



Alberta Community Partnership Program Guidelines

Effective April 1, 2015

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1. GUIDELINES

These guidelines are intended to assist applicants in completing the Alberta Community Partnership (ACP) application and financial reporting requirements. Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component specific information in the relevant schedule(s).

2. PROGRAM HIGHLIGHTS FOR 2015/16

- The Metropolitan Funding component has been discontinued and the funding realigned under the Intermunicipal Collaboration component (IC). Therefore, all municipalities are now eligible under the Intermunicipal (IC) component for funding to develop new or expanded regional municipal services.
- Competitive project ranking criteria for IC have been introduced to ensure projects that receive funding priority clearly demonstrate improvements to regional municipal services (see Schedule 1B).
 - The evaluation process under the IC component will be based solely on the information submitted on the application form; once submitted there will be no opportunity to amend or enhance the application. Grant advisors are available to answer any questions prior to submission.
 - IC applications are due by **February 5, 2016**. Applications submitted after the deadline will not be considered.
 - The application must include a certification that council resolutions supporting the project are in place. Partnerships that do not have the required council resolutions in place prior to the application deadline must provide confirmation of their resolutions to Municipal Affairs via email by February 29, 2016 (see Schedule 1A).
- The IC project maximum of \$350,000 per application has been maintained.
- The option to submit multi-year applications has been discontinued to more effectively manage program subscription rates and budgetary pressures.
- The mandatory cost-share element for IC projects has been removed; however, the IC project ranking criteria will assess a partnership's commitment to the project through monetary and capital asset contributions.
- The Viability Review Support component has been renamed the Municipal Restructuring (MR) component to fully reflect the scope of eligible projects. In addition, amalgamation and regional governance studies of up to \$150,000 will now be eligible under this component (these types of projects were formerly eligible under the IC component).
- The Capital Region Board and the Calgary Regional Partnership will now receive core operating funding under the Strategic Initiatives (SI) component. Additional funding may be considered subject to budget availability and a 50-50 cost-share basis.

3. KEY DATES AND CONTACTS

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	Municipal Internship (MI) due October 1, 2015; IC due February 5, 2016; All others, due by February 16, 2016.	Call a Grant Advisor at 780-427-2225 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Funding and Expenditure (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement	Call a Grant Compliance Advisor at 780-427-2225 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Ongoing	Call Communications at 780-427-8862 (toll-free 310-0000), or email acp.grants@gov.ab.ca

4. SUBMISSION METHODS

ACP project applications, project amendment/time extension requests and SFEs can be submitted by email, fax or mail. Fillable pdfs are available on the program website at www.municipalaffairs.alberta.ca/alberta-community-partnership. Please note that older versions of these forms will not be accepted.

Email: acp.grants@gov.ab.ca

Fax: 780-422-9133

Mail: Attn: Regional Grant Programs (re: **applications**) OR
Grant Compliance and Payments (re: **SFEs**)
Grants and Education Property Tax Branch
Alberta Municipal Affairs
17th Floor, 10155 - 102 Street
Edmonton AB T5J 4L4

5. PROGRAM OBJECTIVES

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

6. FUNDING COMPONENTS

Project funding is administered under five distinct funding components: Intermunicipal Collaboration (IC), Municipal Restructuring (MR), Mediation and Cooperative Processes (MCP), Municipal Internship (MI), and Strategic Initiatives (SI). Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (Schedule 1A)	<ul style="list-style-type: none"> • Develop new or expand existing intermunicipal services
Municipal Restructuring (Schedule 2)	<ul style="list-style-type: none"> • Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews
Mediation and Cooperative Processes (Schedule 3)	<ul style="list-style-type: none"> • Resolve intermunicipal conflict through dispute resolution alternatives and/or develop collaborative protocols
Municipal Internship (Schedule 4)	<ul style="list-style-type: none"> • Recruit and train interns to pursue senior administrator, finance officer, and land use planner positions in municipal government
Strategic Initiatives (Schedule 5)	<ul style="list-style-type: none"> • Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance

7. ELIGIBILITY REQUIREMENTS

7.1 Eligible Applicants

Applicant Type	Funding Component(s)
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas)	All
Métis settlements	IC, MCP, or SI
Townsite of Redwood Meadows Administration Society	IC, MCP, MI Administrator*, MI Finance Officer*, or SI
Capital Region Board and Calgary Regional Partnership	MI Land Use Planner* or SI
Municipally-controlled planning service agencies	MI Land Use Planner*

*Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

Eligible entities may participate in multiple ACP-funded projects each year; however, managing partners are limited to **two** applications per year under the IC component.

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

7.2 Contributions to other Entities

Individuals, for-profit corporations, not-for-profit organizations, regional services commissions, municipal subsidiary corporations (profit and not-for-profit), and intermunicipal entities not controlled by municipalities are not eligible to apply for ACP funding; however they may be contracted by a successful applicant to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3 Eligible Projects

Eligible project information is provided in Schedules 1-5 under each of the respective funding components.

7.4 Ineligible Expenses

The following expenses are ineligible:

- Existing operational costs;
- Costs already funded under other grant programs; and
- Goods and Services Tax (GST).

8. APPLICATION AND AMENDMENT PROCESS

8.1 Project Application

A separate application form is required for each project submission, available on the program website at www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm. Please ensure the funding component being applied for is clearly checked off on page one of the application, and that the specific information requirements have been met.

Project applications can be submitted any time prior to the deadline(s) specified in section 3.

Applications must be signed by the Chief Administrative Officer (CAO), or duly authorized authority, who certifies that the information is correct and in accordance with program guidelines.

8.2 Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC and MI components will be evaluated based on merit (see Schedules 1B and 4 respectively), with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete

applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

Applications under the other funding components (i.e., MR, MCP, and SI) should be submitted before February 16 to be considered in the current fiscal year. It is anticipated that applications will be processed and municipalities advised of project funding status in writing, within ten to twelve weeks following submission, or March 31 of the program year.

8.3 Amending a Project

If project scope, costs, or timing change after the project approval, an amendment is required. This can be requested by submitting a Project Amendment/Time Extension Request Form, available on the program website at www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm.

The amendment request should be submitted prior to the conditional grant agreement (CGA) project completion date.

9. FUNDING AGREEMENTS

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

10. TIME PERIOD TO USE GRANT FUNDS

The ACP program delivery cycle is based on the provincial fiscal year which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current fiscal year (February 1 for MI), unless otherwise stipulated in the signed CGA. See component schedules for specific details.

11. USE OF OTHER GRANT FUNDS

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 an applicant chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipalgrants.cfm>.

12. REQUIREMENTS FOR AWARD OF CONTRACT

All calls for proposals or tenders to be funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), effective July 2010, and the Agreement on Internal Trade (www.ait-aci.ca).

13. PAYMENT PROCESS AND FINANCIAL REPORTING REQUIREMENTS

13.1 Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically the grant payment is made two weeks following the execution of the CGA, unless stated otherwise.

13.2 Statement of Funding and Expenditures (SFE)

The managing partner must submit an SFE. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be signed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the municipalities for a minimum of three years following completion of the project. The SFE can be accessed on the ACP website at <http://municipalaffairs.alberta.ca/alberta-community-partnership>.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may also be required on a case by case basis under other components.

14. SITE VISITS

On an annual basis, Municipal Affairs may select and visit a number of municipalities to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

15. COMMUNICATIONS and PROJECT RECOGNITION REQUIREMENTS

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project, they are asked to advise the Municipal Affairs Communications office of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GOA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

To discuss project recognition options or communications requirements, please call Municipal Affairs Communications at 780-427-8862, toll free by first dialing 310-0000, or email acp.grants@gov.ab.ca.

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop or expand regional municipal service delivery.

2. Eligible Entities

The following entities are eligible for funding under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

Eligible projects under this component directly relate to developing a new or expanded regional municipal service.

A municipal service is defined as any activity or work undertaken by or provided for, or on behalf of, the municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. For the purposes of this component, administration and planning are considered municipal services.

Projects should be clearly driven by the partnering municipalities.

Municipal service delivery partnerships may be at different stages of development: some partnerships may be investigating whether regional delivery of a specific municipal service is a sound approach, while other partnerships are enhancing existing regional municipal service delivery.

Some project activities to develop a new or enhanced regional municipal service may be a better fit in other ACP components or grant programs. Please see the table below for examples.

Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects	Projects Eligible Under Other Funding Sources
Explore Opportunity To determine if a regional approach to municipal service delivery make sense.	<ul style="list-style-type: none"> ➤ Identify service specific regional service delivery options and conduct a needs assessment ➤ Conduct a regional service feasibility study 	<ul style="list-style-type: none"> ➤ Conduct broad exploration of regional governance options (See MR Schedule 2) ➤ Development of a collaborative governance model (See MCP Schedule 3)

Phase	Eligible IC Projects	Projects Eligible Under Other Funding Sources
<p>Establish Scope Decision tools to determine the best approach to regional municipal service delivery</p>	<ul style="list-style-type: none"> ➤ Conduct a regional water engineering study ➤ Develop a regional transit strategy ➤ Conduct public consultations and surveys ➤ Develop a regional growth plan ➤ Develop an intermunicipal development plan or area structure plan 	<ul style="list-style-type: none"> ➤ Develop regional service delivery governance options and business case (See MR Schedule 2)
<p>Lay Groundwork Establish the framework for the delivery of the regional municipal service</p>	<ul style="list-style-type: none"> ➤ Establish a regional solid waste and recycling governance model and management system ➤ Develop a regional municipal service delivery business plan ➤ Conduct a cost and site location analysis ➤ Establish or update regional municipal service bylaws and service sharing agreements ➤ Develop regional communication strategy and materials ➤ Develop cost- and revenue-sharing models 	
<p>Deliver Service Implementation of the new or expanded regional municipal service</p>	<ul style="list-style-type: none"> ➤ Initiate pilot to test viability of regional service delivery ➤ Establish a regional office that could include staffing, systems, procedures, contracts and training ➤ Construct or rehabilitate a facility for the delivery of a shared service ➤ Purchase equipment and other assets to deliver shared service 	<ul style="list-style-type: none"> ➤ Municipal capital costs including necessary facilities and equipment (Municipal Sustainability Initiative - Capital¹, Federal Gas Tax Fund¹) ➤ Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative -Operating¹)

Capital Expenses

Capital expenses are eligible when the resulting asset will be owned by the municipality or partnership and will be used to deliver a regional municipal service. The expenses must be directly related to and in support of, the acquisition, construction, development, betterment, rehabilitation, or non-routine maintenance of a capital asset.

¹ Further information about these programs is available at the Municipal Affairs Grant Portal <http://www.municipalaffairs.alberta.ca/municipalgrants>.

Engineering and architecture costs, including functional planning, design, tender preparation and advertising that are directly related to regional service delivery projects are also eligible.

Examples of eligible capital assets include:

- regional transit infrastructure and vehicles;
- telecommunication and information technology hardware required to operate a regional asset;
- regional emergency services vehicles and related equipment; and
- buildings used to provide regional services.

Operating Expenses

Expenses should be directly attributable to the outcomes of the approved project, and may include contract expenses and project management expenses. Ongoing operations are not eligible, including overhead costs, unless it is in support of a limited-term regional municipal service pilot project.

The funds should be used effectively and economically, and the expenses must be essential for the project for which the funds were approved.

4. Application Process

Applications will be accepted for the 2015/16 funding year until February 5, 2016. No applications will be accepted after the due date.

Municipalities should ensure all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted project applications.

The application will not be considered for funding unless:

- **The council resolution certification statement on page 2 of the application form is checked to confirm that council resolutions supporting participation in the project are in place;**
- **The application certification statement on the final page of the application form is completed; and**
- **The application form is signed and dated by the managing municipality's Chief Administrative Officer or duly-authorized signing officer.**

5. Grant Amounts

The maximum grant funding available per project is \$350,000. Eligible entities may participate in multiple projects but may only be the managing partner on two IC projects per year (separate applications are required for each project).

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined above in **Eligible Entities**.

Under a project partnership, a managing partner must be selected who agrees to submit the application, enter into the grant agreement with the province, receive and manage the grant funds, and report to the ministry on project expenditures and outcomes. All other parties are referred to as project participants.

The managing partner and project participants must confirm their project involvement through council resolutions, to be retained by the managing partner, and certified on the ACP application

form. The resolution should confirm support for the project, authorize the submission of the application to the ACP program, and designate a managing partner.

An IC application can be submitted even though all council resolutions are not in place by February 5, 2016. **However, a follow-up email to acp.grants@gov.ab.ca that confirms that all council resolutions are in place must be received by February 29, 2016 in order for the grant application to be considered for funding.** Resolutions do not need to be submitted with the application unless requested by Municipal Affairs.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. Typically, projects take one to three years to complete.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit an SFE (see section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

SFEs must be submitted within 60 days of the project completion date.

Schedule 1B – Evaluation of IC Applications

Ranking Process

Projects submitted under the IC component by the due date will be evaluated solely on the information provided in the application. **Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

Applications will be ranked according to the ranking criteria outlined below.

Once the rankings have been established, a recommendation will be forwarded to the Minister for review and project approval. All decisions by the Minister of Municipal Affairs regarding project approval are final.

Criteria	Scoring Range	Maximum Points Available	Corresponding Application Question
PROJECT IMPACT			
1. Project results in improved level of integrated municipal service delivery for the region.	<p>No Score: Project does not result in any changes to the level of regional municipal service delivery.</p> <p>Mid Score: Project moderately increases the scale or scope of municipal service delivery levels. <i>E.g., creation of a new intermunicipal development plan that expands the basis of land use planning services and enables future development.</i></p> <p>Maximum Score: Project results in a significantly, improved level of regional municipal service delivery. <i>E.g., initiation of regional solid waste management services where none existed previously.</i></p>	20	1, 2, 3a, and 3b
2. Project benefits extend to organizations and municipalities beyond the partnership.	<p>No Score: Project does not provide benefits beyond the partnership.</p> <p>Mid Score: Project indirectly impacts other organizations and non-partnering municipalities. <i>E.g., neighbouring non-partnering municipalities will use and benefit from a regional recreation facility; user fees from these users provide additional revenue for the service.</i></p> <p>Maximum Score: Project benefits are directly extended to other organizations and municipalities through agreements or other means. <i>E.g., feasibility study for a regional recreation facility that will directly consult with related non-profit organizations and municipalities located adjacent to the partnership.</i></p>	15	4

Criteria	Scoring Range	Maximum Points Available	Corresponding Application Question
PROJECT PRIORITY			
3. Project has been established as a priority for the region.	<p>No Score: Priority has not been identified, and project does not appear to align with a broader regional or municipal plan.</p> <p>Mid Score: Priority has been identified by individual municipalities, but a regional plan is not in place.</p> <p>Maximum Score: Project has been identified as a critical priority under a formal plan that links to municipal strategic plans. <i>E.g., regional water system construction that is identified in a regional plan or strategy and is supported by implementation agreements.</i></p>	10	5
4. Project addresses a critical municipal service delivery need that will result in improved public health and safety.	<p>No Score: Project has no impact on the public health and safety of residents.</p> <p>Low-Mid Score: Project indirectly addresses a public health and safety risk. <i>E.g., expansion of regional recreation facilities may contribute to improved health outcomes for residents.</i></p> <p>Mid-High Score: Project directly addresses a public health and safety risk. <i>E.g., purchase of rapid attack fire truck that allows regional service to improve emergency response time, saving lives and property.</i></p> <p>Maximum Score: Project addresses a life threatening situation where not going forward with the project could result in a critical failure. <i>E.g., expansion of water service to new community where frequent 'boil water' advisories are in effect.</i></p>	20	3b, 6a, and 6b
PARTNERSHIP READINESS			
5. Municipal partners are actively engaged in project delivery.	<p>No Score: Project delivery is driven by a third party and it is unclear how municipal partners will be involved.</p> <p>Mid Score: Project is primarily managed by one municipality and other municipalities have minimal involvement. <i>E.g., regional solid waste facility construction that is owned and operated by participating county with no regular involvement with participating municipalities.</i></p> <p>Maximum Score: Project delivery is collaborative and all participating municipalities have ability to influence project outcomes. <i>E.g., establishing a shared chief administrative officer position where participating municipalities have a formal agreement in place and meet regularly to ensure the success of the project and relationship.</i></p>	10	7

Criteria	Scoring Range	Maximum Points Available	Corresponding Application Question
6. The partnership has ensured that the project is sustainable beyond the term of the funding.	<p><u>No Score:</u> Project is not financially sustainable beyond the term of the funding.</p> <p><u>Mid Score:</u> Future project sustainability is addressed under a short term plan, with limited evidence of how ongoing cost will be addressed.</p> <p><u>Maximum Score:</u> Future project sustainability is addressed under a long term operational plan that includes relationship development and fiscal impact.</p>	5	8a and 8b
7. The partnership has identified risks and methods to mitigate them.	<p><u>No Score:</u> No evidence that partnership has assessed project for any potential risks.</p> <p><u>Maximum Score:</u> Partnership has assessed the project for any potential risks and developed comprehensive mitigation strategies.</p>	5	9a and 9b
8. Partners are committing monetary or capital asset contributions to the project.	<p><u>No Score:</u> Partners will not be making any contributions to the project.</p> <p><u>Maximum Score:</u> Partners are contributing at least 50% of the project cost.</p>	15	11

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a municipal amalgamation or dissolution; and
- transition, debt servicing and critical infrastructure upgrades following a municipal amalgamation or dissolution.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas).

3. Eligible Projects

a) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring. If recipients under this stream subsequently undergo amalgamation or dissolution, the approved Restructuring Study Stream amount would be subtracted from the Transitional Stream funding.

Eligible restructuring studies are:

- regional governance study;
- amalgamation negotiations; and
- infrastructure audit (during viability reviews).

b) Transitional Stream

For a municipality undergoing restructuring, the Transitional Stream supports eligible projects related to the administration, governance and legislative costs of the receiving municipality to incorporate the dissolved municipality into its ongoing operations. For amalgamations, the Transitional Stream supports eligible projects related to the integration of municipal administration, governance and services of the municipalities involved in the amalgamation.

Transitional Stream funding may also be used to support an infrastructure study if the municipality has not already received funding through the Restructuring Study Stream.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;

- community engagement activities, including but not limited to: advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
 - infrastructure audit or study (following amalgamation or dissolution);
 - integration or migration of administrative systems, including but not limited to accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
 - legal and legislative costs, including but not limited to contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
 - library costs, including but not limited to establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
 - organizational review to optimize the structure and processes of the municipality;
 - personnel costs, including additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
 - relocation of municipal operations in the dissolved or amalgamated municipality.

c) Infrastructure/Debt Servicing Stream

For restructured municipalities, the Infrastructure/Debt Servicing Stream supports critical upgrades to capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- infrastructure repairs and upgrades based on an infrastructure study, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved or amalgamated municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the dissolved or amalgamated municipality or municipalities.

4. Application Process

Applicants are encouraged to contact a Municipal Sustainability Advisor prior to completing the application. Municipal Sustainability Advisors can be reached by telephone, toll-free at 310-0000, then 780-427-2225, or by email at municipalsustainability@gov.ab.ca.

5. Grant Amounts

a) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream is \$150,000.

b) Transitional Stream

The maximum amount available under the Transitional Stream is \$300,000. Entities may also apply to use a portion of this grant up to \$150,000 in support of an infrastructure audit. If a recipient under this stream has already received funding through the Restructuring Study Stream, this amount would be subtracted from the Transitional Stream funding amount.

c) Infrastructure/Debt Servicing Stream

The total amount available under the Infrastructure/Debt Servicing Stream is a base amount of \$450,000 plus an additional threshold amount depending on the population of the dissolved or amalgamated municipality.

Population Threshold	Base Amount	Threshold Amount	Total Eligible Funding
Less than 250	\$450,000	\$500,000	\$950,000
251 - 500	\$450,000	\$800,000	\$1,250,000
501 – 750	\$450,000	\$1,100,000	\$1,550,000
751 – 1000	\$450,000	\$1,400,000	\$1,850,000
1001 – 1250	\$450,000	\$1,700,000	\$2,150,000
1251 – 1500	\$450,000	\$2,000,000	\$2,450,000
1501 – and up	\$450,000	\$2,300,000	\$2,750,000

6. Component Conditions

General Conditions for all MR component grants:

- a) A council resolution from the applicant must be submitted with the application.
- b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.
- c) Municipalities involved in the projects may not separately apply under the Municipal Restructuring component for the same study or restructuring process.
- d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.
- e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions specific to the Transitional Stream:

- a) If the applicant(s) previously received a grant under the Restructuring Study Stream for a regional governance study, a report on amalgamation negotiations, or an infrastructure study, and the outcome led to municipal restructuring, the maximum amount of Transitional Stream funding available will be \$300,000, less the funding previously approved under the Restructuring Study Stream.
- b) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

Conditions specific to the Infrastructure/Debt Servicing Stream:

- a) Funding to be used for infrastructure projects is conditional upon the completion of an infrastructure study in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, engineering study or related documentation does not already exist, eligible entities may apply for up to \$150,000 through the Transitional Stream to support an infrastructure study.
- b) Infrastructure projects must be located within the geographic boundaries of the dissolved or amalgamated municipality, or if the infrastructure project is located outside the dissolved or amalgamated municipality, the project must directly benefit the residents and property owners of the dissolved or amalgamated municipality;
- c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved municipality or amalgamating municipalities following restructuring.
- d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality that is transferred to the receiving municipality, or to the former municipalities involved in an amalgamation.
- e) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. Infrastructure audits or studies funded through the Restructuring Study stream must be completed within nine (9) months from the grant approval date.

Projects occurring as a result of restructuring should be completed within two years following the municipal restructuring.

Funding that is not expended within the project completion date in the CGA, must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

A copy of the report or study funded under the Restructuring Studies Stream must be submitted to the Municipal Services Branch of Alberta Municipal Affairs upon completion.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to enable municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of a Mediation Stream and Cooperative Processes Stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

a) Mediation Stream

The Mediation Stream supports mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Examples of eligible projects:

- mediating conflict or facilitated negotiations between two or more municipalities; and
- between a municipality and another entity.

b) Cooperative Processes Stream

The Cooperative Processes Stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are two phases of this stream. The assessment (protocol development) phase provides funding for a consultant to assist in creating collaborative principles, processes and protocols using consensus. The implementation phase is to implement the principles, processes, and protocols created in the assessment phase.

Examples of eligible projects:

- developing cooperation protocols to help municipalities to work more collaboratively either internally or intermunicipally;
- 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.

4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact a Municipal Dispute Resolution Services Advisor at 780-427-2555 prior to completing the form.

For both funding streams under this component, an applicant is required to send a letter from the Chief Elected Official to the Minister of Municipal Affairs. The letter should demonstrate support for the project from the requesting municipality, describe what the project intends to achieve, and request funding through the MCP component of the ACP.

For applications under the Cooperative Processes stream – Implementation phase, reporting from the Assessment phase must be submitted to demonstrate the protocols have been developed and the funding has been fully expended.

Applications will be processed according to timelines that consider the sensitivity of the situation.

5. Grant Amounts

The MCP component has funding maximums as follows:

Mediation Stream: \$15,000

Cooperative Processes Stream:

- Assessment (protocol development) phase: \$50,000
- Implementation phase: \$30,000

6. Component Conditions

The Mediation stream grant of up to \$15,000 provides 1/3 of the cost of mediation and is conditional on the municipal partners contributing 2/3 of the total costs.

The Cooperative Processes Stream – implementation phase grant of up to \$30,000 is conditional upon the municipality matching the grant funding, and can include verifiable in-kind contributions. The matching amount must be expended proportionately to the grant funding amount.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed.

Funding that is not expended within the agreed to project completion date must be amended or returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities or planning service agencies to recruit, train, and retain competent municipal employees who can progress into leadership positions in three streams. The intent of this program component is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta’s municipal sector.

2. Eligible Entities

The following entities are eligible under the MI component, including:

- municipalities (cities, towns, villages, summer villages, municipal districts, and specialized municipalities);
- Townsite of Redwood Meadows Administration Society;
- the Capital Region Board and the Calgary Regional Partnership; and
- municipally-controlled planning service agencies.

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

Population Range	Type of Intern
Between 700 and 100,000	Administrator Stream
Between 2,500 and 100,000	Finance Officer Stream
Between 5,000 and 100,000	Land Use Planner Stream

3. Eligible Projects

The MI component has three streams:

a) Administrator Stream

The Administrator Stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.

b) Finance Officer Stream

The Finance Officer Stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities in the finance department and exposure to other key functional areas of municipal operations and management.

c) Land Use Planner Stream

The Land Use Planner Stream allows for the hosting of 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.

For all streams, 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).

Having the opportunity to work closely with staff, council, and senior management in a municipality or a planning service agency is a valuable experience for new professionals pursuing a career in the municipal sector.

4. Application Process

Applications for the MI component are due by October 1 of the program year, with the internship to commence the following May.

MI applications are evaluated after the October 1 deadline. Funding is awarded based on information provided in the ACP application form up to the maximum number of internship positions available in the program year.

5. Grant Amounts

The amounts available under the MI component vary by host type as follows:

- Administrators: \$43,000
- Finance Officers: \$43,000
- Land Use Planners: \$67,000

6. Component Conditions

Just as interns are expected to demonstrate certain attributes, host organizations are also expected to meet certain criteria, including:

- The municipality must meet the population thresholds as outlined in Section 2 of this schedule, 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 Stream, 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 MI program's vision and goals;

- A dedicated supervisor is appointed for the intern. The supervisor is to be the Chief Administrative Officer or a senior manager (Administrator Stream); senior financial officer (Finance Officer stream); or a senior planner (Land Use Planner Stream).
- 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.

A municipality or organization can apply under any or all of the streams of this program component in a program year; however, the applicant must complete separate applications as each stream is evaluated separately.

Collaboration with another municipality is not required to host an intern if the municipality has the capacity and desire to host on its own. A municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship program website at www.municipalaffairs.alberta.ca/ms/internship/ for information on these functional areas and program expectations.

If choosing to collaborate, one municipality is to be named the Managing Partner. This municipality must meet the minimum population requirement for the stream being applied for and is responsible for submitting the application.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures effective January 1 of the hosting year. Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date.

Funding that is not expended within the project completion date in the CGA must be amended or returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2). Additionally, supporting documentation is required and may include an Interim Report, a Workplan, a Year 1 Report (Land Use Planner) and a Final Year Report, as per the CGA.

Schedule 5 – Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides support to initiatives where it is jointly agreed that the project outcomes are of ministry or provincial strategic significance and does not align with the other funding components.

2. Eligible Entities

The following entities are eligible for funding under the SI component:

- the Capital Region Board and the Calgary Regional Partnership;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas); and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

Examples of eligible projects include:

- support the Capital Region Board and the Calgary Regional Partnership with their core operations that includes the delivery of strategic projects; and
- projects of strategic provincial significance that are deemed a ministry priority.

4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects.

Application forms for the SI component will be provided after discussion with Ministry staff.

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

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

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed.

Funding that is not spent by the project completion date must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

