



**City of
Lloydminster**

Policy

Policy Title:	Family and Community Support Services Grant Policy	Policy Number:	551-04
Date of Adoption:	May 4, 2020	Motion Number:	150-2020
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 funds received from the Family and Community Support Services (FCSS) Program to non-profit organizations that provide Preventative Social Services to Residents.

2. Definitions:

Administration	An employee or contract employee or volunteer of the City.
City	The corporation of the City of Lloydminster.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate
Community Services Advisory Committee	The advisory committee established under Community Services Advisory Committee Bylaw,
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Family and Community Support Services Funding Agreement	Agreement between the Province of Alberta and the City of Lloydminster establishing the FCSS Program.
Family and Community Support Services (FCSS) Program	An 80/20 funding partnership amongst the Province of Alberta, municipalities and Métis Settlements.
Multi-year Funding	Funding for up to three years contingent on provincial budget, municipal match and proven outcome measures.
Preventive Social Services	Services which promote and enhance well-being among individuals, children, families, and/or communities, and prevents the onset or further development of problems.
Resident	Any person residing within the City limits.

3. Scope:

- 3.1. This Policy shall apply to all members of Administration and Council.
- 3.2. This Policy shall apply to all applicants to the Family and Community Support Services Grant.

4. Family and Community Support Services Grant

- 4.1. Eligible projects will be subject to review by the Community Services Advisory Committee for recommendation.
- 4.2. Recommendations by the Community Services Advisory Committee will be directed to Council for decision.
- 4.3. Eligible projects may be recommended for Multi-year Funding subject to Council approval.
- 4.4. The decisions regarding Family and Community Support Services Grant approvals are final and are not subject to appeals.
- 4.5. Administration will be responsible for:
 - 4.5.1. Preparing and executing agreements to disperse funds to projects approved by Council;
 - 4.5.2. Collecting program reporting documents; and
 - 4.5.3. Being accountable to the Province of Alberta for the achievement of outcomes in the *Family and Community Supports Services Act and Regulation*.
- 4.6. City Manager shall be authorized to sign the Family and Community Support Services Funding Agreement with the Province of Alberta.

5. Project Eligibility

- 5.1. To be eligible for grant funding the applicant must:
 - 5.1.1. be a registered non-profit organization that primarily serves the Residents.
- 5.2. To be eligible for grant funding the project must:
 - 5.2.1. Meet the guidelines established by the *Family and Community Supports Services Act and Regulation* (Alberta).

5.2.2 Provides Preventive Social Services based on community needs.

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 using 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.