	CORPORATE POLICY	Policy No: 6,032 Revised
		Approved By: Council
		Effective Date: July 18, 2011
		Resolution No.: 161-11
		Department: Community and Protective Services

COMMUNITY SERVICE PARTNERSHIP PROGRAM

POLICY STATEMENT

The City of Spruce Grove values the contributions of local groups towards the overall sense of community spirit within the city. In order to ensure the sustainability and viability of local community groups, there is a need for a formal system to provide groups with financial assistance.


With the success of enhanced volunteerism there is also a requirement to identify and manage the risks associated with the use of Community Groups.

1. PURPOSE

- 1.1 To provide the parameters around compensating community groups for completing city work.
- 1.2 To provide local community groups the opportunity to raise funds by providing a service to the city.
- 1.3 To identify the level of risk assumed by the City of Spruce Grove while utilizing volunteers.

2. DEFINITIONS

- 2.1 Community Group
Refers to any local group or agency registered under the Alberta Societies Act.
- 2.2 Initiating Department
Any department or section of the City of Spruce Grove that chooses to compensate a community group in exchange for the group providing a service.

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2.3 Task

Any job function approved by the general manager of an initiating department that is assigned to a community group to complete as part of the Community Service Partnership Program.

2.4 Risk Mitigation

Action taken to address tasks that the City Clerk has determined carries an elevated level of risk . These additional requirements could include additional insurance, training, supervision, administrative or mechanical controls, use of personal protective equipment, or any other requirements as identified by the initiating department, City Clerk, or Human Resources.

3.0 RESPONSIBILITIES

3.1 Community & Protective Services Department


- The Community and Protective Services Department is responsible for the administration and delivery of the Community Service Partnership Program.
- The Community and Protective Services Department will assume the lead function related to community development work with all community groups.

3.2 Initiating Department

- The initiating department is responsible for all aspects of the task that the community group is undertaking.
- The initiating department is responsible for reviewing their tasks with the City Clerk and Human Resources to determine the level of risk associated with the task and any and all controls.

3.3 Community Group

- The community group is responsible for completing the assigned task to the specifications set out by the initiating department.

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3.4 Human Resources

- Human Resources will ensure the appropriate steps are in place ensuring community groups that are completing the tasks are covered under the city's WCB coverage.
- Human Resources will assist the initiating department in developing a plan to ensure the city's safety policy is adhered to.

3.5 City Clerk


- Through consultation with the City Manager, the City Clerk will determine the level of risk that the City of Spruce Grove will assume as it relates to the use of community groups.
- The City Clerk will determine if proposed tasks require risk mitigation and in consultation with the initiating department will determine any additional safeguards required prior to a community group undertaking the task.

4. ELIGIBILITY

- 4.1 All community groups as defined in this policy are eligible to participate in the Community Partnership Program.
- 4.2 Official City of Spruce Grove affiliated groups such as Youth in Action and the Horizon Stage Tech Team are eligible to participate upon written approval by the appropriate department's general manager, however these groups cannot be financially compensated for their volunteer efforts.

5. APPLICATION PROCESS

- 5.1 The initiating department must complete the application form in its entirety including all required attachments. Incomplete applications will not be accepted.
- 5.2 Community groups must complete and submit the application form to be registered in the program on an annual basis. Incomplete

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applications or applications that do not contain the required information will be returned to the applicant. The community group will not be registered until the application is complete.

6. SELECTING AND WORKING WITH A GROUP

- 6.1 Any department that provides funding to a community group in exchange for a service must use the Community Partnership Program.
- 6.2 The Community and Protective Services Department will provide a list of community groups that meet the criteria set out by the initiating department. The final selection of and all communicating with the community group is the responsibility of the initiating department.
- 6.3 The city will strive to ensure as many community groups as possible have an opportunity to participate in the program.
- 6.4 When the work is completed to the satisfaction of the initiating department, the initiating department will approve the payment to the community group.
- 6.5 All department heads can approve tasks within their area of responsibility that can be completed through the Community Partnership Program.

7. ALLOCATION OF FUNDS

- 7.1 Prior to starting the task, the initiating department and the community group will agree on the amount of compensation that will be paid.
- 7.2 The funding to pay the community group must come from an approved budget.

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8. EVALUATION

8.1 After completion of the task, the community group will be requested to complete a “Post-Project Evaluation Form” to help ensure the program continues to meet the needs of the city and the group.

9. JOB LIST

9.1 The following is a list of examples of tasks that have been deemed appropriate for this program:

- a. Annual Community Clean Up
- b. Residential mail delivery
- c. Community events and celebrations

10. RELATED DOCUMENTS

- Community Service Partnership Program Procedure
- Initiating Department application form
- Community Group application form

APPROVAL

Mayor: Original signed by Stuart Houston Date: August 3, 2011