

## 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 participate in the community.

### CommunityWise Resource Centre

#101 - 223 12<sup>th</sup> Avenue SW

Calgary, Alberta, T2R 0G9

Phone: 403 261-9660

Fax: 403-234-9532

info@communitywise.net

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

With Support from:  
**Our Members** and

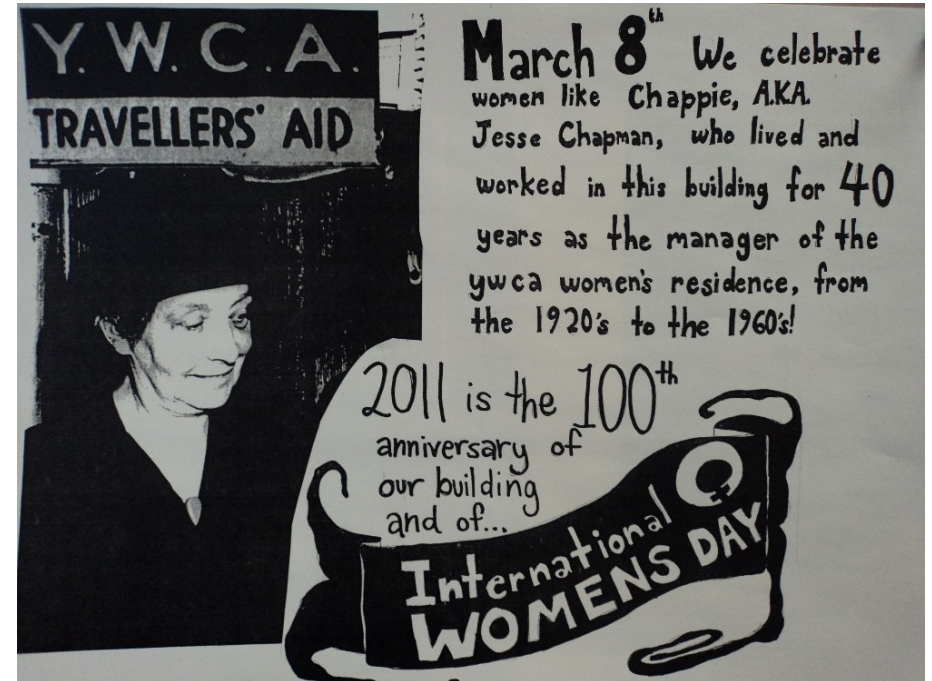
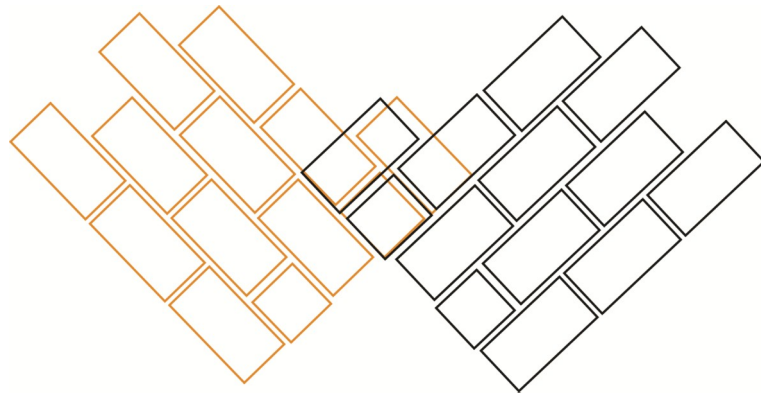


# COMMUNITYWISE RESOURCE CENTRE Member's Booklet



## Contents

What is CommunityWise?/Land Acknowledgment	3
Mission, Vision, Values	4
Governance	5
Administration	6
Membership	7
Members List	10
Common Room	12
Facilities	15
Dog policy/Active Use policy	18
Rent Equity	19
Programs	20
Transportation	21
Photos	22
History	26



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 90 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.

## **Land Acknowledgment**

CommunityWise exists in the traditional territories of the Blackfoot and the people of the Treaty 7 region, which includes the Siksika, the Pikuni, the Kainai, the Tsuu T’ina, and Stony Nakota First Nations. The City of Calgary is also home to Metis Nation of Alberta Region III.

We acknowledge First Nations and traditional territories because the purpose of CommunityWise is about sharing space and because it’s one way to locate ourselves in the process of healing from colonial violence. We aim to make CommunityWise more accessible for indigenous peoples.



## Mission

To be a community hub, providing inclusive and 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.





2012-2013



2014



2015



## 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 CommunityWise, its 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, Governance. Anti-Racist Organizational Change (AROC) Working Group**

### "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.



## Administration

### Staff Collective

Sarah Zhu: [finance@communitywise.net](mailto:finance@communitywise.net)

Philip McCutcheon: [philip@communitywise.net](mailto:philip@communitywise.net)

Erin McFarlane: [erin@communitywise.net](mailto:erin@communitywise.net)

Thulasy Lettner: [equity@communitywise.net](mailto:equity@communitywise.net)

### CommunityWise Resource Centre Contact Information

101-223 12th Avenue SW

Calgary Alberta T2R 0G9

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

CommunityWise Resource Centre is also on Facebook and Twitter

### Office Hours

10 am—5pm Monday and Friday

10 am—7pm Tuesday, Wednesday and Thursday

If you can't find us in the admin office, most likely we are somewhere 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.

Cancellations notice of 7 days is required.

## CommunityWise in 1911



## CommunityWise in 2011





**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



- 22

## 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
- 6 KILLARNEY/26 AVE.
- 7 MARDIA LOOP
- 10 CITY HALL— SOUTHCENTRE
- 13 MOUNT ROYAL
- 18 LAKEVIEW
- 24 OGDEN
- 102 DOUGLASDALE EXPRESS
- 103 MCKENZIE EXPRESS
- 411 EAST CALGARY

### **Parking**

Paid parking is available on side streets in the area and on 12th avenue at non peak times. 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**



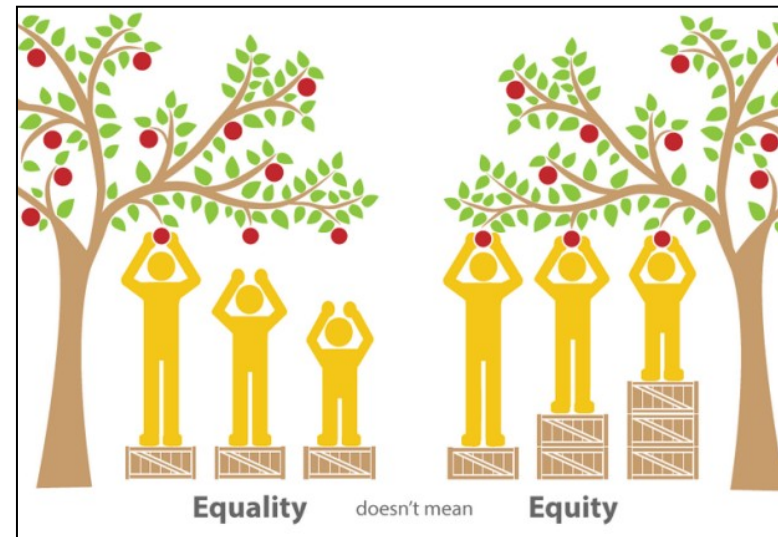
## **Tenant Members**

Aboriginal Friendship Centre Calgary  
ACT Alberta  
African Canadian Immigrant Society  
Alberta Community and Co-op Association  
Alberta Disabled Foundation  
Alberta Media Arts Alliance  
Amnesty International  
Apollo Friends in Sport  
Arusha Centre Society  
Brown Bagging for Calgary Kids  
Calgary Allied Arts Foundation  
Calgary Cinematheque  
Calgary Community Network Association  
Calgary Co-operative Memorial Society  
Calgary Ethiopian Community Association  
Children's International Summer Villages  
Chinook Country Historical Society  
Eritrean Canadian Community Association  
Fairy Tales Presentation Society  
Gear Station  
M:ST Performative Art Festival Society  
Oromian Community Association  
Opportunity Works  
Calgary Outlink  
PLAN Calgary  
Religious Society of Friends (Quakers)  
Romanian Canadian Cultural Association  
Seeds Connections  
Sierra Club Chinook Chapter  
Support Works  
Sustainable Alberta Association  
This is My City Art Society  
Underground Film Festival Calgary  
Women's Health Collective

## **Rent Equity**

CWRC has a standardized office rental agreement with all tenant members which outlines the responsibilities of CWRC as holders of the head lease with the City of Calgary and Members, as sub tenants of the building. Taking into account equity, CommunityWise charges different rates for offices and considers what an organization could pay relative to others members in the building. The rates are reviewed annually by the membership committee and the finance committee. Rental agreements are month to month.

Electrical, Heat, Water and garbage collection services are included in the rent price. CommunityWise bills separately for Internet.



Source: [http://www.communityview.ca/infographic\\_SHR\\_health\\_equity\\_2014.html](http://www.communityview.ca/infographic_SHR_health_equity_2014.html)



## **Dog Policy**

CommunityWise welcomes dogs as part of our community. However, the building is first and foremost an office building for people. In respect to other members in the building all dog owners choosing to bring their dog must adhere to the following. Please be aware that while many people find comfort and safety with dogs others feel threatened by dogs:

- must be registered with The City of Calgary and be up to date with their vaccinations
- must not be disruptive and/or bark excessively
- must not be aggressive and must be friendly with other dogs
- must be properly controlled at all times while on the property
- may accompany their owners to meetings and events in the common areas and backyard when all other attendees have given their consent
- must not accompany you to other offices unless invited

These rules also apply for meetings and events held by members. Please be aware how having dogs present at an event may impact others in the building.

Please note:

- As the dog owner you are responsible for any mess or damages caused on the property and are required to clean up and repair as required. Fees may be incurred if this is not adhered to
- CommunityWise advises against leaving your dog unattended in your office, but if the need should arise we ask you to notify the CWRC admin office with a contact name and number in case of emergency or other issue.

## **Office active use policy**

Access to office space at CWRC is an essential resource which helps facilitate our member organizations ability to engage in their important work.

In the event that organizations renting office space cease to be active in fulfilling their own mission or cease to be occupied by staff or volunteers a minimum of 8 hours/week, the membership committee is entitled to implement the policy by beginning a conversation about switching, sharing or vacating the room with the member. The member organization in question will remain a member in good standing and will be eligible to rent other rooms in the building, if circumstances change.

All CWRC members and the greater community, benefit when the main floor space is accessible to the public, to wheelchairs and strollers, and active use. This policy means the board will also prioritize member organizations that use the office for a minimum of 30 hours per week, and provide services or resources to the community requiring accessible space.

## **Associate Members**

AAWEAR

The Alex: Home Base Program

Aspen Family Services

Beltline Fitness and Aquatic Centre

Bike Calgary

Bulgarian Society of Calgary

Calgary Alternative Support Services

CCIS

Calgary Artistic Expressions for Adults

Calgary Centre for Global

Community

Calgary Eats

Calgary Magic Circle

Calgary Multicultural Society

Calgary Sexual Health Centre

Calgary School of Informal

Education

Calgary Society of Independent

Filmmakers

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

JAWS

Justice for Palestinians Calgary

Lux Study Centre

Migrante Alberta

Miscellaneous Youth Network

Mosaic Community Support Network

Next Up Leadership

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

Shake it, Break it

SMART Recovery

Social Ventures Partners Capital

Social Workers for Indigenous Social Justice

Sunlight of the Spirit (CA Chapter)

Sunrise Community Link

Sustainable Calgary Society

Trans Equality Society of Alberta

Untitled Art Society

Venezuelan Canadian Assoc.

Venezuelan Cantares Foundation

Villela McMeans Foundation

Viva Mexico Dance Society

Yoga4every1

Zine Tree Library



### **Common Room Rental**

CommunityWise currently has several common spaces which can be rented by members of CommunityWise. Each member organization is provided with a common room you for entry and to lock up

#### **Main Common Room - Kitchen Included (per 4 hr block)**

Daytime	\$25
Evening	\$50

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

Daytime	\$15
Evening	\$25

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

Daytime	\$15
Evening	\$20

#### **The Underground (per 4 hr block)**

Daytime	\$25
Evening	\$25

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

Daytime	FREE
Evening	FREE

Several offices can also 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 – a free drop-in space for members (availability not guaranteed). If groups want regular, guaranteed access to the space, bookings can be made at \$10/booking.

### **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, Burrow and photocopy room.

To access the meeting room #106, #206 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 entry keypad 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.



### **Washrooms**

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



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 items to accumulate. You are responsible for removal of items. Please contact the Admin office if you need help.

### **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.



### **Clean up Fines**

If you do not clean up after your booking you may be charged a clean up fee by CommunityWise Administration.

### **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. Please speak with CWRC staff before obtaining a license for any event at centre.



## **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.*



## **Facilities**

### **Fire Exits and Drills**

Fire exits are posted throughout the building. There are maps located on bulletin boards indicating fire exit routes. The muster point is the Central memorial Library in the event of Alarm or drill.

### **Parking Policy**

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



### **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 after using it.



### **Recycling Room**

Recycling facilities are located in the main floor kitchen and second floor kitchenette. Please follow City of Calgary guidelines for recycling materials ([www.calgaryrecycling.com](http://www.calgaryrecycling.com)). 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.