



**City of
Lloydminster**

Policy

Policy Title:	Saskatchewan Lotteries Community Grant Program	Policy Number:	551-01		
Date of Council Approval:	March 12, 2018	Motion No.:	59-2018	Year of Review:	2021
Department Sponsored by:	Community Development Services				

1. Purpose:

- 1.1. To assist in the development of sport, culture, and recreation programs by providing funds to non-profit organizations operated by volunteers.

2. Objective:

- 2.1. For the City of Lloydminster to distribute funds received from the Saskatchewan Lotteries Community Grant Program to local non-profit organizations that provide access to sport, culture and recreation activities for Lloydminster residents.

3. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Eligible	Applications that meet the eligibility requirements set out in the Saskatchewan Lotteries Community Grant Program Guidelines.
Family and Community Support Services (FCSS) Advisory Board	The advisory board established under Bylaw No. 08-2017 or its successor body, for the purpose of recommending grant allocations.
Members of Council	An individual elected pursuant the Saskatchewan Elections Act 2015 as a Member of Council.
Saskatchewan Lotteries Community Grant Program	The grant program established by a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc to assist in the development of sport, culture, and recreation programs by providing funds to non-profit community organizations operated by volunteers.

Under-represented populations	<p>As defined by the Saskatchewan Lotteries Community Grant Program Guidelines which include:</p> <ol style="list-style-type: none"> 1. indigenous people; 2. seniors; 3. women; 4. youth at risk; 5. economically disadvantaged; 6. persons with a disability; and 7. single-parent families.
-------------------------------	---

4. Scope:

4.1. This Policy applies to all members of Administration who manage funds received from the Saskatchewan Lotteries Community Grant Program.

5. Saskatchewan Lotteries Funds:

5.1. Administration shall distribute funds provided by the Saskatchewan Lotteries Community Grant Program to non-profit organizations to support local sport, culture, and recreational programs

5.2. Administration shall:

- 5.2.1. conduct a publically advertised call for applications;
- 5.2.2. review applications and submit Eligible applications to the FCSS Advisory Board for allocation recommendations;
- 5.2.3. present recommendations provided by the FCSS Advisory Board to council for approval;
- 5.2.4. prepare and execute agreements to disperse funds to council approved programs;
- 5.2.5. collect program reporting documents; and
- 5.2.6. ensure all actions within this policy are in compliance with the guidelines provided by the Saskatchewan Lotteries Community Grant Program.

5.3. The Family and Community Support Services Advisory Board shall:

- 5.3.1. review Eligible grant applications and recommend grant allocations to council; and
- 5.3.2. prioritize grant allocations that support the inclusion of Under-Represented Populations in programs or establish new programs to meet the needs of Under-Represented Populations.

6. Penalty:

6.1. 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 written warning to dismissal with cause.

- 6.2. 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*."

7. Responsibility:

- 7.1. City Council will review and approve all policies.
- 7.2. City Administration will administer the policy through the use of a supporting procedure.
- 7.3. Sponsoring Department is responsible for creating and amending a supporting procedure.