



Freedom To Create. Spirit To Achieve.

Regional Collaboration Program

Program Guidelines 2011/12

<http://municipalaffairs.gov.ab.ca/municipalgrants.cfm>

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Government of Alberta ■

Municipal Affairs

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1. Program Objectives

1.1 What is the Regional Collaboration Program and what does it do?

The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020/21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

1.2 Key outcomes from the program include:

- Significant regional approaches to municipal service delivery and governance;
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective intermunicipal relations through joint and collaborative activities; and
- Strong intermunicipal relations that result in strengthened community identities and improved quality of life.

2. Program Highlights

2.1 When is my application due?

Applications can be submitted throughout the program year. For the Regional Collaboration component, applications received before November 30 will be reviewed in the current fiscal year. Applications received after this date may be reviewed in the next fiscal year.

Applications for the Municipal Internship component are due by September 9, with the program to commence the following May.

Exceptions may be considered.

What's New for 2011/12?

- Clarification of component thresholds
- Guidelines include additional details and improved clarity

2.2 Who do I contact for assistance?

If you have any questions about the program or information contained within these guidelines, please contact a program advisor at 780-427-2225 (or toll-free: 310-0000).

3. Program Eligibility

3.1 Who is eligible to apply for this funding?

Eligible entities include:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas);
- Métis settlements;
- Townsite of Redwood Meadows Administration Society;
- A municipality formed by special Act;
- Regional Services Commissions¹;
- Municipally controlled planning service agencies²; and
- Municipal regional boards that may or may not be established by regulation (e.g., Capital Region Board, Calgary Regional Partnership).

¹ eligible under the Regional Collaboration component for Regional Services Commission start-up costs only

² eligible under the Municipal Internship component only, to host a Land Use Planner

Applicants requesting funding under the Municipal Internship component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

- population between 5,000 and 100,000 to access the Land Use Planner subcomponent; and
- population between 700 and 100,000 to access the Administrator subcomponent.

Ineligible entities include:

- Individuals;
- For-profit corporations;
- Not for profit organizations;
- Municipal subsidiary corporations (profit and not for profit); and
- Intermunicipal entities not controlled by municipalities or Métis settlements.

The Minister may vary any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

4. Grant Stacking Options

4.1 What other grant programs can I use to stack with this program?

Program funding may be combined with funding from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program.

If the municipality chooses to use multiple grant funding sources for a project, it is the responsibility of the municipality to understand the funding requirements specific to each grant program. Information about

these other sources of funding should be included in table 3.7 of the application form.

5. Program Components

5.1 What do each of the various program components mean?

There are four components of this program

- Regional Collaboration;
- Mediation and Cooperative Processes;
- Municipal Internship; and
- Strategic Initiatives.

Regional Collaboration

This component typically provides support to collaborations of two or more municipalities involved in strategic approaches to regional municipal service delivery and governance, and planning and development activities. This includes projects that explore and develop a regional approach to municipal service delivery, business planning, sharing costs and revenues or establishing regional frameworks for the implementation of regional municipal services.

Eligible projects:

- Investigating the feasibility of delivering regional shared services or delivery models;
- Exploring the feasibility of regional governance alternatives, such as establishing a regional governance board;
- Developing revenue and cost-sharing models;
- Developing and integrating regional initiatives that address areas such as growth, land use, transit services, infrastructure, geographic information services, and social services;
- Public consultations;

- Communication strategies and programs to inform stakeholders of new partnerships or structures;
- Developing regional contracts and agreements to formalize the structure and activities of a collaboration;
- Developing terms of reference, bylaws and other guiding materials for any new governance body that is created;
- Developing systems that are required to deliver a shared service;
- Legal fees associated with the review of collaborative structures and service delivery mechanisms;
- Exploring the feasibility of restructuring activities such as amalgamation;
- Limited support for start-up costs to establish a regional services commission; and
- Limited term support for costs incurred due to restructuring through amalgamation or dissolution, such as legal costs and other transitional costs.

Mediation and Cooperative Processes

This component provides support to municipalities to help develop collaborative protocols and processes to avert conflict escalations and to allow municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities to use mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict. Local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of two subcomponents:

- **Cooperative Processes (Collaborative Governance Initiative):** Proactive support to municipalities for building relations and cooperative processes within and between municipalities. There are two

phases of this subcomponent. The Assessment Phase provides funding for a consultant to assist in creating collaborative principles, processes and protocols using consensus and the Implementation Phase to implement the principles, processes and protocols created in the assessment phase; and

- **Mediation:** Mediation for developing local solutions to conflicts municipalities may be having with their neighbours, regional services commissions or other boards or agencies.

Eligible projects:

- Mediating conflict between two or more municipalities or between a municipality and another entity;
- Developing cooperation protocols to help municipalities deal with internal or intermunicipal conflicts;
- Developing and implementing internal policies and procedures to address conflicts that arise during the delivery of municipal services; and
- Developing formal collaborative governance protocols to address opportunities and challenges.

Municipal Internship

This component provides support to municipalities or planning service agencies to recruit, train and retain competent municipal employees who can progress into leadership positions. Host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each

host (e.g. two or three months on a rotating basis or the term may be split into two six-month blocks). Internship program representatives can be contacted for further details.

Eligible projects:

- Administrator subcomponent: hosting an intern for a one-year program. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.
- Land Use Planner subcomponent: hosting an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern. Interns in the Land Use Planner stream are expected to work towards attaining the Registered Professional Planner accreditation by documenting their education and responsible professional experience in the logbook under the Alberta Professional Planners Institute, the affiliate of the Canadian Institute of Planners. Host applicants should ensure the intern submits their logbook and that a Registered Professional Planner signs off on the logbook or that arrangements are made for an accredited planner from outside the municipality to be available for this purpose.

Strategic Initiatives

This component provides limited term support to initiatives that address municipal or intermunicipal needs or circumstances of

strategic significance that fall outside the other funding components. Applications under this component will generally occur after discussion with Ministry staff.

Eligible projects:

- Research activities related to regional collaboration and capacity building;
- Support for regional projects of shared municipal and provincial strategic or emerging significance; and
- Support for the establishment of, and limited term operations of:
 - Metro- and city- regional boards; and
 - Shared administrative services on a significant regional basis.

Ineligible project costs for all components:

- Ongoing operating costs beyond a limited term;
- Investments in municipal infrastructure or capital projects; and
- Goods and Services Tax (GST).

5.2 What is the time period in which project expenses can be incurred?

Successful applicants can apply eligible project expenditures effective April 1 of the program year unless otherwise stipulated in the conditional grant agreement. For the Municipal Internship component, project expenses will commence the following May.

6. Funding Conditions

6.1 What funds are available and how are they allocated?

The total 2011/12 program budget is \$8.9 million. Grant commitments or grant applications that carry over from previous

years may reduce the total amount of funding available in a given year.

Projects are eligible for funding up to a maximum amount as outlined below:

- Regional Collaboration
 - Regional Services Commission start-up¹ (\$10,000)
 - Restructuring costs² (\$50,000)
 - Regional collaborative projects (\$250,000)
- Mediation and Cooperative Processes
 - Mediation (\$15,000)
 - Collaborative Governance Initiative
 - Assessment Phase (\$50,000)
 - Implementation Phase (\$30,000, matching)
- Municipal Internship
 - Administrators (\$43,000)
 - Land Use Planners (\$62,000)
- Strategic Initiatives (\$250,000)

¹ maximum amount per new establishment

² maximum amount per new restructuring, either amalgamation or dissolution.

See *Appendix 5 - Schedule 1* for details of eligible expenses for various components and subcomponents.

6.2 How are funds distributed?

Applications must undergo a review process that will result in a funding recommendation to the Minister, who makes the final decision.

For Regional Collaboration, Mediation and Cooperative Processes and Strategic Initiatives the applications are reviewed in the order that they are received and therefore early applications are encouraged.

For Municipal Internship, applications are evaluated at one time, after the deadline. Funding is awarded based on information

provided in Supplementary Forms 2 and 3, for the maximum number of internship positions available for the program year.

6.3 What requirements must I comply with in order to receive funds?

Successful applicants must enter into a conditional grant agreement with Municipal Affairs, and payment will be made according to the terms of the signed agreement.

Municipal Affairs may require a successful applicant to publically recognize the Government of Alberta’s funding contribution. If required, Municipal Affairs will work with the grant recipient to develop a joint communications plan for the project or otherwise publicize funded projects.

7. Application Process

7.1 How do I apply for funding?

Applicants must complete a grant application form that can be found at <http://www.municipalaffairs.alberta.ca/municipalgrants.cfm>.

Method of Submission	Submit the grant application via <u>one</u> method through mail, fax, or email
Submission Information	Municipal Affairs Municipal Services Branch Municipal Grants Unit 17 th Floor, 10155-102 Street Edmonton, AB T5J 4L4 or Fax: 780-422-9133 or Email: rcp.grants@gov.ab.ca

Refer to Appendix 2 for specific procedures on how to complete the application form, including supplementary forms.

7.2 How do I make an application for one or more of the available funding streams?

A separate application form must be completed for each component of the program. In addition, complete the relevant supplementary form(s) for the specific grant component for which you are applying, found at the end of the application.

Program Component	Complete the following Supplementary Forms in the Application
Regional Collaboration	Supplementary Form 1
Mediation and Cooperative Processes	Not required
Municipal Internship	Supplementary Forms 2 and 3
Strategic Initiatives	Supplementary Form 1

7.3 How will my application be evaluated?

Projects will be evaluated by Municipal Affairs staff on a range of criteria, listed below, however priority will be given to projects that demonstrate exceptional project merit or innovation. Project evaluation criteria include:

- Well defined project objectives, scope, and outcomes;
- Alignment with one or more of the key program outcomes in section 1.2;
- Alignment with [Government of Alberta](#) and/or [Municipal Affairs](#) priorities and initiatives;
- Association with an identified regional or municipal need;
- Information on how the supporting municipality(ies) are actively involved in project activities. Significant cash and in-kind contributions will be used to

measure commitment to the project outcomes;

- Information on how each participant will benefit from the project;
- Information on how the project benefits will be used to further overall municipal sustainability; and
- Information on how the benefits realized from the project will continue beyond the term of the project.

7.4 How will I know if my application is successful?

Applicants will receive a letter from Municipal Affairs advising them of the funding decision.

For Regional Collaboration and Strategic Initiatives components, it is anticipated that applications will be processed within eight to ten weeks. For the Mediation and Cooperative Processes component, applications will be processed according to timelines that consider the sensitivity of the situation.

Applications for Municipal Internship component will be reviewed after the September 9 deadline.

7.5 What if I disagree with the Government of Alberta's decision on my application?

All decisions by the Minister regarding grant funding are final.

8. Reporting Requirements

8.1 What information do I need to provide to report on the use of my grant funds?

The municipality will submit reporting on a project basis in a prescribed package format. The package includes the following:

- **Reporting Form Instructions**

- **Completion Summary** to assist you to monitor the completion of your required reporting.
- **Basic Information** includes contact information of the person who has completed the reporting templates.
- **Financial Reporting** is a Statement of Funding and Expenditures (SFE) that summarizes the project and expenditure details, income earned and applied as well as a reconciliation of the grant amount received, income earned, and total expenditures. The SFE must be signed by the Chief Administrative Officer or delegate, who certifies that the municipality is in compliance with the terms of the Conditional Grant Agreement, program guidelines and administrative procedures. The SFE may be subject to a review by the Provincial Auditor General.
- **Reporting on Results** collects actual results achieved.
- **Supporting Documents**, where required, such as under the Municipal Internship component, to provide component specific reporting templates.
- **Acknowledgment of Compliance** provides a signed certification that the funds were spent on the purpose intended.
- **Program Evaluation** is optional.

8.2 Reporting Submission

Submit the reporting package via mail, fax, or email. It is only necessary to submit your reporting package using one method.

Municipal Affairs
Municipal Services Branch
Municipal Grants Unit
17th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4
or

Fax: 780-422-9133

or

Email: rcp.grants@gov.ab.ca

8.3 When is my report due?

The reporting due dates for the Regional Collaboration, Mediation and Cooperative Processes, Municipal Internship, and Strategic Initiatives components will be outlined in the respective conditional grant agreement.

8.4 What happens if the scope of my project changes?

In some cases, a municipality may find that an approved project cannot be completed as originally described or cannot be completed by the project completion date. Reasonable delays and project concerns will be accommodated where possible.

Written requests for amendments related to significant changes to the scope, activity budget allocations, or completion date of the project should be made prior to the project completion date. The request should include a minimum of the following:

- An explanation for the change;
- A breakdown of the funds expended to date; and
- A revised project completion date.

Municipalities will be advised in writing of the outcome of the request.

Reminders and Contact Information

Check your conditional grant agreement for due dates.

For questions regarding reporting requirements, contact a Grants Compliance Advisor.

Appendix 1 – Glossary

Project Manager: applicant municipality designated by participating municipalities to act on their behalf and assume responsibility for applying, receiving, managing and reporting on the use of grant funds.

SFE: Statement of Funding and Expenditures.

Appendix 2 – Procedures to Complete Application

In this Appendix you will find tips and instructions on how to accurately fill out the Application Form.

For Regional Collaboration and Municipal Internship applications, complete them as outlined below. For Strategic Initiatives applications contact a Grant Policy Advisor prior to completing the form as outlined below.

For Mediation and Cooperative Processes applications contact a Municipal Dispute Resolution Services Advisor prior to completing the form. For all funding streams under this component, a letter from the Chief Elected Official of the Project Manager municipality to the Minister of Municipal Affairs is initially required. The letter from the Project Manager's CEO is intended to confirm the municipality's interest in pursuing the project, which includes a request for provincial government support.

Section 1: Program Highlights

This section provides an overview of the objective of the program and the application deadlines.

Section 2: Applicant Information

Applicants must complete this section in full.

Section 2.1 Provide your organization's name.

Section 2.2 Describe the type of organization applying for a grant. Examples include municipalities or regional services commissions.

Section 2.3 Provide contact information. This information will be used by Municipal Affairs staff if there are additional questions or clarification required concerning an application. The contact should be the lead person on the project and does not have to be the Chief Administrative Officer.

Section 2.4 Provide the phone number, including area code, that the contact can be reached at during business hours.

Section 2.5 Provide an email address that the contact can be reached at during business hours.

Section 2.6 Provide the mailing address of the contact.

Section 2.7 Provide the fax number, including area code, at which the contact can be reached during business hours.

Section 3: Project Information

Regional Collaboration, Mediation and Cooperative Processes, and Strategic Initiatives applicants complete this section in full.

Municipal Internship applicants, complete sections 3.1, 3.3 and 3.8.

Section 3.1 Choose only one program component. A separate application form must be completed for each component if applying for multiple projects.

Section 3.2 For new applications, check “no”. For amendments, contact Municipal Affairs advisory staff for instruction.

Section 3.3 Provide a brief and clear project name that clearly describes the project activity. The project name is used in all correspondence and public references to the project. For Municipal Internships, the title will always be “Hire an Intern”.

Section 3.4 Provide a description of the project that includes information such as the scope of the project, the activity taking place, who will do the work, anticipated outcomes, and the expected start date of the project. Applicants may attach additional information if required.

Section 3.5 Identify the anticipated project completion date. Project completion date should accommodate for potential project delays, time for consultation among participating members, and time required for program reporting.

Section 3.6 Complete this section if you are not collaborating with other municipalities or organizations but there are other municipalities or organizations that may benefit from this project. Otherwise, put “not applicable” in this section.

Section 3.7 Itemize the total estimated project costs and sources of funding for the project, including the amount requested under this grant application. Information in column E, *Funding request under this grant program*, should only include eligible costs. Project phase milestones should identify expected key accomplishments and corresponding completion dates. Non-provincial sources of funding also includes any municipal cash contributions to each of the project phases. Applicants may attach additional information if required. See the next page for an example of a completed table.

Sample Project – Regional Water Service Delivery

Project Milestones and Costs					
Project Phase Milestone	{A}	{B}	{C}	{D}	{E}
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)	Funding request under this grant program [A-(C+D)]
		Grant Name	Amount (\$)		
Regional Water Business Plan – Mar 31/12	50,000			12,500	
Legal Consultation and Regional Water Service Agreements – Apr 1/11	31,250			12,500	
Development of Regional Water Commission Service Rates – Apr 1/11	37,750				
Project Coordination – Apr 1/11 to Mar 31/12	31,000			12,500	
Construction of a Regional Water System- Mar 31/15	25,000,000	Water for Life	25,000,000		
Total	\$25,150,000	N/A	25,000,000	37,500	112,500

Section 3.8 Identify the category(ies) that best fit your proposed project, and allocate the estimated percentage of funding requested (column E) against the appropriate functional category. Municipal Internship applications should have 100% under “Municipal Careers”. Definitions for Section 3.8 are provided below:

Functional Category	Definition	Examples
Governance	Activities that support the ongoing management of the municipality through its elected officials.	<ul style="list-style-type: none"> • Exploration and establishment of regional service delivery mechanisms or regional governance • Establishment of cooperation protocols • Support for municipal restructuring • Conflict resolution through mediation
Planning and Development	Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.	<ul style="list-style-type: none"> • Intermunicipal plan development, such as growth, land use, transit or social plans • Land use planning research or studies • Alberta Land Stewardship Act (ALSA) Compliance • Development of policies, procedures and protocols for planning analysis and decision making • Shared information systems, such as Geographic Information System (GIS) • Tourism initiatives
Municipal Careers	Activities that support the retention and attraction of skilled employees of local governments.	<ul style="list-style-type: none"> • Land Use Planner Internship • Administrator Internship

Section 3.9 Proceed to section 4 as this section is not applicable to the Regional Collaboration Program.

Section 4: Functional Category Details

All applicants are to complete this section in full.

Section 4 expands on the information provided in Section 3.8, and will be used primarily for government reporting and accountability purposes. Identify the output that best corresponds to your project. Fill in both the check box and the quantity column. If none of the outputs described in the chart are appropriate for your project, proceed to the “Other Output” section at the end of the chart and describe and quantify the output, under the existing functional categories (Governance, Planning and Development, Municipal Careers or Staff Development).

For example, if you indicate in Section 3.8 that 100% of the project is for Governance, in Section 4 only outputs in Governance should be selected. The outputs are not intended to be a list of all actions that will be performed to achieve the project, but instead an itemization of the significant end deliverables of your project, e.g. one agreement developed.

Section 5: Collaboration Information

All applicants complete this section.

Section 5.1 If you are formally collaborating with one or more municipalities check “yes” and complete this section in full. If you are not collaborating, check “no” and proceed to Section 6

Section 5.2 List the names of all participating eligible municipalities.

For the Regional Collaboration component, provide the names of any ineligible organizations in the table in Supplementary Form 1.

For the Municipal Internship component, only complete this section if your municipality is formally collaborating with another municipality to host an intern (and a Project Manager has been designated). Informal collaborations (i.e. municipal visits or tours) do not need to be described.

Every participating municipality must complete a resolution, with the exception of projects under the Mediation and Cooperative Processes component. The resolution should confirm support for the project, the application to the Regional Collaboration Program, and the designated Project Manager. See *Appendix 5 - Schedule 2* for a sample resolution. By signing the application form, the applicant is certifying that the relevant resolutions are in place. Copies of the resolutions must be retained by the Project Manager but do not need to be submitted to Municipal Affairs.

Section 5.3 Describe the nature of the collaboration. For example, indicate whether it is an established partnership or a new one. If the nature of the collaboration was addressed in the project description, note “see project description” in this section.

Section 5.4 Capital projects are not eligible, therefore ensure this section reads “Not applicable”.

Section 6: Supporting Documentation and Application Submission

All applicants must complete this section, which provides useful reminders and checklists to ensure that the application is complete before it is submitted.

Section 6.1 Check the box once you have ensured the application has been signed by the Chief Administrative Officer or Duly Authorized Signing Officer who is authorized to enter into a legal agreement with the Province of Alberta.

Section 6.2 Choose your program component and check that all of the necessary information is complete for your application.

Regional Collaboration

Complete all sections of the application form, Table 1 and questions 1, 2 and 3 in Supplementary Form 1.

Ensure that resolutions are in place for all collaborative projects. Resolutions should confirm support for the project, the application to the Regional Collaboration Program, and the designated Project Manager.

Application activities must neither overlap nor have duplicate costs funded under other grant programs.

Projects that span multiple years are eligible under the program. Approval of a grant does not signify support for potential future phases or outputs of the project.

Mediation and Cooperative Processes

Contact a Municipal Dispute Resolution Services Advisor prior to completing the form then complete all sections of the application.

Submit a letter from the Project Manager’s Chief Elected Official to the Minister of Municipal Affairs to initiate the grant process for all streams of funding under this component. The letter should demonstrate support for the project from the requesting municipality, describe what the project intends to achieve, and request funding through the Mediation and Cooperative Processes component of the Regional Collaboration Program, with assistance from Municipal Dispute Resolution Services Staff.

Municipal Internship

Complete sections 2, 3.1, 3.3, 3.8, 4, 5, 6, 7 of the application form and Supplementary Forms 2 and 3.

If the internship project will be supported by two or more municipalities in collaboration, a resolution for each municipality must be completed. A copy of the resolution must be retained by the Project Manager, but does not need to be submitted to Municipal Affairs.

Information specific to a particular program year can be found on the Municipal Internship website.

Strategic Initiatives Component

Applications are typically completed after discussion with Ministry staff. Contact a Grant Policy Advisor with Municipal Affairs for more information. Applicants are also required to complete Supplementary Form 1 of the application.

Section 7: Application Certification

The application must be signed by the Project Manager's Chief Administrative Officer or Duly Authorized Signing Officer. This person must be able to legally enter into a conditional grant agreement with the Province of Alberta.

Section 8: Useful resources

This section provides website links where you can access detailed information about the program and its components.

Section 9: Legal Statements

This section provides a disclosure on the *Freedom of Information and Protection of Privacy Act*.

Section 10: Vendor Profile

In order to receive grant payments electronically a vendor profile must be on file with the Government of Alberta. Complete this section if you are a new vendor or your vendor profile needs to be updated.

Supplementary Form 1

Regional Collaboration or Strategic Initiatives applicants complete this form.

For Regional Collaboration, fill out Table 1 – Participant Contributions and questions 1, 2 and 3.

For Strategic Initiatives, fill out Table 1 – Participant Contributions and all four questions.

For the table, include all contributions from all participants involved in the project, whether or not they are considered eligible entities under the program. Both cash and in-kind contributions should be noted. In-kind contributions can include hosting, meeting costs, per diem costs, travel, and municipal staff time. If there is not enough space in the table, for example for larger collaborative groups, please attach additional sheets.

Complete the remaining questions as thoroughly as you are able as they are used for evaluation purposes.

Supplementary Form 2

Municipal Internship applicants complete this form.

The grant funding provided for the Municipal Internship component is designated in two categories: 1) Salary and Benefits and 2) Expenses. You must indicate in the tables in Supplementary Form 2 how you anticipate allocating the grant funding. Completing the fillable fields in the table will assist you in budgeting for costs associated with hosting an intern.

Table 1 – Salary and Benefits

Indicate what contribution your municipality will make toward the intern's **salary**, in addition to the \$30,000 provided as part of the grant. Also indicate what contribution your municipality will make towards **benefits** and benefits/payroll costs, in addition to the \$2,000 provided as part of the grant.

Table 2 – Expenses

There are two types of **expenses**: required and optional. The minimum amount must be requested for the **required** expenses. The combined municipal grant request (Municipal Request column) for required and optional expenses must total \$11,000. The municipal contribution (Municipal Contribution column) is in addition to this amount and represents what the municipality is prepared to contribute to the project.

Recruitment costs include mileage and accommodation for *candidates* being interviewed. Eligible *relocation* expenses for your *intern* includes any expenses that you would normally reimburse to any other employee of your organization. *Supervisor's travel expenses* include mileage, accommodation, and meals associated with travel to ministry workshops or career fairs and information sessions in support of program promotion.

Interns are required to attend the ministry workshops, at least one professional development course, and at least one conference or convention during the year. For returning hosts that have already purchased a laptop for an intern's use, the \$2,500 may be allocated for a printer, projector, office chair, desk, or filing cabinet to be used by the intern. With prior approval from program representatives, other items may be considered for purchase. For the **optional** expenses, indicate the amount of funding you would allocate to each of the items listed.

Supplementary Form 3

Municipal Internship applicants complete this form.

Complete the questions in the form with as much detail as possible. Due to formatting limitations, there is a restricted amount of space in the application to answer questions. If you feel you require more room to provide the level of detail required, you may answer the questions in a separate document and submit it with the application.

Appendix 3 – Frequently Asked Questions

1. How many applications can I submit under the program in a single year?

In general terms, there are no restrictions on the number of projects that an applicant can participate in under the program. However component budgets are limited and may be oversubscribed. Collaborations involved in multiple projects risk the possibility that only one of their applications will be reviewed in the current program year and the remaining deferred to the next program cycle. In this event a call will be made to the Project Manager, to ascertain which application is the priority.

2. Can I complete one application form to apply for more than one of the Regional Collaboration Program grant components?

No, a separate application form must be completed for each grant applied for under the various program components.

3. If I am collaborating with another municipality, who should fill out and sign the application form?

The collaborating municipalities involved must decide which municipality will be the Project Manager. The Project Manager municipality will be responsible for all administrative requirements such as preparing and submitting the municipal grant application on behalf of the collaborating municipalities, entering into a conditional grant agreement with the Government of Alberta to manage the grant funds, receiving and accounting for the funding, reporting to the project participants and reporting to the Province of Alberta on behalf of the participants.

4. If I am collaborating with another municipality do I need to submit the resolutions with my application?

If you are formally collaborating with one or more municipalities, the Project Manager municipality will need to retain its own resolution and collect resolutions from each of the participating municipalities involved. However, the resolutions do not need to be submitted as part of the application. At a later date, program representatives may ask to see the resolutions. For the Mediation and Cooperative Processes component, council resolutions are not required.

5. What happens if funding for a program component becomes fully committed before my application is reviewed.

Applicants will be notified if the budget for the program component that they have applied to becomes fully committed. At that point applicants will be given the option to withdraw their application or carry their application forward to the next fiscal year. A note will also be

posted on Municipal Affairs' web site when program components become fully subscribed. This does not apply to the Municipal Internship component.

6. Can a municipality apply to host an intern under both the Land Use Planner and Administrator streams of the Municipal Internship component in a year?

Yes, a municipality can apply under both streams of this program component in a program year; however the applicant must complete two separate applications as the two streams are evaluated separately.

7. Do I have to formally collaborate with another municipality to apply to host an intern?

No, you are not required to host an intern with another municipality if you have the capacity and/or desire to host on your own. You may wish to partner with another municipality if you are not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the program website for information on these functional areas and program expectations.

If choosing to collaborate to host, partnerships of two or three municipalities are recommended. Please contact program representatives to discuss your plans for collaborative arrangements, particularly for those involving larger numbers of partners.

8. How are the applications under the Municipal Internship component evaluated?

The intent of this program component is to help train an intern so that he/she may pursue a career in municipal administration or land use planning. Having the opportunity to work closely with staff and council in a municipality is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Just as interns are expected to demonstrate certain attributes, municipalities are also expected to meet certain criteria:

- The municipality must meet the population thresholds as outlined in the program guidelines to be eligible for grant funding. Municipally-owned planning service agencies are also eligible for the Land Use Planner stream;
- For the Land Use Planner subcomponent, host organizations must undertake the majority of their planning in-house and have a senior planner on staff;
- A strong council-administration relationship must exist and there must be strong commitment from both groups to have an intern;
- There must be an organizational commitment to the Internship Program's vision and goals;
- The CAO/senior manager or the senior planner must agree to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, must be made; and
- There must be an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

9. Do I need to submit a Workplan if my municipality is applying for a grant under the Municipal Internship component?

A Workplan does not need to be submitted with the application form. Customized Workplans will be required of the selected host municipalities. However, if you feel submitting a Workplan will add to your application, you may send it with your grant application form.

10. What do I do if I am involved in a conflict with another municipality and need to incur costs prior to filling out an application form and receiving the Mediation and Cooperative Processes grant funding decision?

Contact a Municipal Dispute Resolution Services staff who will be able to provide you with more information about the mediation program and assist you with the grant application process.

Appendix 4 – Successful Projects and Best Practices

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. A summary of the 2010/11 program results along with a sample of successful projects are provided below.

The Regional Collaboration component provides opportunities for municipalities to collaborate on issues of regional significance. In 2010/11 there were 18 applications approved for funding. Examples of successful Regional Collaboration projects include:

- The Municipal District of Peace partnered with 27 municipalities in the Upper and Lower Peace Regions of the Land Use Framework to develop a position paper that addresses land use planning interests in the region (\$181,006).
- The Town of Vegreville partnered with the County of Minburn to complete a feasibility study to develop and manage a regional solid waste and recycling management system (\$33,900).
- Vulcan County partnered with five municipalities to explore a governance structure and develop a business plan for regional emergency service delivery (\$85,000).
- The Town of Coronation partnered with 15 municipalities to explore the feasibility of regional bylaw enforcement service delivery (\$75,000).
- The Village of Delburne partnered with 25 municipalities to develop a regional economic framework and tourism digital media (\$240,000).
- The County of St. Paul and the Town of Elk Point partnered to develop an intermunicipal development plan (\$35,600).

The Mediation and Cooperative Processes component provided funding for six mediation projects and for six Collaborative Governance Initiative projects.

The Municipal Internship component received seven eligible applications for the eight available positions in the 2011-13 Land Use Planner Program. For the 2011/12 Administrator Program, 31 eligible applications were received for the 12 available positions, which resulted in a shift of an additional position to the Administrator stream of the program to maintain a total of 20 interns for 2011. The number of eligible applications received for the Internship component differs each year, so all interested municipalities are encouraged to submit their applications for consideration for the program beginning in May 2012.

Appendix 5 – Schedule 1 – Funding Thresholds and Eligible Expenses

Expense	Regional Services Commission Start-up	Restructuring (dissolution or amalgamation)	Mediation and Cooperative Processes	Internship (Land Use Planner) (24 months)	Internship (Administrator) (12 months)
Program Maximums	\$10,000	\$50,000	\$50,000	\$62,000	\$43,000
Municipal Resources					
Salary				★ \$30,000 (Year 1) \$15,000 (Year 2)	★ \$30,000
Benefits				★ \$2,000 (each year)	★ \$2,000
Travel (including mileage and accommodation)			★ (Mediators/Consultants only)	★ (Year 1)	★
Professional development			★	★ \$2,000 (each year) ¹	★
Conference/convention fees				★ ¹	★
Recruitment				★ Up to \$1,000 (Year 1)	★ Up to \$1,000
Relocation costs				★ Up to \$1,000 (Year 1)	★ Up to \$1,000
Transitional Costs ²		★			
Professional Resources					
Consultant		★	★ ³		
Mediator			★ ⁴		
Lawyer		★			

Expense	Regional Services Commission Start-up	Restructuring (dissolution or amalgamation)	Mediation and Cooperative Processes	Internship (Land Use Planner) (24 months)	Internship (Administrator) (12 months)
Project Expenses					
Conference/convention fees				★ ¹	★
Computer hardware and software	★	★		★ Up to \$2,500 (Year 1)	★ Up to \$2,500
Office furniture	★			★ Up to \$2,500 (Year 1) ⁵	★ Up to \$2,500 ⁵
Association membership				★ ¹	★
Safety equipment				★ (Year 1)	★
Catering or hosting		★			
Advertising/signage/communications materials	★	★			

Notes:

For any Regional Collaboration applications, salaries must be project based and for a limited term only.

★ Eligible expenses

¹ In Year 2, a total of \$2,000 in grant funding can be used for professional development, conference/convention fees, and/or membership fees.

² This category refers to the transitional costs to align administration and municipal services within the restructured municipality. This typically occurs when the dissolution happens in the middle of a budget cycle and the receiving municipality has not allotted revenue for the additional service costs. Examples include (but are not limited to) bylaw services, operational/organizational review and changes, consolidation of offices, banking services, records and financial systems, review of agreements and contracts, operational relocation, common computer system and data conversion, assessment and taxation integration and audit requirements.

³ For the Collaborative Governance Initiative subcomponent, Implementation Phase: The program will match the municipality's contribution for a consultant, up to \$30,000.

⁴ For the Mediation subcomponent: Only one third of the mediator's costs may be covered by the grant program. The remaining costs should be shared equally by the participating municipalities.

⁵ For repeat hosts who have already purchased a laptop for their intern refer to the explanation of Supplementary Form 2, in Table 2 of these guidelines, found on page 15.

Appendix 5 – Schedule 2 – Sample Resolution or Motion

1) “Be it resolved that we authorize _____ to participate
(Legal Status and Name of the Organization)
in an application for the _____ project, submitted
(Project Name)
by _____ under the _____
(Legal Status and Name of the Organization) (Name of the program component)
component of the Regional Collaboration Program, further

2) That the _____, the applicant, agrees to enter into
(Legal Status and Name of the Organization)
a Conditional Grant Agreement, governing the purpose and use of the grant funds.”

OR use this alternate clause for municipalities that are not the Project Manager

2) That the _____, a participant, agrees to abide by
(Legal Status and Name of the Organization)
the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.”

Chief Elected Official or
Duly Authorized Signing Officer

Date