

MUNICIPAL SPONSORSHIP PROGRAM

2008 Program Guidelines

2008 Municipal Sponsorship Program

Table of Contents

1. PROGRAM HIGHLIGHTS	2
2. GENERAL INFORMATION	2
Is My Municipality Eligible?.....	3
How Does the Grant Work?.....	3
What Are the Terms for Using the Grant?	3
3. APPLICATION INFORMATION	3
How Do I Calculate My Municipality’s Base Grant Amount?	4
How Many Projects Can My Municipality Participate In?.....	4
How Can My Municipality Receive Bonus Funding?	4
Intermunicipal Project Bonus	5
Priority Project Bonus	6
Combined Intermunicipal and Priority Project Bonus.....	7
4. APPLICATION PROCEDURES	8
When Is the Application Deadline?.....	8
What Is the Application Review Process?	8
When Will My Municipality Be Notified of the Grant Application Decision?	8
What Are My Municipality’s Reporting and Compliance Requirements?	8
What Happens If My Project Changes?.....	9
5. CONTACT INFORMATION	10
6. APPENDICES	11
<i>Appendix A: Shared Provincial – Municipal Priority Projects for 2008</i>	11
1. ENERGY EFFICIENCY	11
2. INFRASTRUCTURE MANAGEMENT SYSTEMS.....	12
3. EMERGENCY SERVICES	13
4. SUSTAINABILITY AND LAND USE PLANNING	14
5. WATER/ WASTEWATER / SOLID WASTE MANAGEMENT SYSTEMS	15
6. RECREATION	17
<i>Appendix B: Sample Council Resolution</i>	18

1. PROGRAM HIGHLIGHTS

Alberta Municipal Affairs has incorporated a few changes to the 2008 Municipal Sponsorship Program (MSP):

- For approved projects, grant funds can be used to pay for work done or materials obtained between April 1, 2008 and December 31, 2009.
- As part of the government-wide strategy to address climate change issues, the Energy Efficiency priority category has been expanded to include environmental consulting costs related to energy, greenhouse gas and air pollutant emissions inventory, and energy audits of facilities. Refer to Appendix A for more details.
- As the government is transferring responsibility for ground ambulance services from municipalities to the province, expenditures related to ambulance services, facilities, equipment, and vehicles are no longer eligible under the 2008 MSP guidelines.
- The deadline for submitting applications is **Tuesday, September 30, 2008**.

No changes have been made to the funding formula. Based on the type of project undertaken, your municipality may be eligible for the following bonus funding (see Section 3):

- an Intermunicipal Project bonus in the amount of 35 per cent of your project's base grant; or
- a Priority Project bonus in the amount of 60 per cent of your project's base grant; or
- an Intermunicipal and Priority Project bonus that is calculated as a 35 per cent intermunicipal bonus on your project's base grant **plus** an additional 60 per cent priority project bonus on the combined base grant and intermunicipal bonus total.

2. GENERAL INFORMATION

Alberta Municipal Affairs introduced the MSP in 1998. The objective of the MSP is to provide support for projects that:

- improve municipal governance or administration;
- enhance municipal services or service delivery; and/or
- increase intermunicipal cooperation.

The MSP is based on the premise that a municipal council will identify their municipal project needs. The Program will provide financial assistance for these projects through a conditional grant. These Program Guidelines apply to 2008 MSP project applications only. Please use the 2008 Municipal Sponsorship Program application form to apply for 2008 grants.

Is My Municipality Eligible?

Any city, town, village, specialized municipality, municipal district, improvement district, special area, Metis settlement, or summer village with a population between 1 and 20,000 inclusively, based on the 2007 Alberta Municipal Affairs Official Population List, may apply for a grant under the 2008 MSP.

How Does the Grant Work?

All grant funding is conditional and project-based. Grants can be applied to operating or capital expenditures, or both. The choice and definition of the project is up to the applying municipality, but it must be a project and not a list of unrelated items. Any project cost shortfalls or resulting ongoing funding requirements will be the responsibility of the municipality(ies), not the program.

Based on population size, a base grant has been calculated for each eligible municipality. The program also offers bonus funding for projects that are intermunicipal and/or based on a shared municipal-provincial priority, as described in these guidelines.

What Are the Terms for Using the Grant?

Each approved applicant must enter into a Conditional Grant Agreement with Alberta Municipal Affairs regarding the use of the grant before the funds will be released. The terms of the Conditional Grant Agreement include the use of the grant for the approved project only, the eligibility, reporting and accountability requirements, the Minister's right to audit any grant project, and the Minister's right to require a refund of any grant funds not used in accordance with the agreement. Municipalities are required to apply any income earned (which includes interest, capital gains, dividends, etc.) on the approved grant for the project.

The following grant conditions must be met:

- For provincial-municipal or federal-municipal grant programs that require a municipal contribution, MSP funds may be used to fund the municipal contribution, unless doing so is prohibited by that program.
- For approved projects, grant funds can be used to pay for work done or materials obtained between April 1, 2008 and December 31, 2009.

It is the department's intent to accommodate reasonable project delays and problems where possible. However, failure to comply with the terms of the agreement may result in the municipality having to repay the grant.

3. APPLICATION INFORMATION

The following information is designed to guide municipalities in preparing and submitting a completed application form.

How Do I Calculate My Municipality's Base Grant Amount?

Each eligible municipality qualifies for a base grant under the MSP. In addition, a municipality may choose to apply for bonus funding, depending on the project that is being undertaken.

The base grant is calculated as follows:

- For a municipality with a population from 1 to 1,000, a set grant of \$3,000 plus an additional \$9.00 per capita;
- For a municipality with a population from 1,001 to 5,000, a set grant of \$12,000 plus an additional \$7.00 per capita for the population in excess of 1,000; and
- For a municipality with a population from 5,001 to 20,000 a set grant of \$40,000 plus an additional \$5.00 per capita for the population in excess of 5,000.

Population Range	Set Grant Amount	Per Capita Rate	Grant Calculation
1 – 1,000	\$3,000.00	\$9.00	\$3,000.00 + (Population x \$9.00)
1,001 – 5,000	\$12,000.00	\$7.00	\$12,000.00 + ([Population minus 1,000] x \$7.00)
5,001 – 20,000	\$40,000.00	\$5.00	\$40,000.00 + ([Population minus 5,000] x \$5.00)

Examples of Calculating Base Grants

	Population	Grant Calculation	Base Grant
Municipality A	500	\$3,000.00 + (500 x \$9.00)	\$7,500.00
Municipality B	3,500	\$12,000.00 + ([3,500 - 1,000] x \$7.00)	\$29,500.00
Municipality C	15,000	\$40,000.00 + ([15,000 - 5,000] x \$5.00)	\$90,000.00

How Many Projects Can My Municipality Participate In?

Any eligible municipality may undertake or participate in up to three projects per year. A separate application form must be filled in for each project. If multiple projects are being undertaken, a minimum of 10 per cent of the municipality's base grant must be assigned to each project.

Multiple Project Example

Municipality A has a population of 500 and a base grant of \$7,500. Municipality A is planning to apply for two projects. The municipality is allocating 30 per cent of its base grant to Project A and 70 per cent to Project B, as the example below illustrates:

	Base Grant	Project	% Allocation	Total Allocation
Municipality A	\$7,500.00	Project A	30%	\$2,250.00
		Project B	70%	\$5,250.00
		Total	100%	\$7,500.00

How Can My Municipality Receive Bonus Funding?

Municipalities can receive bonus funding in three ways:

1. an Intermunicipal Project bonus in the amount of 35 per cent of your project's base grant; or

2. a Priority Project bonus in the amount of 60 per cent of your project's base grant; or
3. an Intermunicipal and Priority Project bonus that is calculated as a 35 per cent intermunicipal bonus on your project's base grant **plus** an additional 60 per cent priority project bonus on the combined base grant and intermunicipal bonus total.

You must indicate on the application form if the project is intermunicipal (Question 5) and/or a priority project (Question 6).

Intermunicipal Project Bonus

Groups of municipalities are encouraged to work together on projects of common interest and benefit, and apply jointly for a grant under the program. Municipalities partnering on projects will receive an Intermunicipal Project bonus of 35 per cent of the proportion of your base grant that is going to be committed to the intermunicipal project.

One of the municipal partners must be designated as the managing partner for the project. All councils participating in an intermunicipal project, including the managing partner, must pass council resolutions designating the managing partner of the project (see Appendix B of these guidelines for a Sample Council Resolution). Only the municipality that is the managing partner can apply for a grant for an intermunicipal project. The managing partner must obtain resolutions from all the participating councils, prepare the application, administer the funding received, and report on the completion of the project.

For a project to qualify as intermunicipal, each municipal partner must contribute a minimum of 10 per cent of its base grant, and at least two eligible municipalities must participate in the project. Each municipal partner must provide a council resolution to the managing partner that indicates the base grant amount or proportion of the base grant (do not include bonuses) that they are assigning to the project. The managing partner will be required to show bonus calculations (see Questions 5 and 6 on the application form).

Intermunicipal Project Bonus Example

Municipality A has a population of 500 and a base grant of \$7,500. Municipality B has a population of 3,500 and a base grant of \$29,500. Municipality A is allocating 30 per cent of its base grant to an intermunicipal project with Municipality B. Municipality B is allocating 50 per cent of its base grant to the intermunicipal project. The Intermunicipal Project bonus is 35 per cent of the total base grants, as the example below illustrates:

	Base Grant	% Allocated	Project Total	
Municipality A	\$7,500.00	30%	\$2,250.00	
Municipality B	\$29,500.00	50%	\$14,750.00	
		Total	\$17,000.00	→ \$17,000.00
		Intermunicipal Bonus	X 35%	
			\$5,950.00	→ \$5,950.00
		Total Grant		\$22,950.00

Priority Project Bonus

Certain types of projects are defined as having a shared provincial-municipal priority. Priority projects are eligible to receive a bonus of 60 per cent of the share of the base grant assigned to the project. Priority projects fall under the following six categories:

1. Energy Efficiency;
2. Infrastructure Management Systems;
3. Emergency Services (Excluding Ground Ambulance Services);
4. Sustainability and Land Use Planning;
5. Water/ Wastewater/ Solid Waste Management Systems; and
6. Recreation.

Information on the application form will need to clearly show that:

- a) the proposed project falls under one or more of the priority project categories (Questions 6 and 8); and
- b) at least 70 per cent of the “Total Grant Dollars Allocated” relate to one or more of the priority project categories (Question 8).

Refer to Appendix A of these guidelines for a detailed list of the types of priority projects.

Priority Project Bonus Example

Municipality C has a population of 15,000 and a base grant of \$90,000. Municipality C is proposing to undertake an energy efficiency project, which falls under the Energy Efficiency priority category, and allocate 100 per cent of its base grant to the project. The project entails the purchase and installation of new equipment and various energy efficient upgrades and systems for the municipality’s public works building. The Priority Project bonus is 60 per cent of the base grant allocation amount, as shown below:

	Base Grant	% Allocated	Project Total	
Municipality C	\$90,000.00	100%	\$90,000.00	
		Total	\$90,000.00	→ \$90,000.00
		Priority Bonus	X 60%	
			\$54,000.00	→ \$54,000.00
			Total Grant	\$144,000.00

For this project to be considered eligible to receive the Priority Project bonus, at least 70 per cent of the \$144,000 must be used on project component costs that are related to the intent of the Energy Efficiency priority category. A descriptive example follows on the next page.

Project Component(s)	Estimated Project Costs	Project Component Costs as a % of TOTAL	Eligible Priority Project Component Costs as a % of TOTAL
1. Energy efficient heating, ventilation and air - conditioning (HVAC) system	\$79,200	55%	55% (priority)
2. Energy efficient lighting	\$7,200	5%	5% (priority)
3. Energy efficient windows	\$14,400	10%	10% (priority)
4. Energy efficient doors	\$21,600	15%	15% (priority)
5. Office equipment and furniture	\$21,600	15%	0% (non-priority)
TOTAL	\$144,000	100%	85% } record in 8(b) on application form

In this example, the proposed office equipment and furniture are not related to the intent of the selected priority category. However, Municipality C clearly demonstrates that 85 per cent of its “Total Grant Amount Requested” (i.e., the sum of the costs of priority project components 1, 2, 3 and 4) fits within the parameters of the Energy Efficiency priority project category. *Since more than 70 per cent of the project costs relate to a priority category, Municipality C would be eligible to receive both its base and Priority Project bonus funding.*

Combined Intermunicipal and Priority Project Bonus

Bonuses for Intermunicipal Projects and for Priority Projects are cumulative: If the application is for a priority project being undertaken by an intermunicipal partnership, both bonuses will be given (an Intermunicipal bonus of 35 per cent of the municipal partners’ total base grant amount for the project **plus** an additional 60 per cent Priority Project bonus calculated on the partners’ total base grant amount **and** the intermunicipal bonus).

Combined Intermunicipal and Priority Project Bonus Example

Municipality A has a population of 500 and a base grant of \$7,500. Municipality B has a population of 3,500 and a base grant of \$29,500. Municipality A is allocating 30 per cent of its base grant to an intermunicipal priority project with Municipality B. Municipality B is allocating 50 per cent of its base grant to the intermunicipal priority project.

Cumulative Intermunicipal Project and Priority Project bonuses are calculated as follows:

	Base Grant	% Allocated		Total
Municipality A	\$7,500.00	30%	\$2,250.00	
Municipality B	\$29,500.00	50%	\$14,750.00	
		Total	\$17,000.00	→ \$17,000.00
		Intermunicipal Bonus	X 35%	
			\$5,950.00	→ \$5,950.00
		Sub-Total	\$22,950.00	→ \$22,950.00
		Priority Bonus	X 60%	
		Sub-Total	\$13,770.00	→ \$13,770.00
		Total Grant		\$36,720.00

If your project qualifies for bonus funding, the bonus amount(s) must be included in the total grant amount requested.

Please note that your municipality or partnership will NOT, under any circumstances, receive a larger grant than the amount for which it applied.

4. APPLICATION PROCEDURES

When Is the Application Deadline?

The application deadline is **September 30, 2008**. Late applications may be considered if circumstances are warranted and Alberta Municipal Affairs is satisfied with the reason for the lateness.

What Is the Application Review Process?

Alberta Municipal Affairs staff will review each application for completeness. For projects that are intermunicipal or priority projects, the review will ensure that the project falls within the parameters set for eligible projects. If there are any problems at this stage, staff will contact the Chief Administrative Officer (CAO) and work with them to resolve any outstanding issues or interpretations.

When Will My Municipality Be Notified of the Grant Application Decision?

Most of the applications should be processed by January 31, 2009. Applicants will be notified in writing once a decision has been made.

What are My Municipality's Reporting and Compliance Requirements?

Each municipality receiving a grant must complete the following compliance requirements:

Acknowledgement of Compliance

Within one month of project completion (by **January 31, 2010**, or sooner), the Chief Administrative Officer of the municipality receiving the grant must sign and file an Acknowledgement of Compliance (AOC) form, certifying that the grant was used for the approved project in accordance with the terms of the Conditional Grant Agreement. An AOC form will be sent out at a later date, or can be requested from Alberta Municipal Affairs.

Benefits Report

In addition to the AOC, a municipality receiving a grant of \$50,000 or more is required to provide a statement summarizing the benefits realized from the project within one month of project completion (by **January 31, 2010**, or sooner). The benefits of a project provide an important summary of its value to the municipality and should demonstrate how they support the objectives of the program. The Benefits Report should:

- identify the objective(s) of the Municipal Sponsorship Program that the municipality's project has met (i.e. improved governance or administration,

enhanced municipal services or service delivery, and/or increased intermunicipal cooperation);

- identify the main benefits of the project (e.g. improved water quality, emergency efficiency savings, enhanced municipal services); and
- wherever possible, indicate quantifiable measures that provide a numerical value for the project's impact on the community (e.g. number of residents impacted, savings, and change in emergency response time).

Review Engagement Report

In addition to the AOC and Benefits Report, if a municipality receives a grant of \$500,000 or more, a Review Engagement Report must be submitted at the time of submitting the municipality's annual audited financial reports to Alberta Municipal Affairs (by May 1 of the year following project completion) regarding the applicant's compliance with the conditions of the Conditional Grant Agreement. The Review Engagement Report must be prepared by a "public accounting firm" as defined by the Regulated Accounting Profession Act (Alberta) and the report should be in a format consistent with Section 8600 of the Canadian Institute of Chartered Accountants (CICA) Handbook.

Provincial government accountability requirements mean that program staff must ensure an acceptable level of municipal compliance with the conditions outlined in these guidelines and the Conditional Grant Agreement. While program staff want to be helpful when problems arise, staff will employ follow-up and collection procedures to deal with municipalities that do not make reasonable efforts to meet the conditions of the Conditional Grant Agreement.

What Happens If My Project Changes?

In some cases, a municipality may fall behind schedule and not be able to complete a project on time or as originally described. In these instances, a time extension and/or project description amendment may be required.

It is the department's intent to accommodate reasonable project delays and problems where possible. However, to meet program accountability and compliance conditions, municipalities requesting project description amendments or completion date extensions must submit a request in writing that includes at least the following:

- the project funds expended at the date of the request;
- the reason for the delay or the project description change;
- the revised completion date; and,
- the revised project budget, any revised project components, and any other significant changes to the original proposal requested, in the case of project description amendments.

Municipalities are encouraged to submit their request for a project amendment and/or time extension using the Project Amendment and/or Time Extension Request form available on Municipal Affairs' website at <http://www.municipalaffairs.alberta.ca> or by contacting ministry compliance staff.

Upon receipt of such a request, program staff will review and determine the specifics of the time extension and/or project description amendment. If a change to the project completion date and/or project description is required, program staff will then prepare an amending conditional grant agreement for the municipality's signature(s) in order to proceed with the requested change(s). Once signed and returned, a recommendation package will be prepared for the Assistant Deputy Minister or Deputy Minister's consideration and approval.

Where significant time extensions, project changes, or other circumstances warrant it, municipalities may also have to account for any income earned if so advised by program representatives.

5. CONTACT INFORMATION

If you have any questions or require further information on the Municipal Sponsorship Program, please contact a grant policy advisor by:

By phone at (780) 427-2225 or toll-free at 310-0000, or
By e-mail at municipal.sponsorship@gov.ab.ca.

An electronic version of these guidelines and an electronic fillable version of the application form are available at <http://www.municipalaffairs.alberta.ca>.

Signed applications may be submitted by mail, e-mail or fax to:

Alberta Municipal Affairs
Municipal Services Branch
Municipal Grants and Information Services
17th Floor, 10155 – 102 Street
Edmonton, AB T5J 4L4

**APPLICATION DEADLINE IS
SEPTEMBER 30, 2008**

Fax: (780) 422-9133

E-mail: municipal.sponsorship@gov.ab.ca

6. APPENDICES

Appendix A: Shared Provincial – Municipal Priority Projects for 2008

Sections 1 to 6 contain a listing of the general types of priority projects that may be funded under the Municipal Sponsorship Program. The list is not intended to be inclusive and reasonable flexibility will be used in determining the eligibility of specific projects.

1. ENERGY EFFICIENCY

- Energy efficient components of new building construction, such as the increased design costs as a result of including energy efficient options, and the increased construction costs as a result of implementing energy efficient solutions.
- Building retrofits that serve to improve the energy efficiency of current operations, for example:
 - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g. walls, roofs, doors and windows);
 - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners and programmable thermostats);
 - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows;
 - Upgrading to an energy efficient furnace/hot water heater;
 - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives;
 - Installation of lighting timers, occupancy sensors and/or dimmers;
 - Building control systems;
 - Retrofitting ice resurfacers to energy efficient alternatives; and
 - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump).
- Transportation infrastructure retrofits that includes traffic signal conversion to light emitting diodes (LEDs) and streetlight retrofits.
- Replacing domestic appliances in municipal buildings with new Energy Star qualified appliances (e.g., refrigerators, dishwashers, laundry facilities and water coolers).
- Vehicle fleet retrofits that include conversion of on-road vehicles to, for example, natural gas or the conversion of off-road vehicles, such as ice resurfacers, to, for example, natural gas or battery operation.
- Renewable and alternative energy projects, for example, wind power, photovoltaic (solar), district energy, landfill gas capture, and cogeneration (combined heating and power facilities).
- Energy, greenhouse gas and air pollutant emissions inventory and energy audits of facilities.
- Related initiatives aimed at reducing greenhouse gas and air pollutant emissions.
- Development and implementation of sustainable planning strategies and regulations related to energy efficiency and conservation (e.g. strategies incorporated into the integrated community sustainability plan (ICSP), bylaws).
- Related education and awareness initiatives.
- Related training under this category.

2. INFRASTRUCTURE MANAGEMENT SYSTEMS

- Implementation of the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems, including the purchase of software and the collection, conversion and input of data for:
 - Water distribution systems;
 - Water treatment systems;
 - Wastewater collection systems;
 - Wastewater treatment systems;
 - Stormwater systems;
 - Road systems;
 - Gas systems; and
 - Buildings.
- Data costs include data gathering, data creation and data maintenance efforts.
- Data gathering includes field survey, location by global positioning system, ortho-photo, as-built or record drawings, visual or video inspections, flow tests, structural analysis, condition assessments, modeling, etc.
- Collecting information on the asset type, asset valuation, length or size of asset, location, installation year, condition of the infrastructure, etc.
- Conversion of paper records to digital formats, including Geographic Information System (GIS) or CAD (Computer Assisted Drawing, such as AutoCAD) formats.
- Acquiring a cadastral base or other geographic reference for creation and use with infrastructure data.
- Development of infrastructure system master plans.
- Development of long-term capital plans.
- Purchase of any hardware/software and support to facilitate the infrastructure management including computers, printers, scanners, Global Positioning System (GPS) equipment, network connectivity, technical support, desktop and GIS and GPS systems software, etc.
- Related training under this category.

3. EMERGENCY SERVICES

- Facilities, equipment, vehicles and support related to the following services:
 - Police;
 - Fire; and
 - Disaster and Emergency Measures.
- Typical examples, include:
 - Development of emergency plans and programs such as disaster prevention and recovery programs;
 - Development of safety services programs;
 - Emergency services training facilities;
 - Communications equipment and systems (e.g., pagers, radios, towers);
 - Global positioning and automatic vehicle location systems for emergency service vehicles;
 - Emergency operations centres;
 - Firehall upgrades;
 - Fire fighting equipment (e.g., hoses, pumps, generators, turnout gear and boots, foam packs, air tanks, etc.);
 - Specialized fire fighting vehicles (e.g., pumper trucks, rapid attack trucks, aerial trucks, water delivery tanks (or tanker shuttles), dangerous goods spill recovery tankers and related equipment, mobile command post vehicles, etc.);
 - Specialized rescue equipment and vehicles (e.g., confined space rescue systems, rescue boats, equipment transport vehicles and personnel carriers, etc.);
 - Emergency vehicle storage facilities; and
 - Directional and addressing signage.
- Related training under this category.

4. SUSTAINABILITY AND LAND USE PLANNING

- The development or review of plans, practices and policies related to the sustainability, allocation, management and use of lands and resources, including water based resources. These plans and policies could address a number of development-related issues concerning:
 - The environment;
 - Agricultural, residential, commercial, and industrial development;
 - Parks and open space;
 - Transportation;
 - Servicing (utilities);
 - Economic development; and
 - The coordination of land use, future growth patterns and infrastructure.
- The preparation of statutory and non-statutory plans and related studies, including:
 - Assessments (e.g., environmental impact assessments);
 - Land use and development feasibility studies and modeling;
 - Background studies and research for plan formation;Examples include:
 - Area Structure Plans;
 - Intermunicipal Development Plans;
 - Area Redevelopment Plans;
 - Municipal Development Plans;
 - Growth studies;
 - Tourism studies;
 - Agricultural Diversification studies;
 - Cultural Facilities Plans;
 - Recreation Master Plans (e.g., natural spaces management plan, multi-use utility recreational plan); and
 - Environmental Plans (e.g., lakeshore management studies).
- Conducting sustainable strategic planning, community planning, and development initiatives and the related resources and equipment necessary to conduct this planning work.
- Expenses related to carrying out public consultations in developing a sustainability plan or on any land use planning project.
- Implementing automated systems for the planning, management, modeling, and forecasting of development and land resources.
- The development of educational materials for land use and planning (e.g., a municipal guide).
- The development of design guidelines.
- Purchase of any hardware/software and support to facilitate land use management including computers, printers, scanners, Global Positioning System (GPS) equipment, Geographic Information Systems (GIS), mapping software, network connectivity, technical support, etc.
- Related training under this category.

5. WATER/ WASTEWATER / SOLID WASTE MANAGEMENT SYSTEMS

- Upgrades to water and wastewater infrastructure, including:
 - Water and wastewater treatment facilities;
 - Water and wastewater pumping facilities;
 - Raw water supply line to storage facilities;
 - Raw water storage facilities;
 - Raw water supply lines from storage facilities to treatment facilities;
 - Sewer lift stations;
 - Sewer lines from the collection system to the wastewater treatment facilities;
 - Outfall sewer lines from the wastewater treatment facilities to the point of discharge of disposal and related works;
 - Sewage collection system extensions, upgrades and replacements, including service mains to the property line;
 - Water distribution system extensions, upgrades, and replacements, including individual services to the property line;
 - Treated water supply lines; and
 - Treated water storage facilities and related works (e.g., drinking water facilities in recreation areas; bulk water fill stations, etc.).
- Developing and implementing regional water and wastewater systems.
- Upgrades to Storm Sewer Drainage Systems and Facilities, including:
 - Implementation of storm sewer infrastructure management systems, including the purchase of software and collection and input of data;
 - Construction of new storm water ditches or pipes and major relocation of existing storm water pipes or ditches (does not include routine maintenance or reconditioning of existing ditches or pipes);
 - Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins;
 - Construction of storm water detention ponds;
 - Construction of new storm water treatment facilities; and
 - Outfall storm sewers to the point of discharge or disposal and related works.
- Planning and/or studies directly related to eligible projects, including:
 - Preparation of infrastructure management systems and plans;
 - Preparation of water conservation plans;
 - Preparation of water source protection plans;
 - Preparation of watershed management plans; and
 - Aquatic ecosystem assessments.
- Monitoring systems to monitor and report on surface water quality and wastewater effluents, the quality of groundwater and water in watersheds, and aquatic ecosystems.
- Conservation strategies, such as:
 - Development of water and wastewater conservation policies;
 - Public education and awareness initiatives;
 - Water and wastewater reuse and recycling technologies;
 - Water meters;
 - Water pricing and billing systems; and
 - Systems and equipment to monitor and report actual water use (e.g., water readers).
- Solid waste management initiatives, such as:
 - Waste collection depots;
 - Waste diversion – recycling and material recovery facilities;
 - Organics management;

- Waste transfer vehicles, landfill compactors, loaders, and material handlers;
- Thermal treatment;
- Waste disposal landfills; and
- Residential garbage bins.
- Programs, initiatives, and audits related to recycling or recovery of waste materials (e.g., residential scrap metal recycling).
- Maintenance expenses related to this category (e.g. sewer flushing).
- Related training under this category.

6. RECREATION

- Development and maintenance of public recreation facilities and parks, such as:
 - Playgrounds;
 - Arenas;
 - Swimming pools;
 - Beaches;
 - Golf courses;
 - Skating and curling rinks;
 - Skateboard parks;
 - Ski areas;
 - Baseball and softball diamonds;
 - Sports fields;
 - Gymnasiums;
 - Community parks and trails;
 - Campgrounds;
 - Libraries;
 - Community halls;
 - Museums; and
 - Other cultural facilities.
- Recreation and parks related equipment, site improvements, and structures, such as:
 - Playground equipment;
 - Picnic tables and benches;
 - Fire pits;
 - Signage;
 - Campsite power hook-ups;
 - Washroom and shower facilities;
 - Ice surface maintenance and cleaning equipment (e.g. Zamboni); and
 - Park watering or related irrigation systems.
- Activities related to recreation programming and operations.
- Planning, engineering and related studies, site preparation, and drainage analysis for recreation area or park.
- Related training under this category.

Appendix B: Sample Council Resolution

Municipal Sponsorship Program

COUNCIL RESOLUTION

1. “Be it resolved that Council authorizes (Legal Status and Name of the Municipality) to participate in a Municipal Sponsorship Program grant application for (Project Title) under the Alberta Municipal Affairs Municipal Sponsorship Program; further
2. That (Legal Status and Name of the Municipality) agrees that (Legal Status and Name of the **Managing** Municipality) be designated the managing partner of (Project Title) for the purposes of applying, receiving, administering, allocating, reporting, and accounting for the grant funds on behalf of the partners; further
3. That (Legal Status and Name of the Municipality) agrees to allocate (\$ dollars or % percent) of its Municipal Sponsorship Program base grant to the (Project Title); and further
4. That (Legal Status and Name of the Municipality) agrees to enter into a Conditional Grant Agreement governing the purpose and use of the grant funds if it is the managing partner, or if not agrees to abide by the terms of the Conditional Grant Agreement signed by the managing partner on behalf of the other eligible municipal partners governing the purpose and use of the grant funds.”

Chief Elected Official or Signing Officer
Duly Authorized by Council

Date

**SUBMIT COUNCIL RESOLUTIONS ONLY
FOR INTERMUNICIPAL PROJECTS**

