



## Beltline Community Investment Fund Committee Meeting Minutes

<b>Subject:</b>	Beltline Community Investment Fund Committee	<b>Date:</b>	October 7, 2024
<b>Time:</b>	6:00 – 8:00 PM	<b>Chairs:</b>	Chair: Peter Oliver Vice-Chair: Sabrina Chee
<b>Location:</b>	Alberta Trade Centre, 315 10th Avenue S.E.	<b>Minutes:</b>	Amy Bruce
<b>Attendees:</b>	Allison Graham, Celia Lee, Christina Bolcsfoldy, Councillor Walcott, Eric Gonzalez, Kevin Allen, Lindsay Fischer, Parisa Radmanesh, Peter Oliver, Sabrina Chee, Silvia Ross		
<b>BCIF City Administration:</b>	Robbie White		
<b>Regrets:</b>	Cole Richardson, Nicholas Dykstra, Amy Bruce, Joe Espina		

Item #	Agenda Items
	Meeting called to order at 6:28 PM.
<b>BCIFC2024-26</b>	Courtney made a motion to approve the agenda (Seconder Kevin). CARRIED and approved by all.
<b>BCIFC2024-27</b>	Courtney made a motion to approve the June 24, 2024 meeting minutes (Seconder Christine). CARRIED and minutes approved by all.
	Lindsay made a motion to move into a closed meeting for items BCIFC2024-28 (Seconder Kevin) 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.
<b>BCIFC2024-28</b>	Beltline Business Improvement Area - Lighting (#10415)
	Committee reconvened in public meeting at 7:06 PM.
<b>BCIFC2024-29</b>	<p>Voting</p> <p>Application: <b>Beltline Business Improvement Area - Lighting (#10415)</b></p> <ul style="list-style-type: none"> <li>Christine motioned to approve for \$173,000 (Seconder Kevin). 9 NO votes. 1 YES vote. FAILED.</li> </ul> <p>Comments: Discussion about whether to formally send the application back to BBIA, but this was decided against. For some committee members, the application needed additional details about the cost of the lighting, others wanted more details about how the project has placemaking potential.</p>
<b>BCIFC2024-30</b>	<p>Update on City of Calgary – Parks &amp; Open Spaces - Haultain Fitness Park (#8065) project</p> <ul style="list-style-type: none"> <li>This project was approved by the Committee in July 2023 with the condition that the organization submit confirmation of community support.</li> <li>The project is currently on hold, but is expected to proceed as part of a larger Haultain Park revitalization project. There is not yet an exact timeline for the project. It has been delayed in part due to the uncertainty around the Green Line.</li> </ul>



	<ul style="list-style-type: none"> <li>• Once Administration knows when the project is expected to start again, they will check in with Peter and Sabrina to see if the Committee needs to do another vote on the project (if the scope of the project has changed).</li> <li>• The Committee would like to have an update on the this project when the request comes through for Haultain Park East.</li> </ul>
<p><b>BCIFC2024-31</b></p>	<p>Community Funding Strategies (CFS) Presentation</p> <ul style="list-style-type: none"> <li>• Community Funding Strategies allocates about \$62 million annually to around 300 programs, with most of it being funding for social programs.</li> <li>• The CFS team recognizes that everyone brings biases and knowledge to the table, so when making funding decisions, the CFS team aims to follow four principles:             <ul style="list-style-type: none"> <li>○ Integrity</li> <li>○ Transparency</li> <li>○ Equity</li> <li>○ Accountability</li> </ul> </li> <li>• The CFS team continues to work on implementing equity in its funding processes and not necessarily using a one size fits all approach to funding.</li> <li>• Assessing applications is not all about scoring (a high score does not guarantee funding)             <ul style="list-style-type: none"> <li>○ It would be good to be more transparent about how applications are assessed</li> </ul> </li> </ul> <p>Potential discussion questions from CFS team:</p> <ul style="list-style-type: none"> <li>• How can applicants be set up for success with their BCIF applications?             <ul style="list-style-type: none"> <li>○ There are checklists available to applicants, but the process could be more relational to take away some of the mystery with funding applications.</li> <li>○ Other options could include information sessions, a guidebook or a communications campaign about the fund. Intentionality in communication is important.</li> </ul> </li> <li>• One thing that is unique with the Beltline fund is the Letter of Intent (LOI) process. The intent behind this process was that for most BCIF projects, applicants will need to get permits before beginning. This way applicants can get an idea if their project is eligible for BCIF funding before going through the application and permitting process. This process could be looked at again to see if it can be improved</li> <li>• Are the questions in the application giving the committee the information that they need? Does the rubric and screening tool align with how the committee wants to assess the application?</li> <li>• Impact can be harder to measure with public art or a capital project. Are there other ways of doing this?</li> </ul>
<p><b>BCIFC2024-32</b></p>	<p>Discussion Communications</p>



- Can the Committee/Administration profile BCIF-funded projects more? Putting examples of projects that were both organization and community-led on the BCIF website would be helpful. It may also be beneficial to have examples of the types of projects that the committee is looking for.
- Can the BCIF Committee put out a Request for Proposals (RFP)? Peter noted that this has been discussed in the past, but this committee was setup to review applications as they come in. It is unclear whether this is possible under the current Terms of Reference. One option could be to set priorities for the Beltline for applications – could this help make the fund more accessible?
- BCIF has hosted online drop-in information sessions for potential applicants in the past. Could this be done again?
  - Representatives from other City departments could attend BCIF info sessions to answer questions from applicants
- In the past couple years, many new developments have opted for density bonusing options other than the BCIF fund, for example, low-income housing, or heritage transfer. Developers need to know the benefits of investing in the fund.
  - Could a business case be created for BCIF contributions – ex. a brochure that showcases BCIF projects?

### Letter of Intent (LOI) Process

- Only a very small amount of LOIs do not proceed to the full application. Organizations often have the opportunity to revise their LOI and resubmit it, if needed. Administration can share with the Committee the number of LOIs that it receives, and if any do not make it to the full application.
- It was discussed whether the LOIs that are submitted could be sent to the Committee members, however a risk is that Committee members might pre-judge an application based on just the LOI.
- If Committee members viewed LOI submissions, feedback/questions to think about from Committee members could be gathered at LOI stage.

### Applications

- There may be a better way to incorporate visual elements into the application, such as artist renderings etc.
- In a lot of reviews, the Committee has noticed that there has been information missing from the application that they would like to know. Could sample applications could be provided to organizations (including budget and permit examples)?
- Committee members need to ensure that they are reviewing projects on time and getting questions to administration in a timely manner. Committee members also need to understand and be up to date on the BCIF terms of reference.
- Could an applicant be assigned someone at the City to help them with the application process? The federal government does this and, at the City, the festivals and events has something similar to this.
- Could an application stream be created for smaller requested amounts, for example up to \$20,000, with a less intensive application process?



- It was noted that there are already a lot of grants in the <\$20,000 space, for example the Inspiring Neighbourhoods Grant, ActivateYYC
- Could there even be set amount of the fund per year (i.e. \$50K) that is first come first serve for projects- these applications would not have to go to the committee for approval.
- How can the Committee get its feedback to applicants?

### External Input on Projects

- Committee members feel that the input they receive about the projects from community associations and City departments can be too much. The biases of City business units/BNA/BBIA are unknown and the circulation process takes a lot of time, which extends the review process.
- Other committees in the City and externally do more thorough anti-bias training, could that be added to the training for this Committee and others who review applications?
- The BCIF committee is setup to review the applications and make decisions, so other than providing input about whether a project is feasible with regards to bylaws or permits, comments from external should not be heavily relied on in decision-making.
- Administration may be able to look at how they gather the feedback and report it back to the committee. Administration can remove the Y/N question for Business Units about if they support the application.

### Other

- It would be helpful to start each meeting with a dashboard-type view showing what is left in the fund and projects in progress.
- The Beltline Parks Playbook in the new Beltline ARP has some good examples of projects and areas for improvement
- Can organizations with more experience be linked with organizations that have less experience planning and implementing projects?
- Maybe BCIF funding could piggyback on other grants (i.e. Matching)
- Could BCIF model itself after Downtown Strategies fund, which is the last funder in, for smaller projects.
- Celia mentioned that she has lots of resources for placemaking projects that she could draft into a google doc.
- Could the Committee see final reports showcasing what was accomplished?
- Are the accountability measures required of recipients (such as an audit) burdensome? Administration has not heard from BCIF applicants that audits are a barrier, as most projects are under the current CFS audit threshold. Joe can provide impact measurements/end reports to the Committee.
- Could money from BCIF pay for a BCIF auditor? The City is looking into ways to make audit services more accessible to small organizations for all its funds, not just BCIF.



## Beltline Community Investment Fund Committee Meeting Minutes

---

	Meeting adjourned at 8:20PM. Motion by Lindsay, seconded by Kevin. CARRIED.
--	---