

# COUNCIL POLICY



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Document Name: Indigenous Community Capacity Grant Program

Department Name: Community and Protective Services

Document Number: FIN-250

Effective Date: January 25, 2022

Next Revision Date: December, 2025

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## **STRATEGIC PLAN LINKAGE**

Strategic Priority 1- Responsible Government

Strategic Priority 3- Regional Economic Development

Strategic Priority 4- Rural and Indigenous Communities and Partnerships

## **PURPOSE AND OBJECTIVE**

The Indigenous Community Capacity Grant Program (the “Program”) is a municipal grant program created to financially support eligible Indigenous Communities and is tied to the implementation of Protocol Agreements and associated Indigenous Community engagement requested in response to existing or proposed municipal programs, projects or policies.

The purpose of this Policy is to establish the Indigenous Community Capacity Grant Program, identify budgeting and accounting requirements related to the Program, and determine Grant eligibility.

## **GENERAL PRINCIPLES**

### **1. Definitions:**

- 1.1. “Grant” or “Grants” means a transfer of monies from the Municipality to an Indigenous Community for a specific purpose according to the requirements outlined by the Program.
- 1.2. “Indigenous Community” or “Indigenous Communities” means the following list of First Nation and Métis communities:
  - 1.2.1. Athabasca Chipewyan First Nation;
  - 1.2.2. Smith’s Landing First Nation;
  - 1.2.3. Mikisew Cree First Nation;
  - 1.2.4. Fort McKay First Nation;
  - 1.2.5. Fort McMurray 468 First Nation;

- 1.2.6. Chipewyan Prairie Dene First Nation;
  - 1.2.7. Fort Chipewyan Métis Association;
  - 1.2.8. Fort McKay Métis Nation Association;
  - 1.2.9. Métis Nation of Alberta Association Fort McMurray Local Council 1935;
  - 1.2.10. Willow Lake Métis Association;
  - 1.2.11. Conklin Métis Local 193; and the
  - 1.2.12. Chard Métis Community Association.
- 1.3. "Indigenous Community Capacity Grant Program" or the "Program" means a funding program created to administer Grants to eligible Indigenous Communities.
  - 1.4. "Indigenous Community Engagement" means engagement related to existing or proposed municipal programs, projects or policies.
  - 1.5. "Protocol Agreement" means an agreement between the Municipality and an Indigenous Community that establishes the processes and procedures intended by the parties to define the relationship and the mutual priorities.

## **2. Responsibilities:**

### **2.1. Council to:**

- 2.1.1. approve any amendments to this Policy; and
- 2.1.2. approve the Grant allocation for each Indigenous Community.

### **2.2. Chief Administrative Officer to:**

- 2.2.1. recommend any amendments to this Policy; and
- 2.2.2. support the implementation of this Policy.

## **3. General Procedures:**

### **3.1. Eligibility:**

- 3.1.1. To be eligible, an Indigenous Community applying for this Program must:
  - 3.1.1.1. Sign a Protocol Agreement with the Municipality;
  - 3.1.1.2. Conform with the specific Guidelines of the Program;
  - 3.1.1.3. Complete and submit all required Program application documentation;
  - 3.1.1.4. Establish an accountability process to administer, manage and report on Grant funding; and
  - 3.1.1.5. Be in good standing with the Municipality;
  - 3.1.1.6. Be registered:

- (a) as a "band" under the Indian Act, RSC 1985, c. I-5; or
- (b) as a not for profit association, corporation or society under one or more of:
  - (i) the *Societies Act*, RSA 2000, c. S-14, as amended;
  - (ii) Part 9 of the *Companies Act*, RSA 2000, c. C-21, as amended; or
  - (iii) the *Canada Not-for-profit Corporations Act*, S.C. 2009, c. 23, as amended.

### **3.2. Program Duration:**

- 3.2.1. The Program will be active from January 1, 2022 to December 31, 2025.
- 3.2.2. The Municipality maintains the right to close or terminate the Program at any time without notice.

### **3.3. Grant Value and Allocation:**

- 3.3.1. A maximum of \$125,000.00 will be made available to eligible Indigenous Communities who apply for a Grant:
  - 3.3.1.1. Up to \$100,000.000 of the Grant may be allocated to the implementation of the Protocol Agreement; and
  - 3.3.1.2. Up to \$25,000.00 of the Grant may be allocated to support Indigenous Community Engagement.
- 3.3.2. At the end of each calendar year, any uncommitted Grant amounts must be returned to the Municipality by any Indigenous Community having received a Grant, pursuant to the deadline imposed by the applicable Grant agreement.

### **3.4. Eligible Costs:**

- 3.4.1. The following are eligible costs under the Program for implementation of the Protocol Agreement:
  - 3.4.1.1. Employee salary to support and coordinate the activities outlined in the Protocol Agreement and related employer costs, including, but not limited to, benefits, office materials and space;
  - 3.4.1.2. Meeting and travel expenses;
  - 3.4.1.3. Costs associated with meetings, presentations and workshops, related to the implementation of the Protocol Agreement including printing materials, venue rental fees, or other reasonably associated expenses.
  - 3.4.1.4. Professional fees, such as advice or assistance relevant to a municipal initiative. Large or recurring consultant fees are strongly discouraged and may not be approved for Grant

funding, as the intention is to support the building of Indigenous Community capacity.

3.4.2. The following are eligible costs under the Program for Indigenous Community Engagement:

- 3.4.2.1. Engagement/consultation costs, including, but not limited to, food, venue rentals and facilitation;
- 3.4.2.2. Travel costs;
- 3.4.2.3. Honoraria for Elders or community knowledge holders for attendance and participation at an engagement/event. This includes payments made to Elders or community knowledge holders for their specialized knowledge;
- 3.4.2.4. Professional fees, consultants and or technicians for technical expertise related to a municipal program, project or policy; and
- 3.4.2.5. Translation services used to facilitate engagements or create materials.

**3.5. Ineligible Expenses:**

3.5.1. The following are ineligible costs or expenses under the Program:

- 3.5.1.1. Any cost that does not relate to the implementation of the Protocol Agreement or related to the participation of the Indigenous Community Engagement.
- 3.5.1.2. Costs related to any initiative that is already fully funded through other sources;
- 3.5.1.3. Capital expenditures and asset costs;
- 3.5.1.4. General administrative costs, including, but not limited to bookkeeping, accounting and clerical support;
- 3.5.1.5. Litigation costs;
- 3.5.1.6. Costs related to the Government of Canada, Government of Alberta, or private sector and or industry consultation or engagement processes;
- 3.5.1.7. Gifts;
- 3.5.1.8. Annual general meetings;
- 3.5.1.9. Cultural celebrations or events;
- 3.5.1.10. Community events or contests
- 3.5.1.11. Honoraria for elected officials;
- 3.5.1.12. Government lobbying or political activism; and
- 3.5.1.13. Debt reduction, financing charges and/or interest payments on loans.

**SUPPORTING REFERENCES AND POSITION RESPONSIBLE**

Legal References: *n/a*

Cross References: Indigenous Community Capacity Grant Administrative Procedure FIN-250-P01

Position Responsible: Director, Community and Protective Services  
Director, Indigenous and Rural Relations

**COUNCIL POLICY DETAILS AND REVISION HISTORY**

<b>Date</b>	<b>Action</b>	<b>Description</b>
January 25, 2022	Establishment	Council reading and establishment of the Program.

**3.6. Application and Assessment Process:**

- 3.6.1. Approval processes are outlined in the Administrative Procedure FIN-250-P01.
- 3.6.2. Grants will be disbursed to Applicants in accordance with the terms and conditions of the Grant agreement.

**3.7. Grant Funds:**

- 3.7.1. A maximum of \$1,500,000 may be allocated to the Program through the annual budget process.

**3.8. Monitoring and Reporting:**

- 3.8.1. The Municipality will regularly evaluate the outcomes, as outlined in the Grant agreement between the Municipality and the Indigenous Community, to ensure that the mutually desirable goals were achieved.
- 3.8.2. Any reporting requirements outlined in the Grant that are not met by the Recipient may result in cancellation of the Grant, Grant repayment, and / or ineligibility to apply for and receive future Grants.
- 3.8.3. The Municipality will maintain records for the timely reporting to Council on the interest in, uptake of, and success of the Program.

**APPROVAL**

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness and may be assessed before that time as necessary.

  
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Sandy Bowman, Mayor

  
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Jade Brown, Chief Legislative Officer

  
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Date