



# City of Lloydminster

# Policy

<b>Policy Title:</b>	Family and Community Support Services Grant Policy	<b>Policy Number:</b>	551-04
<b>Date of Adoption:</b>	May 4, 2022	<b>Motion Number:</b>	150-2020
<b>Date of Amendment:</b>	September 19, 2022	<b>Motion Number:</b>	361-2022
<b>Sponsoring Department:</b>	Social Programs and Services		

## 1. Purpose:

- 1.1 The purpose of this policy is to ensure proper distribution of funds received from the Family and Community Support Services (FCSS) Program to non-profit organizations that provide Preventative Social Services to Residents.

## 2. Definitions:

<b>Administration</b>	An employee or contract employee of the City of Lloydminster.
<b>City</b>	The corporation of the City of Lloydminster.
<b>City Manager</b>	The Commissioner of the City of Lloydminster as appointed by Council or designate.
<b>Community Services Advisory Committee</b>	A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Committee Bylaw.
<b>Family and Community Support Services Funding Agreement</b>	Agreement between the Province of Alberta and the City of Lloydminster establishing the Family and Community Support Services Program.
<b>Family and Community Support Services (FCSS) Program</b>	An 80/20 funding partnership amongst the Province of Alberta, municipalities and Métis Settlements.
<b>Grant Cycle</b>	Means a one-year term starting with the approval of a grant and ending once all reporting requirements have been met.
<b>Member of Council</b>	An individual elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
<b>Multi-year Funding</b>	Funding for up to three years contingent on provincial budget, municipal budget and compliance with reporting requirements.
<b>Preventative Social Services</b>	Services which promote and enhance well-being among individuals, children, families, and/or communities, and prevents the onset or further development of problems.
<b>Resident</b>	Any person residing within the City limits.

### **3. Scope:**

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to funds provided under the Family and Community Support Services Agreement with the Province of Alberta.
- 3.3. This Policy shall apply to all applicants to the Family and Community Support Services Grant.

### **4. Family and Community Support Services Grant Overview**

- 4.1. The City Manager or designate shall be authorized to sign the Family and Community Support Services Funding Agreement and all required documents with the Province of Alberta.
- 4.2. The City shall establish the Family and Community Support Services Grant process for the distribution of funds to non-profit organizations.
- 4.3. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.4. Recommendations by the Community Services Advisory Committee will be directed to Council for decision.
- 4.5. Eligible projects may be recommended for Multi-year Funding subject to Council approval.
- 4.6. The decisions regarding Family and Community Support Services Grant approvals are final and are not subject to appeals.

### **5. Budget and Reporting**

- 5.1. The City shall allocate funds from the Family and Community Support Services Program to City led initiatives and/or the Family and Community Support Services Grant through an annual budgeting process.
- 5.2. Priority shall be given to City led initiatives.
- 5.3. City led initiatives and successful applicants of the Family and Community Support Services Grant shall be required to submit reporting through the Manager of the Social Programs and Services Department.
- 5.4. The Social Programs and Services Department shall provide an annual report on the outcomes of the City led initiatives and the Family and Community Support Services Grant.

### **6. Family and Community Support Services Grant Eligibility:**

- 6.1. To be eligible, the applicant shall be:
  - 6.1.1. an incorporated Alberta or Saskatchewan non-profit;

- 6.1.2. a charitable organization; or
- 6.1.3. a school or school division.
- 6.2. To be eligible, the project shall:
  - 6.2.1. meet the guidelines established by the Family and Community Support Services Act and Regulation (Alberta);
  - 6.2.2. provide Preventitive Social Services based on community needs; and
  - 6.2.3. take place within the City corporate limits.
- 6.3. To be eligible for Multi-Year Funding the project shall:
  - 6.3.1. Demonstrate a need/benefit for Multi-Year Funding.
  - 6.3.2. Align with the City of Lloydminster Strategic Plan, Social Needs Assessment, Social Policy Framework, or similar City strategic documents.

## **7. Reallocation/Redistribution**

- 7.1. Should funds remain following a call for grant applications, the Community Services Advisory Committee shall vote whether to enact a second call for applications. Any unallocated funds shall be directed to City of Lloydminster Family Community Support Services programs.
- 7.2. Should an organization be required to return unused funds or decline grant funding, these funds may be reallocated to other eligible projects within the first call for applications, or a new call for applications may be declared by the Community Services Advisory Committee. Any unallocated funds shall be directed to City of Lloydminster Family and Community Support Services programs.
- 7.3. An organization may be granted an extension if they have not utilized all the project funding by the deadline. Extensions are subject to approval by the Community Services Advisory Committee and will not exceed one (1) year.
- 7.4. The City Manager or designate shall be authorized to approve the reallocation of unused or returned grant funds up to a maximum of ten thousand dollars (\$10,000) per grant cycle.
- 7.5. Council approval shall be required for reallocations greater than ten thousand dollars (\$10,000) per grant cycle.

## **8. Penalty:**

- 8.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the

nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

- 8.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

**9. Responsibility:**

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration shall administer this Policy through the use of a supporting procedure.
- 9.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.