

PLANNING FOR GROWTH PROGRAM GUIDELINES

These guidelines provide municipalities with information on “Planning for Growth” (PFG), including the purpose of the program, eligibility and evaluation criteria, reporting requirements and the application and approval process.

GOAL AND OBJECTIVES

PFG seeks to enhance regional planning capacity and establish best practices facilitating sustainable growth and development across the province.

PFG will cost share projects to:

- Facilitate regional planning to support the coordination of infrastructure and land use to accommodate growth;
- Demonstrate best practices for planning including processes, methodologies or planning models;
- Build municipal and professional planning capacity in municipalities and regions; and,
- Build and enhance relationships required to support regional planning initiatives.

PLANNING FOR GROWTH MANAGEMENT COMMITTEE

The Planning for Growth Management Committee (PFG-MC) is made up of representatives from Infrastructure Canada, the Ministry of Municipal Affairs, Enterprise Saskatchewan, Saskatchewan Urban Municipalities Association, Saskatchewan Association of Rural Municipalities, and the Saskatchewan Association of Northern Communities.

The PFG-MC:

- Is responsible for approving projects and making all decisions regarding funding under PFG;
- May allocate any amount of funding to a project up to the project category maximums; and,
- Has final authority to make decisions regarding funding and eligibility or to resolve disputes.

FUNDING

This one time funding program includes the following support:

Category 1	Category 2
<ul style="list-style-type: none"> • \$500,000 from the federal Gas Tax interest earnings 	<ul style="list-style-type: none"> • \$500,000 from Enterprise Saskatchewan (ES) • \$100,000 from the federal Gas Tax unaccessed funds

ELIGIBLE APPLICANTS

One municipality must apply on behalf of the group of municipalities as the sponsoring municipality. The sponsoring municipality must be an eligible recipient under the federal Gas Tax Fund and is responsible for:

- receiving the project funding;
- completing all reporting requirements; and
- complying with all terms and conditions of the Funding Agreement.

Groups of municipalities will be eligible for funding based on the following criteria:

Category 1	Category 2
<ul style="list-style-type: none"> • Groups of two or more municipalities: <ul style="list-style-type: none"> ○ experiencing rapid growth; and, ○ with a combined population of at least 5,000. 	<ul style="list-style-type: none"> • Groups of two or more municipalities: • endorsed by an Enterprise Region(s) (ER) as defined by Enterprise Saskatchewan, who: <ul style="list-style-type: none"> ○ wish to align or develop regional policies around a shared significant environmental, tourism or resource feature; or ○ have identified a lack of planning as a factor limiting growth in the ER or a portion of the ER; or ○ wish to build on work initiated under the Municipal Capacity Development Program, or a comparable initiative, to move to the next stage of planning to enhance their regional competitiveness.

APPLICATION REQUIREMENTS

In addition to the application form, the sponsoring municipality will be responsible for submitting the following documents at the time of application. Recommended documents may be submitted with the application to strengthen the application for the rating process.

Category 1	Category 2
<p><u>Required</u></p> <ul style="list-style-type: none"> • Letters of support from each participating municipality identifying amount of funding being contributed. • Resolution from each participating municipal council. <p><u>Recommended</u></p> <ul style="list-style-type: none"> • Letter of support from the ER in which the municipalities are located. • Letter of support from the District Planning Commission in which the municipalities are located. • Letter of support from the Community Futures Development Corporation in which the municipalities are located. • Letter of support from local First Nations or Métis Locals participating in and supporting the project. • Project work plan. • Consultant names and/or price quotes. 	<p><u>Required</u></p> <ul style="list-style-type: none"> • Letters of support from each participating municipality identifying amount of funding being contributed. • Resolution from each participating municipal council. • Letter of support from the ER in which the municipalities are located. <p><u>Recommended</u></p> <ul style="list-style-type: none"> • Letter of support from the District Planning Commission in which the municipalities are located. • Letter of support from the Community Futures Development Corporation in which the municipalities are located. • Letter of support from local First Nations or Métis Locals participating in and supporting the project. • Project work plan. • Consultant names and/or price quotes.

ELIGIBLE INITIATIVES

Across the province municipalities and groups of municipalities are in various stages of readiness for planning. Some have not begun the process and require assistance to build relationships and a shared vision. Others are exploring the opportunities across their region and identifying their partners. Some have completed asset mapping and developed common objectives in advance of preparing an official community plan. Still others are rebuilding relationships.

The program provides municipalities with the flexibility to determine what is needed and show how it will enhance regional planning capacity and establish best practices facilitating sustainable growth and development.

Eligible initiatives include, but are not limited to:

- Regional Studies
 - Regional baseline studies/inventories to determine assets for future growth planning, for inclusion into new or existing statutory plans.
- Relationship Building
 - Community engagement for the purpose of preparing an inter-municipal or district agreement or plan or establishing a District Planning Commission (DPC); or,
 - Mediation/facilitation services for an existing DPC.
- Planning Capacity
 - Facilitation and/or professional planning services (must be incremental to existing services) to build planning capacity;
 - Facilitation and/or professional planning services (must be incremental to existing services) to up-date, negotiate or prepare an agreement or statutory plan, including:
 - district agreement;
 - inter-municipal development agreement;
 - regional growth strategy;
 - official community plan, district official community plan, sustainability plan or integrated community sustainability plan (ICSP) and
 - zoning bylaw; or,
 - Establishment of in-house planning services including:
 - staff training;
 - incremental salary costs to employ a planner; or
 - planning consultant services.
- Other projects relating to the economic, social or physical development of a region may be considered.

An eligible project must result in at least one of the following capacity building outcomes:

- Strengthen the ability of municipalities to develop and implement integrated community sustainability plans;
- Enhance the capacity of municipalities to make future decisions;
- Develop collaborative partnerships for shared delivery of infrastructure and services; or,
- Develop municipal based integrated community sustainability planning.

ELIGIBLE COSTS

For the purposes of this program, eligible costs include only costs incurred after the date of the letter of approval. All costs must be incurred within three years from the date of the letter of approval.

The sponsoring municipality is required to keep records of all submitted expenditures as per the reporting requirement.

Some examples of eligible costs specific to capacity building projects include:

1. Hiring consultants to develop a plan;
2. Staff training related to a capacity building project; and,
3. Incremental salary and benefit costs.

FUNDING LIMITS

Project Funding Limits

The following funding limits will apply:

Category 1	Category 2
<ul style="list-style-type: none">• Total program contributions towards all Category 1 projects will not exceed a total value of \$500,000• Program contributions towards a single project will not exceed \$50,000	<ul style="list-style-type: none">• Total program contributions towards all Category 2 projects will not exceed a total value of \$600,000• Program contributions towards a single project will not exceed \$100,000

Applicant Funding Limits

- Groups of municipalities must fund a minimum of 50% of total project costs.
- A sponsoring municipality may only make one application for funding on behalf of a group of municipalities under PFG.
- Groups of municipalities are only eligible to receive one grant under PFG.

Stacking Limits

- Participating municipalities may use funding from other programs to make up their 50% municipal share.
- If a municipality is receiving funds from another program, the maximum federal or provincial funding limits set out in that program will apply. For example, participating municipalities are eligible to use their Gas Tax Funds as a portion of the municipal share for a PFG project. The Gas Tax Fund does not have any stacking limits.

APPLICATION INTAKES

Total program funding will be notionally divided between two.

Intake 1 will run from June 18 to September 30, 2010.

Intake 2 will run from November 15 to December 31, 2010.

If the two program contribution limits are not reached in the first two intakes, all remaining funds will be pooled for an additional intake.

EVALUATION CRITERIA

All projects will be evaluated based on the following criteria:

- Cooperation;
- Urgency;
- Outcomes;
- Outputs;
- Long-Term Regional Benefit;
- Demonstration Value;
- Readiness to proceed.

APPLICATION AND APPROVAL PROCESS

Applications for funding must:

- Be submitted using the application form available at: <http://www.municipal.gov.sk.ca/Funding/PlanningForGrowth>;
- Be complete and include all requested information;
- Be sponsored by a single incorporated entity (the sponsoring municipality) who will receive the project funds on behalf of the partners and complete all reporting requirements;
- Include signed letters of support from the participating municipal councils identifying the financial contribution provided by that municipality;
- Include a copy of the resolution for each participating municipality authorizing the project and financial contribution.

Applications for funding should also include any signed letters of support from the Enterprise Region and/or District Planning Commission and/or Community Futures Development Corporation collected for this project.

- Applications for Intake 2 will be accepted until **December 31, 2010**.

To ensure a project application is considered, please ensure all questions on the application have been completed and all necessary documents are attached.

All applications will be reviewed by the PFG-MC.

Successful applicants will be contacted within thirty days of the intake closing date.

Once a project has been approved:

- A Funding Agreement must be signed by the sponsoring municipality and Municipal Affairs;
- Funds will be dispersed in two equal payments. The first payment will be made upon signing of the Agreement and the second in conjunction with the Gas Tax 2011/12 Installment 1 (estimated to occur in June 2011); and,
- Payment of funds is contingent on compliance with the terms and conditions of the Funding Agreement, including reporting requirements.

REPORTING REQUIREMENTS

The sponsoring municipality will be subject to reporting requirements including:

- Annual expenditure report:
 - Due annually either March 31 (if the sponsoring municipality has a 2006 Census population under 1,500 or is a city), or July 1 (if the sponsoring municipality has a 2006 Census population over 1,500);
 - Sponsoring municipalities with a 2006 Census population under 1,500 will be required to submit the annual expenditure report and supporting invoices; and,
 - Sponsoring municipalities with a 2006 Census population over 1,500 will be required to submit an audited report.
- Outcomes report:
 - The sponsoring municipality will be required to submit an outcomes report outlining the results of the project.

TERMS AND CONDITIONS

The sponsoring municipality is required to fulfill all terms and conditions of the funding agreement, including all reporting requirements. Non-compliance with these terms and conditions may result in the sponsoring municipality's Gas Tax Funds being placed on hold. To see a copy of the funding agreement listing all terms and conditions, visit: <http://www.municipal.gov.sk.ca/FGT-Municipal-Funding-Agreement>.

Planning for Growth has been developed consistent with the Gas Tax Fund, its terms and conditions, and its reporting requirements. If terms and conditions or reporting requirements under the Gas Tax Fund change, requirements under the Planning for Growth Program will also be subject to those changes.

If there is a conflict between these program guidelines and the Funding Agreement and the New Deal Agreement, the provisions of the New Deal Agreement will apply.

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