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<b>Policy Title:</b>	<b>COUNCIL INITIATIVES FUND UTILIZATION POLICY</b>
<b>Approval Dates:</b>	<b>September 16, 2019;</b> <b>September 9, 2024</b>
<b>History:</b>	<b>2019-R178; Res.R19-1616;</b> <b>2024-R159; Res.R24-1703</b>
<b>Department:</b>	<b>FINANCE</b>

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### Policy Statement

The Council Initiatives Fund Utilization Policy (the “Policy”) provides governance and direction for the utilization of the Council Initiatives Fund as a funding source to financially support events and initiatives that Mayor and Council have deemed as having merit for furthering City Objectives.

#### 1. Reason for Policy

The Council Initiatives Fund (the “CIF”) has been in place since 1998. The Policy provides criteria to be considered when the CIF is to be utilized as a funding source.

#### 2. Usage and Criteria of CIF:

- 2.1 Organizations or individuals that are eligible to receive financial support or have received financial support in the year from other City sources (i.e. annual budget or other Grant Programs) for the proposed request, are **not** eligible to apply for CIF.
- 2.2 Any amounts not allocated in a particular year from the CIF will be carried forward and added to the following year, to a maximum of \$500,000 for the total program funding.

- 2.3 CIF Funding is broadly intended for events and initiatives including but not limited to: City Celebrations, Economic Development/Image Building Initiatives, and Community Projects. All CIF applications must fall into one of the following three categories:
  - Residents in need
  - Youth Focused
  - Free events open to public (i.e. no admission fee)
- 2.4 Qualifying applicants are eligible to submit one CIF request per year.
- 2.5 CIF Funding will be provided to organizations and/or individuals that are in good standing with all City bylaws and standards (for e.g. FEST review, Outstanding Invoice review, etc.).
- 2.6 The venue where an event is scheduled to take place, if required, must have a Business Licence in good standing with the City at the time of the event.
- 2.7 CIF Funding is not to be utilized to support City run events, funding for these events should be included as part of the City’s annual operating budget.
- 2.8 The maximum funding amount per application is \$10,000, with Council having the ability to make exceptions with simple majority support of Council.

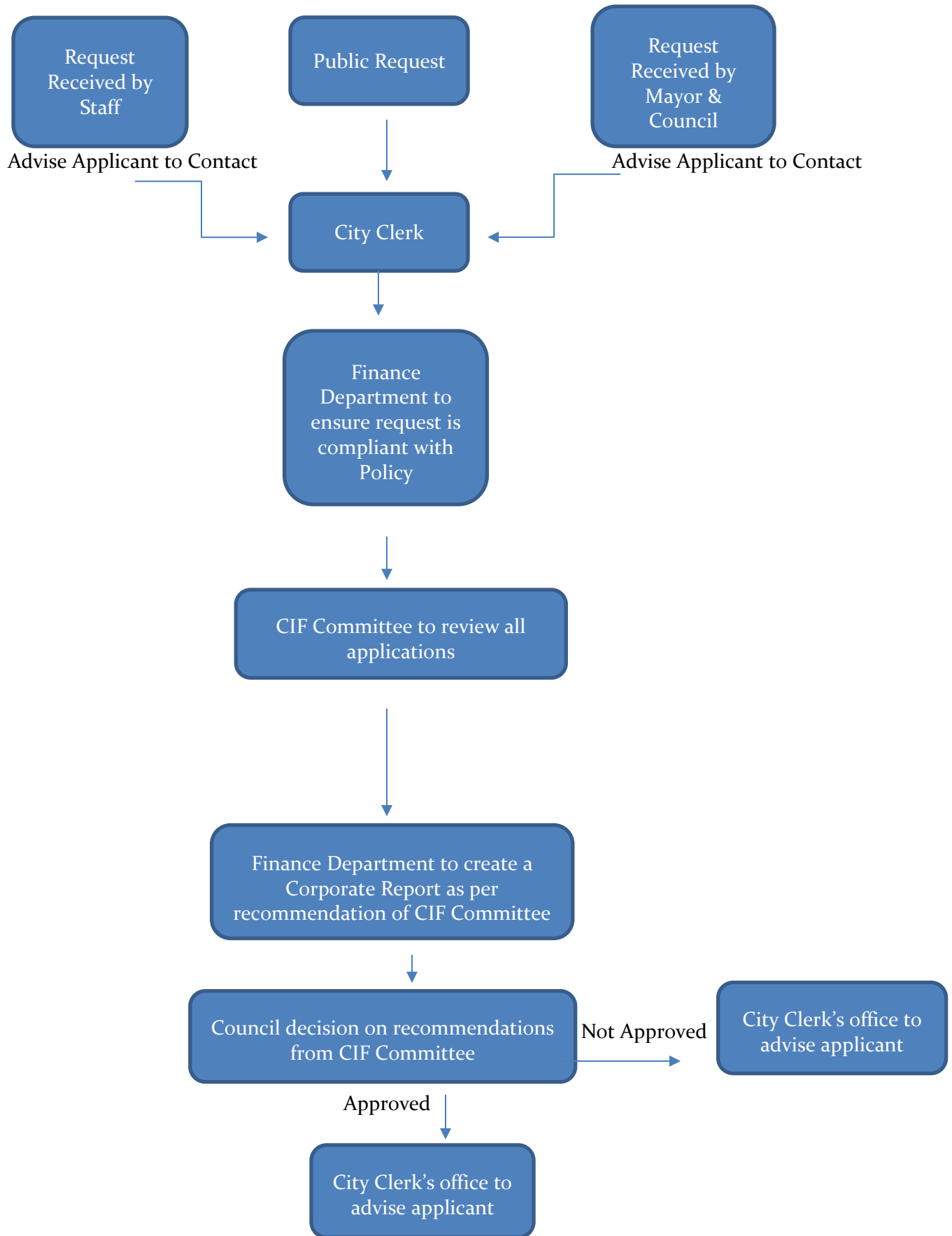
**3. Process**

- 3.1 CIF requests for support are to become centralized and received directly by the City Clerk’s office from the applicants wishing to bring forward events they would like to see supported. Council members or staff receiving requests should direct applicants to the City Clerk’s office.
- 3.2 CIF applications will be considered four times a year, with four submission deadlines for each intake. City Clerk’s office will send the requests to the Finance Department to review for compliance with the Policy. Following the submission deadline dates, the Finance Department will forward for review, all requests to a Council Initiatives Fund Standing Committee (the “CIF Committee”), appointed by the Mayor, to make recommendations to Council.

<b>Application Intake Session</b>	<b>Submission Deadline</b>	<b>Council Meeting</b>
Intake# 1	January 31 <sup>st</sup>	March
Intake # 2	April 30 <sup>th</sup>	June
Intake# 3	July 31 <sup>st</sup>	September
Intake # 4	October 31 <sup>st</sup>	December

- 3.3 CIF Committee will give direction to the Finance Department to bring forward their recommendations to Council through a Corporate Report. At the Regular Council meeting, Mayor and Council will consider the recommendations made by the CIF Committee. All applicants will be notified of Council decision within approximately 60 business days of the application submission deadline by the City Clerks office.

This process provides a single point of contact (i.e. the City Clerk's office) to all organizations wishing to put forward a CIF request. This centralized process facilitates the application of the CIF in a more standardized and equitable manner while maintaining flexibility in providing CIF support to various events and initiatives.



This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.