

NO: R159

COUNCIL DATE: September 9, 2024

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **September 05, 2024**

FROM: **General Manager, Finance**

FILE: **1850-20**

SUBJECT: **Council Initiatives Fund Utilization Policy – Proposed Amendments**

RECOMMENDATION

The Finance Department recommends that Council approve the amendments to the Council Initiatives Fund Utilization Policy D-41 (the “CIF Policy”), as outlined in this report.

INTENT

The intent of this report is to seek approval from Council to update the CIF Policy.

BACKGROUND

The Council Initiatives Fund (“CIF”) has been in place since 1998, and the CIF Policy, attached as Appendix “I”, was first adopted by Council in 2019. The purpose of the CIF Policy is to provide governance and guidance for the utilization of the CIF as a funding source to financially support events and initiatives that Mayor and Council have deemed as having merit for furthering City objectives, which are not budgeted for in the City’s annual adopted budget and for which other City funding sources are not applicable.

During the Regular Council Public Hearing meeting held on June 10, 2024, Council established a Council Initiatives Fund Task Force (“Task Force”) to review and bring forward a report with recommendations to update the CIF Policy at the first Council meeting in September 2024. The Task Force was comprised of three Councillors and City staff. The focus of the Task Force was to make recommendations that will enhance accountability and transparency in the use of the CIF.

DISCUSSION

A review of the current CIF Policy was undertaken by the Task Force to identify challenges, explore solutions and develop recommendations to bring overall efficiencies and ensure the CIF aligns with the City’s objectives and priorities. The proposed changes to the CIF Policy are summarized below. The proposed Council Initiatives Fund Utilization Policy is attached as Appendix “II” to this report.

Section 2.1 – Address Funding Overlap and Duplication

To avoid any potential duplication, overlap or misalignment in relation to the other City grant programs, the applicants who are eligible to receive funding or have received funding in the year, from other City sources (i.e. annual budget for other Grant Programs) are not eligible to apply for a CIF grant.

Section 2.3 - Establish Funding Categories

To prevent overlapping priorities with other grant program categories, all CIF applications must fall into one of the following three categories:

- Residents in need;
- Youth focused; or
- Events that are open to the public and are free (i.e. no admission fee).

Section 2.4 - Initiate Annual Application Limit

There is currently no limit to the number of CIF applications an organization/individual can submit in a year. To simplify the annual application limit, no more than one CIF request per fiscal year, per organization will be eligible for submission.

Section 2.8 - Establish a Maximum Funding Limit

The CIF Task Force noted that unlike other grant programs offered by the City, the current CIF program does not have a maximum funding limit per request. The Task Force proposes a maximum funding limit of \$10,000 per eligible CIF request, with Council having the ability to make exceptions with simple majority support of Council.

Sections 3.2 and 3.3 - Amend Application Intake and Review Process

Effective 2025, CIF applications should be considered four times a year, with four submission deadlines for each intake. The Task Force also proposes that the Mayor establish and appoint a CIF standing committee comprised of members of Council that will be responsible for reviewing CIF applications and making recommendations to Council, on an ongoing basis.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the proposed amendments to the CIF Policy attached as Appendix “II” to this report.

Kam Grewal
CFO / General Manager, Finance

Appendix “I”: Current Council Initiatives Fund Utilization Policy (September 16, 2019)
Appendix “II”: Proposed Council Initiatives Fund Utilization Policy
Appendix “III”: Red-lined version of Council Initiatives Fund Utilization Policy



City of Surrey

Policy

No. D-41

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.

[https://surreybc.sharepoint.com/sites/lsclerksadministration/policies and procedures/corporate policy by number/plc d-41.docx](https://surreybc.sharepoint.com/sites/lsclerksadministration/policies%20and%20procedures/corporate%20policy%20by%20number/plc%20d-41.docx)

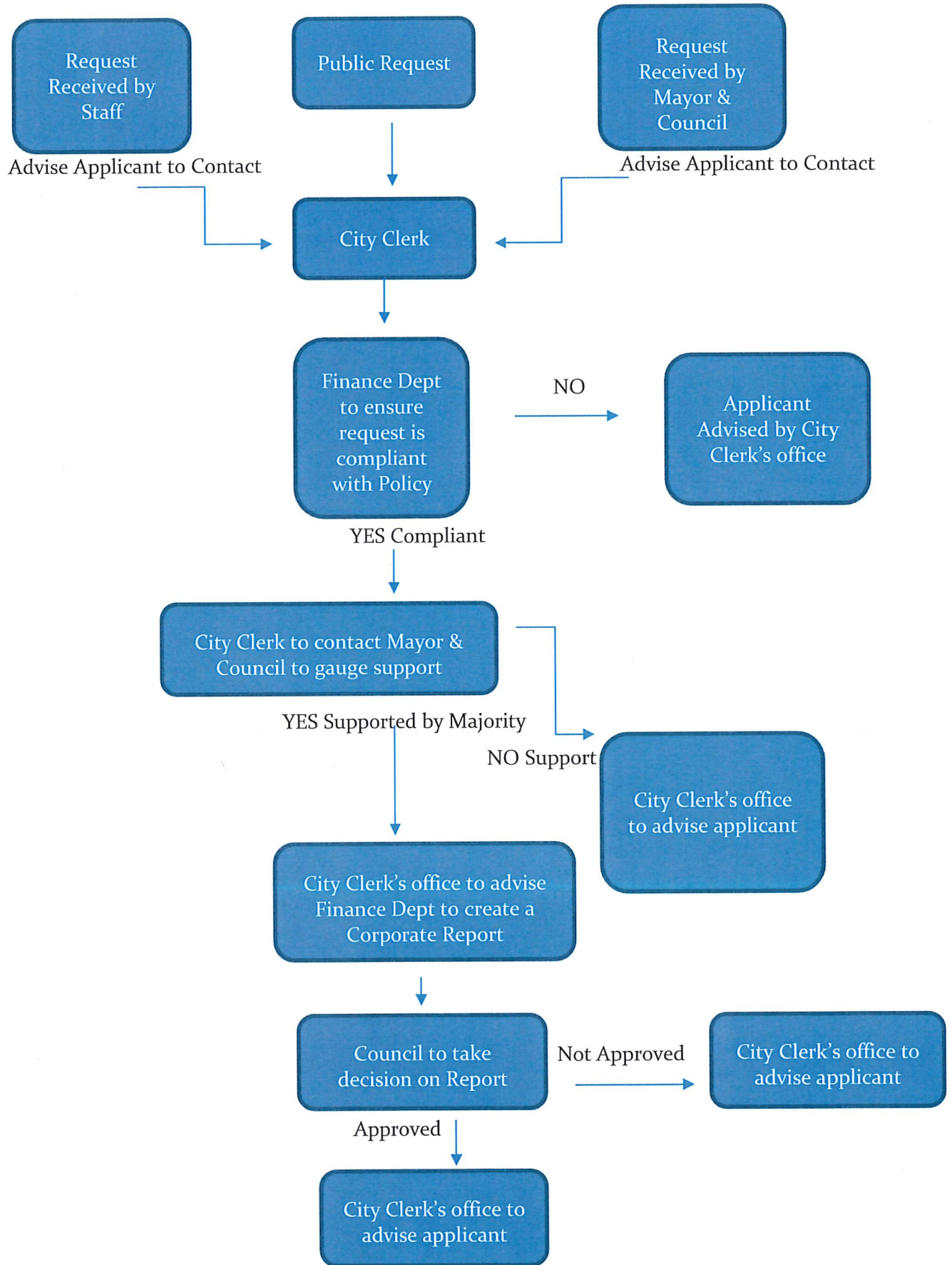
- 2.5 CIF Funding will be provided to organizations and/or individuals that are in good standing with all City bylaws and standards.
- 2.6 The venue where an event is scheduled to take place, if required, must have a Business Licence in good standing with the City at the time of the event.
- 2.7 CIF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





City of Surrey

Policy

No. D-41

Policy Title:	COUNCIL INITIATIVES FUND UTILIZATION POLICY (Proposed)
Date:	September 9, 2024
History:	2019-R178; Res.R19-1616
Department:	FINANCE

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. Criteria and Usage 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)

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[https://surreybc.sharepoint.com/sites/fin.leadership/corporate reports/2024/2024 finance corporate reports/appendix ii - proposed amended cif utilization policy.docx](https://surreybc.sharepoint.com/sites/fin.leadership/corporate%20reports/2024/2024%20finance%20corporate%20reports/appendix%20ii%20-%20proposed%20amended%20cif%20utilization%20policy.docx)

- 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

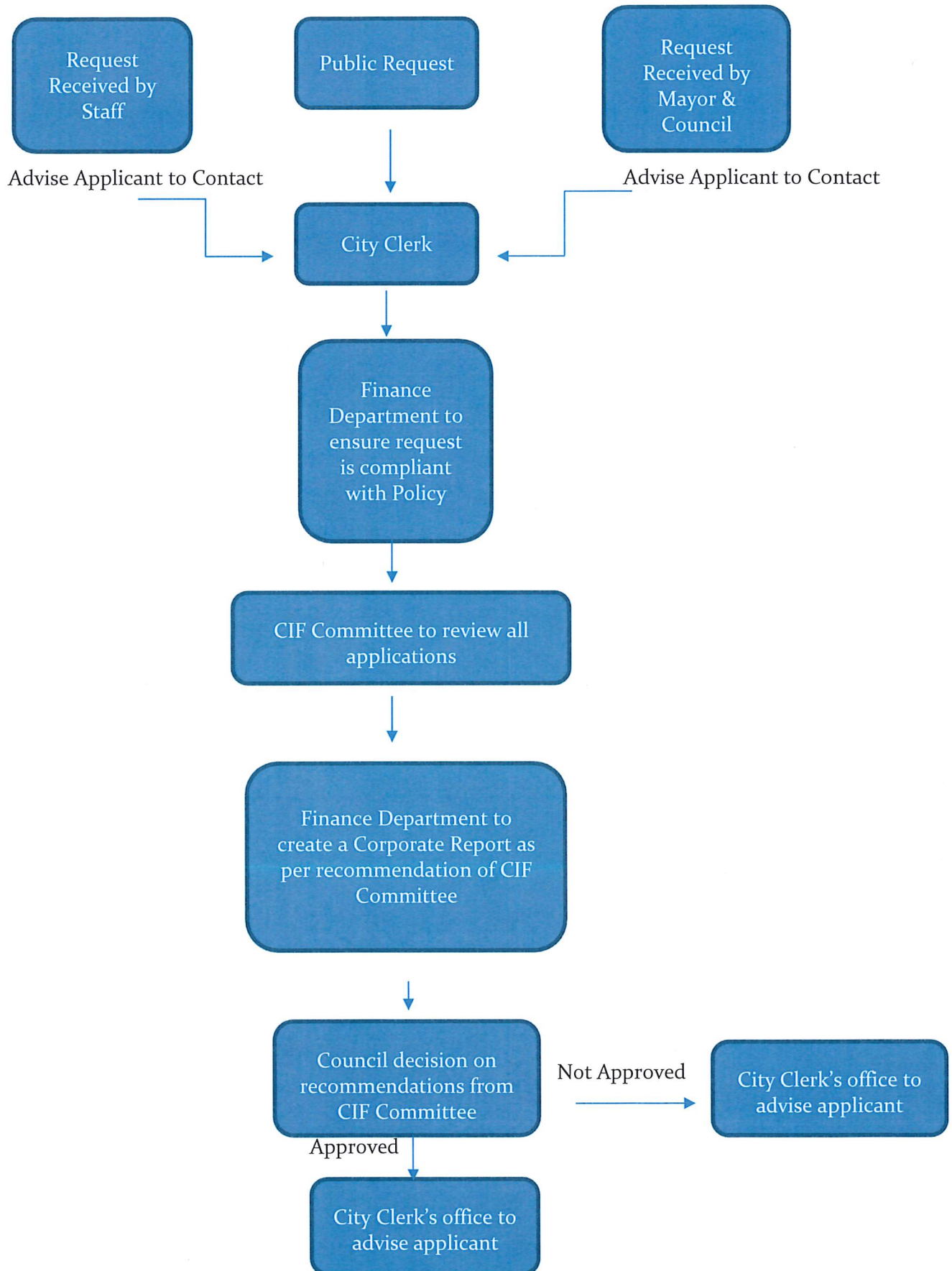
- 3.1 CIF requests for support are to remain centralized and received directly by the City Clerk's office from the applicants wishing to bring forward events they would like to see supported. Council members or staff receiving requests should direct applicants to the City Clerk's office.
- 3.2 CIF applications will be considered four times a year, with a submission deadline 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.

Application Intake Session	Submission Deadline	Council Meeting
Intake# 1	January 31 st	March
Intake # 2	April 30 th	June
Intake# 3	July 31 st	September
Intake # 4	October 31 st	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.

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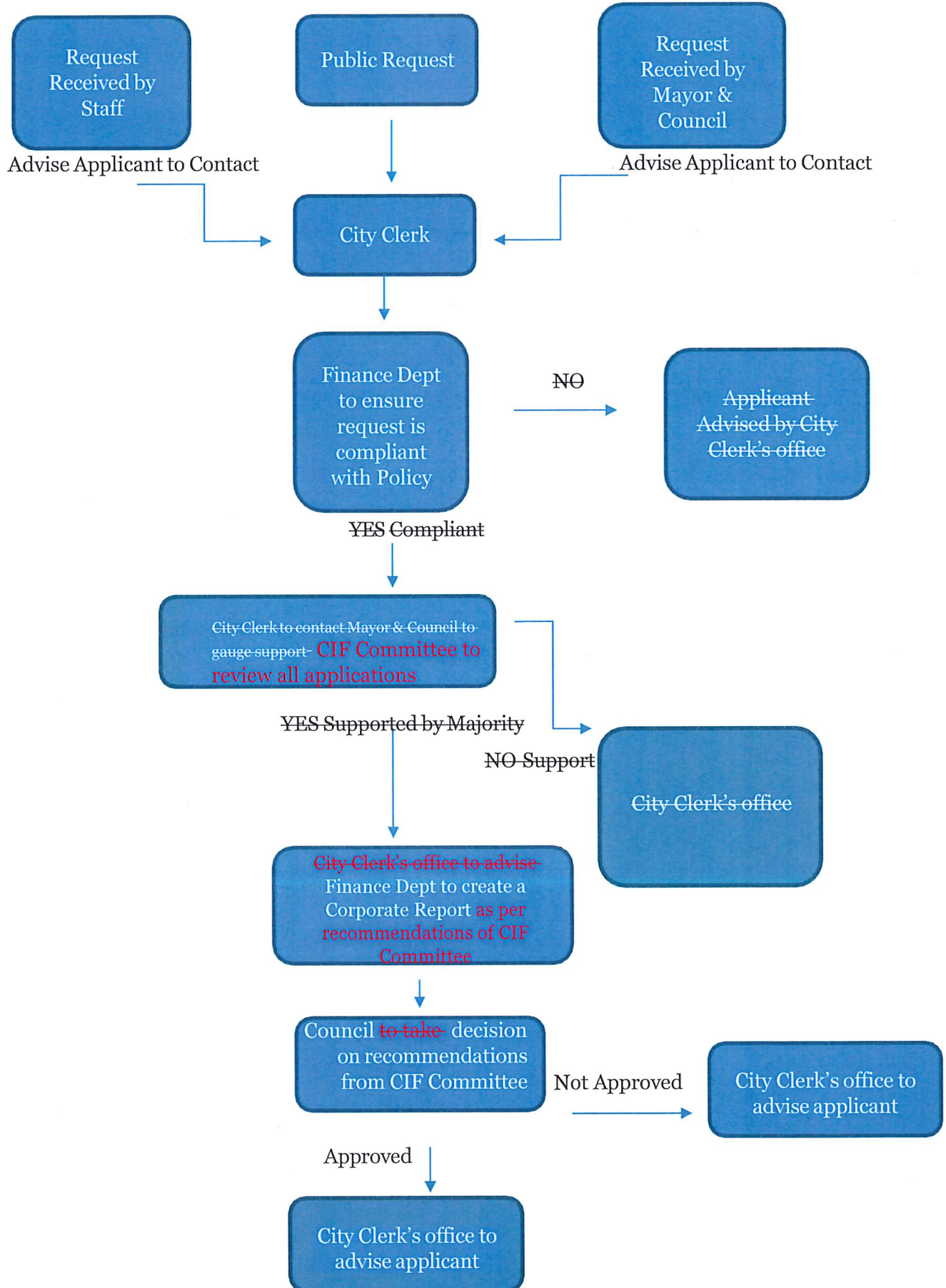
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