	CIVIC PARTNERSHIP POLICY
	Council Approved
	Council (CL) #1107
	Approved September 15, 2020
	Revised
	Next Review Date January 30, 2022

1.0 POLICY STATEMENT

- 1.1 The Town of Hinton Civic Partnership Policy establishes consistency and guidance to provide both financial and non monetary support to Civic Agencies for projects and initiatives that benefit the residents of Hinton and enhance community assets, and Town offered programs and services in accordance with the Town's shared vision, goals, and strategic priorities.

2.0 PURPOSE

- 2.1 To formalize the process for how the Town considers, evaluates, and enters into Partnership Agreements to provide support to Civic Agencies.
- 2.2 To provide decision making criteria for use by Council and Administration when responding to requests for partnership funding.
- 2.3 To achieve consistency, fairness, and demonstrate due diligence with respect to use of public funds.

3.0 SCOPE

- 3.1 The Community Grant Program is outside the scope this Policy, parameters for this category of funding are outlined in Bylaw# 1085-3 and the Community Grant Application Guide.
- 3.2 Donations awarded by Council are also outside the scope of Policy.
- 3.2.1 Council may consider establishing an annual donation fund as part of budget approval process.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible to:
- 4.1.1 Approve this Policy and any amendments by resolution;

- 4.1.2 Review any Partnership Administrative Review Forms as included in Council Information Packages;
 - 4.1.3 Review the Partnership Agreements Inventory Report no later than June 30th annually;
 - 4.1.4 Review the Proposed Partnership Report and proposals no later than August 1st annually; and
 - 4.1.5 Consider the allocation of resources for successful implementation of this Policy in the annual budget process.
- 4.2 Chief Administrative Officer (CAO) is responsible to:
- 4.2.1 Implement this Policy and approve operational Procedures;
 - 4.2.2 Ensure appropriate members of Administration are assigned as Proposal Leads;
 - 4.2.3 Ensure appropriate members of Administration are assigned as Proposal Supports;
 - 4.2.3 Review and approve Partnership Administrative Review Forms prior to inclusion in Council Information Packages;
 - 4.2.4 Work with applicable Department Directors to review, revise, and renew Category #1 Partnership Agreements as directed by Council;
 - 4.2.5 Approve the annual Proposed Partnership Report; and
 - 4.2.6 Ensure this Policy is reviewed every 3 years.
- 4.3 Director of Corporate Services is responsible to:
- 4.3.1 Review all Council Approved Partnership Agreements to ensure financial compliance with the Municipal Government Act, this Policy, the Procurement Policy, and any other established Policies or Bylaws governing Town financial administration; and
 - 4.3.2 Make recommendations to the CAO for necessary Policy or Procedure amendments related to the administrative aspects of this Policy.
- 4.4 Administration is responsible to:
- 4.4.1 Review and assess all submitted opportunities and proposals for partnership;
 - 4.4.2 Accurately classify potential partner Agencies into appropriate categories through the use of the flow chart outlined in Schedule A;
 - 4.4.3 Advise Council of any proposals for partnership that were not approved as a part of the administrative review process by including the Partnership Administrative Review Form in Council Information Packages when applicable; and
 - 4.4.4 Adhere to the Administration and Agency Process as outlined in Schedule B.
 - 4.4.5 Develop an Administrative Procedure to support the effectiveness of this Policy.
- 4.5 Legislative Services is responsible to:

- 4.5.1 Liaise with all Department Directors to prepare the Partnership Agreement Inventory Report annually; and
- 4.5.2 Review all proposed Partnership Agreements prior to Council approval for compliance with:
 - a) Municipal Government Act and other applicable legislation,
 - b) Provincial and federal law,
 - c) Municipal Bylaws and Policies,
 - d) Insurance & risk mitigation, and consultation with Health and Safety where applicable.
- 4.5.3 Ensure all Partnership Agreements include a means to settle disputes arising from the agreement.

5.0 RELATED MATTERS & REFERENCES

- 5.1 Council will review Partnership Administrative Review Forms and may provide further direction to Administration regarding any of the proposals for partnership that were not approved as a part of the administrative review process.
- 5.2 Upon the review of the Partnership Agreement Inventory Report and the Proposed Partnership Report, Council will provide direction to Administration regarding which proposed partnerships are to be brought forward for consideration during annual budget deliberations.
 - 5.2.1 Council will provide the above-mentioned direction prior to August 15th annually.
- 5.3 Council will provide direction and decisions as outlined in Schedule B for each partnership Category.

6.0 DEFINITIONS

- 6.1 **Category #1 – Intergovernmental Agency Partnership:** Partnerships that exist or are developed between the municipality and other government bodies.
- 6.2 **Category #2A – Capital Infrastructure Partnership:** Partnerships that are temporary in nature and exist only until the completion of the project in question; at which time the infrastructure is transferred to the Town. The Town will have sole discretion and bear full responsibility with respect to future operations and service levels associated with the developed infrastructure.
- 6.3 **Category #2B – External Service & Operation Partnership:** Partnerships that are formed to either outsource or enhance currently offered municipal services. The Agency must demonstrate willingness and readiness to deliver the service in question and sustain that service at the level outlined in the Partnership Agreement over the course of the Agreement's duration.

- 6.4 **Civic Agencies (Agencies):** Those individuals, organizations, government bodies, non-profit organizations, boards, committees, and charities who can be classified into Category #1, Category #2A, or Category #2B for the purpose of establishing a mutually beneficial Partnership Agreement.
- 6.5 **Partnership Administrative Review Form:** An administrative form used to evaluate and demonstrate partnership proposal alignment with Council's strategic priorities.
- 6.6 **Partnership Agreement:** An agreement established between the Town and a Civic Agency that has been classified into Category #1, Category #2A, or Category #2B for the purpose of enhancing municipal infrastructure, programs, services and operational efficiencies in alignment with Council's strategic priorities.
- 6.7 **Partnership Agreements Inventory Report:** An annual report provided to Council by Administration which lists current Partnership Agreements, budgetary implications, satisfaction, and effectiveness for Council's consideration.
- 6.8 **Partnership Funding Screening Form:** An administrative form used to classify Agencies and initiate the partnership proposal process.
- 6.9 **Partnership Lead:** Department and associated member of Administration who will lead the partnership process as outlined in Schedule B.
- 6.10 **Partnership Support:** Departments and associated members of Administration who will support the Partnership Lead in achieving the deliverables as outlined in Schedule B.
- 6.11 **Proposed Partnership Report:** An annual report provided to Council by Administration which details the administratively approved partnership proposals for Council's consideration.

7.0 APPENDICES, PROCEDURES, & FORMS

- 7.1 Schedule A – Civic Agency Category Determination Decision Tree
- 7.2 Schedule B – Administration and Agency Partnership Development Process

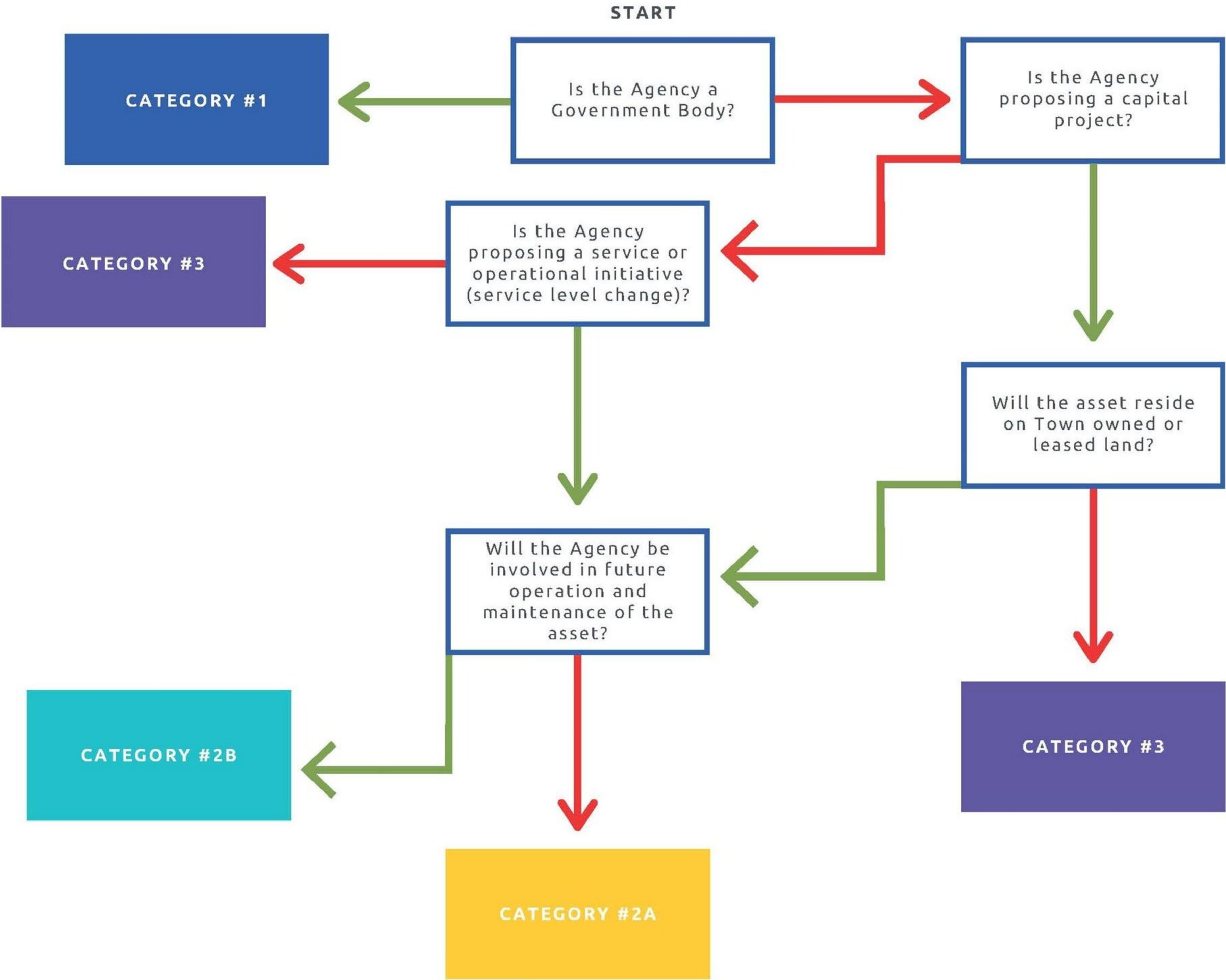
8.0 REVISION CONTROL

- 1.1 This Policy must be reviewed every 3 years.
- 1.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision

Civic Agency Partnership & Funding: Category Determination Decision Tree

● YES
● NO



GROUPS IN CATEGORY #3 ARE BEST SERVED THROUGH THE
COMMUNITY GRANT PROGRAM

Civic Agency Partnership & Funding:

Administration and Agency Partnership Development Process

CATEGORY #1 INTERGOVERNMENTAL AGENCY PARTNER

Agency Must:

- Work with Division Directors and CAO to establish partnership need and strategic alignment

Administration Must:

- Seek direction from Council to pursue a Partnership Agreement

CATEGORY #2A CAPITAL INFRA. PARTNER

Agency Must:

- Complete project proposal package
- Seek review and approval of proposal by Administration
- IF APPROVED: Present proposal to Council

CATEGORY #2B EXTERNAL SERVICE + OPS PARTNER

Agency Must:

- Complete services proposal package
- Seek review and approval of proposal by Administration
- IF APPROVED: Present proposal to Council

CHECK STEP

Did Council provide direction to pursue a Partnership Agreement?

Did Council provide direction to bring the proposal forward as part of the budget deliberations?

Did Council provide direction to bring the proposal forward as part of the budget deliberations?

IF NO: NO FURTHER ACTION REQUIRED.
IF YES: SEE STEPS BELOW.

Administration Must:

- Work with Agency to draft a Partnership Agreement
- Consider budgetary implications and present during the applicable budgetary deliberations

Agency Must:

- Work with Administration to prepare capital project documentation

Administration Must:

- Present during budget deliberations

Agency Must:

- Work with Administration to prepare operational budget documentation

Administration Must:

- Present during budget deliberations

CHECK STEP

Did Council approve the Partnership Agreement as part of the budget?

Did Council approve the proposed project in the budget?

Did Council approve the proposed service/partnership in the budget?

IF NO: NO FURTHER ACTION REQUIRED.
IF YES: SEE STEPS BELOW.

Administration Must:

- Establish the Partnership Agreement,
- Provide updates to Council as directed or as part of the Partnership Agreements Inventory Report

Council May:

- Appoint representation to commence, or to oversee project deliverables

Administration Must:

- Provide updates to Council as per the committee's Terms of Reference
- Provide updates to Council via the Partnership Agreements Inventory Report

Council May:

- Appoint representation to an established Board or Committee to commence, or to oversee service delivery

Administration Must:

- Provide updates to Council as directed
- Provide updates to Council via the Partnership Agreements Inventory Report

GROUPS IN CATEGORY
#3 ARE BEST SERVED
THROUGH THE
COMMUNITY GRANT
PROGRAM