

CIVIC PARTNER VERSION

OVERVIEW OF NO LOBBYING REQUIREMENT CIVIC PARTNER OPERATING GRANT PROGRAM

The Civic Partner Operating Grant Program (the Operating Grant Program) is a purpose-built Program to recommend operating grant funding for Council approval that builds on the principles embedded in the *Investing in Partnerships Policy* and leading practices for grant making. The Operating Grant Program is built on the Terms of Reference approved by Council.

The Council-approved Terms of Reference specify that applicants or individuals representing their organization must not lobby elected members of City Council or their staff, Administration, or the Administrative Grant Review Committee related to the approval of operating funding for their organization.

The lobbying requirement does not apply to general advocacy or education by Civic Partners related to their organizations' operations, programs or services with City Administration or members of Council or their staff.

This is specific to lobbying about a funding request from the date of submitting an application to the Operating Grant Program until the funding recommendations have been approved by Council as part of The City of Calgary's service planning and budgeting process.

This requirement recognizes that Civic Partners meet with Councillors and their staff from time to time to plan and advance operational work, but these meetings must not include lobbying related to a funding request under review through the Operating Grant Program.

To support a fair and transparent process, leverage leading practices and address feedback provided during the development of the Operating Grant Program, the Program embeds the following:

- ✓ Onboarding session to the Program
- ✓ Scheduled drop-in Q&A sessions focused on the application and timelines
- ✓ Scheduled opportunities to present to the Administrative Grant Review Committee
- ✓ Opportunity to respond to clarifying questions from the Committee through a Civic Partner's Administrative Relationship Contact
- ✓ Ongoing support through a Civic Partner's Administrative Relationship Contact or by email to partnerships@calgary.ca
- ✓ Communication of the Administrative Grant Review Committee's funding recommendation and comments on the application
- ✓ Communication of Council's final funding decisions
- ✓ Evaluation of the Program to support continuous improvement

Civic Partners often work closely with Administration, Councillors and their staff to develop and implement projects, programs and services. Civic Partners' ability to educate, advocate and advance their work is not impacted by the Program requirements related to lobbying. While a funding request is under review in the Operating Grant Program, Civic Partners can still:

- ✓ Meet with Councillors and their staff to develop solutions, explore issues, or talk about their programs and services

- ✓ Meet with members of Administration to advance current work and develop new approaches
- ✓ Engage in policy discussion with Councillors and Administration
- ✓ Invite members of Council and Administration to events and initiatives;
- ✓ Undertake any meeting required during the regular course of business
- ✓ Confirm they have submitted their operating funding requests through the Operating Grant Program

Questions and Answers:

What if a Councillor asks us about our application? Is that considered lobbying?

Confirming you have submitted an application is not considered lobbying. Any other questions should be referred to the Major Partners division.

What are the consequences for breaking the no lobbying requirement?

The Operating Grant Program focus on support and education instead of adopting a punitive approach. The intention is to provide opportunities through the Operating Grant Program's process for Civic Partners to have meaningful engagement with the Administrative Grant Review Committee to inform funding recommendations. The *no lobbying requirement* is approved by Council in the Terms of Reference, and members of Council and Administration will also be supported through the Program process with onboarding, resources and tools. If there are questions or concerns about activities, Civic Partners should reach out to Kim Mustard, Manager, Major Partners, or Kay Choi, Director, Partnerships.

I have a Councillor on my Board. How do align with the no lobbying requirement?

A limited number of Civic Partners, due to their structure, have Councillors appointed to their board of directors. All board members have a duty of care and a fiduciary duty to the organization that they are serving. Each organization's code of conduct and conflict of interest policies would apply to situations that may arise on each board. If as a member of the board of a Civic Partner, a Councillor receives information about a grant application submission, this is within the scope of their position as a board member and is not lobbying in this context (e.g. information received should not seek to influence the Councillor's decision on the grant application when acting as a member of Council).