



STAFF REPORT

Title: Bylaw No. 643-BD-19 - Bylaw to Establish the Cold Lake Community Grant Advisory Committee

Meeting Date: March 26, 2019

Executive Summary:

Council has discussed developing a program to establish a standardized process for administering grants to organizations that currently come directly to Council as a delegation to request assistance. Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw is being presented for Council consideration of first reading.

Background:

The new process for grant administration was first proposed in 2018:

- At the **December 11, 2018, Regular Meeting of Council**, Councillor Vining gave a “Notice of Motion” for the January 8, 2019 regular meeting of Council to have Council consider giving Administration direction to develop a policy/program to establish a standardized process and advisory committee to review funding requests that address a community service need. This would be a significant change in the process that Council currently uses to consider funding requests, whereby community groups and individuals attend Council directly as a delegation and request funds.
- At the **January 8, 2019 Regular Meeting of Council**, Council directed Administration to prepare such a policy/program as recommended by Councillor Vining’s “Notice of Motion” presented to Council December 11, 2018. The purpose of the program is to shift from a case-by-case consideration of grant/sponsorship applications to a standardized process that benefits from a transparent, fair, depoliticized and formalized process that increases community accountability for municipal contributions, supports long term planning of municipal expenditures and a maximized use of funds from other sources of investment. The amended process would address the growing number of requests for financial support from community members and organizations for various projects, community events, individual needs, fundraising, etc. in a fair and equitable way.
- At the **February 19, 2019 Corporate Priorities Meeting** administration recommended a process centralized around the establishment of a new “Community Grant Advisory Committee” which would review grant applications submitted in accordance with particular established City of Cold Lake policies. The



Committee would review grants already established under the Community Capital Project Grant (Policy No. 202-AD-16), Facility Booking Discounts (Policy No. 154-RC-14), and a revised Recreation and Culture Grants (Policy 097-RC-07). Council considered two new grant opportunities under the Recreation and Culture Grant Policy for Community Event Grants and Major Community Event Grants, as well as the significantly revised catch all “Other Funding and Goodwill Requests”.

- At the **March 19, 2019 Corporate Priorities Meeting** administration presented amendments made to the Community Grant Advisory Committee Bylaw and the Recreation and Culture Grant Policy, as a result of feedback received from Council at the February 19, 2019 meeting. Significant amendments included incorporation of a quarterly intake/grant review cycle, introduction of an Arts, Culture and Heritage Funding grant, and explanation around the ‘grant fund’. Council had further discussion on the program and requested that it be brought to a Regular Meeting of Council for consideration.

Administration has made a couple of minor revisions to Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw, since the last time the draft was before Council:

- Removal of:
 - 4.1.3 Additional facility discounts under section 3.6.2 of Policy No. 54—RC-14, Facility Booking Discounts
- The addition of:
 - 4.2.4 provide recommendations to Council on the budgeted amounts for the grant programs under the Committees mandate, and
 - 4.2.5 review and make recommendations to the policies under the direction of the Committee to Council as necessary.

Administration has prepared Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw for Council’s for consideration on first reading. The revised Recreation, Culture and Goodwill Grant (Policy 097-RC-07) will be presented for Council’s consideration after 3rd and final reading of this bylaw.

Alternatives:

1. Council may give Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw first reading, as presented.
2. Council may request Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw be brought back to a Corporate Priorities Meeting for further deliberation.



Recommended Action:

Administration recommends that Council give Bylaw No. 643-BD-19 being a Bylaw to Establish Cold Lake Community Grant Advisory Committee first reading, as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer