



Policy Title: Community Capital Conservation Grant

Policy Number: CSPS006

Report Number: CPS2002-75

Approved by: Council

**Effective Date: 2002-03-06, amended 2004-02-18, amended 2009-01-26,
amended 2012-02-27**

Business Unit: Facility Management

BACKGROUND

In 2002, Council directed Administration to establish a Community Lifecycle Assistance and Energy Management Program in the amount of \$1.5 million through the 2002 Budget, to be funded from the reserve established by CPS2001-21. As a result the Capital Conservation Grant (CCG) was created to recognize the increasing challenges faced by community associations operation the maintaining facilities.

In 2004, the CCG criteria were amended. The primary modification was the inclusion of social recreation organizations. Other minor criteria changes increase the ability of community organizations to apply for the grant and complete their lifecycle projects.

The CCG policy was amended in 2009 to address aging community-operated infrastructure. Key changes were increasing the annual maximum and funding upgrade projects.

Our community partners are experiencing increased pressure and challenges to maintain and operate their facilities. The challenges range from decreases in funding, volunteer retention, to aging facilities. The amendments to the Policy are intended to enhance group's long-term sustainability. This is further supported through Community Association Sustainability (CPS2007-27), Sustainable Building Policy (AMCW005), Calgary Corporate Accessibility Policy (CSPS003), and 10 Year Strategic Plan for Sport Facility Development & Enhancement (CPS2008-46).

POLICY

Policy Statement

The grant recognizes and supports community associations and social recreation groups on City-owned land that maintain community-operated infrastructure (and are in compliance with the terms of their lease /license of occupation agreement) through funding for facility lifecycle planning and capital projects to maintain safe and healthy facilities for Calgarians.

Vision

To facilitate the long-term sustainability of community groups that hold a lease or license of occupation with The City of Calgary through the provision of a capital grant program that enhances and maintains community –operated facilities for citizens to participate in healthy, active and creative lifestyles.

Guiding Principles

The following principals are meant to inform the Policy and provide guidance, direction, and clarity to the grant program.

Organization Sustainability

The City of Calgary is committed to supporting community groups as they move towards ensuring their own long-term sustainability. The City recognizes that investing in community-operated facilities is one step in assisting groups to achieve organizational sustainability.

Relevancy & Alignment

Community infrastructure operated in alignment with The City of Calgary is an important part of our recreation service delivery model. Community associations and social recreation groups are valued community partners that provide quality recreation and sport programs relevant to Calgarians.

Facility Renewal

Community operated infrastructure in Calgary is aging and Council recognizes that community groups may require additional support to adequately address the facility's emerging needs. Investment in facility renewal supports community facilities to continue to offer relevant programs and services to secure their future sustainability.

Capital Conservation

Maintaining a facility's structural integrity is paramount to providing Calgarians with safe and healthy places to enjoy social, recreation and community opportunities.

Accountability

The City of Calgary recognizes that its most successful partners are those who demonstrate a high level of accountability through sound governance and operations.

Community Need

Community facilities that provide high impact programs and services in relation to community need are considered a high priority for the CCG.

Facility Lifecycle Planning

The City recognizes that lifecycle plans are a valuable tool to assist community groups with long-term planning and prioritizing facility maintenance and capital conservation projects:

Eligibility

- To be considered eligible for funding community groups must:
 - Hold a current lease or licence of occupation with The City of Calgary, or operate amenities with a current lease or licence of occupation agreement with the Calgary Board of Education, or the Calgary Catholic School District, that are managed by a community association or social recreation organization and adhere to the *Public Use Policy*;
 - Note: social recreation groups with an operating and /or management agreement with The City may be eligible for funding at the discretion of the General Manager or their designate;
 - Have met all conditions of the lease or licence of occupation with The City of Calgary; and
 - Demonstrate good governance and sound financial management.

Use of Funds

The Capital Conservation Grant will be used to fund:

Lifecycle Plans that establish an opinion of condition and probable cost and timing of the renewal requirements allowing for facility lifecycle planning over a 25-year period by evaluation the architectural, structural, mechanical, electrical, and site facilities major components and systems. Lifecycle plans must be completed by a professional engineering or architectural professional.

Engineering Consultant Reports prepared by an architectural or engineering firm in the disciplines of building mechanical, building electrical, building structural, building sciences and/or architectural with expertise to assess a component of a building, identify the issues, recommend a solution and provide a scope of work that can go out to tender.

Capital Conservation/Lifecycle Projects that address the repair and/or replacement needs of any major components directly related to a facility's structure integrity; including preventative maintenance and restoration work. Proposed projects need to be identified in the lifecycle plan as current, past due or urgent.

Emergency Capital Conservation/Lifecycle Projects will only be considered in unexpected situations when the repair is immediately required to ensure the

structural integrity of the majority of the facility or when there is imminent threat to the health and safety of people using any part of the facility.

Upgrade Projects will address emerging capital facility needs and include energy and water efficiencies, accessibility and facility renewal. Eligible upgrades will support the long-term sustainability of an organization and meet community need.

PRIORITIES FOR FUNDING

Community groups receiving a Capital Conservation Grant are required to abide by the conditions contained in the Capital Conservation Grant Guidelines. In addition:

- 1) Applications will be considered in the following order of priority:
 - Lifecycle Plans;
 - Capital Conservation/Lifecycle Projects;
 - Emergency Capital Conservation/Lifecycle Projects; and
 - Upgrade Projects;
- 2) Lifecycle plans *and engineering consultant reports* will receive 100 per cent funding.
- 3) Eligible projects will receive up to 75 per cent of the total project cost.
- 4) A contingency of 15 per cent will be added to each lifecycle project to address unexpected situations and changing market conditions.
- 5) Administration will authorize the grant allocation annually to maximum of \$300, 000 per organization.
- 6) Administration costs associated with eligible projects are an allowable expense.
- 7) Groups may not use more than one municipal funding source to finance a project.
- 8) Any exceptions to the above priorities and criteria must be approved by the GM or their designate.

AMENDMENTS

2004 February 18

- 1) Approved the inclusion of social recreation organizations in the eligibility criteria of the Capital Conservation Grant.

2009 January 26

- 2) Amendments to policy statement, vision, guiding principles, eligibility, emergency capital conservation/lifecycle projects, upgrade projects.

3) 2012 February 27

Amendments to support the sustainability of community associations and social recreation groups

4) 2013 December 16

Amendment to policy as follows:

- a) Allow community associations and social recreation groups with amenities on Calgary Board of Education, or Calgary Catholic District land and hold an lease/license of occupation agreement with the school board and are in good standing, to access the Community Capital Conservation Grant for amenities on those sites; and
- b) Allow for reimbursement of engineering consultants' reports through the Community Capital Conservation Grant at 100 per cent.