



City of Lloydminster

Policy

Policy Title:	Safe and Healthy Communities Grant Policy	Policy Number:	No. 551-05
Date of Adoption:	September 6, 2022	Motion Number:	338-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Social Programs and Services		

1. Purpose:

- 1.1. The purpose of this Policy is to ensure proper distribution of fees collected pursuant to the sections related to Tobacco Retailer Surcharge and Cannabis Retailer Surcharge in the Business Licensee Bylaw to non-profit organizations and City led initiatives that enhance the health, wellness, and safety of residents.

2. Definitions:

Addictive Substances	A substance that involves compulsive and continuous use despite negative impacts to a person, their family, friends, and others.
Administration	An employee or Contract employee of the City of Lloydminster.
Cannabis Retail Stores	As defined within the Business License Bylaw of the City.
Cannabis Retailer Surcharge	The fee established by the Business Licence Bylaw, as amended from time to time, that applies to all Cannabis Retail Stores.
City	The corporation of the City of Lloydminster.
Collected Funds	For the purpose of this Policy, this refers to the fees collected under the Business Licence Bylaw for Cannabis Retailer Surcharges and Tobacco Retailer Surcharges only.
Community Services Advisory Committee	A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Committee Bylaw.
Council	Individuals elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
Grant Cycle	Means a one-year term starting with the approval of a grant and ending once all reporting requirements have been met.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
Tobacco Retailer Surcharge	The fee established by the Business Licence Bylaw, as amended from time to time, that applies to all Tobacco Retailer Stores.

3. Scope:

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to Collected Funds under the Business Licence Bylaw.
- 3.3. This Policy shall apply to all applicants of the Safe and Healthy Communities Grant.

4. Budget and Reporting:

- 4.1. The City shall allocate Collected Funds to City led initiatives and/or the Safe and Healthy Communities Grant through an annual budgeting process.
- 4.2. Priority shall be given to City led initiatives.
- 4.3. City initiatives and successful applicants of the Safe and Healthy Communities Grant shall be required to submit reporting through the Manager of the Social Programs and Services Department.
- 4.4. The Social Programs and Services Department shall provide an annual report on the outcomes of the City led initiatives and the Safe and Healthy Communities Grant.

5. Safe and Healthy Communities Grant Overview:

- 5.1. The City shall establish the Safe and Healthy Communities Grant process for the distribution of Collected Funds to non-profit organizations.
- 5.2. Eligible projects shall be subject to review by the Community Services Advisory Committee for recommendation.
- 5.3. Recommendations made by the Community Services Advisory Committee shall be directed to Council for decision.
- 5.4. The decisions regarding the Safe and Healthy Communities Grant approvals are final and shall not be subject to appeals.

6. Safe and Healthy Communities 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. For a project to be eligible for grant funding:
 - 6.2.1. the project shall take place within the City corporate limits; and
 - 6.2.2. must align with at least one (1) of the following objectives:
 - i. Provide knowledge/understanding on the harms and risks associated with Addictive Substances;

- ii. Support the cessation of the use of Addictive Substances;
- iii. Promote the adoption of healthy, substance free lifestyles; or
- iv. Provide education to recognize risk, make informed choices and consider the consequences of decisions and behaviors.

6.3. The following expenditures shall be ineligible for grant funding:

- 6.3.1. alcoholic beverages, cannabis products, tobacco, tobacco substitutes, or vaporizers to be utilized for consumption;
- 6.3.2. subsidization of wages for permanent employees;
- 6.3.3. donations or projects that are primarily focused on fundraising;
- 6.3.4. medical research;
- 6.3.5. Capital expenses such as purchasing equipment, construction and renovation expenses, retrofits, and repairs to buildings;
- 6.3.6. costs to sustain the organization outside the direct delivery of the program, including but not limited to; property taxes, audit costs, utilities;
- 6.3.7. direct religious activities;
- 6.3.8. activities designed to directly advocate or influence municipal, provincial, or federal government legislation, acts, or policies; or
- 6.3.9. activities exclusive to a specific family, business, religious, or political group.

7. City Led Initiatives

- 7.1. The City shall implement City led initiatives utilizing Collected Funds for the objectives outlined in 7.3.
- 7.2. All City led initiatives shall be approved during the annual capital and operating budget process.
- 7.3. City led initiatives shall align with at least one (1) of the following objectives:
 - 7.3.1. Reduce costs to enforce legislation, such as acts, regulations, bylaws, or policies, pertaining to Addictive Substances;
 - 7.3.2. Provide education on the harms and risks associated with Addictive Substances;
 - 7.3.3. Support the cessation of the use of Addictive Substances;
 - 7.3.4. Promote the adoption of healthy, Addictive Substance-free lifestyles; or
 - 7.3.5. Provide education to recognize risks, make informed choices and consider the consequences of decisions and behaviors regarding the use of Addictive Substances.

8. Reallocation of Funds:

- 8.1. 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 transferred to City led initiatives or reserves under the direction of the City Manager or designate.
- 8.2. 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.
- 8.3. 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.
- 8.4. Council approval shall be required for reallocations greater than ten thousand dollars (\$10,000) per grant cycle.

9. Penalty:

- 9.1. 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.
- 9.2. 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*."

10. Responsibility:

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