

## **Toronto Seniors Housing Corporation (TSHC) Community Activities Fund Policy**

**Policy Sponsor:** Director, Engagement, Partnership and Communications

**Approver:** Board of Directors

**Initial Approval Date:** December 8, 2023

**Effective Date:** April 1, 2024

### **Policy Statement**

The Community Activities Fund Policy outlines how funds for tenant-led initiatives are allocated by the Toronto Seniors Housing Corporation (TSHC), with appropriate controls in place for oversight and accountability.

### **This Policy:**

- Supports tenant-led activities and events within their communities.
- Specifies the criteria for initiatives that are eligible for funding.
- Outlines the standards that initiatives must meet to qualify for funding.

### **Scope**

This Policy applies to all tenant communities and staff of TSHC. It outlines the activities that can be financially supported and explains the process of funding activities for tenants.

### **Out of Scope**

This Policy does not apply to:

- Tenant expenses related to private events.
- Projects and events that are part of Community Programs and Partnerships' tenant engagement work (e.g., refreshments for building meetings).

- Events that are exclusively faith-based.
- Events exclusively for members of a tenant association.

Implementing this policy should not only meet the requirements listed in the policy but also adhere to the corporation's values of respect, inclusion, accountability, and innovation.

## TSHC Values

- **Respect** – Our culture is built on respect, trust, and open, honest communication among tenants, staff, and service providers. We respect each tenant's independence and privacy. We will assist tenants to find the services and supports they prefer.
- **Inclusion** – Quality of life for seniors is enhanced by living in vibrant and diverse communities. We strive for inclusion and equity.
- **Accountability** – We are accountable to our tenants, our shareholder (the City of Toronto), and the public. We are committed to transparency. We are clear on our goals. We set targets and report our results. We demonstrate integrity and responsible use of our resources.
- **Innovation** – We are creative, innovative, adaptive, and flexible to meet the needs of our current and future tenants. We are a catalyst for positive change, energizing communities and partners to join us to achieve our mandate.

## Definitions

- **Building:** A structure that is designed and constructed to provide living spaces for individuals or families to use as their home.
- **CAF (Community Activities Fund) Coordination Table:** Members of this group will include Regional Managers, the Manager of Community Programs and Partnerships, and the Community Programs and Partnerships Clerk. The group will ensure that funds are managed and distributed equitably and timely across all buildings based on applications from all regions.

# Toronto Seniors Housing Corporation

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- **Community Activities Fund (CAF):** Funds set aside by TSHC for events or activities to bring tenants together and purchase supplies and smaller equipment that can be enjoyed in shared spaces.
- **Community:** Tenants belonging to a TSHC building or adjacent TSHC developments.
- **Community Services Coordinators (CSCs):** The Community Services Coordinator is a frontline member of the Community Programs and Partnerships team. They assist in developing and managing programs and partnerships, community and tenant engagement, and support TSHC's efforts to build strong and vibrant communities.
- **Event(s):** A one-time or re-occurring activity that is open to all tenants within a given community.
- **Larger Equipment:** A tangible long-term asset that benefits the broader tenant community (e.g., exercise machines and recreational equipment such as pool tables). Equipment must have a minimum lifespan of two years and come at a price of \$1,500 or more.
- **Quarter:** A quarter (calendar) is a calendar that breaks the year into four parts. Each part is three months. It helps to remember important dates and plan events. It is used to plan budgets and goals and manage time. For example, the year's first quarter includes January, February, and March. The second quarter includes April, May, and June. The third quarter includes July, August, and September. The fourth quarter includes October, November, and December.
- **Smaller Equipment:** Materials, items, supplies, or equipment needed to implement community programs or activities.
- **Tenant:** A person who holds a residential lease agreement with Toronto Seniors Housing Corporation or a Toronto Seniors Housing Corporation-approved sub-landlord and lives in a Toronto Seniors Housing Corporation building.

## Standards

- Community Activities Fund (CAF) initiatives must be identified at the building's priority-setting meeting each year.
- The Community Services Coordinators (CSCs) are required to support an Annual Building Planning Process with tenants including priority-setting meetings at buildings at the beginning and where required throughout the year to help tenants throughout the CAF application.
- All equipment purchased through CAF is the property of TSHC.
- All events that are funded by the CAF budget must be accessible to all tenants in a given building/community.
- All tenants (over 15,000) will have an opportunity to participate in the decision-making process for activities, events, and equipment through the Annual Building Planning Process, to be within the CAF funds allocated to each building.

## Community Activities Fund (CAF)

The Community Activities Fund Policy outlines how funds for tenant-led initiatives are allocated by the Toronto Seniors Housing Corporation. Every year, funding will be allocated to each building based on its size. All tenants will be encouraged to participate in a building meeting to set priorities. With staff support, tenants will decide on the events, activities, and equipment they want to have at their building for the coming year. Applicants must submit a form to TSHC to proceed with an event. If funds are still available mid-year (July), the Community Programs and Partnerships team will inform tenants of surpluses. All tenants in the buildings will be able to apply for extra funding if they are available. The deadline for submitting applications to use the remaining funds for the year is September 30.

## Eligibility Criteria for CAF

TSHC tenants can request funds for initiatives that foster community development. Such initiatives include tenant-led activities and events that enhance tenant participation in their communities.

At the start of the year, the Community Services Coordinators (CSCs) will host an annual building meeting as part of the Annual Building Planning Process. Building tenants will be encouraged to gather and discuss the events, activities, and equipment they would like to have in their building for the upcoming year. Once priorities are set, the CSCs will work with the tenants present at the meeting to complete the application forms. Adjustments may be required throughout the year; CSCs will work with local volunteers to understand those, noting that volunteers will need to ensure that all tenants have had an opportunity to have input into the additional or new choices. Additional meetings with tenants will be undertaken as well if required.

Applications should be submitted for the current calendar year based on the submission deadlines listed in the Procedures document. Tenants must submit their applications no later than one month before the event or before the quarterly submission deadline, whichever comes first, as per the Procedures document. For example, if a tenant plans to organize an activity on April 15, they will need to submit the application before March 15 of the calendar year. All funding is managed annually. Funding for next year's events will come from that year's CAF allocation for each building. Tenants will need to work with their local CSCs. If there is a tenant volunteer or volunteers in a building, they should be made aware of the application.

## **Eligible Expenses through CAF Funding**

- Smaller equipment that supports social recreational programming and enhancing community (e.g., gaming supplies, craft supplies)
- Food/refreshments for community events and re-occurring community gatherings (e.g., monthly social tea, BBQs)
- Event-related supplies (e.g., cutlery, trolleys or serving platters)

- Audio-visual supplies and smaller equipment for recreational room activities (e.g., microphone, projector)
- Tools and gardening supplies (for products related to food supply)
- Decorative items and seasonal décor
- Recreational smaller equipment (e.g., mahjong tables, foosball tables, and ping pong tables)

## **Ineligible Expenses through CAF Funding**

- Alcohol or gifts
- Supplies or equipment which are for private use
- Items that are not accessible to the wider community (e.g., video game consoles)
- Duplicating items which can be provided by partner agencies or TSHC staff (e.g., mop, bucket, vacuum cleaner)
- Gardening products (e.g., soil, seeds, and plants for ornamental gardens as Operations will be funding these based on approved annual budgets)
- Costs to maintain activities beyond the funding term
- Items for events outside the building premises
- Larger equipment that exceeds \$1500 and has a life span of two years or more (e.g. pool table, larger exercise equipment/treadmill which can be funded through the Operations team)

## **Allocation and Oversight for CAF**

The CAF Coordination Group oversees the global budget for use of CAF funds. As such they are responsible for ensuring that funds are well managed and provided in a timely manner to all buildings based on applications from all regions. This administrative table approves all CAF requests to ensure Procurement and Finance and the Community Activities Fund policies are being followed.

## **Equity Impact Statement**

Toronto Seniors Housing Corporation is committed to providing an inclusive living environment free of discrimination and harassment consistent with principles outlined in the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act.

The Community Activities Fund is there to help tenant communities meet their unique equity needs, taking into account their diverse linguistic and cultural backgrounds. Tenants may use these funds for language or cultural events but must invite all building tenants to participate. If food is served at a CAF event, organizers must provide options that cater to various cultural dietary restrictions.

## **Conflict of Interest**

A conflict of interest occurs when personal or business interests affect a tenant's ability to fairly and objectively represent the best interests of all tenants. The interest may benefit the tenant, family, friends, or a business enterprise with which the tenant is associated.

Tenants:

- Should avoid using paid services from friends or family members.
- Must use a trusted, reputable vendor.
- Must not use Toronto Seniors Housing Corporation materials or facilities for personal gain. For example, renting out Toronto Seniors Housing Corporation office space or equipment or using Toronto Seniors Housing Corporation office space for own business or commercial activities is not allowed. (Personal gain also means gains for a family member or a friend).

## **Other**

- For TSHC to fund events organized through CAF, all events must be fully accessible to tenants. Tenants cannot charge an additional fee for the event.
- Gratuities (tips) for any vendor must be included within the event budget and cannot exceed 15 per cent of the total invoice.

## **Compliance and Monitoring**

The Community Programs and Partnerships team at TSHC will maintain clear and transparent records of all applications, decisions, delivery of goods, and reconciliation of funds for the projects.

The CAF Coordination Group will ensure that the funding spent on approved CAF requests follows TSHC's policies, procedures, and guidelines and the building's priorities.

The Finance team will review the annual reconciliation and will conduct random audits of the submissions to confirm compliance with this Policy. The CAF Coordination Group will provide the Finance Department with quarterly reporting on CAF submissions.

## **Related Legislation, Regulations, and TSHC Policies:**

- TSHC Expense Reimbursement Policy
- TSHC Human Rights, Harassment and Fair Access Policy - Tenants
- TSHC Tenant Representative Code of Conduct
- TSHC Non-Residential Use of Space for Tenants and Tenant-Led Groups Policy

## **Amendments (Revision History):**

Initial policy approved by Board of Directors on December 8, 2023, effective April 1, 2024.

This Policy replaces the former Tenant Funds Distribution Policy to be retired on April 1, 2024, and the Distribution of Tenant Council Funds Policy to be retired on December 31, 2023.

## **Next Scheduled Review Date: December 2026**

This policy will be reviewed once every three (3) years.

## **Policy Contact**



Manager, Community Programs and Partnerships

**Appendices**

Community Activities Fund Procedure