



## STAFF REPORT

**Title:** Policy No. 202-AD-16 - Community Capital Project Grant Policy Amendments

**Meeting Date:** March 18, 2025

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### **Executive Summary:**

The Community Capital Project Grant Policy (No. 202-AD-16) was approved by Council on November 22, 2016. The intention of the policy is to provide assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

The Policy provides guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

During its 2025 budget deliberations, Council expressed the desire to have capital requests from the Cold Lake Museums be directed through the Community Grant Advisory Committee's Community Capital Project Grant stream. This would ensure that the requests are subject to the committee's recommendation process, as well as the reporting requirements found in the resulting grant funding agreement.

To that end, Council made the decision to deny the museum's capital request through the 2025 budget process while committing an additional \$50,000 towards the Community Capital Project Grant Policy.

Administration has prepared amendments to the Community Capital Project Grant Policy (No. 202-AD-16) required to facilitate the Museums' annual request. Other changes were made to clean up several minor administrative issues with the policy as it stands, to reduce administrative burden and to clean up several instances of awkward phrasing or errors in grammar. All material changes proposed are discussed in the background of this report.

### **Background:**

In 2024 the Community Capital Project Grant had an annual budget of \$50,000. The program maintains a deadline of March 1 each year. Should the Corporate Priorities Committee and Council support the proposed changes, the museum's 2025 capital request could be facilitated through a one-time deadline extension.

Each year during Council's budget deliberations, the Cold Lake Museums society requests capital dollars from council for upkeep and improvement of the Museums building and grounds. The Cold Lake Museums received \$50,000 in capital funding for 2024.



Given Council's signal to move the Museums' annual request to the Community Capital Project Grant process, Administration proposes the following amendments to Policy No. 202-AD-16, known as the *Community Capital Project Grant Policy*:

While the proposed changes will otherwise be dealt with in a chronological order, the most substantive changes hinge on Section 4.4.6, which adds a new eligibility requirement for facility or equipment for which a capital grant is being requested. It thus should be touched upon first.

4.4 The facility or equipment must be used for at least one of the following:

...

**4.4.6 museum or historic archive services open to the public.**

Section 4.1.3.1 was added to ensure that the eligibility conferred under Section 4.4.6 is not contradicted or rendered ineffective by the need to conform to any of the eligibility criteria listed under 4.1.3, and to make organizations providing Museum services to the community eligible.

4.1.3 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;

**4.1.3.1 Notwithstanding Section 4.1.3, organizations whose primary function is to oversee and manage the operation of facilities and equipment eligible under Section 4.4.6 will also be eligible for a Community Capital Project Grant.**

Together, these proposed sections are intended to form the basis of what essentially will amount to a new "stream" of the Community Capital Project Grant Policy. They are used to distinguish between all other potential grants and those reserved for the Cold Lake Museums.

While capital grants under this policy typically require 2/3 matching funds, Section 3.4 of the Policy statement is proposed to be changed to include: **...excepting those organizations eligible under Section 4.1.3.1, which shall be eligible for 100% grant funding up to a maximum of \$50,000 annually.**

This is further reinforced under Section 4.12 of the Matching Fund Requirements by explicitly exempting organizations eligible under Section 4.1.3.1 from the need to provide matching funds with the addition of the following:

**4.12 Organizations eligible for a Community Capital Project Grant under Section 4.1.3.1 are exempt from the requirement to provide matching funds.**

Section 4.2 was changed to allow organizations eligible under Section 4.1.3.1 to apply for capital grants on an annual basis, while maintaining the limit of one capital grant every two years for other organizations.



- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years, **excepting those organizations eligible under Section 4.1.3.1, which may apply for one (1) Community Capital Project Grant of up to \$50,000 each year.**

Section 4.33 was added to allow Council to restrict grant money for applicants eligible under Section 4.1.3.1.

- 4.33 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year, and whether any funding for the program shall be restricted for those **applicants eligible under Section 4.1.3.1.**

An additional changes is being proposed to lessen the administrative burden of administering the grant reporting requirements by decreasing the reporting requirements from being required to be submitted on a quarterly basis to twice a year.

- 4.27 The grant recipient must submit **quarterly reports twice a year at regular intervals** during the course of construction of the project, which will include a detailed project update and a current project financial statement. All Community Capital Project Grant final reports will be reviewed and checked by the Committee and reported to Council.

Changes to Sections 4.16 and 4.17 have been proposed to ensure that the policy's timelines will be maintained despite months where council meetings may be cancelled, quorum may not be met, or the Community Grant Advisory Committee's and Council schedules do not align to make the dates currently listed in the policy viable.

- 4.16 The Committee shall provide its recommendation to the Cold Lake City Council ~~by March 30<sup>th</sup>~~ **as soon as is reasonably possible following the March meeting of the Community Grant Advisory Committee.**

- 4.17 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant ~~by April 30<sup>th</sup>~~ **as soon as is reasonably possible following the recommendations being provided by the Community Grant Advisory Committee.**

#### **Alternatives:**

Council may consider the following options:

1. Direct Administration to bring the proposed amendments to Policy No. 202-AD-16, known as the Community Capital Project Grant Policy, to the next regular meeting of Council, as presented.
2. Direct Administration to bring the proposed amendments to Policy No. 202-AD-16, known as the Community Capital Project Grant Policy, to the next regular meeting of Council, as amended.



3. Receive Administration's report titled "Policy No. 202-AD-16 - Community Capital Project Grant Policy Amendments" as information.

**Recommended Action:**

That the Corporate Priorities Committee of Council direct Administration to present amendments to Policy No. 202-AD-16, being the Community Capital Project Grant Policy, at the March 25, 2025 regular meeting of Council, for Council's consideration.

**Budget Implications (Yes or No):**

No.

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer