



**City of
Lloydminster**

Policy

Policy Title:	Lloydminster Tobacco and Reduction Grant Policy	Policy Number:	551-03
Date of Adoption:	May 4, 2020	Motion Number:	147-2020
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 Business License Bylaw, from Tobacco Retailers to non-profit organizations to support local tobacco and smoking reduction strategies through the Lloydminster Tobacco Reduction Grant.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City.
City	The corporation of the City of Lloydminster
Community Services Advisory Committee	A committee of volunteers appointed to review grant applications pursuant to the Community Services Advisory Committee Bylaw
Flavored Tobacco Product	Pertains to any tobacco product that: <ul style="list-style-type: none"> • has a characterizing flavor (has a clearly noticeable smell or taste other than tobacco); or • is packaged or labeled as being flavored; or • is listed under the regulations' as a flavored tobacco product.
Tobacco Retailer	As defined in the Business License Bylaw.

3. Scope:

- 3.1. This Policy shall apply to all members of Administration.
- 3.2. This Policy applies to fees collected under the Business License Bylaw, for Tobacco Retailers and Flavored Tobacco Product.
- 3.3. This Policy shall apply to all those applying to the Lloydminster Tobacco and Smoking Reduction Grant.

4. Lloydminster Tobacco Reduction Grant:

- 4.1. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.2. Recommendations made by the Community Services Advisory Committee will be directed to Council for decision.
- 4.3. The decisions regarding the Lloydminster Tobacco Reduction Grant approvals are final and are not subject to appeals.
- 4.4. Administration will be responsible for:
 - 4.4.1. preparing and executing agreements to disperse funds to projects approved by Council;
 - 4.4.2. collecting program reporting documents; and
 - 4.4.3. ensuring all funded programs follow this policy.

5. Project Eligibility:

- 5.1. To be eligible for grant funding the applicant must be:
 - 5.1.1. an incorporated Alberta or Saskatchewan non-profit;
 - 5.1.2. a charitable organization;
 - 5.1.3. a health region; or
 - 5.1.4. a school or school division.
- 5.2. To be eligible for grant funding the project must:
 - 5.2.1. take place within Lloydminster City limits;
 - 5.2.2. raise awareness of the health risks associated with tobacco and/or smoking; and
 - 5.2.3. support the adoption of a tobacco and or smoking free lifestyle.
- 5.3. The following expenditures are ineligible for grant funding:
 - 5.3.1. alcoholic beverages;
 - 5.3.2. tobacco, tobacco substitutes, or vaporizers to utilized for purposes other than display/demonstration/ceremony;
 - 5.3.3. subsidization of wages for full-time employees;
 - 5.3.4. donations or projects that are primarily focused on fundraising;
 - 5.3.5. medical research;
 - 5.3.6. construction, renovation, retrofit and repairs to buildings;
 - 5.3.7. costs to sustain the organization outside the direct delivery of the program (property taxes, audit costs, utilities);
 - 5.3.8. direct religious activities;
 - 5.3.9. or activities exclusives to a specific family, business, religious, or political group.

6. Reallocation/Redistribution:

- 6.1. Should an organization be required to return unused funds or decline grant funding, these funds may be redistributed or reallocated to other eligible projects within the call for applications or a new call for applications declared.
- 6.2. The City Manager shall be authorized to approve the reallocation/redistribution of unused or returned grant funds up to a maximum of \$2,500 per project.
- 6.3. Council approval shall be required for reallocations/redistributions greater than \$2,500 per project.

7. Penalty:

- 7.1. Any staff member 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.
- 7.2. 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*."

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. City Administration shall administer the policy through the use of a supporting procedure.
- 8.3. Sponsoring Department is responsible for creating and amending a supporting procedure.
- 8.4. This Policy shall be reviewed in accordance with the Governance Documents Policy.