



Beltline Community Investment Fund Committee Meeting Minutes

Subject:	Beltline Community Investment Fund Committee	Date:	October 23, 2023
Time:	6:00 – 8:00 PM	Chairs:	Chair: Peter Oliver Vice-Chair: Sabrina Chee
Location:	Microsoft Teams	Minutes:	Janet Lin
Attendees:	Peter Oliver, Sabrina Chee, Councillor Courtney Walcott, Silvia Ross, Parisa Radmanesh, Lindsay Fischer, Eric Gonzalez, Christine Bolcsfoldy, Kevin Allen		
BCIF City Administration:	Akanksha Dutta, Jessica Pauletig, Noreen Mahmood, Janet Lin		
Regrets:	Cole Richardson, Shahroz Ehsan, Shehzaib Tariq, Nicholas Dykstra		

Item #	Agenda Items
	Meeting called to order at 6:03 PM. Motion by Kevin, seconded by Sabrina.
BCIFC2023-23	Agreement of Agenda. Kevin made a motion to agree on the agenda (Secunder Eric). CARRIED. Agenda approved by all.
BCIFC2023-24	Agreement of July 31, 2023 minutes. Sabrina made a motion to agree on the minutes (Secunder Eric). CARRIED. Minutes approved by all.
	Eric made a motion to move into a closed meeting for item BCIFC2023-25 (Secunder Sabrina) pursuant to Sections 16 (Disclosure harmful to business interests of a third party) and 17 (Disclosure harmful to personal privacy) of the Freedom of Information and Protection of Privacy Act. CARRIED.
BCIFC2023-25	Application: 17 th Avenue Extended Patios <i>Submitted by: 17th Avenue Business Improvement Area</i>
	Committee reconvened in public meeting at 6:40 PM. Motion by Kevin, seconded by Sabrina.
BCIFC2023-26	Voting Application: 17 th Avenue Extended Patios <ul style="list-style-type: none"> Kevin motioned to approve for \$140,000, seconder Sabrina. 3 Yes votes. 5 No votes. FAILED.
BCIFC2023-27	Collecting feedback on the current use of the Terms of Reference (ToR) and the Funding Framework (schedule 2 of the ToRs) Members' suggestions for inclusions to the ToR: <ul style="list-style-type: none"> <u>Timeline for using the funds.</u> Admin has informally shared with applicants that they should use the funding within 2 years. It would be beneficial to explicitly state a timeline in the ToR. A member emphasized that flexibility may be necessary for some projects (e.g., Humpy Hollow) <u>Clearly outlined conflict of interest and procurement disclosure from applicants, especially in regards to projects seeking \$200,000 or more.</u> Did the applicant show due diligence in seeking out contractors from various sources? Perhaps a more detailed budget outline.



	<ul style="list-style-type: none"> • <u>Clearly defining what constitutes the public realm and capital vs. operating costs.</u> The ToR currently states ineligible costs (e.g., operating costs). Does it include temporary, ephemeral, workshop, event? <p>General comments:</p> <ul style="list-style-type: none"> • Members expressed concern that there appears to be too many barriers to entry for applying to the fund and misunderstanding the ToR, especially for smaller organizations and artists. • A member shared that while she receives many questions and interest from visual artists and the art community, few received applications are from artists. Perhaps stating in the ToR who is included in competitive processes to receive funds. • Members noted that it would be helpful to have reporting or receive updates on funded projects (e.g., how money is spent, how the project is being managed, etc.). Is there opportunity to have more engagement in how the project is being managed? • A member shared that understanding the history behind a project/application (e.g., prior funding or application history) prior to voting would help to inform decisions. • A member expressed interest in seeing the committee help to facilitate engagement between multiple organizations that may want to pursue projects together, and proactively find opportunities for other organizations to apply. <p>Admin clarified that comments will be compiled in a living document as we progress towards the updates to the ToR.</p>
<p>BCIFC2023-28</p>	<p>Collecting feedback on review tools and processes</p> <p>Comments:</p> <ul style="list-style-type: none"> • A member expressed preference for the committee to receive experts to come and speak on applications, rather than to receive a list of comments provided by internal city groups, BIAs, BNAs, etc. Admin and Chair shared that the committee previously included these groups as voting members, and the past governance aimed to move away from that. • Members noted the importance of ensuring that community groups are supported to bring forward applications, because it's felt that the application process is quite intense. Perhaps helpful to further advertise the process, have a member of Admin or Committee act as a resource to support applicants (e.g., federal funding), or hold a yearly information session. • Members were confused about how the matrix scoring and weighting impacts the funding decisions. It could be helpful to have community impact/connection explicitly scored on the matrix. Admin clarified that the matrix is used to ensure consistency across all funds, and that even with other funds the scores don't always align with a funding decision. • A member expressed concern about transparency of the scoring/review process for applicants, given that discussions are in-camera/closed. Would like to see applicants provided with more feedback from discussion, and how parts of their application are weighted/evaluated. • A member expressed concern that context provided by Admin prior to discussion of an application can bias the discussion. It would be helpful to better understand The City Admin's role in decision-making. • A member expressed preference for having the meeting and application materials accessible in one location (e.g., shared folder) instead of receiving them through email. • A member expressed that it would be helpful to have a field on the matrix that could capture any additional funding an applicant has secured already for the project, so that this can be



	considered. This would not be a criteria for scoring. Admin confirmed that this is not currently captured in the matrix, but is captured in the Financial Reporting Template that applicants are asked to complete.
BCIFC2023-29	Administration Update <ul style="list-style-type: none">• Nominations for new members to fill 5 vacancies will occur tomorrow.
	Meeting adjourned at 7:33 PM. Motion by Kevin, seconded by Sabrina.