COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Thursday, March 6, 2025, 6 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

REQUEST FOR DECISION

MEETING DATE: March 6, 2025

TITLE: Adoption of the Agenda - Community Services Advisory Committee - March 6, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Committee members are provided the opportunity to add items they would like to discuss during the meeting, remove items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

The agenda is approved by a motion of the Committee and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Committee members present.

OPTIONS / ALTERNATIVES:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

REQUEST FOR DECISION

MEETING DATE: March 6, 2025

TITLE: Minutes - Community Services Advisory Committee
Organizational and Regular Meeting - February 13, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

The minutes of the previous Community Services Advisory Committee meeting are placed on the agenda for approval.

PROPOSED MOTION:

THAT the February 13, 2025 Community Services Advisory Committee Organizational meeting and February 13, 2025 Community Services Advisory Committee Regular meeting minutes be approved as presented.

BACKGROUND / ANALYSIS:

The Community Services Advisory Committee meeting minutes are the official written record of the actions that took place during the meeting; a snapshot of the decisions that the Committee made and the outcome of the vote.

The minutes are written without notes or transcribing of discussions that may have taken place during an agenda item.

Committee members review the minutes prior to the meeting to review for any changes that may need to be made. A motion for an amendment is required if an error has been noted. If there are no amendments to the minutes, a motion to approve the minutes as presented is made by a member of the Committee. The minutes are signed by the Chair and the Recording Secretary.

A copy of the minutes will be included in a future Regular Council Meeting agenda package.

OPTIONS / ALTERNATIVES:

THAT the February 13, 2025 Community Services Advisory Committee Organizational meeting and February 13, 2025 Community Services Advisory Committee Regular meeting minutes be approved as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

Minutes of the Organizational Meeting of CSAC

February 13, 2025, 6 p.m.
3rd Floor - Poplar Room
315 Jespersen Ave
Spruce Grove, AB T7X 3E8

Members Present:	Kimberley Shuya, Chair
	Neil Quaid, Vice-Chair
	Ambili Rose
	Gene Kushnir
	Hannah Dunbar
	Jeff Tokar
	Lisa Iwanyk
	Spencer Bennett
	Tessa Scott
	Councillor Gillett
Also in Attendance:	Deborah Comfort, Director of Recreation and Culture
	Scott Rodda, Director Community Social Development
	David Wolanski, General Manager of Community and Protective Services
	Lindsay O'Mara, City Clerk
	Nicole Hitchens, Recording Secretary

Community Services Advisory Committee Organizational Meeting Minutes - February 13, 2025   Page 1

1.   **CALL TO ORDER**

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, called the Organizational Meeting of the Community Services Advisory Committee to order at 6 p.m.

1.1   Welcome and Member Introductions - 2025 Community Services Advisory Committee

Community Services Advisory Committee members made introductions.

2.   **AGENDA**

2.1   Adoption of the Agenda - Organizational Meeting of Community Services Advisory Committee - February 13, 2025

Resolution: CSAC-001-25

Moved by: Jeff Tokar

THAT the agenda be adopted as presented.

Unanimously Carried

3.   **BUSINESS ITEMS**

3.1   Meeting Procedures 101 - 2025 Community Services Advisory Committee

Lindsay O'Mara, City Clerk, presented on Meeting Procedures 101.

3.2   Committee Code of Conduct - 2025 Community Services Advisory Committee

Lindsay O'Mara, City Clerk, presented an overview of the Committee Code of Conduct, and Community Services Advisory Committee members signed the Committee Code of Conduct Declaration.

3.3   C-1342-24 - Community Services Advisory Committee Bylaw - 2025 Review

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, presented an overview of C-1342-24 - Community Services Advisory Committee Bylaw.

3.4   Nomination and Election of Chairperson and Vice-Chairperson - 2025 Community Services Advisory Committee

Lindsay O'Mara, City Clerk, provided an explanation of the 2025 Nomination and Election of Chair and Vice-Chair.

Lindsay O'Mara, City Clerk, called for nominations for the position of Chair.

Kimberley Shuya self-nominated for the position of Chair.

Jeff Tokar self-nominated for the position of Chair.

Spencer Bennett self-nominated for the position of Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Chair for a third and final time.

No more nominations came forward.

Each candidate shared a brief overview of why they would like to be the Chair.

Lindsay O'Mara, City Clerk, opened a secret ballot vote.

Lindsay O'Mara, City Clerk, declared that Kimberley Shuya was elected as Chair of the Community Services Advisory Committee for one year by majority vote.

Lindsay O'Mara, City Clerk, called for nominations for the position of Vice-Chair.

Neil Quaid self-nominated for the position of Vice-Chair.

Hannah Dunbar nominated Spencer Bennett for the position of Vice-Chair.

Spencer Bennett accepted the nomination for Vice-Chair.

Lisa Iwanyk self-nominated for the position of Vice-Chair.

Ambili Rose self-nominated for the position of Vice-Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Vice-Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Vice-Chair for a third and final time.

No more nominations came forward.

Each candidate shared a brief overview of why they would like to be the Vice-Chair.

Lindsay O'Mara, City Clerk, opened a secret ballot vote.

Lindsay O'Mara, City Clerk, declared that Neil Quaid was elected as Vice-Chair of the Community Services Advisory Committee for one year by majority vote.

Lindsay O'Mara, City Clerk, turned over the chair to the new Chair, Kimberley Shuya.

3.5   Meeting Schedule - 2025 Community Services Advisory Committee

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, reviewed the proposed 2025 Community Services Advisory Committee meeting dates.

Resolution: CSAC-002-25

Moved by: Spencer Bennett

THAT the 2025 Community Services Advisory Committee meeting schedule be approved as presented.

Unanimously Carried

4.   **ADJOURNMENT**

4.1   Adjournment - Organizational Meeting of Community Services Advisory Committee - February 13, 2025

Resolution: CSAC-003-25

Moved by: Neil Quaid

THAT the Organizational Meeting of Community Services Advisory Committee adjourn at 7:36 p.m.

Unanimously Carried

_____

Kimberley Shuya, Chair

_____

Nicole Hitchens, Recording Secretary

_____

Date Signed

DRAFT

![The City of Spruce Grove logo]

THE CITY OF SPRUCE GROVE

Minutes of Community Services Advisory Committee

February 13, 2025, 7 p.m.
3rd Floor - Poplar Room
315 Jespersen Ave
Spruce Grove, AB T7X 3E8

Members Present: Kimberley Shuya, Chair
                      Neil Quaid, Vice-Chair
                      Ambili Rose
                      Gene Kushnir
                      Hannah Dunbar
                      Jeff Tokar
                      Lisa Iwanyk
                      Spencer Bennett
                      Tessa Scott
                      Councillor Gillett

Also in Attendance:

                      Scott Rodda, Director Community Social Development
                      David Wolanski, Administrative Liaison and General Manager of
                      Community and Protective Services
                      Nicole Hitchens, Recording Secretary

1. **CALL TO ORDER**

Chair Kimberley Shuya called the meeting to order at 7:37 p.m.

2. **AGENDA**

2.1 Adoption of the Agenda - Community Services Advisory Committee - February 13, 2025

Resolution: CSAC-004-25

Moved by: Neil Quaid

THAT the agenda be adopted as presented.

Unanimously Carried

3. **MINUTES**

There were no Minutes to approve.

4. **DELEGATIONS**

There were no Delegations on the agenda.

5. **ADMINISTRATIVE UPDATES**

There were no Administrative Updates on the agenda.

6. **BUSINESS ITEMS**

6.1 CP-1056-24 - Civic Grant Program Policy Review

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, presented on CP-1056-24 - Civic Grant Program Policy Review.

This item will come forward for further discussion at the March 6, 2025 meeting.

Committee thanked David Wolanski for the presentation.

6.2 Community Services Advisory Committee - 2025 Work Plan Discussion

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, presented on Community Services Advisory Committee - 2025 Work Plan Discussion.

Committee members were asked to bring priorities and ideas for further discussion at the March 6, 2025 meeting.

Committee thanked David Wolanski for the presentation.

7. INFORMATION ITEMS

There were no Information Items on the agenda.

8. CLOSED SESSION

There was no Closed Session on the agenda.

9. BUSINESS ARISING FROM CLOSED SESSION

There was no Business Arising from Closed Session.

10. ADJOURNMENT

10.1 Adjournment - Community Services Advisory Committee - February 13, 2025

Resolution: CSAC-005-25

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee adjourn at 7:58 p.m.

Unanimously Carried

_____

Kimberley Shuya, Chair

_____

Nicole Hitchens, Recording Secretary

_____

Date Signed

REQUEST FOR DECISION

MEETING DATE: March 6, 2025

TITLE: CP-1056-24 - Civic Grant Program Policy Discussion

DIVISION: Community and Protective Services

SUMMARY:

CP-1056-24 - Civic Grant Program Policy provides a framework for grant funding to support eligible community organizations.

Committee will review and discuss the application process and last year's funding and be provided with a sample of previous applications.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

On August 26, 2024, Council established CP-1056-24 - Civic Grant Program Policy. This policy demonstrates Council's commitment to working with community organizations to support activities and services that support building a vibrant, inclusive, equitable, and accessible community.

Administration will review the process and responsibilities for the Community Services Advisory Committee that are identified within the policy.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

		Policy No: CP-1056-24
		Approved By: Council
	COUNCIL POLICY	**Effective Date:** August 26, 2024 **Resolution No.:** **Last Reviewed Date:** August 26, 2024
		Division: Community and Protective Services

CIVIC GRANT PROGRAM POLICY

POLICY STATEMENT

The City of Spruce Grove recognizes that community development is a shared responsibility of government, the private sector, Non-profit organizations, community groups and individuals, and Grant funding can play an important role in supporting those enhancing community. The Civic Grant Program Policy demonstrates Council's commitment to working with Community Organizations to support activities and services that support building a vibrant, inclusive, Equitable, and accessible community.

1.   PURPOSE

1.1   To provide a framework for Grant funding to support eligible Community Organizations.

2.   DEFINITIONS

2.1   "Applicant" means an organization applying for consideration for Grant funding.

2.2   "Belonging" means the feeling of security and support when there is a sense of acceptance, inclusion, and identity.

2.3   "Charity" means Charitable Organization registered under the *Charitable Fundraising Act*, R.S.A 2000, c C-9, as amended.

2.4   "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.5   "City Manager" means the administrative head of the City of Spruce Grove.

2.6 "Community Grant Program" means a structured City initiative that provides financial support to individuals, organizations, or projects which enhance the quality of life for Spruce Grove residents.

2.7 "Community Groups" mean informal associations of individuals with shared interests or goals whose aim to address local needs and promote community engagement.

2.8 "Community Organizations" mean registered Non-profit entities, groups, or associations that operate at the local level to address the needs and interests of the community, with no financial benefit to shareholders, trustees, or board members.

2.9 "Community Services Advisory Committee" means the Council appointed committee that adjudicates over and makes advisory recommendations and to Council with respect to community Grants.

2.10 "Council" means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act,* R.S.A. 2000, c L-21, as amended.

2.11 "Diversity" means to encompass acceptance and respect, understanding that everyone is unique, and recognizing individual differences in accordance with the protected grounds enumerated in the *Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5, as amended including race, place of origin, colour, ancestry, gender, gender identity or expression, source of income, age, physical disability, mental disability, religious beliefs, marital status, family status, and sexual orientation.

2.12 "Equity" or "Equitable" means removing barriers, obstacles, and biases to provide fair opportunities for all based on needs.

2.13 "Exclusions" means specific conditions, criteria, or activities that are explicitly not eligible for Grant funding.

2.14 "Government Organizations" means an organization that is under the direct or indirect control of a municipal, provincial, or federal government.

2.15 "Grant" means any amount of money or funds transferred or allocated to Recipients for a project or to execute a program according to the requirements of each funding stream.

2.16 "Grant Agreement" means an agreement with the City that outlines the requirements and conditions of the Grant. Grant Agreements may vary depending on the scope and terms of the Grant.

2.17 "In-kind" means support that is provided through volunteerism, cash contribution or allocation of resources to offset total operating costs associated with an initiative.

2.18 "Inclusion" means the act of creating an environment in which any individual or group feels welcomed, supported, respected, valued, and able to fully participate.

2.19 "Microgrant" means a small-scale financial award provided to individuals, Community Organizations, or Community Groups to support local projects or initiatives that contribute to positive community development and engagement.

2.20 "Non-profit" means a community organization incorporated under provincial or federal legislation for a minimum of one year and is in good standing.

2.21 "Political Parties" means organizations whose primary goal is to contest for election and form government.

2.22 "Recipient" means a Non-profit organization, Registered Charity, and/ or individual that has received a Grant from the City.

3. **RESPONSIBILITIES**

3.1 Council must:

(a) provide sufficient resources to support all the designated funding streams;

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(b)   defer responsibility of the Civic Grant Program to administration; and

(c)   direct Administration to develop, document, and execute all grants in adherence to all policy statements, unless otherwise directed by other Council policies, bylaws or legal agreements.

3.2   City Manager must:

(a)   ensure the approved Civic Grant Program Policy is communicated to the public;

(b)   ensure the approved Civic Grant Program Policy is implemented and adhered to by staff; and

(c)   ensure the Civic Grant Program Policy is reported on in accordance with the approved policy.

4.   GENERAL PRINCIPLES

4.1   Civic Grants:

(a)   are a way to invest in and support groups whose work directly benefits the community;

(b)   seek to support innovative and creative approaches to addressing community needs;

(c)   must align with the City's strategic priorities, goals, and objectives;

(d)   must align with the principles of Diversity, Inclusion, Equity and Belonging;

(e)   encourage collaboration and foster partnerships to leverage collective efforts and resources;

(f)   require a high level of accountability and transparency in the use of funds;

(g)   must include In-kind contributions from the Recipient;

(h)   aim to support eligible Recipients by providing supplementary funding to complement existing revenue sources;

(i)   must address one of the themes of social development, sport and recreation, arts and culture, economic development, environmental and/or indigenous relations; and

(j)   allocation decisions must not be bound by precedent.

5.   SCOPE

5.1   This policy supports Grants and activities in two distinct funding streams:

(a)   **Community Grants** to support eligible organizations that contribute to the social, cultural, environmental, economic, and/or recreational wellness of residents.

(b)   **Microgrants** to support individuals, Community Organizations, or Community Groups to support local projects or initiatives, including but not limited to accessibility enhancements, that contribute to positive community development and engagement.

6.   ALLOCATION OF FUNDS

6.1   **Community Grant**

(a)   The amount of annual funding allocated for Community Grants is approved and determined annually by Council as part of the Corporate Plan approval process.

6.2   **Microgrant**

(a)   The amount of annual funding for microgrants is approved and determined annually by Council as part of the Corporate Plan approval process.

7.   LENGTH OF FUNDING

7.1   For a new Recipient of a civic Grant, all Grants are administered for a maximum of one year.

7.2   To be considered and approved for multi-year funding two conditions must be met:

(a)   Financial capacity at the discretion of the City; and

(b)   Recipient has met all reporting requirements as per agreement in previous years.

7.3   Consideration for moving a particular Recipient from the Civic Grant Program to automatic base budget allocation must be approved by City Council through a recommendation of Administration or request by Council.

     The City of SPRUCE GROVE	**COUNCIL POLICY**	**Policy No:** CP-1056-24
		Approved By: Council
		Effective Date: August 26, 2024 **Resolution No.:** **Last Reviewed Date:** August 26, 2024
		Division: Community and Protective Services

8. ASSUMPTIONS

8.1 Community Grant

(a) The Community Grant Program must allow for flexibility in addressing emergent needs.

(b) Unallocated or unspent Grant funding provided to a Recipient from the Community Grant Program may be carried forward for future allocation upon written request to the City.

(c) A reserve must be established and utilized for all Community Grant Funds that are not allocated during the funding year.

(d) Grant Recipients must provide Administration an annual report within 60 days of the funding period ending.

(e) The Community Services Advisory Committee must provide oversight and recommendations for grants to be considered annually by Council during the Corporate Plan deliberations.

(f) All Applicants must disclose all other City funding being applied for or received.

8.2 Microgrant

(a) The micro Grant must not exceed $1,500 for any one initiative.

(b) The Recipient is not eligible for multi-year funding.

(c) The Grant Recipient must provide Administration a summary report highlighting the impact of the Grant on the initiative within 30 days of the initiative ending.

(d)   Grant applications must be vetted by the appropriate department subject matter experts, with information then provided to the Community Services Advisory Committee.

(e)   The Community Services Advisory Committee must approve applications that meet the criteria and parameters set out in this Policy.

(f)   All Applicants must disclose all other City funding being applied for or received.

(g)   Applicants may apply at any time; however, the approved budget must be divided and allocated as follows:

    (i)   50% from January 1 - June 30; and

    (ii)   50% from July 1 - December 31

Any funds not allocated in the first half of the year may be allocated in the second half if required. Any funds not allocated by the end of the year must be transferred to the reserve to be considered for future needs.

9.   ELIGIBILITY

9.1   **All Funding Streams**

(a)   The Applicant must be based in Spruce Grove, or programs, services, or events offered must be accessible and used by residents of Spruce Grove.

(b)   Where required, Applicants must have a current certificate of insurance and carry the minimum liability amount determined by each funding stream.

(c)   Applicants must meet the requirements of the specific Grant funding stream they are applying for as identified within this policy, in addition to the requirements stated in this policy.

(d)   Applicants must agree to acknowledge the support of the City in all print and public material related to the program/service within the Grant agreement and follow City standards, and guidelines, where applicable.

(e)   Grant recipients must enter into a Grant Agreement to receive funds.

(f)   Grant Recipients must comply with all bylaws, provincial and federal legislation, and any other statutory regulations when utilizing Grant funds and executing the Grant agreement.

(g)   Grant Recipients must comply with reporting requirements to the City as determined by the specific Grant or as set out in the Grant agreement.

(h)   Grant Recipients must adhere to clear reporting and accountability measures that reflect the value of the Grant and the impact to the community.

9.2   **Community Grant**

(a)   Unless otherwise indicated, Community Grant Applicants require a minimum of a twenty-five percent (25%) matching commitment in the form of any combination of cash, materials, volunteer labor and/ or fundraising.

(b)   Unless otherwise indicated, for annual, multi-year, or short-term funding agreements the Applicant must be a Registered Non-profit or a Registered Charity for a minimum of one year and demonstrate that they are in good standing with the City, Province, and/or Federal Government, unless otherwise indicated.

	COUNCIL POLICY	**Policy No:** CP-1056-24
		Approved By: Council
		Effective Date: August 26, 2024 **Resolution No.: Last Reviewed Date:** August 26, 2024
		Division: Community and Protective Services

9.3 **Microgrants**

(a)   Microgrants are open to individuals, Community Groups, or organizations with a proposed project or initiative that aligns with the goals, objectives, and priorities of the Community Grant Program.

10.   EXCLUSIONS

10.1   The Civic Grant Program does not support:

(a)   initiatives that provide a Grant, donation, or scholarship to another person, group, or organization, including political organizations, Political Parties, and/or registered political candidates;

(b)   for-profit organizations;

(c)   Government Organizations; and

(d)   organizations whose activities, programs, or initiatives breach Provincial or Federal human rights codes, or the *Charter of Rights and Freedoms*.

10.2   This policy does not apply to the following:

(a)   Funding and Grants the City is receiving;

(b)   Honorariums;

(c)   Historical groups and organizations that are included in the City's annual base budget allocation;

(d)   Funding and budget allocations administered through various departments for programs, services, and identified needs;

(e)   Fee for Service agreements; and

(f)   Rebates.

11.   TERMS AND CONDITIONS OF GRANT AWARDS

11.1   All Grant Recipients will be subjected to the terms and conditions outlined in the Grant agreement. Prior to the disbursement of funds, Recipients are required to sign the Grant agreement.

11.2   The decision of Council for Community Grants and the Community Services Advisory Committee for Microgrants are final and are not subject to appeal.

12.   TERMINATION

12.1   The City has the right to limit, change, or cancel any of the funding streams as legislation, financial resources, or obligatory regulations change.

12.2   The City may refuse to award Grants to any organization that:

(a)   violates any provision in the policy, the Grant program, or the Grant agreement; and/or

(b)   is not in good standing with the City and/or Provincial or Federal Government or regulatory body.

12.3   In the event of termination, the City must provide written notice to the Grant Recipient, specifying the reasons for termination and any applicable corrective actions to be taken within a designated timeframe.

13.   RESCISSION OF POLICY 3,011 AND 8,022

13.1   3,011 – Funding to Charitable/Not-For-Profit Organizations is hereby rescinded.

13.2   8,022 – Family and Community Support Services Grants is hereby rescinded.

RELATED DOCUMENTS

Community Services Advisory Committee Bylaw, as amended.

APPROVAL

Mayor: Original signed by Mayor Acker Date: August 26, 2024

Introduction

The Civic Grant Program reflects the City's commitment and recognition of the vital role community organizations have in enhancing the quality of life for our residents and contributing to the overall well-being of Spruce Grove.

Grant Objectives

The Community Grant ("the Grant"), one of two streams in the City's Civic Grant Program, provides financial support to eligible organizations delivering projects or services in at least one of six key areas: Social; Sport and Recreation; Arts, Culture, and Heritage; Economic; Environmental; or Multicultural.

The Grant encourages collaboration, fosters partnerships, and leverages collective efforts and resources to achieve meaningful community change. By aligning with the City's Civic Grant Program Policy, the Community Grant supports activities that strengthen the community's ability to deliver impactful programs, services, events, and projects, while upholding the values of diversity, inclusion, equity, and belonging.

Organization Eligibility

Eligible organizations must:

- Be a registered non-profit and/or charity organization in good standing.
- Be based in Spruce Grove and/or serve residents of Spruce Grove.
- Meet the requirements as set out in the Civic Grant Program Policy for the Community Grant stream.

Focus Areas for Funding

Organizations applying for the Community Grant must align with one or more of the following focus areas. Below are the definitions to help guide your application:

Arts, Culture, and Heritage: Projects that promote creativity, preserve traditions, and celebrate local history through visual, performing, or literary arts. Examples include art workshops, theater performances, cultural festivals, heritage exhibits, public art displays, or storytelling events.

Economic: Projects or services that support local businesses, improve job opportunities, or enhance financial literacy. Examples include hosting small business markets, running job skills training programs, or developing projects or services that boost local economies.

Environmental: Projects or services that protect nature, promote sustainability, or raise awareness about environmental issues. Examples include tree planting, waste reduction campaigns, community clean-ups, and green energy projects or services.

Multicultural: Projects or services that celebrate diversity, promote inclusion, or foster understanding between different cultural groups. Examples include cultural fairs, language exchange programs, or projects or services that support newcomers.

Social: Projects or services that enhance individual and community well-being, strengthen social connections, or support vulnerable populations. Examples include mental health workshops, community support programs, or projects or services that reduce isolation.

Sport and Recreation: Projects or services that contribute to individual and community well-being through physical activity, sports, and active living. Examples include establishing sports leagues, delivering active living workshops or programs, or upgrading and enhancing sports equipment.

Key Dates and Timelines

The timeline below outlines the application process. Funding awarded through this process is intended to support projects occurring in the following year.

Applications Open	April 1
Application Submission Deadline	**May 31 at 11:59 p.m.**
Presentations to Community Services Advisory Committee (if indicated on application)	June
Community Services Advisory Committee Review	August
Grant Award Notifications	Early December
Agreements Sent for Signature	December
Funding Distribution	January
Year-End Activity and Financial Report Due	Within 60 days of the funding period ending

Funding Information

Applicants can request funding that aligns with the needs of their proposed project or service and are encouraged to provide the total estimated costs. Grant recipients may be awarded only a portion of the requested funding, depending on the availability of funds and the evaluation of the application.

First Time Applicants:

First-time applicants are eligible to apply only for short-term or one-year funding terms. Organizations that have been previously funded and remain in good standing may apply for multi-year funding terms, at the City's discretion.

Matching Requirement:

Organizations require a minimum 25% matching commitment, which can include any combination of cash, materials, volunteer labor, and/or fundraising directly related to the project or service. Cash funding must be supported by current financial information.

Eligible Expenses:

Funding may be used for direct costs related to the proposed project or service:

- staffing
- materials and supplies
- small capital expenses such as laptops, tools, and equipment
- board training and supports
- awareness and marketing efforts
- other expenses that directly support the goals outlined in the grant application

Ineligible Expenses:

The grant does not cover:

- basic operational costs unrelated to the proposed project or service
- duplicate services already available in the community or provided by government
- secondary funding such as grants, donations, or scholarships to others
- capital expenditures for major assets
- municipal property taxes
- fundraising expenses
- entertainment or hospitality cost
- fines or legal fees
- any costs incurred before the start of the agreement term

Application Process

Submission Guidelines

- Review the *Grant Information & Guide* and the *Civic Grant Program Policy* to understand the objectives and eligibility requirements.
- Access the *Grant Application and Guide* on the City of Spruce Grove website.
- Complete the application in full.
- Submit the application, budget, and all required supporting documents to civicgrants@sprucegrove.org.
- Receive an acknowledgment of your application within two business days.
- Notification of application outcomes will be sent within five business days after Council approves the next year's budget.

Presentations

Applicants will have the opportunity to present their proposed project or service to the Community Services Advisory Committee (CSAC). After the presentation, the City may request additional information as needed.

Application Review

All submitted applications will be reviewed by City Administration and sent to the Community Services Advisory Committee (CSAC) to assess alignment with the grant's funding priorities. The committee evaluates applications based on eligibility, impact, and feasibility and makes funding recommendations to City Council. Final funding decisions are made by City Council based on the committee's recommendations.

Contractual Agreements

Organizations that are successful in receiving grant funding will be required to:

- Sign a grant agreement that outlines the terms and conditions of this funding.
- Acknowledge the support of the City of Spruce Grove in all print and publicity material related to the project or service within the grant agreement.
- Conduct business in accordance with provincial and federal statutes (e.g., labour codes, privacy legislation, human rights legislation, Occupational Health and Safety Act).
- Provide a year-end activity and financial report.
- Carry adequate ($2,000,000) Commercial General Liability insurance, with the City of Spruce Grove named as an additional insured (if required).

Assessment Criteria

Alignment with Grant Priorities and Community Reach

Application Section C: Project or Service Overview

This section outlines the key priority area that the program or service aligns with. Applicants should provide an overview of their project or service and estimate the number of residents it will reach. Evaluations will consider how well the initiative aligns with one or more focus areas and its potential to benefit the community.

Project or Service Scope, Goals, and Community Impact

Application Section D: Project or Service Details

This section evaluates the scope, objectives, and implementation plan of your project or service. It examines how well your initiative aligns with identified goals, the specific steps for implementation, and the resources required for successful delivery.

Additionally, applicants should describe how they identified the need for the project or service, including any research or consultation that informed its development. This section also considers how the initiative complements or differs from existing community efforts. Applicants must outline measurable and realistic expected results, explain how success will be evaluated, and demonstrate how their project or service meaningfully addresses community needs while promoting accessibility and inclusion for diverse groups.

Organization Capacity and Readiness

Application Section E: Organizational Capacity

This section evaluates your organization's ability to successfully implement the proposed project or service. It examines the resources currently in place, such as staff, volunteers, expertise, and equipment, as well as your organization's past experience managing similar programs, projects or services. For organizations new to this type of project, the focus will be on how you are preparing to acquire the necessary knowledge and skills to ensure a successful project or service.

Additionally, this section considers your organization's governance structure, including policies and plans that support accountability and sustainability. If your organization is operating at a financial deficit, you will also need to outline strategies to address this and maintain long-term financial stability. Responses should demonstrate your organization's readiness and capacity to deliver impactful results.

Alignment with Spruce Grove Strategic Plan

Application Section F: Spruce Grove Strategic Plan

This section evaluates how well the project or service aligns with the themes and goals of the City of Spruce Grove's Strategic Plan and describes how it contributes to advancing these priorities. Applicants should provide clear and specific examples of how their project or service aligns with the City's vision and objectives.

Funding and Financial Overview

Application Section G: Budget and Financial

This section evaluates the financial foundation and sustainability of your proposed project or service. It examines whether your organization has received or applied for any other funding from the City of Spruce Grove and how these funds align with the proposed project.

Applicants are required to submit a detailed budget using the provided template, outlining all anticipated project expenses by category (e.g., personnel, materials, training) and identifying confirmed funding sources, in-kind contributions, and pending funding opportunities. For pending funding sources, applicants should provide details on expected notification timelines and contingency plans if these funds are not secured.

Section Weightings	
Grant Priorities and Community Reach	20%
Project or Service Scope, Goals, and Community Impact	30%
Organization Capacity and Readiness	20%
Alignment with Spruce Grove Strategic Plan	15%
Budget and Financial Overview	15%

Reporting Requirements

Organizations receiving Community Grant funding must submit annual reports on their funded project or service reflecting the specific details and outcomes of the funded initiative.

These include:

Year-End Activity Report

This report should detail the project or service's outcomes, measurable changes, key accomplishments, and any success stories. If the project or service directly serves people, include information on clients/participants served and contacts made. For projects that do not directly serve people, provide an overview of the broader impact or contributions to the community.

Year-End Financial Reports

Project or Service-Specific Financial Statement: An unaudited financial statement detailing the revenue and expenses specific to the funded project or service for the previous calendar year, signed by two officers of the organization with signing authority.

Organizational Financial Statement: An audited financial statement covering the organization's overall operations, to be submitted within three months of the organization's fiscal year-end.

Contact Information

Questions regarding the completion of this application can be directed to:

City of Spruce Grove

Email: civicgrants@sprucegrove.org

Phone: 780-962-7618

Budget Template

City of Spruce Grove
Community Grant - Budget

Project Funding Details - Please identify all sources of funding for the project			
			Total Amount
Community Grant Funding Request - please fill in the total funding request for this project or service			
Additional revenues to complete the project:	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project			
Other Municipal funding (not including this grant)			
Provincial funding			
Federal funding			
Other funding sources			
Donated-in-kind (including all labour, equipment, material)* Note: the confirmed amount will populate from amounts entered later in this form			
Total project funding (this amount must equal the total project cost)			$0.00

Project Expenses - Anticipated cash costs - Detailed list of all the expenses for the project or service		
Item description	**Details**	**Total Cost**
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
Total A		$0.00

Project Expenses - Anticipated in-kind and donated costs - Detailed list of labour, equipment, materials, and services		
Type of Donation	**Details**	**Total Value**
Labour, equipment, material/services ie. volunteers	Provide a description of: - the anticipated labour, number of volunteers, total hours worked - the work being completed including they type of equipment and toal equipment hours - the materials/services and who they are being donated by ie. 6 volunteers at $20/hr X 100 hours	$12,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
Total B		$0.00

Total Project Cost (=Total A + Total B)	$0.00

Community Grant Contribution - Percentage of Total Project Costs	

Definitions

Applicant	A registered non-profit society or charity organization that applies for this grant opportunity.
Belonging	The feeling of security and support when there is a sense of acceptance, inclusion, and identity.
Charity	An organization established and operated exclusively for charitable purposes. It must be non-profit, serve a public benefit, and be registered with the Canada Revenue Agency (CRA) to issue tax receipts for donations.
City	The municipal Corporation of the City of Spruce Grove in the Province of Alberta.
Community Services Advisory Committee (CSAC)	A committee established under City of Spruce Grove Bylaw C-1342-24 to provide advice and recommendations to City Council and Administration on community safety, recreation, culture, and social issues. As part of the Community Grant process, the CSAC reviews applications and makes funding recommendations to City Council.
Diversity	Refers to the presence of a variety of different individuals or elements within a group or community. It encompasses differences in characteristics such as race, gender, age, background, abilities, and more.
Equity	The fair treatment of individuals, taking into account their unique needs and circumstances. It seeks to address disparities and provide resources and support to ensure that everyone has a level playing field, regardless of their background or characteristics.
Inclusion	The practice of ensuring that all individuals, regardless of their differences, are welcomed, respected, and actively involved in a group or community. It aims to create an environment where everyone feels valued and has equal opportunities to participate.
Non-profit	An entity established to carry out activities that benefit the community, such as social, cultural, recreational, or charitable projects or services. These organizations operate without the intent to generate profits for their members, reinvesting any surplus funds into their mission. To qualify, the organization must be incorporated under the Alberta Societies Act.
Recipient	Successful Grant applicant(s) who receives funding from the City.
Resident	An individual whose primary place of residence is within the municipal boundaries of Spruce Grove. This includes individuals with a fixed address, as shown on official documents like government-issued identification or utility bills, as well as unsheltered individuals who are currently staying in Spruce Grove, even if they do not have a permanent or fixed address.

Microgrant Overview

The City of Spruce Grove Microgrant helps individuals, community groups, and organizations fund local projects that build a stronger, more connected community. Eligible projects should benefit the community and may include activities like improving accessibility, fostering community connections, or supporting equity and inclusion. Projects must align with at least one of the following themes: Social; Sport and Recreation; Arts, Culture and Heritage; Economic; Environmental; or Multicultural.

Funding: Up to $1500 per project

Timeline: Applications are accepted year-round. However, funding is only issued twice per year.

Eligibility

Who Can Apply:

- Residents or organizations operating in and/or serving Spruce Grove.
- Individuals, community groups, or community organizations.

Eligible Projects:

Short-Term or One-Time Projects

Examples:

- Hosting a one-day community clean-up event in a local park.
- Organizing a neighbourhood swap.
- Planting a community garden for seasonal use.

Innovative or Pilot Initiatives

Examples:

- Launching a pilot program to teach basic coding skills to youth.
- Testing a new approach to food security, such as a mobile pantry.
- Creating a temporary art installation to promote public art and culture.

Community Engagement Activities

Examples:

- Hosting a workshop series on financial literacy for residents.
- Organizing a storytelling night to share local histories and build connections.
- Starting a "library of things" for neighbors to borrow tools and equipment.

Accessibility Improvements

Examples:

- Installing ramps or tactile signage to enhance accessibility at a dance studio.
- Updating facility bathrooms with grab bars to meet building code requirements.
- Providing assistive hearing devices for public events or workshops.

Equity and Inclusion Projects

Examples:

- Hosting cultural awareness workshops or celebrations for newcomers.
- Developing a mentorship program for underrepresented groups in the community.
- Creating multilingual resources to improve access to local services.

Small-Scale Capital Projects

Examples:

- Purchasing specialized equipment for a specific sport.
- Installing an equipment shed to support program needs.
- Updating shelving to improve storage efficiency.

Emergency or Gap-Filling Initiatives

Examples:

- Providing winter clothing to residents in need during a cold weather crisis.
- Purchasing emergency supplies for a temporary shelter or community program.
- Offering food hampers for families experiencing unexpected financial hardship.

Board/Organizational Governance Improvements

Examples:

- Developing or updating board governance policies.
- Providing training for board members on leadership, financial oversight, or strategic planning.
- Conducting a review or development of the organization's strategic plan.
- Implementing tools or software for improved financial tracking or volunteer management.

Ineligible Projects:

- Ongoing operational or core funding requests.
- Projects benefiting private businesses or individuals.
- Large-scale or multi-year initiatives.
- Grants, donations, or scholarships.
- Political or religious activities.
- Endowment building or fundraising expenses.

How to Apply

Submit an Application:

- Each project requires a separate application.
- Applications can be submitted at any time to civicgrants@sprucegrove.org.

Disclosure:

- Applicants must report any other City funding they have applied for or are receiving.

Review Process:

- Applications are reviewed by City staff and the Community Services Advisory Committee.
- Applicants will be notified of funding decisions by **July 31** for applications received by June 30 and by **January 31** for applications received by December 31.

Funding Allocation:

- **Applications submitted by June 30** will be reviewed, with funding decisions communicated by July 31 and funds issued by **August 15**.
- **Applications submitted by December 31** will be reviewed, with funding decisions communicated by January 31 and funds issued by **February 15**.

Reporting Requirements:

- Submit a short report within 30 days after the project ends. Include what was done, how the money was spent, the results, any challenges, and photos or receipts if possible.

Application Form

Applicant Information

Name (Individual or Organization):	Enter text
Contact Person (if applicable):	Enter text
Address:	Enter text
Phone:	Enter text
Email:	Enter text

Project/Initiative Details

Project Title	Enter text
Location (if applicable)	Enter text
Project Description	
Click or tap here to enter text.	

Category *(choose one):*

☐	**Arts, Culture, and Heritage:** Projects that promote creativity, preserve traditions, and celebrate local history through visual, performing, or literary arts. (e.g., theater performances, art exhibits, music workshops, cultural festivals, or storytelling events).
☐	**Economic:** Projects that boost local businesses, job opportunities, or financial literacy (e.g., hosting a small business market, offering skill-building workshops).
☐	**Environmental:** Projects that protect nature, promote sustainability, or raise environmental awareness (e.g., tree planting, recycling initiatives, or clean-up events).
☐	**Multicultural:** Projects that celebrate diversity, build inclusion, or foster understanding between different cultures (e.g., cultural fairs, language exchange programs, or community potlucks).

☐	**Social:** Projects that improve well-being, connect people, or support vulnerable members of the community (e.g., mental health workshops, community support programs).
☐	**Sport and Recreation:** Projects that encourage physical activity, promote healthy lifestyles, or provide sport/recreational opportunities for all ages (e.g., organizing a sport tournament).

Funding Details

Total Project Cost	$ Enter text
Amount Requested	$ Enter text
Have you received or applied for any other City funding?	
☐	**Yes** (Specify): Click or tap here to enter text
☐	**No**

Timeline

Anticipated Start Date:	Click or tap to enter a date.
Anticipated End Date:	Click or tap to enter a date.

Agreement

By signing, I certify the information provided is accurate and agree to submit a report within 30 days of project completion.

Signature:	Enter text
Date:	Click or tap to enter a date.

For questions, refer to the FAQ on our [website](#) or contact Community Social Development at 780-962-7618 (press 5). Applications can be submitted year-round to [civicgrants@sprucegrove.org](#).

Application for Funding

Application Date:	Click or tap to enter a date
Applicant Organization Name:	Click or tap here to enter text
Grant Status:	☐ **New Grant Applicant:** Your organization has never received funding from this grant program. ☐ **Previous Grant Recipient:** Your organization received funding from this grant program in the past but is not currently receiving funds. ☐ **Current Grant Recipient:** Your organization is currently receiving funding from this grant program.

Instructions for Completing Application

The Community Grant application consists of two parts:
- Grant Application
- Budget Template

Before starting, review the Civic Grant Program Policy and *Grant Information and Guide* in its entirety.

Complete all sections of this application.

Each section includes a maximum word count. Please ensure your responses stay within the limits to streamline the review process.

If you have any questions, please review the FAQ section on the website, or contact:

City of Spruce Grove
Email: civicgrants@sprucegrove.org
Phone: 780-962-7618 (press 5)

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer the Community Grant. The personal information provided will be protected in accordance with section 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.

Section A: Organization Eligibility

☐	Your organization is a non-profit and/or charity organization registered for a minimum of one year.
☐	Your organization is in good standing with its governing body, has submitted the most recent annual return on time, and has met all compliance requirements.
☐	Your organization based in Spruce Grove and/or serves residents of Spruce Grove.
☐	Your organization has submitted all required reporting for any previous City of Spruce Grove funding received.

All applications must include:

☐	Application
☐	Budget Template
☐	Most recent year's annual return
☐	Most recent fiscal year-end audited financial statements
☐	Copy of your certificate of incorporation
☐	Copy of your certificate of insurance
☐	List of Board of Directors
☐	Direct Deposit Form (if not already set up with the City)

Section B: Organization Information

1. Incorporated (Legal) Name of Organization:

Click to enter text

2. Operating Name (how the organization is commonly known in the community):

Click to enter text

3. Act the Organization is Registered Under:

Click to enter text

Registration Number: Enter number	Registration Date: Click to enter a date

4. Organization's Primary Address:

Enter street address here

City: Click to enter text	Province: Province	Postal Code: A1A 1A1

5. Organization's Mailing Address:

☐ Same as above, or:

Click to enter text

City: Click to enter text	Province:Province	Postal Code:Enter text

6. Legal Authorized Signing Authority Contact (must be a board member):

Name:Click to enter text	Position: Click to enter text
Daytime Phone:Click to enter text	Email:Click to enter text

7. Primary Application Contact:

Name:Click to enter text	Position:Click to enter text
Daytime Phone:Click to enter text	Email:Click to enter text

8. Briefly describe your organization's mission and vision (Max: 100 words):

Click to enter text

9. Provide a summary of your organization's projects/services/activities (Max: 150 words):

Click to enter text

10. Please tell us about any progress, achievements, or milestones from the past year (Max: 200 words):

Click to enter text

Section C: Project or Service Overview

1. Project or Service Title:

Click to enter text

2. Provide a brief description of the project or service (Max: 100 words):

Click to enter text

3. Project or service primary focus (check one):

☐ Arts, Culture, and Heritage	☐ Economic	☐ Environmental
☐ Multicultural	☐ Social	☐ Sport and Recreation

4. Total Requested Funding:

Click to enter text

5. Funding Term Requested (New recipients are eligible for up to one year of funding only):

☐ Short-Term (under one year)	☐ One Year	☐ Multi-Year

6. Project Type:

☐ New: A new project or service

☐ Continuation: An existing project or service with no changes or expansion

☐ Expansion: An established project or service that is being expanded in scope or scale

7. Is this project or service currently being funded by the City of Spruce Grove's Community Grant?

☐ Yes

☐ No

8. Estimated number of Spruce Grove residents who will benefit from this project or service:

☐ Up to 100	☐ 501-1,000	☐ 5,001-10,000
☐ 101-500	☐ 1,001-5,000	☐ 10,000+

9. Project or service start and completion dates:

Start Date:Click to enter a date	Completion Date:Click to enter a date

10. Would your organization like to present its proposed project or service to the Community Services Advisory Committee? Presenting is optional and allows your organization to provide

additional context and respond to committee questions. If you choose not to present, it will not impact the evaluation of your application.
☐   Yes
☐   No

Section D: Project or Service Details

1.   **Please indicate which goal(s) best describe your project or service:**
☐   Foster artistic expression, preserve cultural traditions, and celebrate heritage.
☐   Support local businesses, create job opportunities, or improve financial literacy.
☐   Protect nature, promote sustainability, or raise environmental awareness.
☐   Celebrate diversity, foster inclusion, or build understanding between different cultures.
☐   Strengthen community well-being, support vulnerable populations, or build connections.
☐   Encourage physical activity, healthy living, or provide sport/recreational opportunities.
☐   Other (please describe):

2.   **For the goal(s) you selected above, describe in detail the specific steps or actions your organization will take to achieve them. Be specific by outlining:**
    a.   **What activities you will undertake**
    b.   **Who will be responsible for carrying out these actions**
    c.   **How resources will be used (e.g., funding, volunteers, materials)**
    d.   **Any timelines or milestones**
(Max: 1000 words)

Click to enter text
3.   **Who will benefit from this project or service, and in what ways? Please explain the positive changes or value your project will bring to the community or specific groups, such as increased access to resources, improved well-being, or enhanced opportunities. (Max: 500 words)**
Click to enter text
4.   **What specific results or outcomes do you aim to achieve with this project or service? Describe how you will evaluate its success, such as tracking attendance, collecting participant feedback, or using surveys or other tools to measure impact. (Max: 500 words)**
Click to enter text

5. **How does this project or service promote inclusion and ensure accessibility? Please describe how it considers diverse perspectives, removes potential barriers (e.g., cultural, physical, or language-related), and ensures that its benefits are accessible to a wide range of people or groups, even if it does not directly involve participants. (Max: 500 words)**

Click to enter text

6. **How did your organization identify the need for this project or service? (e.g., based on feedback from residents, input from local organizations, results from surveys or focus groups) (Max: 300 words)**

Click to enter text

7. **Are there similar projects or services currently being offered in Spruce Grove?**

☐ Yes

☐ No

If yes, how does your project or service complement, enhance, or differ from the existing project or service, and how will it address any unmet needs or gaps in the community? (Max: 150 words)
Click to enter text

8. **What research or consultation helped shape this project or service? (e.g., reviewing similar project or services, speaking with others who have implemented similar projects) (Max: 300 words)**

Click to enter text

9. **How will your organization communicate and/or market this project or service to the community? (Max: 300 words)**

Click to enter text

10. **Does the proposed project or service involve partnerships with other community groups?**

☐ Yes

☐ No

If yes, name the community groups involved and briefly describe their role and responsibilities in this project or service. (Max: 300 words)
Click to enter text

11. If your project or service does not receive full funding, what specific aspects of the project would be scaled back, modified, or cut? Please explain how reduced funding would impact the overall goals and expected results or outcomes of your project or service. (Max: 300 words)

Click to enter text

12. Briefly explain why this funding is essential for the project or service's success. (Max: 150 words)

Click to enter text

Section E: Organizational Capacity

1. What resources (staff, volunteers, expertise, equipment, etc.) does your organization currently have in place to support this project or service? (Max: 300 words)

Click to enter text

2. What experience does your organization have managing similar projects or services, and what were the outcomes? If this is a new area for your organization, how are you ensuring the necessary knowledge and skills to implement this project or service successfully? (Max: 500 words)

Click to enter text

3. Does your organization have any of the following in place? (check all that apply) The following items are not mandatory but may help strengthen your application.

☐ Organization Bylaws

☐ Strategic Plan

☐ Board Governance Policies (e.g., roles and responsibilities, code of conduct, conflict of interest)

☐ Operational Policies (e.g., diversity, equity, and inclusion; human resources; financial oversight)

4. Is your organization operating at a deficit?

☐ Yes

☐ No

If yes, what strategies or plans does your organization have in place to address the current deficit and ensure financial sustainability moving forward? (Max: 200 words)
Click to enter text

Section F: Spruce Grove Strategic Plan

1. **Support for City of Spruce Grove Goals**
   The City's Civic Grant Program supports project or services that contribute to the goals and priorities outlined in Council's 2022-2025 Strategic Plan. Below are the key themes and summarized goals identified in the plan.

   Which of the following themes and goals does your proposed project or service align with? (select all that apply)

☐ Supporting an inclusive approach to community development that values diversity and community knowledge.

☐ Reducing barriers, improving access, and increasing participation in City facilities, programs, and services.

☐ Designing parks and recreation facilities to provide multiple benefits and accommodate diverse people and activities.

☐ Leveraging cultural resources through collaboration, creativity, and innovation to enhance quality of life.

☐ Promoting urban agriculture to create more opportunities for residents to interact with the environment.

☐ Contributing to safe, livable, and sustainable neighborhoods that enhance quality of life.

☐ Reducing the City's environmental impact through targeted investment in strategies, programs, systems, and infrastructure.

☐ Reducing the City's environmental impact through targeted investment in strategies, programs, systems, and infrastructure.

☐ Increasing resilience to the effects of climate change for residents and infrastructure.

☐ Sustaining the environment and enhancing natural areas through proactive policies, strategies, and practices.

☐ Encouraging business attraction, investment, and retention to create local employment opportunities and attract new talent.

☐ Supporting the City Centre as a vibrant hub for culture, commerce, and civic life.

2. **Please provide specific examples of how your project or service supports these priorities. (Max: 200 words)**

Click to enter text

Section G: Budget And Financial

1. City of Spruce Grove Funding

Not including this grant - has your organization applied for, or is it currently receiving, any <u>other</u> funding from the City of Spruce Grove?

☐ Yes

☐ No

If yes, provide details:

Click to enter text

2. Budget Template

Use the attached Excel worksheet to provide a detailed budget for the proposed project or service. Include all confirmed and pending funding sources, anticipated project expenses, listing costs by category (e.g., personnel, materials, training). Additionally, list all other confirmed funding sources and in-kind support.

3. Pending Additional Funding Sources

Provide information on any pending funding sources, including the source of the funds, the expected notification date, and your alternate plan if these funds are not secured:

Click to enter text

Please ensure you sign the declaration on the last page

Section H: Declaration and Authorization

I, the undersigned, hereby declare that:
☐   The information provided in this application is accurate, complete, and truthful to the best of my knowledge.
☐   A detailed budget is included, along with all required supporting documentation.
☐   I am authorized to submit this application on behalf of the organization named within.
☐   I understand that late applications will not be accepted.
☐   I understand that, if awarded, the organization will enter into an agreement outlining specific terms for fund use, reporting, and compliance with grant requirements.
☐   The organization consents to any follow-up communications or evaluations conducted by the City if necessary.

Signature of Authorized Representative:	Date:
Click to enter text	Click to enter a date

Authorized Representative Name (printed):	Organization Role:
Click to enter text	Click to enter text

Phone:	Email:
Click to enter text	Click to enter text

City of Spruce Grove
Community Grant - Budget

Project Funding Details - Please identify all sources of funding for the project			
			Total Amount
Community Grant Funding Request - please fill in the total funding request for this initiative			
Additional revenues to complete the project:	Confirmed Amount	Pending Amount	
Organization's cash contribution to the project			
Other Municipal funding (not including this grant)			
Provincial funding			
Federal funding			
Other funding sources			
Donated-in-kind (including all labour, equipment, material)* Note: the confirmed amount will populate from amounts entered later in this form			
Total project funding (this amount must equal the total project cost)			

SECTION A: Project Costs - Anticipated cash costs - Detailed list of all the expenses for the initiative		
Item description	Details	Total Cost
Add new rows above this line.		
	Total A	

SECTION B: Project Expenses - Anticipated in-kind and donated costs - Detailed list of labour, equipment, materials, and services		
Type of Donation	Details	Total Value
Labour, equipment, material/services ie. volunteers	Provide a description of: - the anticipated labour, number of volunteers, total hours worked - the work being completed including they type of equipment and toal equipment hours - the materials/services and who they are being donated by ie. 6 volunteers at $20/hr X 100 hours	$12,000.00
Add new rows above this line.		
	Total B	

Total Project Cost (=Total A + Total B)	$0.00

Organization Contribution - Percentage of Total Project Costs

Community Grant Contribution - Percentage of Total Project Costs	

REQUEST FOR DECISION

MEETING DATE:	March 6, 2025
TITLE:	Community Services Advisory Committee - 2025 Work Plan Discussion (Priorities and Ideas)
DIVISION:	Community and Protective Services

SUMMARY:

In accordance with C-1342-24 - Community Services Advisory Committee Bylaw, the Committee is required to develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.

At the February 13, 2025 Community Services Advisory Committee meeting, members were asked to consider priorities and ideas for inclusion in the 2025 work plan and bring those to the March 6, 2025 meeting for discussion.

Administration and the Committee will discuss topics that could be included in the work plan.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The development of an annual work plan and reporting on the progress, is a key component of the mandate of the Committee. The bylaw indicates that the "Committee shall develop an annual work plan that identifies key priorities and goals based on its mandate".

As a reminder, key components of the mandate of the Committee include:

- To provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture, and social issues impacting the City.

- That the Committee cannot direct Administration, which includes any specific City department, function, program, service, business plan, or organizational structure. The Committee may provide advice or perspective to Administration; however, it is not able to direct them to do any work as that responsibility only lies with Senior Administration, the City Manager, or Council through resolution. The Committee may request additional information and/or research from Administration in order to better understand and fulfill its functions; however, responding to any such requests would be at the discretion of Administration as to the timing, capacity of staff, and relevance to any particular item.
- In addition to the above, the Committee must work through the assigned Administrative Liaison. Committee members are not able to contact or discuss matters with other staff outside of structured meetings, except where it is supported by the Administrative Liaison and for specific/informational purposes.
- To review, comment, and recommend policies to Council. The overwhelming majority of these will come to the Committee from either Council or Administration.
- To advise on opportunities for coordinating and streamlining activities and programs. Again, the Committee cannot "direct" on activities and programs; however, there may be advice, and a community perspective provided on certain activities that Administration may or may not act upon directly or, through the creation of Business Cases to Council, as part of the Corporate Plan (budget) process.
- To approve Grant Policy recommendations, as discussed.
- To consult with community groups and interested citizens, as the Committee considers appropriate. In a formal sense, this particular component would, in most cases, be through Committee meetings and delegations/presentations of community groups, which may be included on the agenda at the discretion of the Chair and advice of the Administrative Liaison. At the same time, one of the key roles of Committee members is to bring a community perspective to topics; therefore, being actively involved in the community can assist in this role. As noted in the Committee Code of Conduct Bylaw, Committee members cannot speak on behalf of the Committee and perform "work" outside of the formalized Committee meeting structure.

Previous City Committee's, such as the Community Road Safety Advisory Committee, developed their annual work plan under two main areas of focus, "awareness and understanding" and "review and analysis".

<u>Awareness and Understanding</u>
Generally speaking, this area of focus includes receiving information and presentations from Administration to gain a better understanding of how certain programs, processes, standards, and initiatives relate to the mandate of the Committee. As seen in other examples, the first year of a new committee is heavily focused on this area. At the same time, the Committee will be busy and will not be able to get to all of the items, so this is likely to be a consistent area of focus in future years. Additionally, there will most certainly be annual "informational" presentations and items that would be desired by both the Committee and Administration. For

example, an annual report and/or presentation related to community safety from RCMP and/or Enforcement Services would be appropriate.

Review and Analysis

This area of focus really deals with the "advice and recommendations" aspect of the Committee's mandate. These are items that are brought to the Committee by Council or Administration for review/feedback, identified by the Committee in the work plan, or as required. This would include the grant program, particular policies, master plans, strategies, etc.

Considerations

While recognizing that Committee members will have items that they have "heard" in the community, some of which may be on the list below, Administration discussed with several departments on items they feel would be important for the Committee to receive information and/or provide advice and feedback on. This includes:

Information and Awareness Items
1. "Family and Community Support Services 101"
2. Community Social Development Annual Report (which includes details related to the Social Sustainability Plan)
3. Housing Strategy
4. Policing Advisory Committee
5. Heavy Metal Place (Civic Centre)
6. Recreation and Culture department report (structure, activities, programs, initiatives, etc.)
7. Joint use and planning process with school divisions
8. Event procedures
9. Re-imagine Central Park initiative
10. Enforcement Services and/or RCMP information/statistics

Review and Analysis Items
1. Community Development framework
2. Youth integrated services and youth programming (including the connection to the Youth Advisory Committee)
3. "Circle of Action" (collective DEIB impact)
4. Neighbourhood engagement
5. Community outreach (which includes homelessness)
6. Wayfinding signage project
7. Recreation and Culture fees/charges and allocation priorities principles
8. Neighbourhood Park plan development
9. Public Art/Murals annual plan
10. Commemorative naming
11. Transit initiatives/strategies

There are likely more "ad hoc" items from a variety of City departments (i.e., Engineering, Planning, Policy, Economic Development, etc.) and/or from Council; however, as the Committee will take some time to find their groove so to speak, so too will Administration. There are several items that come weekly to the City's Corporate Leadership Group (CLT), and it will be the role of the Administrative Liaison to ask that appropriate items come to the Committee for review and to build that process into their timelines.

Many of these items are quite specific but sometimes fall under more broad categories. Other same-type committees have very simple work plans with broad categories in which they populate their agendas and, as needed, include "ad hoc" items and other presentations. For example, St. Albert's recent work plan is outlined as follows:

> *Key Focus:*
> *Grant Review and Recommendation*
> - *Community Events*
> - *Community Capital*
> - *Outside Agency*
> - *Other*
> *Community Recognition Program*
> *Policy Review*
> *Department Presentations for Feedback (typically Strategic Services)*
> > *e.g., Housing Strategy presentation*

Initially, it would be recommended that certain specific items with more detail be included in the first work plan in order for the Committee, Administration, and Council to clearly understand the scope and focus seeing how it is just in its infancy.

OPTIONS / ALTERNATIVES:
The purpose of the initial meeting is to discuss the list of items presented by Administration and others from Committee members. Additionally, the Council representative may bring forward ideas that they have heard from their Council colleagues as a whole for consideration.

Prioritization may also be discussed to ensure that the work plan is manageable.

CONSULTATION / ENGAGEMENT:
Administration discussed topics within the Community and Protective Services division and other senior leaders in the organization.

IMPLEMENTATION / COMMUNICATION:

There is no vote being conducted on the work plan at the March 6, 2025 meeting. The intent of the discussion is to solicit feedback from Committee members and to engage in discussion related to the development of the work plan. In some cases, consensus may be clear, and in other cases, there may be differing perspectives on items and prioritization of such.

The goal of the Chair and the Administrative Liaison is to facilitate discussion and a list of proposed items for the development by Administration of a proposed and recommended work plan. The draft work plan would then be presented to Committee, at the April 10, 2025 meeting, for debate and/or approval.

Following approval, the next step will be for the Chair present the work plan to Council for their consideration and/or feedback.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

REQUEST FOR DECISION

MEETING DATE: March 6, 2025

TITLE: Adjournment - Community Services Advisory Committee - March 6, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Adjournment indicates the end of the meeting and the completion of the agenda items.

PROPOSED MOTION:

THAT the Community Services Advisory Committee adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:
n/a

FINANCIAL IMPLICATIONS:
n/a