

Corporate Planning & Financial Services Report to
Executive Committee
2024 June 11

ISC: UNRESTRICTED
EC2024-0694

Council Funds Terms of Reference Update and Alignment

PURPOSE

The purpose of this report is to revise the Terms of Reference (ToR) for both the Council Innovation Fund (CIF) and the Council Community Fund (CCF), to clarify Administrative processes and to accurately reflect the changes to the organizational structure and committee names.

PREVIOUS COUNCIL DIRECTION

On 2024 February 27, Council approved report [EC2024-0131](#), directing Administration to update the Terms of Reference for the Council Community Fund and the Council Innovation Fund to clarify administrative processes and return to Council through the Executive Committee no later than Q2 2024.

RECOMMENDATION:

That the Executive Committee recommend that Council approve the updated Terms of Reference for the Council Innovation Fund (Attachment 2) and the Council Community Fund (Attachment 3).

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

Carla Male, Chief Financial Officer and General Manager of Corporate Planning and Financial Services concurs with this report.

HIGHLIGHTS

- The ToR for both the CIF and CCF have not been updated since 2019, resulting in a misalignment with the current organizational structure.
- Interim website processes were introduced to bridge the gap between the outdated ToR and the current structure, which led to some confusion.
- Through the CCF report back (EC2024-0131), Administration identified process improvements that would clarify the roles and responsibilities of the applicant, Administration and the Ward Office.
- Although the application criteria remains unchanged, the proposed updated ToR for both CIF and CCF aim to provide clearer processes and simplify application and reporting procedures.

DISCUSSION

The Council Innovation Fund (CIF), established in 2011, was intended to foster innovative projects aligned with Council's goals. In March 2018, Administration proposed broadening the CIF to encompass community projects, prompting the Committee to advocate for a separate fund specifically for such projects.

On 2019 April 02, the Terms of Reference for the CIF were refined while still maintaining flexibility to support a wide variety of projects and a new ToR for a Council Community Fund

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was approved, creating a fund which was specifically designed to support community-based projects that enhance and enrich communities.

The City of Calgary implemented its Organizational Realignment in 2022 as part of the “Rethink to Thrive” strategy. This initiative led to significant changes in positions, functions across the Corporation and department structure.

To address discrepancies with the procedures established in 2019, Administration detailed an updated process on the City of Calgary website. While it served as an interim measure, there was a need to update the ToR for both Council funds to align them with current administrative processes. It’s important to note that the application criteria for the funds weren’t changed through this update, however, Administration sought to enhance the application process in several ways:

- **Clarity and Guidance:** The revised ToR will provide clearer instructions and guidelines for applicants. This clarity will help applicants understand the application requirements, eligibility criteria, and evaluation process more effectively.
- **Standardization:** By aligning the ToR with current administrative processes, the application process becomes more standardized. Consistent procedures ensure that all applicants are treated fairly and transparently.
- **Efficiency:** Streamlined processes reduce ambiguity. Applicants will spend less time deciphering requirements and more time focusing on their project proposals.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

The Council approved report, Council Community Fund Report Back – Hawkwood Community Association (EC2024-0131) outlined a number of lessons learned that helped Administration identify areas of focus to enhance the application process.

IMPLICATIONS

Social

Not applicable

Environmental

Not applicable

Economic

Not applicable

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Service and Financial Implications

No anticipated financial impact

There is no anticipated financial impact as a result of this report. The current uncommitted balances in the funds is:

- Council Innovation Fund: \$2.315 million
- Council Community Fund: \$125 thousand

RISK

The proposed Terms of Reference (ToR) for the Council Innovation Fund (CIF) and Council Community Fund have been enhanced, but the application criteria remains unchanged, maintaining the existing flexibility to accommodate a diverse range of projects. Council will continue to hold approval authority over withdrawals from the Council funds. Considering the positive track record of the Council funds, the risk associated with approving the updated ToR is low.

To ensure both funds are used responsibly and equitably, the \$500 thousand limit per application has been maintained. However, in the current economic climate, it is unlikely that there will be a funding source available to replenish the CIF and CCF in the short to medium-term.

ATTACHMENTS

1. Background and Previous Council Direction
2. Terms of Reference for the Council Innovation Fund – For Approval
3. Terms of Reference for the Council Community Fund – For Approval
4. Council Innovation Fund Terms of Reference Proposed Amendments
5. Council Community Fund Terms of Reference Proposed Amendments

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Carla Male, Chief Financial Officer and General Manager	Corporate Planning and Financial Services	Approve
Katie Black, General Manager	Community Services	Inform