



TITLE:	Community Benefit Policy
POLICY NUMBER:	2020-007
EFFECTIVE DATE:	December 14, 2020
REPLACES	

1. STATEMENT:

The Town may receive donations or contributions from individuals, businesses or other organizations to be distributed to the community. A contributor may wish to specify criteria or processes to guide the allocation of their contribution pursuant to this policy. An individual may choose to contribute to an existing Community Benefit Category outlined in this policy or develop a new category to be incorporated into this policy. Additional Categories may be created and added to this policy to address the allocation of other community contributions to be allocated in various ways.

Category 1: Innisfail Solar Corp Community Benefit Contribution

As part of the of the agreement between the Town and Innisfail Solar Corp (or its successors) for the lease and development of the Innisfail Solar Generation Facility an annual community benefit contribution was established. The Town will receive \$20,000 annually for the life of the project to be distributed to various initiatives, organizations and events to benefit the local community as identified below.

2. PURPOSE:

To establish guidelines and set priorities for the distribution of funds received from the Innisfail Solar Corp pursuant to the Innisfail Solar Generation Facility Memorandum of Understanding dated July 25, 2019.

3. ESTABLISHMENT OF FUND

Funds received pursuant to this policy and the Solar Generation Memorandum of Understanding will be allocated to the Innisfail Solar Corporation Community Benefit Reserve and distributed in accordance with this policy.

4. GUIDELINES FOR DISTRIBUTION

The Innisfail Solar Corporation Community Benefit Contribution will be distributed as follows:

- 50% of the annual allocation (\$10,000) to be fixed for distribution as per s. 4.1 below, and
- 50% of the annual allocation (\$10,000) to be distributed through an open application process.

All funding allocated through this program shall recognize Innisfail Solar Corporation in a manner acceptable to that organization.

Any funding that cannot be allocated pursuant to this policy shall remain in the Innisfail Solar Corporation Community Benefit Reserve.

4.1 Fixed Allocation (\$10,000/annum):

- 4.1.1 Environmental Education: a minimum of two environmentally focused programs will be conducted in Innisfail Schools (Chinook's Edge School Division and Red Deer Regional Catholic School Division) each year, preferably one entire middle school grade and one high school grade (ex. All grade five and eleven students). The full cost of this program will be covered by the fund and the provider of the program will be agreed upon by the Town and Innisfail Solar Corp. Annual max. \$4000
- 4.1.2 Community Fee Assistance Program: a subsidy program to provide funds directly to programs on behalf of eligible individuals to access recreation, arts, culture programs or activities (ie. swim passes/lessons, arts or sport program registration (formal or drop-in); or community provided transportation for necessities or programs (ie. handi-van vouchers/passes). Parameters for eligibility, application process and complete list of eligible expenses is provided in the Community Fee assistance Program Policy 2020-008, as amended or updated.
- 4.1.3 Where funds remain after the fulfillment of s.4.1.1 above, or where a suitable program cannot be provided the balance of the fixed allocation funds may be made available through the Community Fee Assistance program.

4.2 Open Allocation (\$10,000/annum):

4.2.1 Application Process

- a) Applications will be accepted from any locally based eligible organizations on an annual basis. Complete applications must be submitted prior to March 1st of each calendar year. Funding decisions will be announced by May 1st, and all applicants will be advised in writing of the status of their application. Applicants will be required to submit appropriate forms and provide any additional details deemed necessary by the review committee.
- b) Funding decisions will be made by the Community Services Standing Community or designate in cooperation with Innisfail Solar Corp. Innisfail Solar Corp will be invited to review and recommend applications or to directly take part in the allocation deliberations.
- c) Any funding that cannot be appropriately allocated may be offered for an additional intake or a direct contribution may be made to a local organization at the discretion of the review committee. The Town will make every effort to achieve full allocation of the funding received each calendar year.

4.2.2 Funding Categories:

- a) Environmental enhancement - projects, events or initiatives that improve environmental

quality, reduce environmental degradation or increase community awareness of environmental issues.

- b) Social Welfare – projects, events or initiatives that provide support to at-risk groups or individuals within the community.
- c) Arts & Culture - projects, events or initiatives that celebrate local artists or culture or provide opportunities for groups or individuals to experience or create art.
- d) Health and Wellness - projects, events or initiatives that promote healthy lifestyles and choices and general community wellness.
- e) Education & Science - projects, events or initiatives that support learning and use of technology and innovation to improve the community.
- f) Emergency Relief - projects, events or initiatives that support individuals or businesses to adapt or recover from emergency situations.

4.2.3 Eligibility:

a) Eligible Organizations:

- Charitable organizations registered with CRA,
- Registered not-for-profit organizations, associations or societies,
- Schools,
- Individuals or groups at the discretion of Town Council

**Based in the Town of Innisfail or vicinity at the discretion of the review committee.

- b) Funding is not intended for ongoing operations or expenses, but to fund projects, special events or initiatives. Projects should be generally available or benefit the community as a whole and funding must be utilized within an 18 month period from approval. Projects fulfilling more than one funding category will be given preference. Funding can be provided for any amount between \$100 and \$10,000 annually.

Examples include: educational programs, capital projects or equipment (ie. community garden enhancements, school upgrades, playgrounds, seniors centre), community events related to funding categories (ie. Farmer's Market, Long Table, Culture Days, Children's Festival, Music or Art festivals), or initiatives (Welcoming and Inclusive Communities, Moovers and Groovers, Art from the Heart, Fish and Game River Cleanup).

c) Ineligible Projects/Organizations:

- Individuals or individual pursuits unless approved by Council for consideration
- For profit organizations
- Projects occurring outside Innisfail or surrounding area
- Sporting events, tournaments, bonspiels, etc
- Third party fundraisers or fundraising events
- Conferences, trade shows, conventions (unless directly related to the funding categories)
- Private foundations
- Expenses incurred prior to project approval

4.2.4 Approval Criteria:

- a) The following factors shall be considered during the approval process:

- Community enhancement/enrichment
- Environmental protection/enhancement
- Overall community impact
- Efficient use of funds

4.2.5 Accountability of Funds:

- a) Applicants provided financial support in amounts of \$1000 or greater, pursuant to this policy will be required to provide a final report on their project including how the funds were expended and the benefits to the community and their participants.
- b) The program, event or activity will be undertaken without alteration from the description in the application.
- c) The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.
- d) If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the Town.
- e) The support of the Town and Innisfail Solar Corp shall be recognized during the program, event or activity in the manner described in the application.
- f) Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.
- g) Organizations receiving support pursuant to this policy must repay to the Town any unexpended portion of the funds provided, or any amounts expended for the purposes other than those specified in the application.

DATE APPROVED BY COUNCIL: _____, 2020

Mayor

Chief Administrative Officer