



STAFF REPORT

Title: 2022 Community Grant Advisory Committee Special Meeting Recommendations

Meeting Date: June 14, 2022

EXECUTIVE SUMMARY:

Council approved Policy No. 097-RC-07, being the Community Recreation, Art, Culture and Heritage Investment Grant Policy ("Policy") in March 2007. The intent of this Policy is to "provide occasional grant funding within the City of Cold Lake to assist with the development and enhancement of recreation, art, culture and heritage programming."

The Community Grant Advisory Committee (CGAC) reviewed two (2) grant applications that were not included with the 2022 Spring Deadline review on April 7, 2022.

The purpose of this report is to present, for Council's consideration, the two (2) applications heard June 8, 2022 by the Community Grant Advisory Committee.

BACKGROUND:

Council set the following application deadlines:

1. Community Recreation, Art, Culture and Heritage Investment Grant program:
 - Winter Deadline: 4:30 PM on the first Thursday in February.
 - Spring Deadline: 4:30 PM on the first Thursday in April.
 - Summer Deadline: 4:30 PM on the first Thursday in August.
 - Fall Deadline: 4:30 PM on the first Thursday in September.
2. Community Capital Project Grant Program: March 1.

For ease of reference, Administration has prepared the following table that includes a breakdown allocated funds, the amounts approved for disbursement to-date, and the balance of funding available for the remaining **two (2) Summer and Fall Quarter** reviews:

GRANT TYPE	AMOUNT ALLOCATED BY COUNCIL IN 2022 BUDGET	AMOUNT APPROVED FOR DISBURSEMENT TO-DATE	BALANCE OF FUNDS AVAILABLE
Community Recreation, Art, Culture and Heritage Investment Grant Program	\$80,000	\$49,795	\$30,205
Community Capital Project Grant Program	\$50,000	\$50,000	\$0.00



APPLICATIONS REQUESTING FUNDS:

For Council's consideration, Administration has reviewed and summarized the following applications reviewed at the Community Grant Advisory Committee Special Meeting of June 8, 2022:

Cold Lake Ice Junior B Hockey Club Society

The Cold Lake Ice Junior B Hockey Club Society ("Junior B Ice") is a non-profit organization based out of the Cold Lake Energy Centre with a focus of individual and team training and play within the sport of hockey.

Funding Request: Equipment Grant in the amount of \$2,500.

Purpose of Request: For the purchase of Jersey's and Socks for the team.

Allowable Funding: This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$2,500 per organization per calendar year.

Administration Comments: In regards to the application:

- The Applicant is confirmed to be a registered non-profit society.
- The application includes a Letter of Support, Budget, and Quotes, as required by the policy.
- The application does not include details of funders and fundraising efforts already completed or in progress.

CGAC Recommendations: That the application by Cold Lake Ice Junior B Hockey Society be accepted, and to make a recommendation to Council for funding approval in the maximum allowable amount of \$2,500 to assist with the purchase of team jerseys and socks.

Cold Lake Sailing Association

The Cold Lake Sailing Association ("CLSA") is a non-profit organization based out of the Cold Lake are to promote sailing within the community and encourage training and development of sailing programs and events.



Application #1:

Funding Request:	Development Incentive Grant in the maximum amount of \$2,500.
Purpose of Request:	Funding for the startup of a Sailing Program initiative.
Allowable Funding:	Up to a maximum of \$2,500 per organization, per event, per calendar year.
Administration Comments:	<p>In regards to the application:</p> <ul style="list-style-type: none">➤ CLSA is a registered non-profit entity.➤ The application did not include a written letter of support as required however, CLSA offered to forward that information.
CGAC Recommendations:	To accept the application by Cold Lake Sailing Association for the Development Incentive Grant in the amount of \$2,500 on the condition that Administration receives a written letter of support from the organization, and that funds will not be released until Administration receives confirmation that the Sailing Program will be in operation for the 2022 season.

Application #2:

Funding Request:	Leadership Grant in the maximum allowable amount of \$2,000.
Purpose of Request:	Reimbursement of online course fees (\$1,942.50), reimbursement of in-person training at an estimated cost which includes travel and accommodations of \$2,400.
Allowable Funding:	Up to a maximum of \$2,500 per organization, per event, per calendar year.
Administration Comments:	<p>In regards to the application:</p> <ul style="list-style-type: none">➤ CLSA is a registered non-profit entity.➤ Funding of the online course is not permitted within the Policy (<i>article 4.2.6</i>) as the training/clinic opportunity must not be available within the City of Cold Lake; additionally (<i>article 4.3.3.6</i>) expenditures for the program, event, training, or travel have already occurred.



- Funding of the in-person course **may be permitted** as the in-person course would not have occurred if the application was reviewed in the Spring Quarter meeting in April 2022.
- Application #2 does not include a written letter of support for the individuals taking either course, as required by the Policy (article 4.2.6.1).
- Application #2 does not include a proposed budget as required by the Policy (article 4.2.6.3) however, receipts for the online course were provided.

CGAC Recommendation: To respectfully deny the application by Cold Lake Sailing Association for a Leadership Grant in the maximum allowable amount of \$2,000.

Application #3:

Funding Request: Development Incentive Grant in the amount of \$2,500.

Purpose of Request: The purchase of an insurance policy.

Allowable Funding: Where a request for funding is not covered under an existing policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/program.

Administration Comments: In regards to the application:

- CLSA is a registered non-profit entity.
- The Grant will not fund Administrative costs as per the Policy (article 4.3.3).
- The Financial Statements provided have not been audited, as required by the Policy (article 4.3.2.3)
- The application does not include a list of other organizations and the dollar amount that additional funding has been requested from, as required by the Policy (article 4.2.9.7.4) however, CLSA provided verbal grant funding efforts at their presentation.

CGAC Recommendations: To accept the application by Cold Lake Sailing Association for their Other Funding or Goodwill Request in the amount of \$9,500 to purchase an insurance policy, and defer the request to Council for consideration and direction.



Alternatives:

Council may consider the following options under the Community, Recreation, Art, Culture and Heritage Investment Grant Policy, as recommended by the Community Grant Advisory Committee:

1. Support the following applications for funding under the Community, Recreation, Art, Culture and Heritage Investment Grant Policy, as recommended by the Community Grant Advisory Committee:
 - Cold Lake Ice Junior B Hockey Society for an Equipment Grant in the maximum allowable amount of \$2,500 to assist with the purchase of team jerseys and socks; and
 - Cold Lake Sailing Association for a Development Incentive Grant in the amount of \$2,500 conditionally upon Administration receiving a written letter of support from the organization and written confirmation that the Sailing Program will be in full operation for the 2022 season.

To respectfully deny the application by Cold Lake Sailing Association for a Leadership Grant in the amount of \$2,000, as recommended by the Community Grant Advisory Committee.

2. Support the within described applications for funding under the Community, Recreation, Art, Culture and Heritage Investment Grant Policy as recommended by the Community Grant Advisory Committee, as amended.

Recommended Action:

Support the following applications for funding under the Community, Recreation, Art, Culture and Heritage Investment Grant Policy, as recommended by the Community Grant Advisory Committee:

- Cold Lake Ice Junior B Hockey Society for an Equipment Grant in the maximum allowable amount of \$2,500 to assist with the purchase of team jerseys and socks; and
- Cold Lake Sailing Association for a Development Incentive Grant in the amount of \$2,500 conditionally upon Administration receiving a written letter of support from the organization and written confirmation that the Sailing Program will be in full operation for the 2022 season.



To respectfully deny the application by Cold Lake Sailing Association for a Leadership Grant in the amount of \$2,000, as recommended by the Community Grant Advisory Committee.

To receive the application by Cold Lake Sailing Association for Other Funding or Goodwill in the amount of \$9,500 to purchase an insurance policy, as information.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer