



Community Recreation, Art, Culture and Heritage Investment Grant Policy

POLICY NUMBER: 097-RC-07

Approval Date: March 13, 2007

Revise Date: May 14, 2024

Motion Number: 2007-034

Repeal Date:

Supersedes: 070-FN-00

Review Date: May 14, 2024

1.0 Policy Intent

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation, art, culture and heritage programs within the community.

2.0 Purpose

The main objective of the Community Recreation, Art, Culture and Heritage Investment Grant Policy is to provide occasional grant funding within the City of Cold Lake, in order to assist in developing and enhancing recreation, art, culture and heritage programming.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish a variety of grant opportunities under this policy to support programs, events, development of teams, individuals or groups' skills and opportunities related to recreation, art, culture and heritage within the City of Cold Lake, and events being offered within the boundaries of Wards 5 and 6 of the M.D. of Bonnyville No. 87., **Métis**, and **First Nations** communities neighbouring Cold Lake at the discretion of the Council and Committee.
- 3.2 **Notwithstanding** Section 3.1, Non-profit Organizations, Educational Institutions, and Private Businesses, do not have to be based within the geographic boundaries of the City of Cold Lake.
- 3.3 **Notwithstanding** Section 3.1, Community Recreation, Art, Culture and Heritage Investment grants will be considered outside of the City of Cold Lake and Wards 5 and 6 of the M.D. of Bonnyville No. 87 that provide direct and bonified benefit to the residents of the City of Cold Lake and residents of Wards 5 and 6 of the M.D. of Bonnyville No. 87. No applications from "individuals" that are residents of the City of Cold Lake and residents of Wards 5 and 6 of the M.D. of Bonnyville No. 87 will be considered.
- 3.4 All grant applications under the Community Recreation, Art, Culture and Heritage Investment shall be reviewed and considered for recommendation by the Community Grant Advisory Committee. So that Council does not undermine the work of the Committee, no applications will be considered directly by Council unless presented as a "Notice of Motion" or if an applicant is making an appeal to Council, in situations were the Committee could not carry out its responsibilities.

- 3.5 The Committee shall not make any recommendations for disbursement more than the total allocated budget for the program.
- 3.6 Each application will undergo a **pre-screening** process prior to being received by the Community Grant Advisory Committee. In the event, that applications are deemed incomplete by administration, applicants may appeal to the Community Grant Advisory Committee and/or Council who will first need to deem the application as complete or not.
- 3.7 Organizations can make as many applications as desired however each organization will be restricted to one successful grant application per fiscal year.
- 3.8 All requests for support, sponsorship, costs sharing, financial considerations from Government Organizations will be addressed directly to City Council. No grant applications under the Community Recreation, Art, Culture and Heritage Investment Grant will be necessary and will be considered on a case-by-case basis.

4.0 Managerial Guidelines

4.1 Definitions

- 4.1.1 “Non-profit Organization” means an association, club, individual, body or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.
- 4.1.2 “Private Business” means any individual or sole proprietorship, partnership, limited liability partnership, limited liability company, corporation or other legal business entity in which the organization may make a profit for personal and/or owner of the business benefit including proprietor members and/or shareholders. For further clarity, this includes any applicant that is a for-profit organization which operates with the goal of making profit or an economic activity carried on for earning profits.
- 4.1.3 “Educational Institutions” means individuals schools within the geographical area as identified in Section 3.1 include public schools, separate schools, charter schools, private schools, and home education and online learning schools, Colleges, Universities, polytechnic institutions, specialized arts and cultural institutions and independent academic institutions as defined by the Province of Alberta’s Schools Act and Post-Secondary Learning Act. Each Educational Institution may make application under the policy, as applicable for defined eligibility. Individual classrooms, grades, and/or individual extra circular programs, and individual parent advisory councils cannot make applications. For clarity, all applications must come from the Educational Institution and be signed by the school’s principle and the Superintendent of the various school divisions or president of the Educational Institution, as the case may be.
- 4.1.4 “Government Organizations” means the Government of Canada (and related Crown departments), Government of Alberta (and related Crown departments), Indigenous Governments (e.g. First Nations, **Métis** Settlements), and local governments (e.g. Municipal District of Bonnyville No. 87, Town of Bonnyville).

4.2 **Responsibilities**

4.2.1 Council shall:

- 4.2.1.1 Through its annual operating budget determine the amount of funds to be allocated to the grants under this Policy. Council shall have the ultimate discretion to make the final decision on both the overall budget allocation and the individual grants.
- 4.2.1.2 Council shall have the discretion to provide additional funding to the Community Recreation, Art, Culture, and Heritage Investment Grant program in excess of what was originally budgeted, if deemed appropriate.
- 4.2.1.3 At its discretion, Council may decide not to allocate the total funds available to the grants for that year. If all funds are not allocated, Council shall determine during the budget process at the end of the year whether to restrict the funds or allow them to enter general surplus.
- 4.2.1.4 **In order to preserve the work and function** of the Committee, unless deemed appropriate, Council shall **endeavour** to uphold the recommendations of the Community Grant Advisory Committee.

4.2.2 The Community Grant Advisory Committee shall:

- 4.2.2.1 Receive, review, and consider each **Applicant application**.
- 4.2.2.2 Determine eligible funding and amounts to be awarded in accordance with this policy.
- 4.2.2.3 Make recommendations to Council on all **Applicants applications** received.
- 4.2.2.4 Review the Community, Recreation, Art, Culture and Heritage Investment Grant Policy annually and make recommendations to Council on amendments to the Community, Recreation, Art, Culture and Heritage Investment Grant Policy.
- 4.2.2.5 Maintain a cashflow reserve of thirty percent (30%) of the allocated budget of Council Goodwill till September 1st each calendar year.
- 4.2.2.6 Not make any recommendations that go beyond the physical spending limits of the annual allocated budget for the Community Recreation, Art, Culture and Heritage Investment Program.

4.2.3 Administration shall:

- ~~4.2.3.1 Complete a thorough pre-screening of all applications prior to presenting to the Committee and reject applications that do not meet the timing requirements specified in this policy.~~

- 4.2.3.2 Apprise the public of the grant program and application expectations through various communication strategies.
- 4.2.3.3 Maintain a grant library.
- 4.2.3.4 To ensure there are funds available over a full fiscal year, advise Council on current funds spent and advise Council on historical 'burn rates' over a full fiscal year.

4.3 **Categories of Support**

4.3.1 **Development Incentive Grant:** the purpose of this grant is to encourage and support new or dormant recreation and cultural programs in the community.

- 4.3.1.1 The Development Incentive Grant will be eligible to Non-profit Organizations only.
- 4.3.1.2 The Development Incentive Grant will fund either:
 - 4.3.1.2.1 New initiatives by established non-profit organizations, or
 - 4.3.1.2.2 Dormant initiatives that have sat inactive for over three (3) years, ~~of~~ which needs to be renewed and/or rebranded by established non-profit organizations;
 - 4.3.1.2.3 Seed funding for the development of recreation, art, culture and heritage programs by new non-profit organizations;
- 4.3.1.3 Organizations or initiatives shall be considered "new" or "dormant" for the purposes of this grant for two (2) consecutive years, after which they may apply under other grant categories.

Up to a maximum of \$2,500 per organization, ~~per event~~, per calendar year.

4.3.2 **Community Event Incentive Grant:** the purpose of this grant is to encourage and support diverse and comprehensive recreation, art, culture and heritage, events, or tournaments within the City as well as events being offered within Wards 5 and 6 of the M.D. of Bonnyville No. 87., Métis, and First Nations communities neighbouring Cold Lake at the discretion of the Committee, recognizing that these events bring significant economic benefit to the community, enhance the quality of life for the citizens of Cold Lake, contribute to the cultural richness of the community, and create affordable entertainment.

- 4.3.2.1 The Community Event Incentive Grant will be eligible to Non-Profit Organizations, Educational Institutions and Private Businesses.
- 4.3.2.2 The Community Event Incentive Grant will simply provide seed funding for events expected to benefit local residences and bring non-local participants into the community and surrounding area within Wards 5 and 6 of the M.D. of Bonnyville No. 87, Métis, and First Nations communities neighbouring Cold Lake at the discretion of the Council and Committee of which will have some economic benefit;

4.3.2.3 Events being offered outside Wards 5 and 6 of the M.D. of Bonnyville No. 87, Métis, and First Nations communities neighbouring Cold Lake at the discretion of the Council and Committee, will not be funded under this grant.

4.3.2.4 Evaluation criteria for the grants shall include a consideration of:

4.3.2.4.1 All criteria indicated in section 4.4 of this policy,

4.3.2.4.2 Event budget,

4.3.2.4.3 An outline on economic benefit to the community,

4.3.2.4.4 Fundraising strategy.

Up to a maximum of \$10,000 per organization per event each calendar year will be considered. **Annual or regularly occurring events may be considered for this grant.**

4.3.3 **Major Community/Tourism Event Grant:** the purpose of this grant is to enhance the profile and visibility of the City of Cold Lake while supporting and encouraging diverse and comprehensive recreation and cultural events within the region that bring significant economic benefit to the community.

4.3.3.1 The Major Community/Tourism Event Grant will be eligible to Non-Profit Organizations, Educational Institutions and Private Businesses.

4.3.3.2 The Major Community Event Grant will support funding for major events that have an operating budget greater than \$100,000. Funding may be used for preparing bid proposals.

4.3.3.3 Evaluation criteria for the grants shall include a consideration of:

4.3.3.3.1 All criteria indicated in section 4.4 of this policy,

4.3.3.3.2 Economic impact assessment study (i.e. Sport Tourist Economic Assessment Model STEAM) or equivalent.

4.3.3.3.3 Fundraising strategy,

4.3.3.3.4 Event budget.

Up to a maximum of \$20,000 per event. **Annual or regularly occurring events will be eligible.**

4.3.4 **Travel Grant:** the purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete or represent the City of Cold Lake at a provincial, national or international level.

4.3.4.1 The Travel Grant will be eligible to Non-Profit Organizations and Educational Institutions only.

4.3.4.2 The grant will fund costs associated with travel related costs to attend athletic or cultural events. Specific eligible costs include rental vehicles, bussing fees, fuel, meals and accommodations.

4.3.4.3 Qualifying teams may not request support for each individual member.

4.3.4.4 Expected travel budget must be provided.

Up to a maximum of \$500 per individual per calendar year will be considered. Up to a maximum grant of \$1,000 per team per year will be considered.

4.3.5 **Equipment Grant:** the purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs.

4.3.5.1 The Equipment Grant will be eligible to Non-Profit Organizations only.

4.3.5.2 The grant will fund costs associated with equipment related costs for bonafide Community Recreation, Art, Culture and Heritage Investments.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$2,500 per organization per calendar year.

4.3.6 **Leadership Grant:** the purpose of this grant will be to assist with the development of coaches¹, officials¹ and cultural group leaders¹ who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/~~development~~ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

4.3.6.1 The Leadership Grant will be eligible to Non-Profit Organizations only.

4.3.6.2 Individual coaches, officials¹, and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization ~~in which they currently or upon completion will be offering these skills developed to the organization.~~

4.3.6.3 The grant will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.

4.3.6.4 Proposed budget must be included.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750 per individual and/or \$2,000 per organization per calendar year.

4.3.7 **Arts, Culture, and Heritage Grant:** the purpose of the grant is to enable and encourage community not-for-profit arts, culture, and heritage organizations to

enhance their services and provide innovative community-based arts, cultural and heritage programs, projects and activities to the residents of the City of Cold Lake.

4.3.7.1 The Arts, Culture, and Heritage Grant will be eligible to Non-Profit Organizations only.

4.3.7.2 Arts and culture activities would include visual arts, media arts (film/video, photography, multimedia), performing arts, literary arts (storytelling, creative writing, prose, poetry), environment arts (architecture, urban design, landscape design, environmental installations), multicultural arts (ethnic celebrations), heritage arts (protection, restoration, display and interpretation of heritage archives and materials), educational arts (summer camps, youth festivals, youth and adult training programs for arts).

4.3.7.3 Project/Activity/Event/Program budget to be included in the proposal.

Up to a maximum of \$1,500 for an outcome-based program and/or a maximum \$3,000 per organization per calendar year.

4.3.8 **Screen Based Production Grant (SPG):** the purpose of the grant is to incentivize and support the development and growth of Alberta's Screen-Based Production Industry ~~in the~~ within the boundaries of the City of Cold Lake or located adjacent to the City in Wards 5 and 6 of the M.D. of Bonnyville No. 87, Métis, and First Nations communities neighbouring Cold Lake.

4.3.8.1 The SPG will be eligible to Non-Profit Organizations and Private Businesses.

4.3.8.2 The SPG must meet to same qualifications and eligibility as the Alberta Media Fund – Screen-Based Production Grant.

4.3.8.3 The SPG will not fund the following genres or types of production (including be not limited to): news, current events or public affairs programming, talk shows, sports event or activity, production that solicits funds, pornography/adult entertainment, advertising, productions for industrial corporate or institutional purposes, console or online video games, video distribution platforms or aggregators, production in respect to a game or contest.

4.3.8.4 Eligible organizations must be engaged primarily in film, television, and/or digital media production and demonstrate that their main activity is the creation of film or video productions available for public viewing.

4.3.8.5 Eligible projects must be new productions and no repackaging of previously completed projects will be considered. A project is defined as a segment of content intended for broadcast or distribution and may include a single production or a series of related productions that are produced or aired over a common time period.

4.3.8.6 Proposed budget must be included.

Each organization may receive up to a maximum of \$10,000 per calendar year.

- 4.3.9 **Community Fundraising Gala Events Grants:** the purpose of this grant is to provide financial support for Non-Profit Organizations that are hosting a ~~bonafide~~ fundraising galas ~~events hosted in the City of Cold Lake for the benefit of improving quality of life for the City of Cold Lake residents.~~

4.3.9.1 The Fundraising Gala Event Grant will be eligible to Non-Profit Organizations only.

4.3.9.2 The Gala event must have a structured fundraising program with sponsorship recognition opportunities and a detailed formal fundraising package is available. The sponsorship package must also include a description of what the funds generated from the gala will be used for.

4.3.9.3 Notwithstanding Section 4.3.9, the City may consider attendance to ticketed events. Understanding that some organizations provide tickets and/or tables within their structure fundraising, the City purchasing separate tickets and/or tables to such events are not considered as a Community Fundraising Gala Events Grant.

No maximum limit for funding has been identified of which each event Gala will be considered by the Committee on its own merits on a case-by-case basis.

- 4.3.10 **Other Structured Fundraising and/or Sponsorship Grants:** the purpose of this grant is to provide financial support for organizations that are hosting events not noted above. The request must be related to bonafide Community Recreation, Art, Culture and Heritage Investments.

4.3.10.1 Other Structured Fundraising and/or Sponsorship Grants will be eligible to Non-Profit Organizations and Private Businesses.

4.3.10.2 In the cases where organizations are seeking structured fundraising and sponsorship requests that the application of an organization requesting sponsorship funding from the City of Cold Lake, based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, this package will be included in the grant application as an attachment.

No maximum limit for funding has been identified due to the nature a structured fundraising initiative. Each event will be considered by the Committee on its own merits on a case-by-case basis.

- 4.3.11 **Other Community Recreation, Art, Culture and Heritage Investments:** The City of Cold Lake is always interested in hearing from the community and community groups relating to any and all ideas for bonafide Community Recreation, Art, Culture and Heritage Investments initiatives that may not be covered under an existing policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/program, the organization may wish to make an application directly to the Community Grant Advisory Committee for funding consideration. Such an application should be addressed directly to the Community Grant Advisory Committee.

This opportunity will be eligible to Non-Profit Organizations and Private Businesses.

No maximum limit for funding has been identified due to the unknown nature of ideas being proposed by the community. Each event will be considered by the Committee on its own merits on a case-by-case basis.

4.4 **Application Requirements and Criteria**

4.4.1 The following are criteria to make an application for consideration:

- 4.4.1.1 All applications must be complete and executed by an authorized individual with the appropriate endorsement to submit the application;
- 4.4.1.2 The applicant must be in good financial standing with the City;
- 4.4.1.3 An individual must be endorsed by, and a member of, a Non-Profit Organizations or Private Business in good standing with the City and be based within the boundaries of the City or located adjacent to the City in Wards 5 and 6 of the M.D. of Bonnyville No. 87, Métis, and First Nations communities neighbouring Cold Lake;
- 4.4.1.4 An organizing committee under the auspices of an affiliate or sponsoring not-for-profit organization in good standing with the City;
- 4.4.1.5 All requirements in Section 4.4.2 must be included in the application;
- 4.4.1.6 All additional requirements in Section 4.4.4 must be included in the application for all organizations that are not a “Non-profit Organization”;
- 4.4.1.7 All applications will be reviewed for criteria established in Section 4.5.

4.4.2 The following are required to be included on all grant applications (including Non-profit Organization and Private Businesses):

- 4.4.2.1 The name, address and telephone number of the organization making the application;
- 4.4.2.2 The name of the primary contact person for the application and their contact information if different from the organization;
- 4.4.2.3 The status of the organization making the application (not-for-profit, registered charity, government, for profit, etc.);
- 4.4.2.4 A copy of the organization’s registration certificate showing their current directors and authorities;
- 4.4.2.5 A clear indication of the request being made;
- 4.4.2.6 Demonstrate need for financial support;

- 4.4.2.7 A statement confirming that the organization has not received funding and/or be in a partnership arrangement with City of Cold Lake, its Council or other City Departments or affiliates in the same fiscal year for the same purpose or projects. This includes any further requests for facility fee reductions using various municipal facilities;
- 4.4.2.8 The organizations last audited financial statements or the most recent financial statements submitted to Alberta Corporate Registry, whichever is more recent, for any requests for funding exceeding 2,500 (except where a structured fundraising package is being used);
- 4.4.2.9 Details on how the contribution will be acknowledged if approved;
- 4.4.2.10 Economic impact benefiting the community by hosting the event;
- 4.4.2.11 An outline of fundraising initiatives that include:
 - 4.4.2.11.1 a detailed list of all fundraising secured to date in relation to the application;
 - 4.4.2.11.2 an outline of all fundraising efforts in relation to the application.
- 4.4.2.12 In the case that the application for funding for a program or event:
 - 4.4.2.12.1 The name, date and location of the program or event that funds are being requested for.
 - 4.4.2.12.2 A general description of the program or event that fund are being requested for.
 - 4.4.2.12.3 Details of where any surplus generated from the event will be allocated.
 - 4.4.2.12.4 A list of other organizations that funding is being requested for and the amount of the request.
 - 4.4.2.12.5 A detailed budget;
 - 4.4.2.12.6 Any additional information deemed appropriate to making a decision regarding the application.
- 4.4.3 The grant will not fund:
 - 4.4.3.1 Administrative costs such as personnel expenses, non-program related fundraising expenses and/or legal fees, wages or salaries;
 - 4.4.3.2 Individuals unless they have the written support of the non-profit organization they are involved with and will be the “sponsor” of the grant;

- 4.4.3.3 Religious or political activities,
- 4.4.3.4 Debt retirement, depreciation, retroactive or deficit funding;
- 4.4.3.5 Individuals recognized as producing tobacco, alcohol or cannabis products;
- 4.4.3.6 Expenditures for a program, event, training or travel that has already occurred.
- 4.4.3.7 Incomplete Applications
- 4.4.4 Additional Requirements for organizations that are not a “Non-profit Organization” (in: most instances, but not all, this will be Private Businesses) for Sections 4.3.2, 4.3.3, 4.3.8, 4.3.10, 4.3.11:
 - 4.4.4.1 Disclosure of estimated profit from the event.
 - 4.4.4.2 Disclosure of community investments that have occurred in the past year in the Cold Lake and community support initiatives that will be undertaken by the organization that benefit the residents of Cold Lake. This includes supports for Non-profit Organizations.
- 4.4.5 **It is recommended that** Applicants ~~are required to~~ attend as a delegation to answer questions on their application.
- 4.4.6 Approval of an application in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.
- 4.4.7 All applications should include a summary of efforts to source locally i.e. resources, labour, equipment, supplies and/or volunteers however, it will not form part of the Evaluation Criteria.

4.5 **Evaluation Criteria**

- 4.5.1 Applications will be assessed on the basis of the following criteria as they pertain to the purpose of the grants:
 - 4.5.1.1 New initiatives
 - 4.5.1.2 Fulfillment of all submission requirements
 - 4.5.1.3 Program Quality
 - 4.5.1.4 Community need, services and supplies
 - 4.5.1.5 Financial need and/or community benefit and/or allocation of surplus funds
 - 4.5.1.6 Target audience and membership
 - 4.5.1.7 Quantity and quality of impact on the community

- 4.5.1.8 Availability of grant funds
- 4.5.1.9 Executed application form
- 4.5.1.10 Organizations seeking funding from multiple sources shall be considered favorably.
- 4.5.1.11 Any additional evaluation criteria indicated in this policy for specific grants, or requirements as may be determined from time-to-time by Council.

4.6 **Reporting on Funding Received**

- 4.6.1 Funding agreement provided by the City must be executed for all funding authorized under this policy.
- 4.6.2 A final report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense. All Community Recreation, Art, Culture and Heritage Investment Grant final reports will be reviewed and checked by the Committee and reported to Council.
- 4.6.3 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.6.4 The City reserves the right to publish the name of an organization or individual in receipt of the grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.6.5 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant application/approval.
- 4.6.6 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

4.7 **Application Deadlines and Processing Times**

- 4.7.1 The deadline to apply for all grants under this Policy will be no later than the first Thursday of ~~each month to be considered at their next meeting. every second month being January, March, May, July, September, and November.~~
- 4.7.2 Applications ~~are preferred~~ ~~must~~ to be received at least 30 ~~60~~ days prior to the event (or the date the funds are required) to allow appropriate time for review by the Committee and consideration by Council. ~~Nonetheless, applications will be considered anytime after the event up to the first Thursday of November following the event.~~
- 4.7.3 The Community Grant Advisory Committee shall review Non-profit Organization applications ~~up to 12~~ ~~six-(6)~~ times a year, no later than 20 days following the application deadline for that bi-monthly intake.

- 4.7.4 As soon as practicable following the Community Grant Advisory Committee's meeting, **Administration, on behalf of the Committee**, shall provide a report of grant disbursement recommendations to Council at a Regular Meeting of Council.

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Community Grant Advisory Committee

7.0 Revision/ Review History

Supersedes Policy 070-FN-00

Repealed by Motion 2007- 036 on March 13, 2007

Amended October 28, 2014 by Motion No. CM20141028.21006.

Amended November 25, 2014 by Motion No. CM20141125.1027.

Amended July 12, 2016 by Motion No. CM20160712.1005.

Amended September 22 by 2020, Motion No. CRM20200922.1009.

Amended June 8, 2021 by Motion No. CRM20210608.1006- sections 4.2.8.5 and 4.3.1.

Amended September 27, 2022 by Motion No. CRM20220927.1006 – Sections 3.1, 4.2.2, 4.2.2.1, 4.2.2.2, 4.6.1.1, and 4.6.1.4.

Amended April 25, 2023 by Motion No. CRM20230425.1007 – Sections 4.2.2, 4.2.2.1, and 4.2.2.2.

Amended May 9, 2023 by Motion No. CRM20230509.1010 – Sections 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 3.8, 3.9, 3.10, 3.11, 4.1.1, 4.1.2, 4.2.1.1, 4.2.1.2, 4.2.2.1, 4.2.3.1, 4.2.4.1, 4.2.5.1, 4.2.6.1, 4.2.7.1, 4.2.8.1, 4.2.9, 4.2.9.1, 4.2.9.2, 4.2.9.3, 4.2.10, 4.2.10.1, 4.2.10.2, 4.2.10.3, 4.2.11, 4.2.11.1, 4.3, 4.3.1.1, 4.3.1.2, 4.3.1.3, 4.3.2, 4.3.2.1, 4.3.2.2, 4.3.2.3, 4.3.2.4, 4.3.2.5, 4.3.2.8, 4.3.2.9, 4.3.2.10, 4.3.2.11, 4.3.2.11.1, 4.3.2.11.2, 4.3.2.11.3, 4.3.2.11.4, 4.3.2.11.5, 4.3.2.11.6, 4.3.5, 4.3.6, 4.3.7, 4.3.9, 4.4, 4.4.2, 4.4.5, 4.4.6, 4.4.7, 4.4.8, 4.4.9, 4.4.10, 4.4.11, 4.5.3, 4.6.3, 4.6.4, 4.6.5, and 4.6.6.

Managerial Guidelines Amendment May 25, 2023 – Section 4.2.8.1.

Amended November 14, 2023 by Motion No. CRM20231114.1012 – Sections 3.2, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 4.1.3, 4.2, 4.2.1, 4.2.1.1, 4.2.1.2, 4.2.1.3, 4.2.1.4, 4.2.2, 4.2.2.1, 4.2.2.2, 4.2.2.3, 4.2.2.4, 4.2.2.5, 4.2.2.6, 4.2.3, 4.2.3.1, 4.2.3.2, 4.2.3.3, 4.2.3.4, 4.3.1.2, 4.3.1.2.1, 4.3.1.2.2, 4.3.2.1, 4.3.2.4.1, 4.3.3.3.1, 4.3.4.2, 4.3.4.3, 4.3.4.5, 4.3.5.1, 4.3.5.2, 4.2.5.3, 4.3.5.3.1, 4.5.5.3.2, 4.2.5.3.3, 4.2.5.3.4, 4.2.5.3.5, 4.3.6.4, 4.3.7, 4.3.11, 4.4.2, 4.4.2.8, 4.4.2.10, 4.4.11, 4.4.2.11.1, 4.4.2.11.2, 4.4.2.12.3, 4.4.3.1, 4.4.3.4, 4.4.3.7, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.1.3, 4.6.1, 4.6.3, 4.7.1, 4.6.1.1, 4.6.1.2, 4.6.1.3, 4.6.1., 4.7.1, 4.7.2, 4.7.3, 4.7.4, 4.7.5, 4.7.6.

Amended May 14, 2024 by Motion No. 20240514.1008 – Sections 3.2, 3.3, 3.4, 3.6, 3.8, 4.1.4, 4.2.2.1, 4.2.2.6, 4.2.3.1, 4.3.2, 4.3.9.3, 4.3.10.2, 4.3.10.3, 4.3.11, 4.4.1.1, 4.4.1.2, 4.4.1.3, 4.4.1.4, 4.4.1.5, 4.4.1.6, 4.4.1.7, 4.6.2, 4.6.5, 4.7.2, 4.7.5.

Date

Chief Administrative Officer

Date

Mayor

