



Beltline Community Investment Fund Committee Meeting Minutes

Subject:	Beltline Community Investment Fund Committee	Date:	January 16, 2023
Time:	6:00 – 7:00 PM	Chairs:	Peter Oliver & Sabrina Chee
Location:	Microsoft Teams	Minutes:	Janet Lin
Attendees:	Peter Oliver, Sabrina Chee, Kevin Allen, Christina Bolcsfoldy, Councillor Walcott, Silvia Ross, Parisa Radmanesh, Shahroz Ehsan, Lindsay Fischer, Eric Gonzalez		
BCIF City Administration:	Jessica Pauletig, Laura Worsley-Brown, Robbie White, Janet Lin		
Regrets:	Cole Richardson, Nicholas Dykstra, Shehzaib Tariq		
Guests:	N/A		

Item #	Agenda Items	Action
	Meeting called to order at 6:06 PM.	
BCIFC 2023-1	Agreement of Agenda. Cllr. Walcott made a motion to agree on the agenda (Seconder Christina). CARRIED.	
BCIFC 2023-2	Land Acknowledgement from Silvia Ross	
BCIFC 2023-3	<p>Introductions and Icebreaker</p> <ul style="list-style-type: none"> Roundtable introductions to get to know everyone better, why we are here, and favourite ice-cream flavour. 	
BCIFC 2023-4	<p>Beltline Community Investment Fund (BCIF) Orientation (<i>see BCIF Committee Orientation Presentation – January 16, 2023, slides 8-16</i>)</p> <ul style="list-style-type: none"> Overview of the Fund, funding criteria and eligibility, and funding process <p>Questions:</p> <ul style="list-style-type: none"> Do we have access to a list of past approved and funded projects? <ul style="list-style-type: none"> A: City Admin is obtaining an up-to-date list from past BCIF Admin. Hope to share this list at the next BCIF Committee quarterly meeting. Comment: Clarification that the intent of having a list is to limit the number of asks that one project at one site could cumulatively draw from the fund. If a project spans multiple years, would it be allowed? <ul style="list-style-type: none"> A: The BCIF Committee terms of reference (ToR) does not specify on timing of projects. The ToR states that the fund can also accept applications from internal City business units, in addition to non-profits, societies, organizations, etc. Historically City business units have accessed the fund and conducted large projects (>\$200,000), that spanned multiple years. Applications will be considered on a case by case basis. 	



<p>BCIFC 2023-5</p>	<p>Funding Call Process/Communications Update (see <i>BCIF Committee Orientation Presentation – January 16, 2023, slides 17-18</i>)</p> <ul style="list-style-type: none"> • Overview of the communications plan when BCIF opens call. • Main goal when fund launches is to spread the word among interested parties <ul style="list-style-type: none"> ○ Two groups of audiences: 1) Potential applicants who want to access fund; 2) Organizations that can help spread the word • Tools to spread the word: <ul style="list-style-type: none"> ○ Main webpage specifically for BCIF (provides overview) – Promote this webpage and drive all audiences to this webpage ○ Webpage specifically for call for funding – Will be linked from main webpage ○ Email communication – Will rely on email to get the call out ○ Targeted social media posts – Geotargeted to Beltline area • Media protocol: Not expected to have too much media attention at launch, but want to be prepared. Jessica and Laura will discuss media protocol with chairs <ul style="list-style-type: none"> ○ Want to be <i>responsive</i> when requests come ○ Potential to be <i>proactive</i> when projects have been approved (e.g., ground breakings etc.) to bring attention to the fund • If members are contacted by media, connect them with Jessica, Laura, Peter, or Sabrina <p>Anticipated Timeline of Funding Call Process</p> <ul style="list-style-type: none"> • February 2023: Proposal intake • March-April 2023: Proposal review period • May 2023: Notification of award • Jessica will set up smaller group sessions before the next meeting to conduct training and orientation on application assessment tools <p>Comment:</p> <ul style="list-style-type: none"> • Hope for the timeline to be moved up by a month in order to accommodate projects hoping to start in the summer or have summer activation 	<p><i>Please help with directing people to the website when the fund is launched.</i></p> <p><i>Jessica and Laura will follow up with chairs on media protocol.</i></p> <p><i>Jessica will set up small group training sessions on assessment tools.</i></p>
<p>BCIFC 2023-6</p>	<p>Check out</p> <ul style="list-style-type: none"> • Meetings will continue online via Microsoft Teams. 	
	<p>Meeting adjourned at 6:59 PM</p>	