization shall place and maintain a policy of insurance respecting commercial liability and errors and omissions;
  - c. The Eligible Not-for-Profit Organization shall acknowledge receipt of the Outside Agency operating grant funding in event promotion and advertising where possible;
  - d. The Eligible Not-for-Profit Organization shall complete a final report and include all financial documentation demonstrating the grant funding was expended as approved.
  - e. If the Eligible Not-for-Profit Organization'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 Not-for-Profit Organization shall repay any surplus in excess of 5% or \$5,000 whichever is less.
2. There is no limit to the amount of grant funding awarded to any Eligible Not-for-Profit Organization, provided the total awarded does not exceed the funds available.
3. The grant shall pertain only to the calendar year for which it was approved, unless otherwise specified by Council.
4. The annual intake for applications will be in the fall, with allocation decisions subject to Council final approval.
5. To qualify for funding, at least 80% of the Eligible Not-for-Profit Organization's clientele and membership must be residents of the City.
6. Unallocated funds shall remain with the City.



7. Municipal dollars from two separate funding programs shall not be used to fund any portion of the same operational component, including but not limited to staffing costs, incurred by the Eligible Not-for-Profit Organization.
8. Eligible Not-for-Profit Organizations will be categorized as providing either a Core Community Support Services or Additional Community Support Services. Within each category different funding opportunities are available as follows:

**a. Category 1 Core Community Support Services**

- i. Facility Operating Costs:  
Up to 40% of costs can be applied for if leasing a City owned space.  
Up to 75% of costs can be applied for if leasing/renting from a separate entity other than the City.
- ii. Staffing Costs:  
Up to 50% of the Staffing Costs (excluding benefits) can be applied for.

**b. Category 2 Additional Community Support Services**

- i. Facility Operating Costs:  
Up to 30% of costs can be applied for if leasing a City owned space  
Up to 50% if leasing/renting from a separate entity other than the City.
- ii. Staffing Costs:  
Up to 25% of the Staffing Costs (excluding benefits) can be applied for.

**Legal References**

*Municipal Government Act*

**Cross References**

*Community Services Advisory Board Bylaw 10/97*

*Council Policy C-CG-11 Community Vision and Pillars of Sustainability*

*Social Master Plan (2013)*

*Recreation Master Plan (2012)*

*Cultural Master Plan (2012)*

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
March 2018 – Community Services	2022 – Community Services	January 21, 2019 – AR-19-003



**Historical Funding for Outside Agencies**

	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>
<b>Community Village/Food Bank</b>	\$41,500	\$42,538	\$72,602	\$64,692	\$70,000	\$73,763	\$90,707
<b>SA Housing Society</b>	\$110,000	\$112,090	\$102,090	\$102,090	\$92,090	\$53,573	\$44,650
<b>Victim Services</b>	\$24,500	\$24,500	\$29,500	\$32,500	\$52,500	\$66,402	\$66,402
<b>Seniors Association</b>	\$163,992	\$170,265	\$172,295	\$192,026	\$244,436	\$239,617	\$239,617
<b>Michif</b>	\$8,000	\$8,000	\$10,000	\$10,000	\$10,000	\$9,560	\$9,615
<b>CIVC</b>	\$27,307	\$27,307	\$50,377	\$52,083	\$52,043	\$29,491	0
<b>VASA</b>				\$50,000	\$50,000	\$27,378	\$28,488
<b>Bereavement</b>				\$6,000	\$9,000	\$5,472	\$8,000
<b>STArts Fest</b>	\$10,000						
<b>SAIF</b>						\$46,592	\$36,000
<b>Family Resource Ctr</b>						\$43,050	\$47,785
<b>Further Education</b>							\$23,474
<b>TOTAL</b>	<b>\$385,299</b>	<b>\$384,700</b>	<b>\$436,864</b>	<b>\$509,391</b>	<b>\$580,069</b>	<b>\$594,700</b>	<b>\$594,738</b>