Minute No. 141
Report – Executive Policy Committee – January 17, 2023

Item No. 3 Authority for the Submission of Intergovernmental / External Grant Applications

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the matter be received as information.

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DECISION MAKING HISTORY:

Moved by His Worship Mayor Gillingham,
That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On January 17, 2023, the Executive Policy Committee submitted to Council that the matter be received as information.

COUNCIL DECISION:

On December 15, 2022, Council concurred in the December 7, 2022, recommendation of the Executive Policy Committee and granted an extension of time to its January 17, 2023 meeting for the Winnipeg Public Service to report back on the matter.

On May 26, 2022, Council adopted the following motion:

Moved by Councillor Mayes,
Seconded by Councillor Lukes,

WHEREAS Councillors were advised by email from the Winnipeg Public Service at 5:54 pm on June 18, 2020 that the Province had announced on June 5, 2020 that funding applications were welcomed under the Disaster Prevention and Climate Resiliency Program, with a deadline of June 19, 2020, and City Administration stated that it "will submit" certain projects, leaving Council no opportunity to vote on the projects prior to submission;

AND WHEREAS Councillors were advised by email at 3:50 pm on July 14, 2021 from the Winnipeg Public Service, four minutes after adjournment of the July 14, 2021 Executive Policy Committee meeting, that the Winnipeg Public Service would be submitting the City's list of projects under the Federal Government's Canada Community Revitalization Fund with a July 23, 2021 deadline, leaving Council no opportunity to vote on the projects prior to submission unless a 2/3 majority of Council agreed to suspend the rules to add it to the Council agenda;

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DECISION MAKING HISTORY (continued):

COUNCIL DECISION (continued):

AND WHEREAS Councillors were advised by email at 3:29 pm on March 30, 2022 that the Federal Government had announced on January 29, 2022 that applications were open under the "Active Transportation Fund", with a deadline of March 31, 2022, and that the Winnipeg Public Service would be submitting the City's list of projects, leaving Council no opportunity to vote on the projects prior to submission;

AND WHEREAS Councillors were not consulted about the proposed list of projects for any of these three funding opportunities.

THEREFORE BE IT RESOLVED:

1. That the Chief Administrative Officer be directed to report back to Council within 120 days with recommendations for a process to be utilized when external grant funding opportunities are announced and/or created, including:

    A. How and when Council members can receive timely information of the funding opportunities.

    B. How the Public Service will proceed in circumstances where application deadlines are occurring before specific Council direction can reasonably be obtained.

    C. How the Public Service will proceed in circumstances where application deadlines provide sufficient time for feedback and direction to be received from Council.

    D. Any other information required to complete a framework for decision-making in such circumstances.

2. That the Proper Officers of the City be authorized to do all things necessary to fulfill the intent of the foregoing.

ADMINISTRATIVE REPORT

Title: Authority for the Submission of Intergovernmental / External Grant Applications

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
G. Patton	G. Patton	C. Kloepfer	M. Jack

EXECUTIVE SUMMARY

The Public Service is proposing an approval process for grant funding being made available to the City from intergovernmental and other external sources for Council's consideration. The proposed process will apply to those instances where a funding application does not present a legal obligation to the City. In situations where a funding application creates a legal obligation to the City, the Public Service will submit an Administrative Report on the subject for Council's consideration. If the process is approved, a new City Policy would be developed and presented for Council's consideration via a separate report. The goal of the proposed external funding process is that it be reflective of Council's priorities, as communicated to the Public Service through the annual operating and capital budget process or as recommended via an Administrative Report, depending on the specific external funding opportunity being pursued. If a new Policy is ultimately approved by Council, the Chief Administrative Officer would be delegated the authority to accept external grant funding under a defined process. Enhanced communication about external funding opportunities identified and successfully attained would be accomplished by regular semi-annual reporting to Council. Any offset City funding, as the result of a successful external funding application, would be addressed in a subsequent year budget process.

RECOMMENDATIONS

1. That the Public Service be directed to report back within 120 days with a new City Policy concerning intergovernmental/external grant funding procedures for consideration by Council, as detailed in this Administrative Report, and such other details as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

On May 26, 2022, Council directed that the Chief Administrative Officer be directed to report back to Council within 120 days with recommendations for a process to be utilized when external grant funding opportunities are announced and/or created, including:

A. How and when Council members can receive timely information of the funding opportunities.

B. How the Public Service will proceed in circumstances where application deadlines are occurring before specific Council direction can reasonably be obtained.

C. How the Public Service will proceed in circumstances where application deadlines provide sufficient time for feedback and direction to be received from Council.

D. Any other information required to complete a framework for decision-making in such circumstances.

Currently, Council approval is required for the City to accept an individual grant, as well as to enter into a funding agreement for that purpose.

IMPLICATIONS OF THE RECOMMENDATIONS

If the Recommendations of this Administrative Report are approved by Council, a new Intergovernmental / External Grant Funding City Policy ("City Policy") would be drafted for Council review and consideration under a separate Administrative Report. There are no immediate financial or administrative implications.

HISTORY/DISCUSSION

Background

A number of external grant funding ("funding") opportunities from the Provincial and Federal governments and other agencies have presented themselves to The City of Winnipeg ("City") over the last number of years. Many of the funding opportunities have been offered to the City, with very compressed application deadlines such as the Canada Community Revitalization Fund and the Manitoba Accessibility Fund, which in some cases only allow the Public Service a short review period to evaluate and assess the funding opportunity and its applicability to the City.

Large funding programs such as the Investing in Canada Infrastructure Program, a multi-billion-dollar cross-Canada infrastructure program, have been stewarded through the Assets and Project Management Department with input from various departmental subject matter experts.

The City becomes aware of funding opportunities through various means. These include direct intergovernmental discussions between the City, Provincial and Federal governments, email notifications, media releases, etc. The Province of Manitoba has a dedicated website that summarizes various provincial grant funding opportunities, which assists with funding opportunity identification.

In many instances, applying for a funding opportunity does not strictly obligate the City to proceed with an individual project but there could be an interpretation that should a funding application be successful, the noted project would proceed. Currently, Council approval is required for the City to accept an individual grant, as well as to enter into a funding agreement for that purpose. Council has directed the Public Service to document and clarify the application decision making process for their review and approval.

All of the funding opportunities, to date, have been presented with varying terms and conditions, specifically, eligible and ineligible project-related costs. In order to proceed with a project and accept a grant, a funding source for ineligible projects costs must be identified.

Proposed City Policy

The goal of any application for funding is that the opportunity reflects Council's priorities and direction to the Public Service. The application and funding acceptance process should be timely, efficient and responsive for the City to realize the external funding program benefits.

This report proposes a process by which, when a funding opportunity is identified by the Public Service, the Chief Administrative Officer would communicate with all members of Council detailing the opportunity and any funding requirements known at the time of communication. The communication would detail the next steps the Public Service would follow, assuming an external funding process policy has been approved by Council.

1) Projects or Programs Identified in the Annual Operating and Capital Budget

   The basic principle of the funding opportunity process being proposed is that any eligible project for which funding is being sought must be explicitly identified in the annual operating and capital budget (including the 5-year forecast). The proposed new City Policy would authorize the Public Service to apply for funding, that does not present a legal obligation to the City, for any projects identified in this manner. The City Policy would also delegate approval authority to the Chief Administrative Officer to accept individual grants and to enter into agreements when funding is awarded for these projects. The basis is that Council's priorities are communicated to the Public Service via the annual budget process. Identified projects would be prioritized based on the year they appear within the budget, depending on the specifics and timelines of the funding opportunity. For example, in a budget window of 2022 – 2027, projects and programs identified in 2022 would be prioritized over projects and programs identified in 2027. If a project or program was identified for later than the current year in the operating or capital 5-year forecast window and a funding application was successful, the Public Service would bring forward an Administrative Report for Council's consideration to proceed with the project under a revised schedule.

2) Projects or Programs Not Identified in the Annual Operating or Capital Budget and without an Urgent Application Deadline

   In the absence of an explicitly identified eligible project or program and provided the application and agreement signing period provides sufficient time, the Public Service would bring forward an Administrative Report detailing the funding opportunity, requesting conditional approval of the proposed project and a funding strategy for Council's consideration, and requesting approval to accept any awarded funding and to enter into any required agreements for the funding.

3) Projects or Programs Not Identified in the Annual Operating or Capital Budget and with an Urgent Application Deadline

   In the absence of an explicitly identified eligible project or program and where the non-legally binding application or agreement signing period does not permit a formal Administrative Report to be presented for Council's consideration, the Chief Administrative Officer would informally consult with members of Council about the Public Service's recommendation to proceed with a funding application for the identified project or program. If the funding application was successful, the Public Service would bring forward an Administrative Report requesting approval of the proposed project or program and a funding strategy for Council's consideration.

It is important to note that the proposed delegation to the Chief Administrative Officer aligns with previous Council delegation of authority. For example, Council has previously delegated the authority to the Chief Administrative Officer for certain external funding opportunities under the approved Poverty Reduction Strategy and Climate Action Plan / Community Energy Investment Roadmap.

- On November 25, 2021, Council delegated authority to the Chief Administrative Officer to apply for and accept individual grants and enter into partnerships and agreements of up to $500,000 each, to support implementation of Council-approved strategies, policies, and action plans such as, but not limited to, the Winnipeg Poverty Reduction Strategy, the Newcomer Welcome and Inclusion Policy and Strategic Framework, and the Equity, Diversity and Inclusion Policy and Strategy

- On July 21, 2022, Council delegated the authority to the Chief Administrative Officer to apply for and accept external grants and enter into partnerships and agreements of up to $500,000 each, to support implementation of the Winnipeg Climate Action Plan and the Community Energy Investment Roadmap.

In addition to the above three processes, enhanced communication about external funding opportunities identified and successfully attained would be accomplished by regular semi-annual reporting to Council.

FINANCIAL IMPACT

Financial Impact Statement Date: November 8, 2022

Project Name:

Authority for the Submission of Intergovernmental / External Grant Applications

COMMENTS:

There are no direct financial implications associated with this report.

Mike McGinn Nov. 8, 2022
Mike McGinn, CPA, CA
Manager of Finance

CONSULTATION

This Report has been prepared in consultation with:

Corporate Finance – Financial Planning and Review
Legal Services (as to Legal matters)

OURWINNIPEG POLICY ALIGNMENT

Goal: Leadership and Good Governance

- **Objective:** Establish and implement priority actions through evidence-informed decision-making processes.
- **Policy 1.5 - Evidence-Informed Decisions** - Invest in data and technology in order to support objective, evidence-informed decision-making; support open government and open data principles for collection and sharing; help coordinate records and information management; and improve process efficiency, results-based service delivery and accountability
- **Policy 1.6 - Results-Based Budgeting** - Use this Plan as a foundation for municipal budget priorities to achieve integrated, intergenerational life-cycle planning that maximizes community return on investment.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Poverty Reduction Strategy (PRS) and its Goals and Objectives, and it was determined that the PRS is not applicable to this specific report.

SUBMITTED BY

Department: Assets and Project Management
Division: Office of the Director
Prepared by: Geoffrey Patton, P. Eng.
Date: November 8, 2022
File No: N/A

Attachments: N/A