



Beltline Community Investment Fund Committee Meeting Minutes

Subject:	Beltline Community Investment Fund Committee	Date:	June 2, 2025
Time:	6:00 – 8:00 PM	Chairs:	Chair: Celia Lee Vice-Chair: Sabrina Chee
Location:	Hybrid (in-person at Alberta Trade Centre and Microsoft Teams)	Minutes:	Erin McFarlane
Attendees:	Alissa Shivji, Allison Graham, Celia Lee, Kevin Allen, Eric Gonzalez, Peter Oliver, Sabrina Chee, Zach Hoefs		
BCIF City Administration:	Joe Espina		
Regrets:	Christina Martin, Councillor Courtney Walcott, Neal Philippsen, Silvia Ross, Amy Bruce		

Item #	Agenda Items
	Meeting called to order at 6:00 PM.
BCIFC2025-1	Agreement of agenda. Sabrina made a motion to approve the agenda (Seconder Alissa). CARRIED and approved by all.
BCIFC2025-2	Agreement of minutes March 3, 2025 - <i>attached</i> . Sabrina made a motion to approve the minutes (Seconder Peter). CARRIED and approved by all.
BCIFC2025-3	<p>Social Wellbeing Inter-Committee Event</p> <ul style="list-style-type: none"> Eric and Christina RSVP'd to attend. Opportunities: connect with other Committees of Council; get ideas for bylaw changes; encourage BCIF applications, particularly around the built environment for seniors. Action: Joe will ask the event organizer if it is still possible to RSVP.
BCIFC2025-4	<p>Update on Mobility Initiatives BCIF Project - Shared e-Scooter / e-Bike Corrals for the Beltline (Pictures)</p> <ul style="list-style-type: none"> Joe showed three project photos shared by the Mobility Business Unit.
BCIFC2025-5	<p>Finance Update (for period ending April 30, 2025)</p> <ul style="list-style-type: none"> Closing balance: \$1,715,607. Estimated future 2025 disbursements for projects approved: \$275,000. Total estimated funds available (not allocated to projects): \$1,440,607.
BCIFC2025-6	<p>Communication and Promotion of BCIF</p> <ul style="list-style-type: none"> Pene Yuen (Communications Strategist) was unable to attend today's meeting as planned. Action: Joe will set up a separate meeting with Pene; Sabrina will attend and anyone else who is interested is welcome to join.
BCIFC2025-7	<p>Terms of Reference to Bylaws - input from committee members</p> <ul style="list-style-type: none"> With the transfer from terms of reference to bylaws, an opportunity exists to make changes to content. Input also welcome through email. Possible areas for review noted by Celia: <ul style="list-style-type: none"> committee composition. decision-making process. need for subcommittees and/or advisory groups. eligibility criteria. evaluation and impact.



	<ul style="list-style-type: none"> ○ funding priorities. ○ granting cycle. ● Suggestions from committee members: <ul style="list-style-type: none"> ○ formalize how the use of the fund, and its overall contributions, is reported on and communicated. ○ be able to know the names of the developers who contribute to the fund. ○ requirement for fund recipients to include an acknowledgement of the fund or a fund logo in their marketing materials – also helps communicate that the funded project is a community-supported initiative. ○ being more stringent with application requirements vs. supporting applicants with less experience applying (equity considerations): <ul style="list-style-type: none"> ▪ tiered application process (e.g. concept phase and project phase). ▪ micro grant option: <ul style="list-style-type: none"> ● need to consider who then supports applicants through City processes. ● could be a shorter application. ● collaborate with ActivateYYC. ▪ better articulated (vs. stricter) application guidelines could be helpful for both applicants and those adjudicating the applications. ▪ prototype new guidelines and messaging to see how it goes (6 months to a year). ○ how much of the application process gets captured in the bylaws vs. needing to update application form? ○ be more explicit about what makes something a repeat project (section 4 – funding criteria). ○ speak to a lawyer if wording changes to how refunds work is needed. ● Actions: <ul style="list-style-type: none"> ○ Joe will circulate a first draft of the bylaws before the September meeting. ○ since much of today’s discussion was about changes in process that perhaps do not have to be reflected in bylaws, Celia will put together a couple recommendations for process changes to talk about at the September meeting. At that point, the committee can decide whether they want to try them out for the next cycle.
<p>BCIFC2025-8</p>	<p>Check out</p> <ul style="list-style-type: none"> ● None.
	<p>Meeting adjourned at 8:00 PM. Kevin made a motion to adjourn the meeting (Seconder Sabrina). CARRIED and approved by all.</p>