



Beltline Community Investment Fund Committee

Terms of Reference

1. About the Beltline Community Investment Fund

The Beltline Community Investment Fund (the BCIF Fund) was established in conjunction with the density bonusing policies outlined in the Beltline Area Redevelopment Plan (Bylaw 2P2006) and implemented through Land Use Bylaw 1P2007 to facilitate and finance improvements to the public realm in the Beltline Area ("Schedule 1").

2. Committee Mandate and Authority

The purpose of the Beltline Community Investment Fund Committee (the Committee) is to invest the BCIF Fund in projects within the Beltline Area to support public realm infrastructure for current and future residents, and visitors with a quality public environment.

The Committee's authority to carry out this mandate is provided for in the Beltline Area Redevelopment Plan that directs the establishment of the Committee, and these Terms of Reference are approved by Council.

The Committee has authority to approve individual project grants of up to \$200,000. For individual projects grants over \$200,000, the Committee will work with Administration to bring recommendations to Council for consideration.

3. Responsibilities

The intent of the BCIF Fund is to leverage capital investments on public lands or within public rights-of-way in the Beltline Area related to public realm improvements including: public open space design, redevelopment or enhancement, streetscape design and improvements, mobility improvements, public realm projects enhancing City-owned building projects, implementation of urban design strategies and public art on public land, and public open space acquisition.

Committee members will contribute their knowledge and expertise to make sound and objective recommendations on the granting of funds from the BCIF Fund.

Specific Committee responsibilities include:

- Adhere and align to the BCIF Mandate and Purpose as identified in the Beltline Community Investment Fund Framework ("Schedule 2"); and
- Review applications for funding and make investment decisions based on the funding criteria identified in the Beltline Community Investment Fund Framework.

4. Composition

Governance of the Committee is subject to requirements in *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) (BCC Policy) as amended from time to time.

The Committee will seek to reflect the diversity of Calgarians and will consist of a minimum of eight (8) and a maximum of twelve (12) members appointed by Council including:

- Member of Council who represents Ward 8.



- One (1) public member candidate nominated by the Beltline Neighbourhoods Association based on the skills matrix.
- Up to ten (10) additional public members.

Recruitment of Committee members will adhere to processes outlined in the BCC Policy. The composition of the Committee is intended to support grassroots community decision making and recruitment will be based on a skills, experience and attribute matrix that is to be updated annually. The skills matrix will include attributes to encourage equity, diversity and inclusion on the Committee and will reflect that members must demonstrate professional or lived knowledge, expertise and experience related to the Beltline Area; and have experience related to one or more of the following areas: planning and improving public spaces, design of urban spaces, public art or other community-based art, real estate, land development, or construction and construction of capital infrastructure. Experience related to grant making will be considered an asset.

One member of Administration from Planning and Development or a related area will be appointed by Council to be a non-voting member of the Committee.

5. Resources

Members of City Administration from Planning and Development and The City Clerk's Office will provide administrative and program support for the Committee including but not limited to:

- setting up meetings, preparing agendas and related materials, and taking minutes;
- liaising with City business units and key stakeholder groups as required;
- managing administration of the BCIF grant program;
- circulating all applications to key stakeholder groups for comments including but not limited to the following:
 - impacted City Business Units; and
 - all Community Associations, Neighbourhood Associations, or Business Improvement Areas that are established within the defined boundaries of the Beltline Area ("Schedule 1"); and
- leading reporting requirements.

6. Term

Committee members will be appointed for a term of two years set to expire at an annual Organizational Meeting of Council. Term expiry dates will be staggered to support Committee governance.

In alignment with the BCC Policy, public members may serve a maximum of six consecutive years and may serve until their successor is appointed. The service of a public member beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is one year or less. A public member may serve more than six consecutive years by a two-thirds vote of Council.

When an appointment is made to fill a public member vacancy:



- if the balance of the term to be served is one year or less, that service shall not count toward the limit on the length of service; and
- if the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.

7. Quorum

More than 50 per cent of voting Committee members must be in attendance at a meeting to meet quorum.

8. Chair

The Committee Chair and Vice Chair will be nominated and elected by the Committee members to serve a two year term in each position.

9. Meetings

The Committee will meet at least four times a year at the call of the Chair. The meeting schedule will be structured to meet the requirements of approvals for the applications process, and other considerations including timing of the construction season. The Chair will provide notice of meetings in compliance with the *Municipal Government Act* (Alberta). Meeting minutes will be recorded, and provided to all Committee members within ten (10) business days of the meeting. Virtual participation options will be available when appropriate.

Meetings are open to the public. However, the Committee, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and will give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). The confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta).

10. Reporting

The Committee, working with Administration, will provide the following types of reports:

- reports to Council through the Infrastructure and Planning Committee on the activities of the BCIF Fund or Committee as outlined in the Beltline Community Investment Fund Framework or as requested by Council; and
- annual update to the community on Committee activities.

11. Code of Conduct

Committee members will be required to sign the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* (Council Policy CC045) that provides guidance on conduct expected of Committee members regarding:

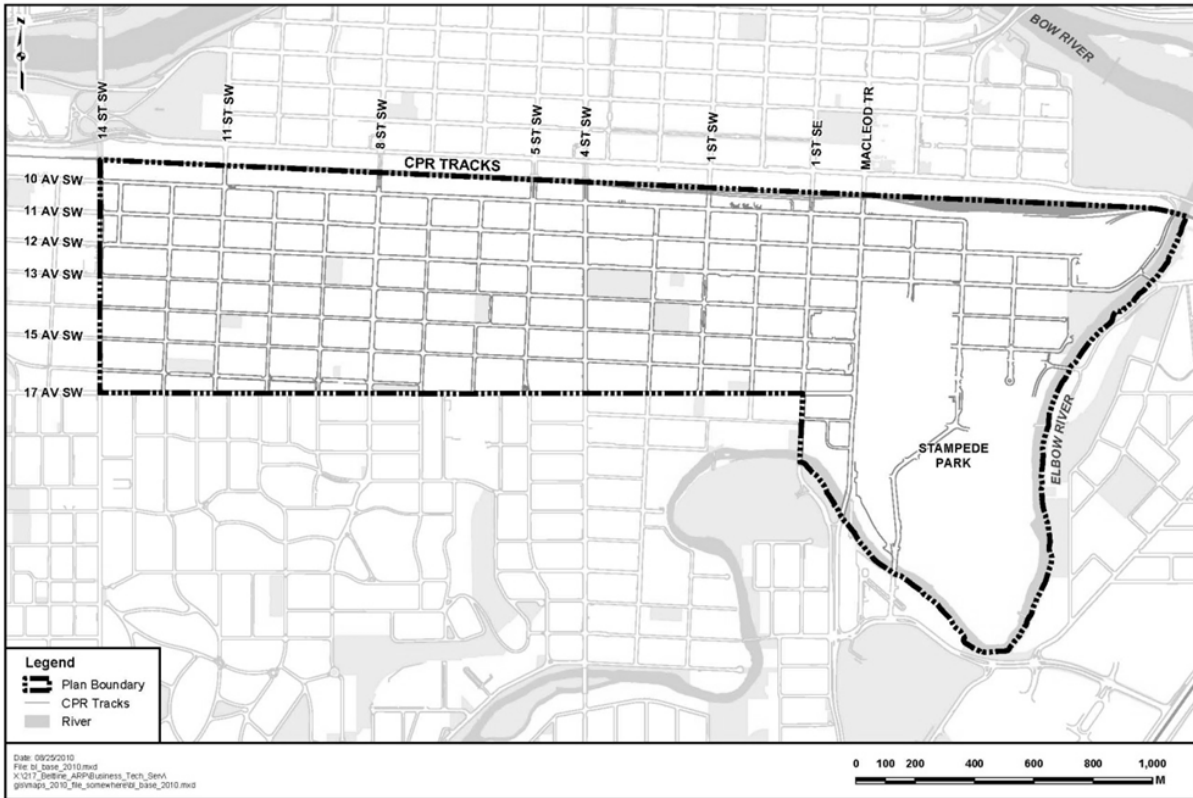
- a) conflict of interest
- b) confidentiality
- c) acceptance and disclosure of gifts and benefits
- d) conduct during meetings



- e) use of The City of Calgary and BCC property, technology and resources; and
- f) political activity and elections.

SCHEDULE 1

Beltline Area as defined in the Beltline Area Redevelopment Plan:





Beltline Community Investment Fund Framework

1.0 MANDATE

The purpose of the Beltline Community Investment Fund (the BCIF Fund) is to invest in projects within the Beltline Area to support public realm infrastructure for current and future residents and provide visitors with a quality public environment. The BCIF Fund was created alongside density bonusing policies in the Beltline Area Redevelopment Plan (Bylaw 2P2006), implemented through Land Use Bylaw 1P2007 to facilitate and finance improvements to the public realm in the Beltline Area (“Attachment 1”).

The BCIF Fund is an interest-bearing capital deposit fund administered and managed by The City of Calgary. Investment decisions for the BCIF Fund are made by the Beltline Community Investment Fund Committee (the “Committee”) under Council approved Terms of Reference, and by applying the criteria and guidance the Beltline Community Investment Fund Framework (the Framework).

2.0 PURPOSE

The BCIF Fund leverages investments in projects on public lands or within public rights-of-way in the Beltline related to public realm improvements, including but not limited to:

- public open space design, redevelopment or enhancement;
- streetscape design and improvements;
- implementation of urban design strategies and public art on public land; and
- public open space acquisition.

3.0 FUNDING PROCESS AND PROCEDURES

Funding is to be allocated through an open, fair and transparent grant process that includes opportunities for the community and City business units to submit proposals through a defined application process. Application deadlines are to be at least twice a year.

Investment decisions are based on the evaluation of all applications by the Committee against criteria outlined in 4.0, and any additional, aligned requirements set out by Administration in published grant program guidelines, or identified in the Committee Terms of Reference. Decisions will be informed by a circulation and review process that includes engagement of any related City business units and all Community Associations, Neighbourhood Associations, or Business Improvement Areas that are established within the defined boundaries of the Beltline Area (“Attachment 1”).

As outlined in the Committee Terms of Reference, the Committee will review all applications.

Investment decisions of up to \$200,000 will be made by the Committee, and for applications over \$200,000, the Committee, through Administration, will bring funding recommendations to Council for consideration.



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To receive funding, all recipients must execute a funding agreement with The City outlining terms and conditions of the funding.

4.0 FUNDING CRITERIA

Projects must meet the following baseline criteria to be eligible for funding:

- Capital projects that fall into one of the following categories related to public realm improvements or enhancements:
 - public open space design,
 - redevelopment or enhancement,
 - streetscape design and enhancements,
 - mobility improvements,
 - public realm projects enhancing City-owned building projects,
 - implementation of urban design strategies and public art on public land, or
 - public open space acquisition.
- Physically located within the defined Beltline area (Schedule 1).
- Located on public lands or within public rights-of-way.
- Meet a demonstrated need in the Beltline community.
- Demonstrate support and connections with the Beltline community.
- Aligns with key City plans and policies that apply to the Beltline area including the Downtown Strategy, and the local area redevelopment plan.
- Meets all required City approvals for construction or fabrication before funding is released.
- A single Project will only be considered for funding for two consecutive years, and then it is no longer eligible. Projects of a similar nature, but not the same, would be considered eligible.
- Projects that propose planning for capital projects may be considered eligible, including design competitions, conceptual design studies, consultancy services, and projects that support sustainable development and enhancement measures in the community.
- Be managed by a non-profit, society or other incorporated organization operating as a non-profit that has a demonstrated a proven track record of delivering projects of a similar nature.

The following types of projects are **not eligible** for funding:

- Operating costs not related to a capital project, for example, operating costs for activation, feasibility studies, or research projects.
- Projects that benefit only private interests.
- Anything a developer is already required to undertake as part of a development permit.
- Projects already funded for two consecutive years through the BCIF.



Beltline Community Investment Fund Framework

5.0 REPORTING

Subject to direction from Council, Administration will determine a reporting schedule and format to bring a Beltline Community Investment Fund Monitoring Report to Council through the Infrastructure and Planning Committee. The report will include, among other items:

- a) an overview of the status, governance and activities of the BCIF Committee;
- b) list of all active funded projects;
- c) current status of all active projects; and
- d) financial reporting includes current balance of the BCIF Fund, and year to date activity in the BCIF Fund.

6.0 FUND MANAGEMENT

The BCIF Fund is an interest-bearing capital deposit fund administered by The City of Calgary. The regulations of The City of Calgary's capital financing program and regulations and guidelines pertaining to interest-bearing funds apply to its management.

6.1 Deposit Fund

Contributions to the BCIF Fund shall be deposited into a liability account The City of Calgary.

6.2 Interest

Accrued interest will be allocated to the BCIF Fund.

6.3 Minimum Balance

The BCIF Fund is to be used to improve the public realm in conjunction with increased densities. As such, funds should be allocated to projects as deemed appropriate by Council and the Committee. Therefore, there is no minimum balance requirement for the BCIF Fund.

6.4 Lifespan of the BCIF Fund

The public realm in the Beltline area must be maintained, modified and enhanced in step with the community as it grows and changes. The BCIF Fund and the Framework remain in effect until such time as Council decides their termination.

6.5 Accounting

City Administration are responsible for accounting of the BCIF Fund including:

- tracking liabilities against the balance in BCIF Fund;
- maintaining a schedule of commitments, received funds and non-allocated monies; and
- alongside the manager of an approved project, establishing a payment schedule and place liabilities against the required funds as per the payment schedule to ensure the funds are properly reserved for the project.



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6.6 Project Funding Agreements

To receive BCIF funding, all approved projects must sign a project funding agreement with The City of Calgary. The Committee Chair must notify City Administration as soon as projects are approved, and The City will execute and agreement with the recipient that specifies terms and conditions including payment schedule and related milestones and reporting.

7.0 FUND CONTRIBUTORS

Developments which, at the discretion of the Approving Authority, choose to use the density bonus provisions of the Land Use Bylaw are eligible to make a contribution to the BCIF Fund. These are referred to as “Contributors”.

7.1 Payment Agreement

The development permit grants specific development rights in the form of additional Floor Area Ratio above the base density when density bonusing is applied. The calculated financial contribution shall be paid in full at the time of release of the development permit. Once a development permit is released, a contribution will not be refunded to the Contributor.

7.2 Acceptance of these Terms

By applying for and accepting a development permit utilizing the density bonus instrument through a contribution to the BCIF Fund, the Contributor accepts the Framework.

7.3 No Restrictions

BCIF Contributors may not place terms on their contributions to the BCIF Fund, e.g. for a specific project, a geographic location, or suggest a project at the time of contribution.

7.4 Contribution Calculator

Contributions to the BCIF Fund are calculated during the development permit approval process. The method of calculation is established in the Beltline Area Redevelopment Plan and applicable land use.

7.5 Refund of Contributions

The contribution to the BCIF Fund is a condition of the development permit and is non-refundable. It is at the Contributor’s discretion to use the BCIF Fund rather than utilising other bonusing options, or to remain within the base density allowed in the Land Use Bylaw.

Therefore, the contribution to the BCIF Fund is a voluntary decision on the part of the developer for the purpose of receiving floor area above the base density.

Developers who wish to avail themselves of a density bonus through a contribution to the BCIF Fund are asked to sign the following acknowledgement:

SCHEDULE 2



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That the Developer acknowledges that the contribution to the Beltline Community Investment Reserve Fund is being made on an entirely voluntary basis and is non-refundable and is not to be credited against the payment of development charges or other fees and charges that the City may impose in respect of the development site. The City shall not be liable to account to the Developer for any payments made by the Developer to the BCIF. Upon payment being made by the Developer, the City shall retain the whole of the sum of \$_____ as the consideration for the density bonus approved within DP _____.

8.0 REVIEW AND AMENDMENTS

This Framework is to be reviewed at least every four years.

Amendments to the Framework shall be reviewed by the Committee and must be approved by Council.

8.1 EFFECTIVE DATE

This Framework is effective on the date that it is adopted by Council.

ATTACHMENT 1

1.1 AREA OF APPLICABILITY

The regulations of the BCIF Fund apply in the Beltline area as defined in the Beltline Area Redevelopment Plan (see Map 1 below).

