
Policy Title:	COUNCIL INITIATIVES FUND UTILIZATION POLICY
Approval Date:	September 16, 2019
History:	2019-R178; Res.R19-1616
Department:	FINANCE

Policy Statement

This 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, for which funding is not in the City's annual adopted budget and for which other City funding sources are not applicable.

1. Reason for Policy

The Council Initiatives Fund (the "CIF") has been in place since 1998, however there has not been a Policy governing its utilization, this Policy provides that governance and criteria to be considered when the CIF is to be utilized as a funding source.

2. Usage and Criteria of CIF:

- 2.1 The CIF should only be utilized for events and/or initiatives that are not supported financially in the City's annual operating budget nor are eligible for other City funding (including the City's Grant Program and City Property Tax Exemption Policy).
- 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, Community Projects, and Capital Contributions.
- 2.4 CIF Funding requests must be approved by Council via Corporate Report and receive simple majority support in order to proceed.

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

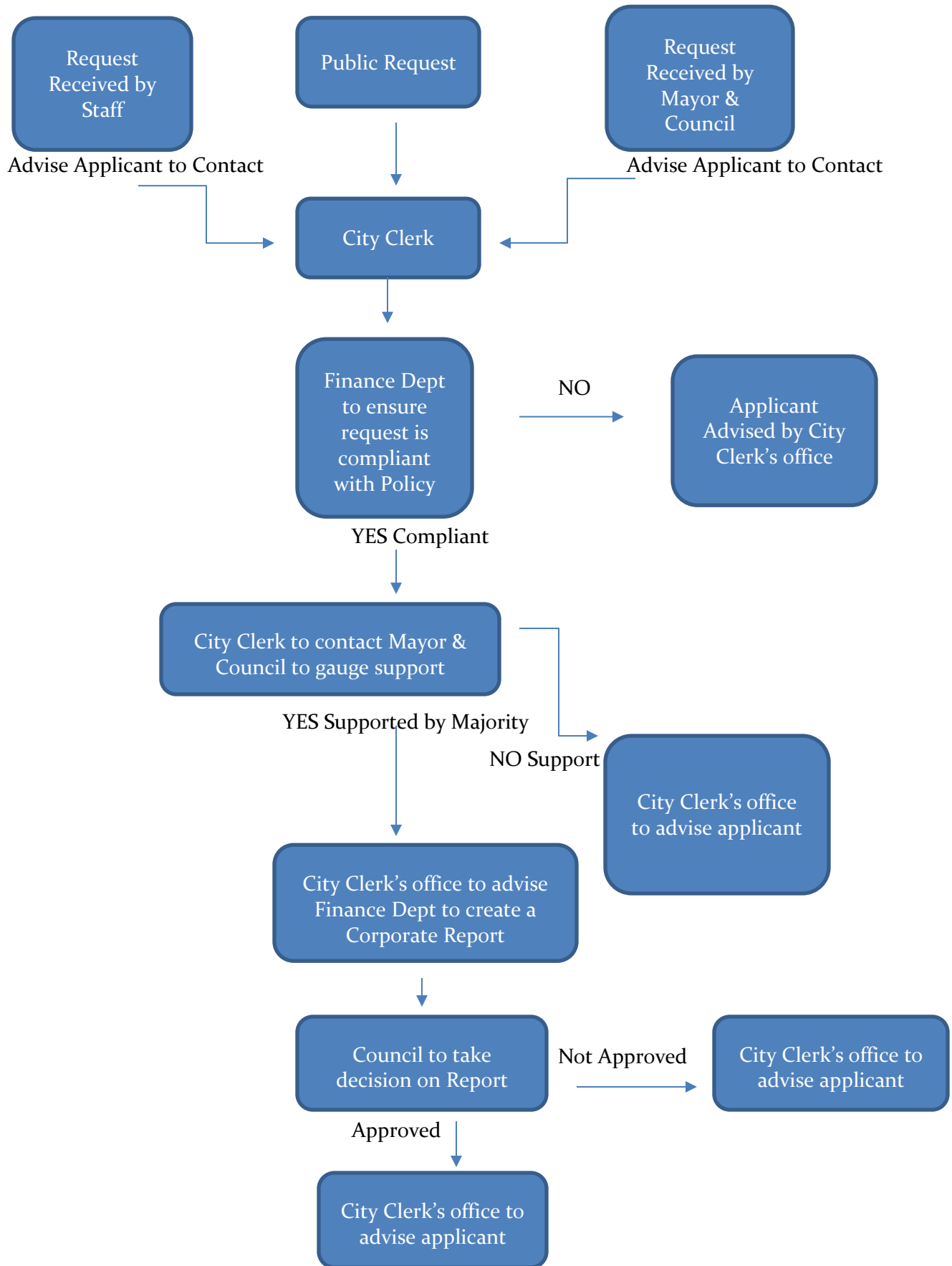
- 2.5 CIF Funding will be provided to organizations and/or individuals that are in good standing with all City bylaws and standards.
- 2.6 The venue where an event is scheduled to take place, if required, must have a Business Licence in good standing with the City at the time of the event.
- 2.7 CIF 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.

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 City Clerk's office will then send the requests to the Finance Department to ensure they are compliant with the Council Utilization Policy. Once a funding request has been determined to be compliant, the request will be returned to the City Clerk's office to contact the Mayor's office and Council to gauge support of the event or initiative.
- 3.3 Once Mayor and Council support is sufficient (supported by majority to bring forward), direction will be given to the Finance Department to generate a Corporate Report.

If a request for support is non-compliant as determined by the Finance Department, City Clerk's office will advise the applicant and similarly if there is insufficient support from Council, City Clerk's office will advise the applicant.

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.



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