

COUNCIL POLICY



COMMUNITY BUILDER PARTNERSHIP POLICY

Policy Number:	62/210.01 2023PO
Policy Review:	Every Year
Policy Owner (Dept.):	Community Services
Reference(s):	

1. PURPOSE OF POLICY

- 1.1. The Community Builder Partnership Policy will provide City Council with an objective, transparent and consistent method, and framework to make decisions regarding funding to partner groups for use in public facilities, programming, and events.

2. POLICY STATEMENT

- 2.1. City Council will collaborate with applicants to develop cultural, recreational, and social amenities that benefit the general community. Partnership opportunities include operations and/or capital development initiatives that provide citizens with high-quality services, programs, and events. City Council invites and encourages collaborative partnerships whose aggregate outcomes will result in the completion of a facility, service, or event that:

- 1) Aligns with municipal priorities established by City Council
- 2) Maintains and or enhances service levels
- 3) Stimulates economic advantage and competitiveness for the City
- 4) Offers a clear return (social, economic, environmental) on investment
- 5) Provides a platform for other projects
- 6) Minimizes risk to the community and municipal government
- 7) Possesses tangible value in its own right
- 8) Contributes to quality of life or quality of place

- 2.2. City Council may seek partnerships to balance municipal capital debt burden and operational budgets against increasing service demands and escalating costs. City Council will maintain its exclusive rights and responsibilities as outlined in the Municipal Government Act. In addition to meeting all the conditions listed above, private partners will also be required to meet the following conditions:

- 1) Demonstrated success and expertise in design, build & maintenance
- 2) Develop innovative operational models
- 3) Sound history of debt structure and management

COUNCIL POLICY



- 4) Proven ability to attract investment dollars
- 5) Ability to demonstrate mutual gain (fair, safe, affordable & reflective of best practices)
- 6) Provide the highest level of service at the best cost as determined by City Council
- 7) Ability to share risk

3. APPLICABILITY

3.1. This policy applies to:

Eligible **Community Organization** applicants that:

- Actively contribute to the interest of City of Lacombe citizens.
- Have core activities and historical practices demonstrating solid stewardship of public funds.
- Eligible applicants include community not-for-profit, public, or private sector groups.

Eligible **Private Sector** partners organizations that:

- Have a similar vision and mandate to the City of Lacombe's Strategic Plan.
- Have core activities and historical practices demonstrating solid stewardship of public funds.
- Have highly recognized experience with building effective public-private partnerships.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **Applicant**—refers to the group who is applying for the funds
- 4.2. **Partners**—individuals or organizational membership names in the partnership agreement who share resources (time, funding, expertise), in risk and benefit of project outcomes
- 4.3. **Community Organizations**—Not-for-profit, service clubs, specific philanthropic endeavors, recreation associations, community associations, social service organizations
- 4.4. **Private Sector**—For-profit companies
- 4.5. **Public Sector**—Public sector institutions (universities, municipalities, school boards, health services, YWCA, etc.)

5. ROLES AND RESPONSIBILITIES

5.1. Council

5.1.1. Approve Policy.

COUNCIL POLICY



5.1.2. Approve disbursement of grant dollars of \$10,000 or above based on the recommendation from the Lacombe and District Recreation, Parks, and Culture Board in alignment with City Council's Strategic Plan and based on opportunities identified in the Community Needs Assessment.

5.2. Chief Administrative Officer

5.2.1. Ensure staff compliance with this Policy.

5.2.2. Disburse payments under \$10,000 based on approval from the Lacombe and District Recreation, Parks, and Culture Board.

5.2.3. Disburse payments of or above \$10,000 based on approval from City Council.

5.3. Lacombe and District Recreation, Parks, and Culture Board

5.3.1. Review Policy annually.

5.3.2. Receive and evaluate all applications based on grant criteria.

5.3.3. Review all applications

5.3.4. Approve grants under \$10,000 that align with City Council's Strategic Plan and based on opportunities identified in the Community Needs Assessment.

5.3.5. Recommend the level of endorsement to City Council for funding requests of \$10,000 or above that align with City Council's Strategic Plan and based on opportunities identified in the Community Needs Assessment.

5.3.6. Review final reports from successful grant applicants after completing their project, program, or event.

5.3.7. Provide an annual report to City Council detailing projects awarded grants through the Community Builder Partnership Fund.

6. POLICY DETAILS

6.1. Eligible applications must be:

6.1.1. Completed of a quality that merits the use of public funds, such as:

- Use of materials that minimize maintenance and repair costs and design that accommodates all citizens
- Reasonable efforts for green technology
- Events expected to generate economic growth and development
- Programming to meet identified community needs

6.1.2. Applications will focus on one of the following:

- Capital projects
- Community programming
- Events

6.2. Grant Funding for Community Organizations

- City Council will budget \$100,000 per annum to support the Community Builder Partnership program. Unused funds in any given year will accrue in the Community Builder Partnership Fund.
- The Lacombe and District Recreation, Parks, and Culture Board will be authorized to approve capital projects, programs, or event applications below \$10,000.
- A limit of \$50,000 per year can be allocated for programs and events.
- Preference will be given to opportunities that align with City Council's Strategic Plan, identified in the Community Needs Assessment, and the Recreation and Culture Master Plan.
- The Lacombe and District Recreation, Parks, and Culture Board will recommend the level of endorsement to City Council for capital projects, programs, or event applications of \$10,000 and over.
- City Council may approve applications exceeding \$50,000 by accessing the reserve funding in the Community Builder Partnership Fund.
- The City will fund up to 25% of the total project cost for capital project requests.
- Applicants are expected to raise all additional funds for the project, program, or event.
- Funding may be considered for a period of up to three consecutive years.
- Funding types may include sunset funding with the goal of the project, program, or event continuing to run independently of City funds.
- The value of in-kind services provided by the City may be considered part of the City's overall contribution.
- Projects already underway may not be considered.
- Projects will be planned to commence within 24 months of grant approval.
- A final report will be submitted to the Lacombe and District Recreation, Parks, and Culture Board after completing the project, program, or event.

COUNCIL POLICY



7. END OF POLICY

ORIGINAL SIGNED

ORIGINAL SIGNED

Signature of Mayor

Signature of CAO

Date

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
January 9, 2023		Adoption of policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
November 2022	Creation of new policy, replacing Policy 62/210.10 (12)