



COUNCIL POLICY

Policy Title: **Status of Community Organizations on City-Owned Land**

Policy Number: **CSPS015**

Report Number: **AC94-13**

Approved by: **City Council**

Effective Date: **1994/ Amended 2003**

Business Unit: **Calgary Neighbourhoods**

BACKGROUND

At its meeting of 1994 April 06, Council approved AC94-13, Facilities on City-Owned Land which allows The City to enter into a lease or license of occupation with a partner organization to provide recreation and community opportunities on public land.

PURPOSE

This policy will ensure the liability and risk posed to The City by entering into formal agreements with partner organizations is monitored, and reduced. It also strives to maintain the viability of formal partners occupying City-owned land.

POLICY

Council has directed Administration (NM94-03) to acquire, in a timely manner, current and reliable financial statements for all organizations which are responsible for operating not-for-profit facilities on City-owned land. In addition, Administration was asked to report back to Council, through the Audit Committee, the results of its review as it relates to potential cost or liabilities to the City. In 2003, Audit Committee has also requested from Administration that the annual report also include information on insurance, lease status and lease payment (AC2003-17).

A 'Best Practices' model, approved by Audit committee (1999 May 12) encourages organizations and Administration to work together to encourage groups to adopt good financial practices which are appropriate for their size and activities.

PROCEDURE

An ongoing process has been established to collect and review financial statements and identify not-for-profit organizations that may require financial assistance. Administration assists organizations who, based on financial review, are experiencing financial difficulties or have the potential for financial difficulties. This may result in direct consultation on financial planning or referral to such agencies as the Federation of Calgary Communities, or the Centre for Non-Profit Management.



Through the 'Best Practices' model Administration now provides feedback to an organization regarding their financial state through a worksheet. Furthermore a list of best practices has been developed for different sizes of groups and Administration encourages organizations to adopt the practices that are most appropriate for them.

AMENDMENTS

In 2003, Audit Committee has also requested from Administration that the annual report also include information on insurance, lease status and lease payment (AC2003-17).

Effective 2016 February 01, Community & Neighbourhood Services became Calgary Neighbourhoods.