



CITY POLICY

POLICY NUMBER: C211G

REFERENCE:

City Council 2006 06 20
City Council 2002 07 22
City Council 2001 07 31
City Council 1996 12 10
City Council 1994 10 11
City Council 1993 10 26
City Council 1992 01 14

City Council 1990 11 17
City Council 1983 11 15
City Council 1983 09 27
City Council 1983 08 16
City Council 1982 02 23

ADOPTED BY:

City Council
10 April 2013

SUPERSEDES:
211F

PREPARED BY: Community Services

DATE: 3 April 2013

TITLE: Community Investment Grants to Organizations and Individuals

Policy Statement:

The City of Edmonton May Provide:

- A. Limited operating assistance to not-for-profit organizations of Edmonton whose programs or activities result in benefits to Edmonton however an applicant that can accomplish an adequate level of activity without a grant, may not be recommended for a grant.
- B. Limited financial assistance to not-for-profits organizations or individuals resident in Edmonton travelling to a western Canadian, national or international arts, recreation, multicultural or sport event.
- C. Limited financial assistance to not-for-profit organizations hosting provincial, western Canadian, national or international recreation, multicultural or sport events in Edmonton.

This policy does not apply to programs of assistance:

- A. To community leagues administered by the City of Edmonton.
- B. Which the City of Edmonton administers on behalf of another order of government.
- C. For capital purposes.



CITY POLICY

The purpose of this policy is to:

Provide eligibility criteria and evaluation guidelines for the awarding of Community Investment Grants to Organizations and Individuals

Provide Support to Not-For-Profit organizations

The City of Edmonton values the contributions that the not-for-profit sector makes in social, personal, economic and environmental areas, and commits to funding through this policy. Edmonton is known for its able and willing volunteers. Many of these serve the community through not-for-profit organizations providing a myriad of arts, social service, recreation, sport, multi-cultural, heritage and other community-based programs and services that the City of Edmonton could never sustain. In addition to the direct services they provide, the not-for-profit sector generates economic activity, develops community leadership, and empowers citizens to contribute to building strong and caring communities.

Provide Support to Individuals

The City of Edmonton commits, through this policy, to supporting individuals and teams selected to represent the City in eligible events. Citizens achieving excellence in arts, recreation, multicultural or sport activity contribute to the quality of life in Edmonton by bringing recognition to the City, contributing to our sense of community, and encouraging others to participate in healthy productive activity.

General Eligibility Criteria and Evaluation Guidelines

- a) Operational funding and other forms of assistance from the City of Edmonton whether through grants or lease subsidies, will be considered in the review of an Operating Grant.
- b) An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Grant Committee's review of the grant applications shall not normally be recommended for a grant.
- c) The grant applied for shall not be intended or used for the funding of a specific project except where specified.
- d) In general, an Applicant will not normally receive a grant in excess of 25% of its operating expenditures as reported in its financial statements as recorded for the most recent financial year.
- e) The maximum and minimum grant award may be established annually based on grant funding available.
- f) All Applicants will be provided with a written basis of the decision, regarding their initial grant recommendation, within a reasonable time after the application deadline.

Appeals

There shall be limited provisions by which an appeal can be made. An appeal must follow the identified appeal process of the designated Board.



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The following four matters will not be considered as viable grounds for appeal:

- i. Changes in circumstances of the Applicant since the date of the Grant Application. The circumstances of the Applicant and of the appeal must be limited to the date on the original Grant Application or the deadline date for filing the Grant Application, and not the facts or circumstances subsequently arising;
- ii. Actions of City Departments which have affected the Applicant since the deadline date for filing the Grant Application will not be considered relevant (e.g. complaints about taxes, utilities, rentals);
- iii. Changes in the Application since the grant deadline date will not be considered;
- iv. An appeal from a finding of fact regarding fundamental eligibility is not appealable (e.g. late submission, incomplete Grant Application, Applicant not properly registered as a not-for-profit society).



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POLICY NUMBER: C211F

AUTHORITY: City Manager

EFFECTIVE DATE: 20 June 2006

TITLE: **Community Investment Grants to Organizations and Individuals**

DEFINITIONS

- 1.01 "Applicant" means an organization or individual applying for a Grant pursuant to this policy.
- 1.02 "Boards" means those groups of citizens designated by City Council to make recommendations to City Council on Grants applications and on such other matters as may from time-to-time be requested by City Council.
- 1.03 "Constitutional Documents" means the documents by which an Applicant is incorporated or created and includes an Application for Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association and Bylaws.
- 1.04 "Community Activity" means programs and activities provided by Applicants which help the City's citizens to strengthen personal or community life.
- 1.05 "Community Services Committee" means the Community Services Committee of City Council.
- 1.06 "Community Investment Grant" means a Grant awarded by the City to an Applicant pursuant to this policy.
- 1.07 "Designated Contact" means a person assigned the responsibility to administer the responsibility to administer the grant program pursuant to Bylaw 14157 as follows: Edmonton Arts Council, Section 5, Community Services Advisory Board, Section 6 and the City Manager, Section 7.
- 1.08 "Policy" means this City policy together with all attachments hereto as amended from this time.
- 1.09 "Social Services" defined as social programs and activities provided by not-for-profit organizations which help the City's citizens to strengthen personal or community life.
- 1.10 "Multicultural" means the practice of promoting human and group relations, in which ethnic, racial, religious and linguistic similarities and differences are valued, respected and exchanged.
- 1.11 "Recreation/Amateur Sport" means all those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.
- 1.12 "The Edmonton Art Gallery" means a Society incorporated pursuant to the Societies Act of Alberta, its successors or assigns,, which as a museum is dedicated to programs, stewardship and presentation of visual arts in Western Canada and across the nation.
- 1.13 "Heritage" means activities and experiences relating to the history, or traditions of individuals, organizations or groups as related to or through the Edmonton story.



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2.01 FUNDING

- a) Funding requirements for Grants will be provided through the City's budget process;
- b) Wherein City Council authorizes a Grant for an activity or event that includes the use of City property, services or facilities on a lease, license, or specific-use rental basis; the respective civic department shall be compensated by the Applicant for the costs associated with those properties, services, or facilities rendered by the Applicant.

2.02 APPLICATIONS

- a) **Deadline Date**
 - i. Applications for Community Investment Operating Grants shall normally be submitted to the Designated Contact in the month of November. A specific deadline date will be established annually by agreement between the Community Services Advisory Board and the Community Services Department. Applications will be submitted prior to the year during which the Grant application will be considered;
 - ii. Applications for Community Investment Travel Grants for Organizations and Individuals will be accepted throughout the year;
 - iii. Applications for Community Investment Hosting Grants will be accepted up to the annual deadline(s) established by the Community Services Advisory Board;
 - iv. Applications administered through the Edmonton Arts Council will be subject to deadline dates determined annually by the Edmonton Arts Council Board and Committees.
 - v. Applications administered through the Edmonton Heritage Council will be subject to deadline dates determined annually by the Edmonton Heritage Council Board and Committees.

2.03 Administration shall:

- a) With respect to Grants under the jurisdictions of the Community Services Advisory Board and the Department, administer this policy in accordance with the directions of City Council;
- b) With respect to this policy provide administrative support and financial advice to City Council, Community Services Committee, Community Services Advisory Board, Edmonton Arts Council, Edmonton Heritage Council and all other City Departments as may, from time-to-time, be necessary;
- c) Where possible, ensure the payment of outstanding City claims against an Applicant prior to forwarding any cash Grant to that Applicant;
- d) Administer Grants approved by City Council on behalf of the Community Services Advisory Board and report thereon to City Council from time-to-time;



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- e) In conjunction with the Community Services Advisory Board ascertain the relative merit of Applicants for Grants to be evaluated by the Board;
- f) Act as a liaison among the Applicants, Community Services Advisory Board, Community Services Committee and City Council;
- g) With respect to the Edmonton Art Gallery "Keeping the Doors Open" Terms of Reference (Attachment II), recommend and administer the Grant for the Edmonton Art Gallery;
- h) Submit through the budgetary process, reports and recommendations to City Council for those Grant programs and budgets under the jurisdiction of the Community Services Advisory Board and the Edmonton Art Gallery "Keeping the Doors Open" Grant;
- i) Administer and award the Travel Grants for Sport, Recreation and Multicultural Organizations and Individuals in accordance with eligibility, conditions, and guidelines established by this policy;
- j) As required, convene an ad hoc committee to review emergent grant requests.

2.04 GRANT AWARDS

- a) The Applicant will be notified of the Grant award within a reasonable time after the application deadline;
- b) The Applicant shall submit the required financial accounting as per the specific grant program guidelines;
- c) Conditional Grant - A Grant may be recommended and approved subject to the satisfaction of one or more conditions and the payment of that Grant shall not be made until those conditions are satisfied.

Attachment 1 Terms of Reference – Community Investment Grant Program – Operating

Attachment 2 Terms of Reference – Community Investment Grant Program – Hosting

Attachment 3 Terms of Reference – Community Investment Grant Program – Travel

Attachment 4 Terms of Reference – Edmonton Art Gallery “Keeping the Doors Open”

Attachment 5 Terms of Reference – Community Investment Grant Program – Arts and Festivals

Attachment 6 Terms of Reference – Community Investment Celebrations Grant Program

Attachment 7 Terms of Reference – Community Investment Grant Program - Heritage



CITY PROCEDURE

TERMS OF REFERENCE - COMMUNITY INVESTMENT GRANT PROGRAM – OPERATING

1. Purpose

The purpose of providing operating assistance to not-for profit organizations is to enhance the organizations ability to provide programs, services or activities that result in benefit Edmontonians.

2. Composition of Grant Committees

The Community Services Advisory Board will normally establish Grant Committees on an annual basis to review grant applications received from not-for-profit organizations. Each Grant Review Committee will normally consist of not fewer than five persons, with the Chair being a Board member. Each Grant Review Committee will normally be composed of Board members and non-Board members representing the constituencies of the Applicants.

CONDITIONS

- a) The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.
- b) The Applicant activities shall normally fall within one or more of the following categories:
 - Social Services
 - Multicultural
 - Recreation/Amateur Sport
- c) Within all appropriate deadlines, the Applicant must have filed all documents and provided all information required or requested by the Designated Contact for its funding request, including all Incorporating Documents as amended, all City lease, license and rental information, and a properly completed and legible application for the Grant.
- d) To access Community Investment Operating Grants Applicants will be evaluated based on the General Principles and Guidelines, and the three year funding Program Priorities as approved by the Community Services Advisory Board.:

GUIDELINES

- a) Operational funding and other forms of assistance from the City of Edmonton whether through grants or lease subsidies, will be considered in the review of an Operating Grant.
- b) An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Grant Committee's review of the grant applications shall not normally be recommended for a grant.
- c) The grant applied for shall not be intended or used for the funding of a specific project.
- d) An Applicant will not normally receive a grant in excess of 25% of Applicants operating expenditures as reported in its financial statements as recorded for the most recent financial year.
- e) All Applicants will be provided with a written basis of the decision, regarding their initial grant recommendation, from the Grant Review Committee, within a reasonable time after the application deadline.



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- f) Appeals will be made consistent with the procedures outlined within City Policy C211F. Any Applicant may appeal to the Community Services Advisory Board in the case where it can be demonstrated that the Grant Review Committee was in error in their understanding of the application.



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TERMS OF REFERENCE - COMMUNITY INVESTMENT GRANT PROGRAM – HOSTING

- a) Eligible Recreation/Amateur Sport events must:
 - i. be endorsed or sanctioned by the appropriate Provincial, Western Canadian, National or International governing body;
 - ii. determine the champion for the respective level of competition (Provincial, Western Canadian, National, or World Champion);
 - iii. be open events that are not restricted to the members of a certain group or club.
- b) Eligible Multicultural events must:
 - i. be of Provincial, Western Canadian, National or International scope and significance;
 - ii. have as its primary focus the promotion of human and group relations in which ethnic, racial, religious and linguistic similarities and difference are valued, respected and exchanged;
 - iii. be events, which include participation of many ethnic, religious and/or linguistic groups and which are not restricted to members of certain groups or clubs.
- c) Grants will not be available for:
 - i. banquets or similar types of events;
 - ii. conferences, symposiums;
 - iii. education institutions or their affiliated foundations.

CONDITIONS

The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.

- a) Grants will be considered in support of direct operating costs, which may include facility and equipment rentals, adjudication fees, recognition awards, printing, and publicity or in-City participant transportation. Where City of Edmonton facilities or services are utilized, current rates will apply.
- b) The Applicant must be the sponsor or co-ordinator of the event.
- c) In addition to a completed application form, Applicants shall provide:
 - i. an official letter of endorsement from the appropriate body acknowledging the Applicant has been awarded the right to host the event;
 - ii. an estimated operating budget for the event (including total revenues and expenditures);
 - iii. a program of events including projected participant and spectator attendance;
 - iv. plans for recognizing the City of Edmonton grant.
- d) Applicants will be evaluated based on the General Principles and Guidelines, and will consider the following Program Priorities:



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- i. the number of local, Regional, National and International participants attending the event;
- ii. evidence of volunteer support relative to the scope of the event;
- iii. the Applicant's affiliation with recognized Municipal, Provincial or Federal governing bodies;
- iv. the extent to which the activities of the Applicant bring Provincial, National, or International recognition to the City of Edmonton.

GUIDELINES

- a) Applicants receiving other forms of assistance from the City of Edmonton whether through grants or lease subsidies will be considered in the review of a Hosting Grant.
- b) An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Board reviews the grant applications shall not normally be recommended for a grant.
- c) Applicants will be notified in writing of the recommended grant award within a reasonable time after the application deadline.
- d) A maximum of 75% of the recommended grant award will normally be paid to the Applicant within a reasonable period of time as determined by the Community Services Advisory Board following approval of the grant award by City Council.
- e) The balance of the grant payment will be made to the Applicant within a reasonable period of time subsequent to submission of the required financial statement and event final report.
- f) Appeals will be made consistent with the procedures outlined within City Policy C211F. Any Applicant may appeal to the Community Services Advisory Board in the case where it can be demonstrated that there was an error in the understanding of the application.
- g) The maximum hosting grant for an applicant will not normally exceed 25% of the applicant's eligible expenses for hosting the event.



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TERMS OF REFERENCE - COMMUNITY INVESTMENT GRANT PROGRAM – TRAVEL

1. PURPOSE

It is the responsibility of the Community Services Department and the Designated Contact to review and award travel Grant applications from eligible Applicants travelling to Western Canadian, National or International events.

The Applicant activities must fall primarily within one or more of the following categories:

a) Amateur Sport

A travel grant may be awarded to assist an Applicant to pay travel costs from Edmonton to a destination for the purpose of competing in a Western Canadian, National or International sport championship competition sanctioned by the amateur National sport governing body who is recognized by Sport Canada or a recognized International sport governing body.

b) Recreation and Multicultural

A travel grant may be awarded to assist an Applicant to pay travel costs from Edmonton to a destination for the purpose of participating in an invitational National or International recreation, or multicultural event sponsored or coordinated by a registered not-for-profit organization.

2. AUTHORITY/LEGISLATION

Authorization: Bylaw #14157 and the Policy

3. ELIGIBILITY

a) APPLICANTS' ELIGIBILITY – AMATEUR SPORT:

- i. be resident within the boundaries of the City of Edmonton;
- ii. individuals, groups or teams of amateur status;
- iii. sponsored by or affiliated with a registered not-for-profit sport organization;
- iv. where applicable, judged as "best in the City" through local competition;
- v. judged as provincial champion or hold number one ranking in Alberta through competition sanctioned by an amateur provincial sport governing body who is recognized by the Alberta Sport, Recreation, Parks and Wildlife Foundation;
- vi. athletes receiving Federal Carding assistance are not eligible to be considered for sport travel grant funding;
- vii. athletes or teams receiving 100% travel subsidy through the National or Provincial Sport Governing body, shall not be considered for a sport travel grant;
- viii. athletes or teams representing Educational Institutions or Corporate Entities shall not be eligible for support under the sport travel grant program;



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- ix. for Western Canadian, National, or World Championships, the team or athlete shall be the recognized Champion, by the provincial or national sport governing body, in the category of competition;
 - x. provision may be made on a case-by-case basis for those athletes or teams selected by the provincial sport governing body to represent Alberta at the National Championships, provided there is no competition to recognize a provincial champion in a particular class or category;
 - xi. notwithstanding the above criteria, Applicants may be considered on a case-by-case basis where an invitation has been extended to try out for a national team or to an event that will lead to competition at the international level.
 - xii. the extent to which the activities of the Applicant bring Provincial, National, or International recognition to the City of Edmonton will be considered.
- b) **APPLICANT ELIGIBILITY - MULTICULTURAL AND RECREATION**
- i. be resident within the boundaries of the City of Edmonton;
 - ii. individuals, groups or teams of amateur status;
 - iii. normally sponsored by or affiliated with a registered not-for-profit recreation or multicultural organization;
 - iv. able to demonstrate a level of achievement or excellence in their field (from past successes or current activities) at a municipal, provincial or national level;
 - v. selected or otherwise requested to attend by officials affiliated with the sponsoring or coordinating organization based on excellence in their field locally, nationally, and internationally;
 - vi. normally afford opportunity for the Applicant to publicly demonstrate their skill or ability in the respective discipline or class and should not be limited to a workshop or training opportunity;
 - vii. the extent to which the activities of the Applicant bring Provincial, National, or International recognition to the City of Edmonton will be considered.

4. CONDITIONS

The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.

5. GUIDELINES – AMATEUR SPORT, RECREATION, MULTICULTURAL

- a) the Applicant will not normally receive more than one travel grant in a calendar year;
- b) An Applicant with ten or fewer participants may include transportation costs of one non-participating guardian/official. An Applicant with more than ten participants may include transportation costs of two non-participating guardians/officials;



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- c) Travel grants for teams/groups will be pro-rated according to the percentage of participants who reside in the City of Edmonton;
- d) Applicants are eligible for grant awards in accordance with the following formula:
 - i. 25% of airfare, bus fare or bus charter up to the specified maximum;
 - ii. reimbursement for vehicle use will be established annually on a per kilometre basis (from city centre to city centre) for each vehicle up to the group per maximum (3 eligible participants per vehicle)
- e) grant awards of under \$100 will not normally be considered;
- f) the actual amount of a grant is subject to the availability of funds;
- g) Applicants shall submit a completed City of Edmonton travel grant application form. Applications are accepted upon qualification or confirmation of participation and up to 90 days after the event.
- h) Applicants must include:
 - i. an official letter from the appropriate sanctioning body, which verifies the date(s) and location of the event and acknowledges the Applicant as the recognized competitor/participant;
 - ii. proof of travel cost as provided by a commercial airline, bus company or car rental agency;
 - iii. number of private vehicles being used as a means of transportation to the event;
 - iv. a list of the names and addresses of the competitors and non-participating officials that will be travelling from Edmonton to the event;
- i) within 90 days of the event, Applicants must verify travel to the event by providing:
 - i. proof of participation in the event and outcome of the competition (i.e. media report, official's record, letter from sanctioning organization);
 - ii. a list of the names and addresses of the competitors/participants and non-participating officials who actually travelled from Edmonton to the event;
 - iii. a statement describing the Applicant's total expenditures and sources of revenue specific to participation in the event.
- j) all Applicants will be provided in writing with their grant decision within a reasonable time after the application submission;
- k) appeals will be made consistent with the procedures outlined within City Policy C211F. Any Applicant may appeal to the Community Services Advisory Board in writing in the case where it can be demonstrated that there was an error in the understanding of the application.



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TERMS OF REFERENCE – EDMONTON ART GALLERY "KEEPING THE DOORS OPEN"

1. PURPOSE

It is the responsibility of the Community Services Department and the Designated Contact to review and award the annual grant application of the Edmonton Art Gallery.

2. AUTHORITY/LEGISLATION

Bylaw #14157 and the Policy.

3. DEFINITIONS IN THIS ATTACHMENT

In this Attachment IV to the Policy:

- a) "E.A.G." means the Edmonton Art Gallery.
- b) "Keeping the Doors Open" means those Grant dollars awarded to the E.A.G. to cover costs associated with maintaining a clean, well-lighted, heated and secure facility.

4. GUIDELINES AND COST CRITERIA APPLICABLE TO THE EDMONTON ART GALLERY ANNUAL "KEEPING THE DOORS OPEN" GRANT

a) Guidelines

- i. The City of Edmonton will assist the Edmonton Art Gallery through a Grant to be applied towards the Edmonton Art Gallery's costs of "Keeping the Doors Open."
- ii. The payment of the current year's Grant will be made in two instalments on an annual basis.

The first instalment will represent 80% of the approved current year's total budget figure for Edmonton Art Gallery Grant and will be authorized for payment by City Council upon review of a report to be generated by the Community Services Department, normally for the last regularly scheduled meeting of City Council in January of each year. This report would include the most recent up-to-date financial statements prepared by the E.A.G. and reviewed by the Community Services Department, and a program/service action and recommendation report based on data available to date prepared by the Community Services Department. The financial statements prepared by the E.A.G. will be based on items 4.b) i. and 4.b) ii. of this attachment.

The second instalment will represent the remaining operating Grant up to the maximum eligible expenditures to complete the total Grant support to the Edmonton Art Gallery for the current year.

City Council will authorize payment of this second instalment upon review of an update to the previous report generated by the Community Services Department for the last regularly scheduled meeting of City Council in May of each year. This update



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document will incorporate a review of both the Edmonton Art Gallery's audited financial statement from the previous year and the Gallery's previous year's programs and services.

- iii. The Edmonton Art Gallery will be responsible for providing audited statements based on items 4.b.i. and 4.b.ii. of this attachment. These expenditures must be clearly identified.
- iv. If, by the end of January budget allocations have not been finalized or approved by City Council, Council may authorize an advance for the first instalment for the current fiscal year's Edmonton Art Gallery Grant for 80% of the total previous year's Grant (approved budgeted dollar figure).
- v. Any interest accrued by the E.A.G. on funds allocated for both the first and second instalments for their current fiscal year's Grant will be reported by the E.A.G. These interest funds will be considered unencumbered (not for just facility operating expenses) and may be used by the E.A.G. to cover general operating expenses. These operating expenses should be reported by the E.A.G. in their audited financial statements.
- vi. These policies and procedures will be reviewed at least once every three years (prior to the end of June).

b) Cost Criteria

i. Maintenance

The types of maintenance costs that would be considered eligible for support by this Grant include, but are not limited to, the following:

- cleaning of building interior;
- normal repairs and replacement to building interior and building support equipment;
- light and power supply necessary to permit the display of objects of art and the operation of building support equipment;*
- heating of the building interior to a reasonable level of comfort;
- salaries for duties related to maintenance of building interior and support equipment;*
- outside cleaning and air shafts to boiler room;
- painting of interior walls and cleaning of carpet and walls as a result of normal wear and tear, not more than once every three years;
- purchase or instalment of equipment related to energy conservation initiatives, which would reduce future facility operating costs;
- salaries for building management;
- costs associated with public safety;

{*Support equipment refers to heating, air conditioning, and other equipment related to the comfortable operation of the building.}

Costs that would not be considered eligible for support by this Grant include, but are not limited to, the following:

- relocation of walls or any other construction;



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- purchases of program related equipment;
- heating of sidewalks or outside ramps;
- upgrading of internal environment to meet museum conservation standards;
- upgrading, retrofitting or maintaining the integrity of major structural components of the facility such as walls, roofing systems and the facility foundation.

ii. Security

The types of security costs that would be considered eligible for support by the Grant include, but are not limited to, the following:

- any insurance coverage deemed necessary for facility operation including fire, boiler explosion and public liability within the facility and outside the facility to the property line or at the point when the City assumes responsibility for public liability insurance;
- security guards while on duty for the purposes of ensuring a safe and secure facility and the safety of public patrons;
- basic alarm system and cost of one telephone line.

Costs that would not be considered eligible for support by this Grant include, but are not limited to, the following:

- insurance costs covering works of art while on display or while in storage or in transit;
- ancillary telephone equipment such as intercom facilities and extension telephones.

It is to be understood that the E.A.G. sets its own viewing hours without City-imposed constraints. These viewing hours may vary from season to season or to accommodate special events or exhibition openings.

5. PROCEDURES APPLICABLE TO EDMONTON ART GALLERY GRANT

- a) On or before December 1 of each year, the E.A.G. shall submit an operating Grants request for the next calendar year to the Community Services Department. This request will include:
 - i. the most recent audited financial statement of the E.A.G. outlining revenue and expenditures based on items 4.b.i. and 4.b.ii. of this attachment;
 - ii. an unaudited financial statement for expenses and revenues normally covered by the Grant up to the end of the E.A.G.'s third quarter (being September 30) of the year of application;
 - iii. a projection for expenses and revenues for the last quarter for the year of application to be submitted by the last quarter for the year of application to be submitted by the E.A.G. as soon as it is available;
 - iv. a detailed program and service package for the year in which the E.A.G. is making a request for the next year's Grant Support which will include:
 - a statistics and information sheet;
 - a list of exhibitions;



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- attendance figures;
 - a special events calendar and documentation of community support or involvement.
- b) Based on the E.A.G.'s current operating Grant request plus the support documentation (financial and program), the Edmonton Community Services Department will prepare a report for review by City Council at its last regularly scheduled meeting in January of the next year.
- This information report will include interim financial and program reports (the financial report to be produced and provided by the E.A.G. This report is to be reviewed by the Community Services Department's Financial Services Section) and will indicate the dollar amount for the first instalment payable to the E.A.G.
- c) After the E.A.G. annual general meeting normally held in April of each year, the E.A.G. will submit to the Community Services Department its audited and approved financial statement for the previous year end. These audited statements will clearly identify costs associated with this policy (see item 4.b) Cost Criteria). The E.A.G. will submit finalized program, service and attendance information for the previous year-end to the Community Services Department.
- d) The Community Services Department shall conduct financial, program and services reviews based on the information supplied by the E.A.G. The Community Services Department will review the audited financial statement and verify that the previous year's costs were in keeping with the cost criteria of these terms of reference to the E.A.G.'s Operating Grant support.
- e) At the City Council's discretion, the E.A.G. may be required to provide further documentation or submit to an operational audit by the Office of the Auditor General. Cost of this is to be borne by the E.A.G.
- f) Should the E.A.G. require cash funding over and above the amounts here-in before specified to "Keeping the Doors Open," it may appeal to the Community Services Committee after City Council has reached a decision on the recommendations which may come before it in January or May of each year.



CITY PROCEDURE

TERMS OF REFERENCE - COMMUNITY INVESTMENT GRANT PROGRAM - ARTS AND FESTIVALS

1. PURPOSE

To review applications for arts and festivals funding through Operating, Seed, Project, Travel and Emergency/Organizational Support Grants and to forward recommendations for funding to the Community Services Committee and City Council.

To review and provide advice on special arts and festivals or ad hoc funding requests referred or directed to the Board by the Office of the Mayor, City Manager, City Council or Committees of City Council and to make recommendations regarding funding.

To coordinate policy updates and revisions and make recommendations on policy changes to the Community Services Committee or City Council.

2. AUTHORITY/LEGISLATION

- a) Bylaw #14157 and the Policy.
- b) Service Agreement between the City of Edmonton and the Edmonton Arts Council.

3. DEFINITIONS IN THIS ATTACHMENT

- a) "Arts" means all those symbolic representations of a people's worldview transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof.
- b) "Arts Peer Jury" means the committee representative of the arts disciplines and comprised of artists or arts professionals with expertise in the Applicant's field.
- c) "Board" means the Edmonton Arts Council Boards of Directors.
- d) "Festival" means an event occurring over 2 or more days produced by an eligible Applicant that has as its main purpose the celebration of a theme of interest and appeal to the general public.
- e) "Celebration" means a one day event actively programmed around a theme, anniversary, or other occasion with a significant cultural component in the broadest sense.
- f) "Festivals Peer Jury" means the committee representative of the festivals community comprised of individuals with recognized relevant experience or expertise in their field.
- g) "Project" means a single activity taking place within a specific time frame with a delineated budget.
- h) "Emergency" means a unique, critical situation caused by an action or event that was unforeseeable; and, if not dealt with, will jeopardize the artistic standard or overall health of an eligible arts or festival organization.



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4. COMPOSITION OF PEER JURIES

The Edmonton Arts Council Board will assume overall responsibility for the arts and festivals Community Investment Program and will establish an Arts Peer Jury, Festival Peer Jury, and Peer Juries or Committees for other EAC directed Community Investment programs to ensure expert assessment and community involvement. Procedures establishing the juries will be published and made available through the Edmonton Arts Council office.

5. GUIDELINES APPLICABLE TO THE EDMONTON ARTS COUNCIL COMMUNITY INVESTMENT PROGRAM

A. **Operating Funding for Arts Organizations**

The purpose of providing operating assistance to arts organizations is to ensure support, which will help to create a stable funding base and to enhance the ability of organizations to produce and perform artistic works for the benefit of all Edmontonians.

1) **Fundamental Eligibility Criteria - To Be Determined Before Scoring/Evaluation**

- a) The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.
- b) The Applicant's activities must primarily fall within the arts category.
- c) Within all appropriate deadlines, the Applicant must have filed all documents and provided all information required or requested by the Designated Contact for its funding request, including all Incorporating Documents as amended, all City lease, license and rental information, and a properly completed and legible application for the Grant.

2) **Specific Programs and Guidelines for Scoring and Evaluating Fundamentally Eligible Arts Applicants and Their Funding Applications**

For reasons considered by the Board (or any of its Committees or Juries) to be fair, practical, and reasonable, Applicants may be grouped or categorized such that they can be more appropriately compared and evaluated and funding may be recommended on the basis of these groupings or categories of Applicants.

In addition, three general factor areas have been identified for assessment and evaluation of applications: Programme and Activities Factors, Community Relations and Outreach Factors, and Financial Factors. These factors shall be taken into account in the evaluation of each Applicant by the Board and Juries. The Factors will be weighted as follows: 50% for the Programme and Activities Factors; 30% for the Community Relations and Outreach Factors; 20% for the Financial Factors. Within these Factor Areas the weighting and scoring shall be left to the judgement of the appropriate Juries.

Factor Area #1: Programme and Activities Factors



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- i. The Applicant's activities are directed to the improvement of the quality of life in Edmonton.
- ii. The Applicant conducts its activities primarily in, and for the benefit of, the residents of Edmonton.
- iii. The activities of the Applicant are of quality to merit public support.
- iv. The Applicant demonstrates innovation in its programming and activities.
- v. The Applicant demonstrates audience support and response.
- vi. The Applicant reaches beyond its membership in its activities and support.
- vii. The Applicant's activities are supported, guided or directed by persons with accredited or professional qualifications or with relevant experience.
- viii. The Applicant's activities bring provincial, national or international recognition to Edmonton.

Factor Area #2: Community Relations and Outreach Factors

- i. The Applicant encourages the participation of Edmontonians.
- ii. The Applicant collaborates with other non-profit organizations in pursuing its objectives.
- iii. The Applicant encourages membership in its organization.
- iv. The Applicant has a strong volunteer program.

Factor Area #3: Financial Factors

- i. The Applicant expends its financial resources in Edmonton.
- ii. The Applicant is managed in a responsible manner.
- iii. The Applicant demonstrates fiscal responsibility.
- iv. The Applicant demonstrates initiative and success in generating revenue other than municipal funding.
- v. Consideration will be given to Applicants who do not receive significant funding from other municipal governments.

B. Arts Travel Funding

1) Fundamental Eligibility Criteria - To Be Determined Before Evaluation

- a) The Applicant and its funding application must satisfy the criteria set out in the General Principles.
- b) The Applicant's activities must primarily fall within the arts category.
- c) The Applicant cannot have received funding under Operating funds for Arts Organizations or Festival Operating Funding and Festivals Seed Funding in the same year as Arts Travel Funding is received.



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- d) Within all appropriate deadlines, the Applicant must have filed all documents and provided all information required or requested by the Designated Contact relating to its application for funding, including all Incorporating Documents as amended, all City lease(s), license and rental information, and a properly completed and legible application for the Grant.

2) **Specific Programs and Guidelines for Evaluating Fundamentally Eligible Applicants and Their Grant Applications**

A travel grant may be awarded, subject to availability of funds, to an individual or group once annually, to assist an Applicant to pay travel costs from Edmonton to a destination for the purpose of training, development, presentation or marketing.

The Edmonton Arts Council Board will assess applications using the following three (3) factors:

- a) Demonstrates benefits to the individual(s).
- b) Demonstrates that the opportunity is unique and not available in Edmonton.
- c) Demonstrates the Applicant's proposed activity will bring benefit to the community.

Applicants must submit an overall project budget with their application.

C. **Festivals Operating Funding and Festivals Seed Funding**

The purpose of these programs is to provide operating assistance to established non-profit organizations for the purpose of producing festival events in Edmonton and to fund new/emerging festivals and special projects with an emphasis on joint or collaborative initiatives. Festival applications will be assessed by a Festivals Peer Jury.

The following guidelines shall apply:

1) **Fundamental Eligibility Criteria - To Be Determined Before Scoring/Evaluation**

- a) The Applicant and its funding application must satisfy the criteria set out in 2.05 of the General Principles.
- b) The Festival must have as its main purpose the celebration of some theme of interest and appeal to the general public (i.e. not of interest and appeal solely to members or associates of the organization or to specific ethnic or religious groups).
- c) The Festival must occur within the corporate limits of the City of Edmonton.
- d) The Festival must have predetermined opening and closing dates.
- e) The Festival must have an obvious presence in the community.
- f) Within all appropriate deadlines, the Applicant must have filed all documents and provided all information required or requested by the Designated Contact with respect



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to its application for funding, including all Incorporating Documents as amended, all City lease, license and rental information, and a properly completed and legible application for the grant.

2) **Specific Programs and Guidelines for Scoring/Evaluating Fundamentally Eligible Festival Applicants and their Applications**

i. Festival Operating Funding

The purpose of this assistance is to provide limited operating assistance to established non-profit organizations for the purpose of producing festival events in Edmonton. The Applicant and the festival program will be assessed in accordance with the following criteria as appropriate:

- a) Extent to which an Applicant's revenues are derived from multiple sources to create a stable funding base.
- b) Extent to which the Applicant has established partnership initiatives and is reaching out to form new alliances.
- c) Extent to which there is opportunity for volunteers to participate in organizing and implementing the Festival.
- d) Extent to which the Applicant will ensure an appropriate measure of public access. Consideration will be given to free events vs. ticketed events and ticket price.
- e) Extent to which the Festival benefits the not-for-profit sector through nurturing and stimulating other not-for-profit groups.
- f) Extent to which the Festival enhances the quality of life including offering opportunities for Edmonton residents.
- g) The extent to which various forms of media were utilized in the previous year, including local, provincial and national.
- h) The attendance as a measure of public support relative to the scope of the Festival.
- i) Initiatives taken by the Applicant to accommodate participation by those persons with disabilities.
- j) Extent to which activities are undertaken to attract tourists to the Festival.
- k) The Applicant's proven track record in program delivery.
- l) The extent to which the Festival contributes to the cultural development of Edmonton.
- m) The extent to which the Festival caters to a broad audience.
- n) Sound fiscal management and financial performance of the Applicant.
- o) Innovative program development by the Applicant.
- p) Consideration will be given to the economic impact of the Festival (i.e., dollars spent in the community, number of staff hired).

ii. Festival Seed Funding



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Festival Seed Funding is provided for two purposes:

- a) To fund new and emerging festivals.
- b) To fund special projects from existing festivals with an emphasis on joint or collaborative initiatives.

Purpose #1: Emerging Seed Funding

A maximum of 10% of the Festival Community Investment budget may be set aside annually to fund new and emerging festivals. Applicants may be considered for Emerging Seed Funding for up to two consecutive years.

Assessment Criteria

The Applicant and Festival program will be assessed in accordance with the following criteria:

- a) Extent to which there is opportunity for volunteers to participate in organizing and implementing the Festival.
- b) Extent to which the applicant ensures an appropriate measure of public access. Consideration will be given to free events vs. ticketed events and ticket prices.
- c) Extent to which the Festival enhances the quality of life by offering opportunities for Edmonton residents.
- d) The extent to which the Festival contributes to the cultural development of Edmonton.
- e) The extent to which the Festival caters to a broad audience.
- f) Innovative program development by the Applicant.

Purpose #2: Special Projects Funding

Funds that have been set aside and not awarded for new and Emerging Seed Funding may be used, on a cost-sharing basis, to fund special projects with an emphasis on joint or collaborative initiatives from existing festivals.

Assessment Criteria

Special Projects Funding proposals will be assessed in accordance with the following criteria:

- a) benefit to the event(s)/organizations and citizens of Edmonton;
- b) the merit of the initiative.

D. Project Grant Funding

The purpose of project funding is to support projects that will contribute to the development of an artist, art form, artistic process, and/or the Edmonton arts community.

1) Fundamental Eligibility Criteria - To Be Determined Before Scoring/Evaluation



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- a) The Applicant and its Grant application must satisfy the criteria set out in 2.05 of the General Principles.
- b) The Applicant's activities must primarily fall within the arts category
- c) Within all appropriate deadlines, the Applicant must have filed all documents and provided all information required or requested by the Designated Contact for its funding request, including all Incorporating Documents as amended, all City lease, license and rental information, and a properly completed and legible application for the Grant.

2) Specific Programs and Guidelines for Scoring and Evaluating Fundamentally Eligible Applicants and Their Funding Applications

Support is limited to individuals or registered non-profit organizations.

Project Grant Funding is not intended:

- for travel unless the travel is integral to the project.
- for projects that focus on capital expenditures unless the expenditures are integral to the artistic process.
- for endowment purposes,
- to support ongoing operations of an organization,
- for formal education or training that would result in a diploma or degree.
- to support organizations that are primarily training or educational institutions.

Assessment Criteria

Artistic Criteria

- a) the extent to which the project contributes to the development of the artist or to the artistic development of the organization
- b) the extent to which the project contributes to an art form, an artistic process and/or the Edmonton arts community
- c) the capacity of the applicant to achieve the artistic goals of the project
- d) the appropriateness of the project budget.

E. Emergency and Organizational Support Funding

The purpose of Emergency and Organizational Support Funding is to provide one-time emergency support and/or expert advice and one-time consultative support on an as-needed basis.

1) Fundamental Eligibility Criteria - To Be Determined Before Scoring/Evaluation

- a) The Applicant and its Grant application must satisfy the criteria set out in 2.05 of the General Principles.



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- b) The Applicant's activities must primarily fall within the arts or festival category and take place within the corporate limits of the City of Edmonton.

2) Specific Programs and Guidelines for Scoring and Evaluating Fundamentally Eligible Applicants and Their Funding Applications

Requests for emergency funding or organizational support grant will be assessed by a committee of the EAC Board.

F. Appeals

Appeals will be made consistent with the procedures outlined within City Policy C211F.

All Applicants will be provided with a written basis of decision regarding their initial grant recommendation from the relevant Peer Jury. Any Applicant may appeal to the Edmonton Arts Council Board of Directors in the case where it can be demonstrated that the relevant Peer Jury was in error in their understanding of the application.



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TERMS OF REFERENCE - COMMUNITY INVESTMENT CELEBRATIONS GRANT PROGRAM

1. PURPOSE

It is the responsibility of the Edmonton Arts Council Board and the Designated Contact to review Celebration Grant applications from not-for-profit Applicants producing major parades or celebrations within the City of Edmonton. Recommendations for Grant awards are forwarded to the Community Services Committee and City Council.

2. AUTHORITY/LEGISLATION

- a) Bylaw # 14157 and the Policy.
- b) Service Agreement between the City of Edmonton and the Edmonton Arts Council.

3. DEFINITIONS IN THIS ATTACHMENT

In this Attachment VI to the Policy:

- a) "Board" means the Edmonton Arts Council Board of Directors
- b) "Major Parade" means major road event attracting large spectator crowds, generating wide public interest and entertainment.
- c) "Celebration" means a one day event actively programmed around a theme, anniversary, or other occasion with a significant cultural component in the broadest sense.

4. COMPOSITION OF CELEBRATIONS REVIEW COMMITTEE

The Board will normally establish a Celebrations Review Committee on an annual basis to review Celebrations Grant Applications received from not for profit organizations. The Committee will normally consist of a representative of the Edmonton Arts Council and a representative of the City of Edmonton and a community representative appointed by the Board who has experience and expertise in producing parades and/or one day events. The Board must review and ratify all grant allocation recommendations made by the Committee prior to the recommendations being forwarded to the Community Services Committee and City Council for review and final approval.

5. PARADE ELIGIBILITY

- a) Eligible Major Parades and One-day events must:
 - i. have as its main purpose the celebration of some theme of interest and appeal to the general public;
 - ii. occur within the corporate limits of the City of Edmonton;
 - iii. have an obvious presence in the community;
 - iv. be open and not restricted to members of a certain group or club.



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- b) Grants will not be available for:
 - i. Community Parades being road events attracting spectators from local community and appealing to specific neighbourhoods or geographical area.
 - ii. Processions or marches being road events not intended to attract spectators and has limited public appeal.
 - iii. Sports and athletic events, runs, walks
 - iv. Competitions
 - v. Demonstrations, marches, rallies
 - vi. Block parties, picnics, garden shows, street markets,
 - vii. Religious rites and ceremonies
 - viii. Events for marketing, promotional, or commercial purposes
 - ix. Events that have a predominant commercial component
 - x. Events whose purpose is primarily fund-raising
 - xi. Festivals
 - xii. Capital projects
 - xiii. Events or activities that are funded through other City of Edmonton Community Investment Programs

6. CONDITIONS - MAJOR PARADES

The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.

- a) Grants will be considered in support of direct operating costs for a major parade, which may include civic services, equipment rentals, direct support costs, printing, and publicity. Where City of Edmonton services are utilized, current rates will apply.
- b) The Applicant must be the sponsor or co-ordinator of the major parade.
- c) In addition to a completed application form, Applicants shall provide:
 - i. an estimated operating budget for the major parade (including total revenues and expenditures);
 - ii. overview of the major parade, including projected parade entries and spectator attendance;
 - iii. a copy of the applicant's parade permit as issued by the Edmonton Police Service.



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CONDITIONS – ONE-DAY EVENTS

The Applicant and its grant application must satisfy the terms and conditions set out in Policy Procedures C211F, 2.03 Applicant Requirements and 2.05 General Principles.

- a) The Applicant must be the producer of the one-day event.
- b) the applicant must provide a completed application form

7. GUIDELINES

- a) The maximum Celebrations Grant to any Applicant will not normally exceed 25% of the eligible expenses.
- b) The actual amount of a grant is subject to the availability of funds.
- c) An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Board reviews the grant applications shall not normally be recommended for a grant.
- d) Applicants will be notified of the recommended grant award within a reasonable time after the application deadline.
- e) Appeals will be made consistent with the procedures outlined within City Policy C211F. Any Applicant may appeal to the Board in the case where it can be demonstrated that there was an error in the understanding of the application.
- f) Applicants receiving other forms of assistance from the City of Edmonton whether through grants, lease subsidies or services in-kind will be considered in the review of the Celebrations Grant.
- g) A major parade or one day event that is part of a larger event will not be eligible for direct support from more that one City of Edmonton funding program.

FOR MAJOR PARADE GRANTS:

- The grant award will be based on a formula that considers the number of parade entries, the estimated number of spectators and eligible operating expenses. Applicants shall submit the required financial statements and parade/event report within 90 days of the parade to receive the grant award.

FOR ONE-DAY EVENTS

- The applicant and the one-day program will be assessed in accordance with the following criteria as appropriate:
 - a) Extent to which there is opportunity for volunteers to participate in organizing and implementing the one-day event.
 - b) Extent to which the applicant ensures an appropriate measure of public access. Consideration will be given to free events vs. ticketed events and ticket prices.



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- c) Extent to which the one-day event enhances the quality of life by offering opportunities for Edmonton residents.
- d) The extent to which the one-day event contributes to the cultural development of Edmonton.
- e) The extent to which the event caters to a broad audience.
- f) Extent to which an Applicant's revenues are derived from multiple sources to create a stable funding base.
- g) Extent to which the Applicant has established partnership initiatives and is reaching out to form new alliances.
- h) The attendance as a measure of public support relative to the scope of the Festival.
- i) Initiatives taken by the Applicant to accommodate participation by those persons with disabilities.
- j) Sound fiscal management and financial performance of the Applicant.



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TERMS OF REFERENCE - COMMUNITY INVESTMENT GRANT PROGRAM – HERITAGE

1. Purpose

The purpose of providing operating assistance to not-for profit heritage and cultural-heritage organizations is:

- a. to enhance the organization's ability to provide well-run, sustainable heritage facilities, and
- b. to support projects that preserve, research, document, interpret and celebrate the heritage and history of Edmonton.

2. Grant Committee and Peer Jury

The Edmonton Heritage Council will have a standing Grants Committee to maintain the terms of reference for the various grants programs administered by the Council. They will be responsible for the promotion, receipt and processing of all grant applications and the formation of appropriate Peer Juries.

A Peer Jury appointed by the Edmonton Heritage Council will review all applications. This Jury will make recommendations to the Board of Directors of the Edmonton Heritage Council. The Council will then make annual Heritage Investment Grant recommendations to the City of Edmonton.

CONDITIONS

To be eligible for an Community Heritage Investment Grant – Operations or Projects stream:

- The organization must be a non-profit society that has been registered as a non-profit for at least one year.
- Though the primary activities of the organization may not be primarily heritage-focused, they must demonstrate the commitment and ability to conduct a heritage project.
- The related activities must generally take place within the corporate limits of the City of Edmonton.
- An applicant must have no outstanding evaluations or unused grant funding to be returned to the Edmonton Heritage Council.
- Heritage organizations with a dedicated facility must be open for at least 200 hours per calendar year and those without a dedicated facility must have ongoing public programming that promotes Edmonton's heritage.

This program excludes: educational institutions, recreation centres, community leagues, health facilities, churches, Provincial facilities such as the Royal Alberta Museum, and those owned and operated by the City of Edmonton such as Fort Edmonton Park.



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GUIDELINES

Application Requirements

All applications must include the Edmonton Heritage Council's completed, signed application form and budget form along with the following required information, and applicable additional information. (Refer to specific grant application forms for details.)

1. For Operational Grants - A statement of the organization's heritage goals or mandate, a description and self-evaluation of the organization's past year of heritage program and activities, a summary of the programs and activities planned for the current calendar year, and if the grant request is a significant increase over previous actual grants received from this program, provide a description of any anticipated changes or initiatives in the organization, program, or activities in the year of the grant request (maximum 5 pages long).

For Project Grants - A description of the project in relationship to the eligibility and evaluation criteria for this grant (maximum 3 pages long). This includes a summary of the project that includes the partners and significant outcomes, objectives and anticipated outcomes, project approach, project partners and quality of those partnerships, significance and benefits of the project to Edmontonians, how the project will engage Edmontonians and, if applicable, whether this project has been funded in a previous year through an Edmonton Heritage Council grant.

2. A summary of activity during the last fiscal year such as research, documentation, conservation, and interpretation that constitutes the organization's program that benefits the wider public. Include basic information about organizations, groups or persons who have utilized the program/facility, paid or otherwise (maximum 1-2 pages long).
3. The applicant's most recent audited/reviewed annual financial statement, which must include a detailed schedule of organizational, staffing, and facility operating expenses.
4. Budget notes that explain any differences between your financial schedule and the eligible expenses for this program.
5. Unless The Edmonton Heritage Council has them on file from previous Operational grant applications, these formal documents must be included with the application:
 - A current list of Board of Directors including names and addresses;
 - The most recent annual report or minutes from the most recent Annual General Meeting;
 - A copy of the society's by-law's and amendments to by-laws;
 - Proof of Filing of most recent annual return submitted to Corporate Registry of the Province of Alberta.