

## CommunityWise Resource Centre — at the Old YWCA

We invite you to visit the centre, access services offered by our members, share your memories of this building, learn more about what we do here and to participate in the community.

### CommunityWise Resource Centre

#101 - 223 12<sup>th</sup> Avenue SW  
Calgary, Alberta, T2R 0G9

Phone: 403 261-9660

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[www.communitywise.net](http://www.communitywise.net)

With Support from:

**Our Members** and



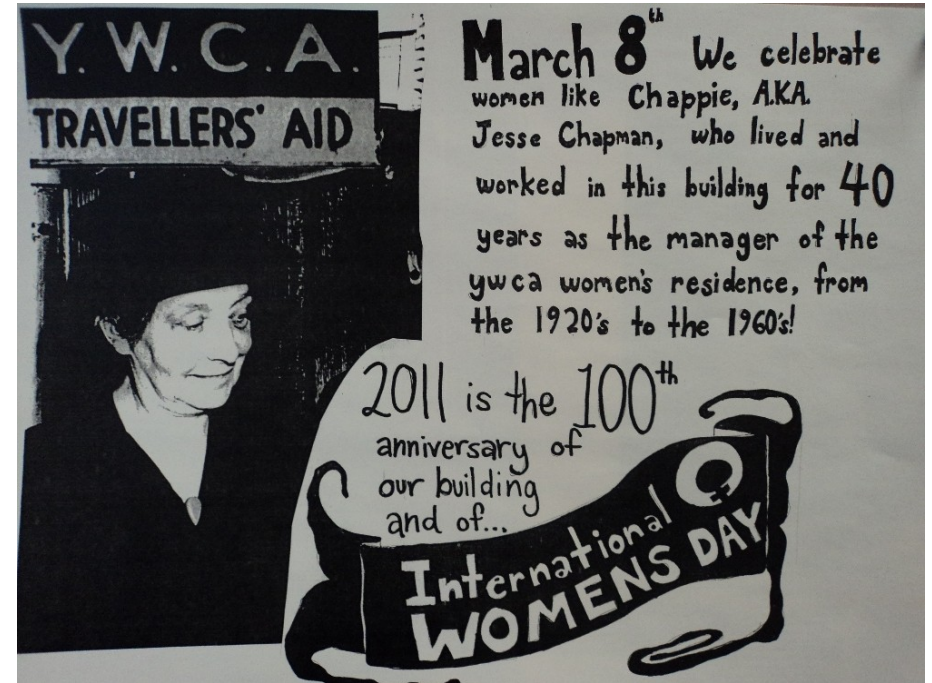
**Photo Credits: Reg Tiangha and CommunityWise Staff**

## CommunityWise Centre Member's Booklet



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CommunityWise Open House October 2, 2013





## History

The building is the oldest purpose-built, social service facility in Calgary. Constructed in 1911 as a YWCA facility, the building was a hostel, created to address the needs of single women new to the city. Along with temporary and long-term shelter, it offered services including language classes and assistance for immigrants, and recreational opportunities for women at a time when their access to such resources was much poorer than it is today.

The building became the “Old Y” in 1971 after the YWCA vacated the premises and completed their new building on 5<sup>th</sup> avenue, at which point the City of Calgary took possession. Since that time, the Old Y building has housed dozens of diverse community-serving, grass-roots and non-profit agencies. At first it was managed by Interfaith under the City of Calgary Neighborhood Services Department.

In 1979 the City of Calgary threatened to redevelop the site due to the prohibitive cost of maintaining the aging building. In response, the groups renting offices united to form a tenants association called the Old Y Action Groups. Together they rescued their beloved building from demolition, and began to formalize the lease agreement with the landlord, the City of Calgary. The tenants association registered as a non-profit society under the Provincial Societies Act and worked to protect the building by establishing it as a historical site with provincial heritage status. The Old Y building became a registered historic resource in 1982, while at the same time the tenants’ association officially changed its name to “Old Y Centre for Community Organizations.”

Since then, it has functioned under the umbrella of the tenant organization as affordable office space for dozens of diverse grassroots and non-profit agencies, in sectors ranging from arts and culture, immigrant community associations, youth agencies, LGBTQ community resources, environmental groups, social justice advocacy and more.



## What is CommunityWise?

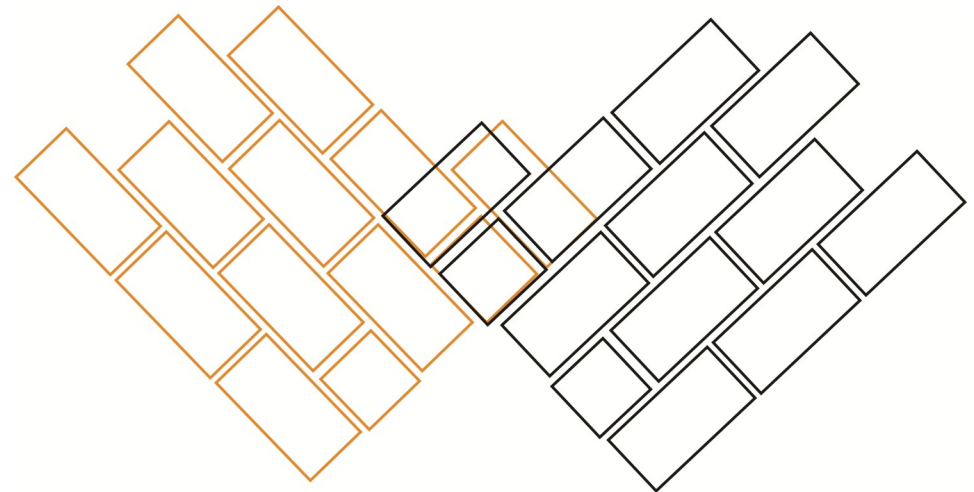
Located at 223 – 12<sup>th</sup> Ave SW, in the heart of Calgary’s Beltline Neighbourhood, COMMUNITYWISE (in the historic YWCA building) is a beautiful centre for grassroots, non-profit, and charitable organizations.

The Centre is managed by CommunityWise Administration where our focus is on the stewardship of this provincial historic resource building as well as community development and support for our member organizations.

CommunityWise preserves its historical foundations as a community –driven hub for social change through accessible and cooperative office space, organizational and community development and peer support activities

CommunityWise provides offices, meeting rooms, activity spaces, and both indoor and outdoor common spaces for over 80 member organizations.

The centre is democratically managed with a tenant board of directors and a small staff collective. The CommunityWise office is open from Monday to Friday for access to member organizations, public resources and events. Members have access to the building for their events, meetings and programs seven days a week.



## Mission

To be a community hub, providing inclusive, affordable space and community development programs to support and strengthen diverse grassroots and non-profit members.

## Vision

To achieve equitable social change through collaborative work



## Values

**COMMUNITY**; cultivating relationship, connection, engagement and collaboration

**DIVERSITY** representing and championing voices, practices and cultures, representing individual uniqueness and collective wisdom.

**SUSTAINABILITY**; enriching human and environmental interrelationships to ensure a prosperous future of our communities, future generations, and the Earth.

**SOCIAL JUSTICE** fostering an equitable society where all life is respected.

**ACCESSIBILITY**, providing barrier-reduced space and resources

**HERITAGE**, promoting learning from the past, honoring cultures and traditions, conserving historic space.

2015



2016





2012-2013



2014



## Governance Structure

### Non-Profit Board

CommunityWise is a registered non-profit with charitable status. Like all non-profits, we have a board of directors. The CommunityWise board of directors is a passionate and committed collection of individuals who represent the interests of the member organizations and the community at large.

True to the original tenants' association who founded the organization, direct democratic process is very important to us. Everyone using the space can participate in decisions about what happens in the space. The board pursues decisions using consensus-based decision making practices.

Committees (working groups) include:

**Membership, Programming, Human Resources, Finance, Policy, Fund Development**

### "Building" Communication

We value open communication and encourage all members to contact staff and board of directors with any questions or concerns any time! Members can reach us at the office by phone or in person.

We also use email, Facebook, flyers and posters. Send us your information and announcements so we can share them with other members in the monthly building memo.

Also look for information about events and announcements on our bulletin boards! Members can utilize the bulletin boards to share information about their organizations and events.

**PLEASE UPDATE YOUR CONTACT INFORMATION WITH COMMUNITYWISE ADMIN STAFF**





## Administration

### Staff Collective

Son Edworthy: son@communitywise.net

Jian Hong: finance@communitywise.net

Philip McCutcheon: philip@communitywise.net

Erin McFarlane: erin@communitywise.net

### CommunityWise Resource Centre Contact Information

101-223 12th Avenue SW

Calgary Alberta T2R 0G9

Phone: 403-261-9660

Fax: 403-234-9532

contact@communitywise.net

www.communitywise.com

CommunityWise Resource Centre is also on Facebook and Twitter

### Office Hours

9 am—5 pm Monday and Friday

9 am—7pm Tuesday, Wednesday  
and Thursday

If you can't find us in the admin  
office, most likely we are some-  
where nearby in the building.

Please leave a note in our mail  
slot, a voice mail or e-mail and we will get back to you as soon as  
we can.



### Booking Space

As a member, if you are interested in booking one of our common  
rooms please drop in, call, or e-mail the office. If you book by email  
or voicemail, your booking is not confirmed until you receive email  
confirmation from our admin staff.

## CommunityWise in 1911



## CommunityWise in 2011





## Centennial Tea and Tales Part—June 24, 2011



## Why Co-Location Community Forum, November 11, 2011



## Membership

**Tenant Members** - rent an office space in the Centre, book common rooms, equipment and may rent a mailbox.

**Associate Members** - book common rooms, equipment and may rent a mailbox, share or sublet office space



## Membership Criteria

- Be non-profit or grassroots organizations based in Calgary.
- Adhere to the bylaws, rules and regulations of our Centre
- Meet with the membership committee and/or CommunityWise Staff, for discussion of membership, questions and concerns or for community-related discussions.
- Understand and embrace that they are joining a community
- Demonstrate a need for membership at CommunityWise
- Must complete the membership application, and pay the required \$25 (cash) processing fee.
- Must provide at least two community contacts from a landlord, business relation, partners or funder as a reference to your group.
- CommunityWise membership committee can decline an application if they believe their interest conflicts with the bylaws or mission statement of the organization, or believe the applicant to cause harm to other member groups.
- Applicants & member organizations must not display hatred, prejudice or discriminate based on race, religion or other varying community member groups.

## Membership Continued

### **Membership Fees and Damage Deposit:**

Annual Fee: \$25.00 per year (renewable yearly)

Annual Mailbox Fee: \$25.00 (renewable yearly)

Common room use security deposit \$200 (one time)

Office security deposit: one month rent



### **Hospitality and Respect**

CommunityWise provides space to a diverse group of members, we all have much to learn from each other. Be kind and generous, consider things like how noise affects others using the space, leave the space cleaner than you found it.

We have zero tolerance for hatred, prejudice or discrimination based on ethnicity, gender or sexual orientation, religion, ability, size, age, language. CommunityWise, as a Safe(er) Space, has a policy which highlights the importance of respect and inclusiveness.

### **Eviction/ Termination of Membership Procedure**

We rarely have to use this policy but if members don't follow CommunityWise guidelines, termination of Membership by the Board on recommendation from the Membership Committee follows a three-step process. Step 1—Warning and possible fine, Step 2—Loss of access to the Building for a period, Step 3—Loss of membership.

### **Transportation**

CommunityWise Centre encourages sustainable transportation. We have **BIKE** racks located in front of the building and are walking distance to the Westbound 1 Street SW, Eastbound 3 Street SW and Victoria Park (16 Ave and Macleod trail) C-Train stations. We are also located on part of Calgary's Cycle Track Network



Nearby **BUS** routes:

- 1 BOWNESS/FOREST LAWN
- 7 SOUTH CALGARY
- 9 VARSITY ACRES/BRIDGELAND
- 10 DALHOUSIE/SOUTHCENTRE
- 13 MOUNT ROYAL
- 18 LAKEVIEW
- 24 OGDEN
- 31 DOWNTOWN SHUTTLE
- 102 DOUGLASDALE EXPRESS
- 103 MCKENZIE EXPRESS
- 6/106 KILLARNEY/26 AVE.
- 411 EAST CALGARY
- 419 PARKHILL/ FOOTHILLS

### **Parking**

Paid parking is available on side streets in the area. Parking in the driveway is first come first serve, but there is a limit to one vehicle per organization on weekdays to ensure fair access to limited space provided. Please leave a note on your dashboard with your cell number and what room you are in, so other parkers can find you.





## Community Programs

CommunityWise facilitates workshops, special events, activities and other opportunities to get involved and learn from one another. The programming committee is open to anyone to join and meets regularly to discuss on-going programs and new proposals. Get in touch if you want to join the committee!

Regular annual events such as the **AGM** and **Winter Party** as well as **Community Forums**, **Tours**, and **Open House Events** are organized by CommunityWise. In partnership with others we also organize professional and personal **Training Sessions**.

### Some of the current programming includes:

#### **Burnout Prevention League**

Feel free to bring your lunch/breakfast, snack if you want. This is a low-maintenance activity for members to connect and talk.

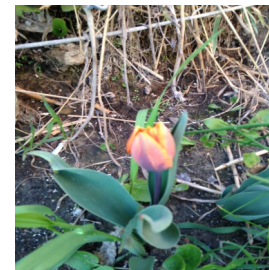
#### **Beltline Fitness Centre Pass—on-going**

Members can sign up to be on the group fitness pass at the City of Calgary fitness centre next door, Ask our admin for more info.

#### **Lunch and Learns—One per month**

Focus on relevant topics to non-profit and community development work. Lunch and Learns often feature member organizations work and is a great place to meet other members. Lunch is provided.

#### **Board Development Programs**



### **Tenant Members:**

Aboriginal Friendship Centre Calgary  
ACT Alberta  
Alberta Community and Co-op Association  
Alberta Disabled Foundation  
Alberta Media Arts Alliance  
Amnesty International  
Apollo Friends in Sport  
Arusha Centre Society  
Boys and Girls Club – Beltline Youth Centre  
Brown Bagging for Calgary Kids  
Calgary Allied Arts Foundation  
Calgary Centre for Global Community  
Calgary Community Network Association  
Calgary Co-operative Memorial Society  
Calgary MultiCultural Centre  
Calgary Society of Independent Filmmakers  
Children's International Summer Villages  
Chinook Country Historical Society  
Cinematheque Society  
Eritrean Canadian Community Association  
Ethiopian Community Association  
Fairy Tales Presentation Society  
Gear Station  
M:ST Performative Art Festival Society  
Oromian Community Association  
Outlink Centre  
Religious Society of Friends (Quakers)  
Romanian Canadian Cultural Association  
Seeds Connections  
Sierra Club Chinook Chapter  
Support Works  
Sustainable Alberta Association  
Two Wheel View  
Underground Film Festival Calgary  
Women's Health Collective

### **Facilities cont...**

#### **Keys**

Each member organization will receive an entry fob for the front and back door and a common room key. The common room key will open all common rooms and the photocopy room. Organizations can purchase additional Entry fobs for \$15 and extra common room keys for \$5 through the Admin office.

Your **Common Room key** accesses the Main Common Room, the Dance Studio, Board Room, and photocopy room.

To access the meeting room #106, #206, #207 you need a temporary key and you must arrange to get it from CommunityWise admin. When you are done with the key please drop it in the mail slot on the Admin office door.

#### **Locks**

All offices in the building must be accessible by CommunityWise admin office. Any organization wishing to change the locks on their office door must inform the admin office first. For security reasons, all locks must be re-keyed to our master key by our locksmith. If any agency changes the locks and the office is not accessible by CommunityWise administration the centre reserves the right, at the expense of the organization in question, to have the locks changed for the master key.

#### **Security**

The building is accessible with your access fob from 6am-12am (midnight) every day of the year. Please familiarize yourself with the use of the intercom system and If you have any questions do not hesitate to ask.

If you have a meeting or event please post a note on the front door telling guests which number to buzz to get in. Press #6 on your phone to let them in. We ask you to not leave the door propped open.

#### **Windows**

Windows must be kept closed when any room is vacant. Windows must be closed in the common rooms after your booking. Any damages resulting from rain, frost, frozen or broken water pipes, will be charged to those using the space as per our Window and Door policy.



### **Bathroom**

There are two washrooms on each floor. The only wheelchair accessible washroom is located on the main floor.

Bathrooms are inspected and restocked daily. Please alert Admin about clogged drains or toilets, or any other problems. Our buildings' pipes are very old, they clog easily and plumbers are expensive. Do not put any food, paint, coffee grounds, hygiene products etc. in the sinks or toilets.

### **Main Floor Kitchen**

The shared kitchen is a great place to cook or re-heat food, prepare for events, make tea or coffee, and to run into people. There are two fridges that you can use on the main floor. Please label your food and don't let it get moldy. Wash dishes (there is also a dishwashing machine) and clean countertops. Clean up after yourself, it's everyone's responsibility, no one will do it for you.



If you would like cupboard space to store kitchen supplies, let the Admin office know so that we can see what space we may have available. At times the kitchen will be used by members doing cooking programming.

### **Upstairs Kitchen**

Across from the board room, the 2nd floor kitchenette with limited equipment. Bring your own coffee and tea, label your food in the fridge and enjoy the beautiful mural "food should be fun!" while you clean up.

### **Compost**

Composting is amazing! We have a compost bin in the back yard. You can put your organic scraps in it or into the small green bin on the main kitchen windowsill. Feel free to empty the green bin into the outdoor compost.

### **Hallways**

Do not leave your old furniture, boxes etc. in the hallways. Obstructions are a safety hazard and set a precedent for more stuff to accumulate. You are responsible for removal of items but contact Old Y Admin if you need help.

### **External Members**

Acts of Greatness  
African Sudanese Association of Calgary  
ARGRA  
The Alex: Home Base Program  
Aspen Family Services  
Beltline Fitness and Aquatic Centre  
Bentiu Association  
Bike Calgary  
Bulgarian Society of Calgary  
Calgary Alternative Support Services  
CCIS  
Calgary Eats  
Calgary Magic Circle  
Calgary Sexual Health Centre  
Coronation Place  
Dragonfly Co-cohousing  
Editors Association of Canada  
Elephant Artist Relief  
Elizabeth Fry Calgary  
Eritrean Cultural Civic Centre  
Foothills Library Association  
Gay Friends in Calgary  
Good Life Community Bike Shop  
Hararian Cultural Society  
I on the Ball Consulting  
JAWS  
Justice for Palestinians Calgary

Kaffeeeklatsch  
Migrante Alberta  
Miscellaneous Youth Network  
Mosaic Community Support Network  
Next Up Leadership  
Opportunity Works  
Oromo Network Society  
Pagan Pride  
Permaculture Guild of Calgary  
Peruvian Rhythms Society  
Poster Collective  
Pride Calgary  
Project Ploughshares  
Prospect Human Services  
Pushkin Language Institute  
Refuge Recovery  
SMART Recovery  
Social Spaces Summit  
Social Ventures Partners Capital  
Social Workers for Indigenous Social Justice  
Sunrise Community Link  
Sustainable Calgary Society  
This is My City Art Society  
Trans Equality Society of Alberta  
Untitled Art Society  
Venezuelan Canadian Assoc.  
Venezuelan Cantares Foundation  
Villela McMeans Foundation



### **Common Room Rental**

CommunityWise currently has several common spaces for rent by all members of CommunityWise.

#### **Main Common Room** (per 4 hr block)

Morning or Afternoon	\$25
Evening	\$50

#### **Board Room** (per 4 hr block)

Morning or Afternoon	\$15
Evening	\$25

#### **Dance Studio** (per 4 hr block)

Morning or Afternoon	\$15
Evening	\$20

#### **Kitchen** (per 4 hr block)

Morning or Afternoon	\$15
Evening	\$15

#### **Back Yard Patio** (per 4 hour Block)

Morning or afternoon	FREE
Evening	FREE

There are also several offices which can be used by members for meetings and events during the evening and on weekends. Rates vary and the income generated is shared with applicable members.

Examples include:

Room #106—\$25

“The Hub” Room #206 - \$25

“The Burrow” Room 207 –\$10

## **Facilities**

### **Fire Exits and Drills**

Fire exits are posted throughout the building. There are maps located on bulletin boards indicating fire exit routes.

### **Parking Policy**

Honestly parking is a real challenge for our building and the neighborhood in general. Paid street parking is available most times of the day (free after 6pm and on Sundays). There is a small driveway and if you do park in this spot we ask that you leave a contact information in the dash board so others can find you when they need to leave as well.



### **Garbage**

You are responsible for emptying your own garbage from your office and common-room events. The dumpster is located in the back of the Hop in Brew and the key for the lock is in the photocopy room. Please put it back immediately after using it. Garbage is picked up on Saturday mornings.



### **Recycling Room**

Recycling facilities are located next to the main floor bathroom. There are also recycling bins in the main floor kitchen and board room. Please follow City of Calgary guidelines for recycling materials ([www.calgaryrecycling.com](http://www.calgaryrecycling.com)) as well as CommunityWise signs indicating where to place materials. No hazardous or contaminated materials should be placed in recycling facilities. Big Pal Glenn picks up on Wednesday.

### **Shredding**

Big Pal Glenn also takes paper for shredding. He is inexpensive and very good. If you have any paper that you wish to be shredded please put them in a bag with your organizations name on it and leave it with us in the Admin office.



### **Shared Resources**

Members have access to a number of shared resources at CommunityWise which can be used for free onsite and, for those that can leave the building) at a cost for off site use. Among other items, these include:

Photocopier/Printer  
Projectors  
Sound Equipment and PA Equipment  
Popcorn Maker  
Button Makers  
Folding Tables and Chairs  
Flip Charts/Whiteboards  
Bike Trailer  
Festival Tents  
Kitchen Supplies  
Various tools are also available.

*Please ask at the admin office for rental details and prices.*



### **Clean Up DIY**

Our cleaning company does a great job keeping the washrooms and hallways clean. They are not responsible however for cleaning common rooms and kitchens after every booking. That's your job. When your event is finished please ensure the space is left cleaner than you found it. Respect and cooperation are necessary ingredients for enjoyable, functional community space.

### **Main Common Room Clean Up**

- Stack chairs in the SW corner near the piano.
  - Wipe down tables.
  - Collapsible tables can be stacked in the closet near the front entrance of the room.
  - All spills and muddy footprints must be cleaned up.
  - Vacuum and mop are in the kitchen cupboard to the right of the stove—please use them.
  - Put your garbage in the dumpster out front. The dumpster key is in the photocopy room, put it back when you're done.
- Thanks!



### **Clean up Fines**

If you do not clean up after your booking you may be charged \$25-\$50.

### **Serving Alcohol**

Events where liquor sales occur are permitted at CommunityWise, however it is required that any event where liquor is being sold must have a valid AGLC license to do so. A copy of the license must be submitted to the administration office. Community event liquor licenses can be obtained at many liquor stores.

