

Attach 2 C2020-0526 Community Sustainability Reserve TOR (2016).docx

Background

In 2008 the Community Sustainability Reserve was established to support community associations and social recreation groups on City owned land by providing operational funding to address one time financial or governance related emergencies or ongoing financial or governance issues that will impact the long term sustainability of the organization. Signing authority for this reserve fund resides with the General Manager of CSPS (now Community Services), and has since been delegated to the Director of Calgary Neighbourhoods. The mandate to spend monies in the Reserve was expanded in 2009 to include capital emergencies but funding criteria were not included in the report to Council. Consequently, use of this fund has varied over the years. With the existence and committed funding of the Capital Conservation Grant, providing capital funding under this Reserve is redundant. Therefore the fund will return to an operational focus, but changes have been made to reflect community need.

A summary of changes to parameters of this Reserve include:

- Capital funding is no longer eligible, as those needs are accommodated by the Capital Conservation Grant
- Groups are now eligible for a combined maximum of \$200,000 over a period of 5 years. Previously it was a maximum of \$50,000 accessed twice in 10 years, and a maximum of \$100,000 accessed only 1 time.
- Signing authorities are clarified and approvals reside with the Director of CN, consistent with Signing Authority Bylaw 43M99
- Funding is now available for consultation services (e.g. financial, needs and preference studies) to enhance sustainability. These services can be available to any community association or social recreational group that requires assistance, not just a group in crisis. The group must agree to implement recommendations resulting from professional reviews, wherever possible.

Purpose of CSR

The CSR is available to eligible community partners who are in need of one time, short term assistance to address operational shortfalls, as determined by Calgary Neighbourhoods. This Reserve is intended to assist organizations so that they may continue to operate and meet the needs of their community, and/or the citizens of Calgary at large. Funding is available to provide financial support, and if applicable, resources such as consultation support, in order to maximize the capacity and sustainability of an organization to contribute to inspiring neighbourhoods.

Eligibility

Organizations are eligible if they have an active lease or licence of occupation with The City through the Community Association or Social Recreation Long Term Leasing Policy, CSPS011 – Lease/License of Occupation to Community Organizations, with need determined by applicable City of Calgary management staff. Funding will only be provided to organizations that demonstrate commitment and willingness to implement recommendations that result from consultations and/or City Administration, for instance in a Board minute.

Funding Types, Amounts and Conditions

Funding may be provided to eligible organizations to address operational needs, as recommended by City Administration and approved by the CSR evaluation team. Stabilization and redevelopment assistance are provided to organizations that encounter unexpected financial circumstances or have been dealing with organizational or governance issues for more than a year. In this case, funding may be provided to cover the group's operational costs.

In addition, professional consulting services in any area that may impact sustainability to deliver improved programs and services to citizens may be made available to groups, whether in crisis or not. Consultation services may include financial consulting, negotiation services, or needs and preference studies, and any other operating service deemed appropriate as determined by the Director of Calgary Neighbourhoods.

The organization must agree to work with Administration to develop and implement recommendations resulting from professional reviews, where possible and reasonable.

The maximum funding amount for operational use is \$200,000 over a 5 year period of time, and approved by the Director of Calgary Neighbourhoods. The maximum funding amount includes both stabilization and redevelopment assistance.

Application & Funding Approval

Funding requests are submitted in the form of a Business Case that is initiated by the City Liaison and supported by the manager in the relevant business unit division. Business Cases will be evaluated and reviewed by CN (and if applicable Calgary Recreation or Calgary Parks) Administration and Finance, but the amount of support provided (up to the maximum specified above) will be dependent upon the individual circumstances of each organization. Recommendations for funding will be put forth by the Manager of Neighbourhood Support (formerly Neighbourhood Connections). Final approval for operational funding will follow the "Community Sustainability Reserve Process and Procedures" in alignment with the signing authorities Memo of 2004 July 6, from the City Manager.

Funding Disbursement

Funding for operational items may be provided directly to the organization which has applied, or when necessary, directly to vendors who are providing services (e.g. Enmax, Telus). Any disbursements will align with City of Calgary Procurement Policy as well as CSR guidelines for eligible expenditures. In cases where other resources (e.g. consultants) are being engaged, The City will pay those vendors directly, or as it aligns with City Procurement Policy.