Corporate Policy

General

Community Investment Policy

Approved by Council on: December 16, 2015

Report Number: PR-12-15

Effective: March 1, 2016

Reviewed on: November 16, 2021

Amended:

Next Review: September 30, 2023

Note:

Establish the principles and practices around how the City of Burlington will invest in our community.

Policy Statement:

The City of Burlington, (“City,”) believes that residents want to contribute to the quality of life in Burlington.

Residents have great ideas about how to create both vibrant neighbourhoods and/or communities and may require support from the City for implementation of initiatives.

The City provides support for these initiatives with one-time funding for events, programs or projects that build community capacity:

- To a registered not-for-profit corporation or a group of neighbours
- For areas within the geographic boundaries of the City of Burlington
- For projects, events and activities that occurs on City of Burlington property
- Program and services that benefit the residents of the City of Burlington and
- Organizations that do not receive any other financial support from the City of Burlington

Scope:

This policy applies to not-for-profit groups or a group of neighbours that use City owned and managed property for the benefit of residents of the City and happens within the geographic boundaries of the City.

This policy does not include boards and agencies of the City, school board property, Halton Conversation lands or lands of the Region of Halton or organizations that currently receive funding from the City of Burlington.

Definitions:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
Corporation	Refers to the Corporation of the City of Burlington.
Community Capacity Building	A process that strengthens the relevance, responsiveness, effectiveness and resilience of organizations. For example, an event, a training session, a promotion campaign.
Community	A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.
Events	A one-off single activity, occurrence or celebration typically taking place over a concentrated period of time, such as a few hours.
Not-for-Profit	Is a corporation that has articles of incorporation establishing the organization as a not-for-profit corporation
One-time funding	Lump sum funding or funding that is phased out over a period no longer than three years. The community can only apply every five years for Community Investment Funding.
Programs	Refers to regularly scheduled activities (minimum once per week and 4 repetitions) of a recreational, sport, leadership development, art and cultural nature as defined by the departments Leisure Services Policy (e.g. structured programs, community leagues, camps).

Project	Build or enhance a physical improvement in neighbourhoods

Principles:

The following principles are taken into consideration when investing in the community:

1. Community members want to contribute to their quality of life.
2. Community members have great ideas on how to enhance their quality of life in the public realm.
3. Community groups can be informal or organized (e.g. a group of neighbours on a street or a legally incorporated not-for-profit organization).
4. Community groups sometimes need financial assistance to launch a program, project or event and the City agrees to support with one-time funding, provided that the group is not receiving any other financial assistance from the City.
5. A community group can only receive funds once every five years.
6. The funding program (approvals, amounts) will be at the discretion of the Manager of Community Development Services as identified in the policy.

EXCLUSIONS

- Properties governed under another body, agency or business (e.g. school board, board or agency)
- Private Property
- Individuals
- On-going financial support such as operating grants
- Organizations whose purpose is related to political or religious activity
- For-profit organizations
- Foundations
- Schools, hospitals and public agencies
- An activity or project that conflicts with existing City policy
- Annual fundraising events/projects

- Organizations or groups of individuals organizing an event, program, project or activity that is in furtherance of a position either for or against an issue over which the City is a regulator or may have a legal interest
- An event, program, project or activity that conflicts with City policies, Council decisions or directions

Policy Guidelines

There are two streams for funding

	Community Capacity Building	Projects*
Application Period	Accepted at any time	Accepted once a year
Review Team	Community Development Section with subject matter experts as required	Cross department team to review feasibility of the proposal. May evolve to include community members as neighbourhood committees are developed
Review Period	Once per month	Three months
Criteria for Review	• Completeness of the application including organization/event budget • Meets the eligibility criteria requirements • Demonstrates need • Linkage with the City's strategic plan	• Completeness of the application • Meets the eligibility criteria requirements • Linkage with the City's strategic plan • Will provide a public benefit • Demonstrated community interest • Feasibility • Demonstrates on-going maintenance and upkeep • Ability of the community match the financial contribution from the City • Realistic budget
Implementation	Project must be completed within one year.	Project must be completed within one year of the contract

*pending Council approval of a Community Matching Fund business case included in the 2016 proposed budget.

MONITORING and FUTURE EVALUATION of POLICY

Manager of Community Development Service monitors and leads the annual evaluation of the policy.

Service owners and staff review the annual investment in community and discuss issues or concerns with the policy.

References:

- Leisure Services Policy – REC: 022, April 2000
- Community Development Policy
- Gender Equity in the Allocation of Public Recreational Spaces Policy
- Parks & Recreation - Public Recreational Spaces Allocation
- Rates and Fees Policy for Parks and Recreation PR-11-15

Roles:

City Council shall:

- Approve Community Investment Policy

City Manager / City Treasurer shall:

- Establish budget guidelines for the fund

Director of Parks and Recreation (or designate) shall:

- Annually review how the Community Investment Fund was spent and identify areas that may require targeted engagement; and
- Ensure service owner compliance with the Community Investment Policy and
- Prepare the transfer of funds to the Community Investment Reserve if required.

Accountable:

The service owners for Organized Sport Support Services, Art and Culture Services, Environment and Energy Services and Recreation Services are accountable for adherence and direct administration of the Community Investment Policy, including communication to users and user groups.

The Manager of Community Development Services is accountable for the execution of the Community Investment Policy process.

Community Development Section to meet monthly to evaluate, review and allocate community investment for community capacity building and event initiatives.

Cross-department team made up of staff from public safety, maintenance, leisure, design and build and internal support and administration; annually review the project submissions. Other subject matter experts will be included in the review depending on the nature of the project.

Responsible:

The Manager of Community Development Services holds final responsibility over the Community Investment Policy including the assignment of designates and subsequent administrative processes.