



CHESTERMERE

Policy Name: Grant Adjudication Committee (GAC)

Policy Number: 856

Effective Date: May 27, 2025	Approved By: Mayor & Council
Policies Amended / Rescinded: Policy #022-07 - Grant Adjudication Committee (GAC)	Policy Type: Council Policy

I. Purpose

1. The Grant Adjudication Committee (GAC) is responsible for supporting and allocating eligible entities with funds sourced internally and externally sourced (i.e. United Way partnership and the Family and Community Services (FCSS), further, the Grant Adjudication Committee advocates for Chestermere community needs and other funding opportunities for the community of Chestermere.

II. Policy

1. The Grant Adjudication Committee must follow guidelines and procedures outlined in *Bylaw #024-25*, being the *Committee Bylaw* and all its amendments.
2. All advice and recommendations must be consistent with the Municipal Development Plan, the *Municipal Government Act, R.S.A 2000, c.M-26*, Council's Strategic Vision, and other relevant Council Policies or Bylaws.



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III. Responsibilities

1. The Grant Adjudication Committee is mandated to:

- a.** Advocate locally, regionally, and provincially for enhanced social infrastructure to benefit the community and its residents;
- b.** Attend scheduled meetings;
- c.** Actively seek out information from the general population relating to perceived community needs and encourage citizen participation in program development;
- d.** Act in an advisory capacity to the Manager of Community Services on a range of appropriate preventative social services to meet the needs of residents;
- e.** Provide advice on the establishment of new services, identification of community priorities, public or private, designed to prevent the emergence of social problems or to provide support to the community;
- f.** Identify community needs and make funding allocations to address those needs.
- g.** Inform the equitable allocation of funding for quality programs across the priority outcomes in the Social Investment Framework (SIF);
- h.** Advertise to Chestermere community members of who qualifies to receive funding;
- i.** Provide their decision for the awarding of grants to Council for information;
- j.** Review and evaluate eligible grant applications in advance of initial application review meeting;
- k.** Attend the application review and selection meeting(s);
- l.** Participate in project presentations/Interviews of shortlisted applicants, if required;
- m.** Designate a member to attend the annual information session(s), if required;



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- n. Attend and participate in a funded agency Mid-Year Project Summary report in advance of application review;
 - o. Receive consolidated Year End reports, evaluating the performances of agencies based on annual service delivery indicators (outputs, outcomes, alignment to SIF);
 - p. Determine which organizations, where it is deemed that any of its directors, officers or employees have a conflict of interest with the City of Chestermere (or perceived conflict of interest that is not corrected to the satisfaction of the city), should be considered ineligible;
 - q. Determine applicants that meet exclusionary criteria including education, government, or political institutions, the proposed programing is focused on religious ideologies or where organizations have failed to report on previous City grant funding commitments, which would deem them ineligible; and
 - r. Determine applicants that have outlined ineligible purposes for a grant that can include annual operating deficits, use of grant to further a for-profit venture, endowment funds, any activity related to election campaigning, activities that primarily benefit one individual only, expenses incurred prior to the award of the grant, reimbursement of volunteer hours, reimbursement of employee wages, and projects that do not allow for reasonable public access.
2. In the Family and Community Support Services (FCSS) and United Way partnership adjudication role, the Committee is mandated to:
- a. Coordinate and facilitate the Annual Chestermere United Way community event fundraiser each year and any other fundraisers/awareness events planned by the Committee; and



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- b.** Designate a member to attend periodic Regional FCSS meetings, United Way Partnership meetings and FCSSAA Annual General Meeting each year.
- 3.** In the Community Grant Adjudication role, the Committee is mandated to ensure:
 - a.** Grant funding aligns with the City of Chestermere strategic priorities and plans and contribute to the delivery of programs and services for eligible entities servicing Chestermere;
 - b.** Grant funding recognize the fundamental independence and existing capabilities that exist within our community, the complementary role that community organizations provide to local government, and their ability to mobilize resources and to deliver programs and services in creative ways; and
 - c.** All Grant opportunities are contingent on the allocation of funding as part of the City's budget process. Grant program awards are restricted to the annual financial commitments approved by Council.

IV. Composition

- 1.** The Grant Adjudication Committee will be appointed by Council Resolution and will consist of the following members:
 - a.** Up to nine Public Members who reside in Chestermere; and
 - b.** Two members of Council.



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V. Confidentiality

1. Members shall respect the confidentiality of discussions and information shared during meetings. All members must adhere to the *Freedom of Information and Protection of Privacy Act (FOIP)*, ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.

VI. Term

1. The term of membership shall be in accordance with *Bylaw #024-25*, being the *Committee Bylaw*.

Mayor, Shannon Dean

Chief Administrative Officer,
Kent Edney



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Last Review Date: May 27, 2025

Next Review Date: May 2029

Revision History <i>(Completed by Legislative Services):</i>		
Policy Title	Date Approved	Resolution Number
Grant Adjudication Committee (GAC)	January 9, 2024	240109-04
Human Resources Policies and Procedures Framework Policy	July 20, 2021	285-21
Human Services Advisory Board Terms of Reference	December 18, 2019	597-18
Community Grant Funding Policy (Policy #205)	August 20, 2019	344-19
Community Grant Funding Ad Hoc Adjudication Committee Terms of Reference (Policy #843)	March 19, 2019	103-19
Community Grant Funding Policy (Policy #205)	December 18, 2018	596-18
Human Services Advisory Board Terms of Reference	May 22, 2018	224-18
Human Services Advisory (HSA) Board Terms of Reference (Policy #814)	March 16, 2015	02.017-031615 093-15