Minutes – Executive Policy Committee - July 4, 2007

REPORTS

Minute No. 423 General Council of Winnipeg Community Centres - Universal Funding Formula Review
File PR-2

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the the General Council of Winnipeg Community Centres and recommends to Council:

1. That the Universal Funding Formula (UFF) City of Winnipeg / Community Centres Responsibilities Document be adopted as acceptable standards to be in effect until the 2012 Universal Funding Formula Review.

2. That the current Community Centre Universal Funding Formula envelope be increased by five percent (5%) retroactive to January 1, 2007.

3. That the Community Centre Universal Funding Formula be based on population base, heated square footage and number of outdoor rinks as approved in 1998.

4. That the Funding Formula criteria be defined as:

    A. Universal Funding Formula (UFF) is the Heated Square Footage of individual Community Centre Facilities based on City of Winnipeg measurements. The UFF provides for utilities based on light, heat, water and telephone costs. Maintenance based on janitorial supplies and maintenance supplies to provide a clean and safe environment.
    B. Indoor Arena/Soccer Complexes are funded for heated areas which include dressing rooms, foyers, canteens, offices, and washrooms. UFF does not fund indoor ice/soccer surfaces, bleachers, mechanical and Zamboni rooms that solely service indoor ice/soccer operations.
    C. "Third Party Exclusive Use Areas/Dedicated One Purpose Areas" are not funded under UFF.

5. That issues that cannot be resolved as related to the interpretation and implementation of the City of Winnipeg / Community Centres UFF Responsibilities Document be referred to the arbitration process.

Further, the Executive Policy Committee referred to the Standing Policy Committee on Finance the identification of a source of funding for the current Community Centre Universal Funding Formula envelope increase of five percent (5%) retroactive to January 1, 2007.

Minutes – Executive Policy Committee - July 4, 2007

DECISION MAKING HISTORY:

Moved by Councillor Steeves,

That the recommendation of the General Council of Winnipeg Community Centres be concurred in and forwarded to Council.

Carried

Moved by Councillor Clement,

That the identifying of a source of funding for the current Community Centre Universal Funding Formula envelope increase of five percent (5%) retroactive to January 1, 2007, be referred to the Standing Policy Committee on Finance.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 14, 2007, the Executive Policy Committee amended its November 29, 2006 direction regarding a process to deal with issues related to the interpretation and implementation of the Universal Funding Formula (UFF) as follows:

> That the General Council of Winnipeg Community Centre's 2007 UFF Task Force, with assistance from the City Administration, be requested to recommend a process to deal with issues related to the interpretation and implementation of the UFF that cannot be resolved by the City Administration and the Community Centres, and report back in conjunction with the UFF Review by June 30, 2007.

On November 29, 2006, the Executive Policy Committee concurred in the recommendation of the General Council of Winnipeg Community Centres, as amended, namely:

- Delete Recommendation 3 in its entirety and replace it with the following:
  "3. That the Chief Administrative Officer be directed to report back to the Executive Policy Committee within 60 days with recommendations on a process to deal with issues related to the interpretation and implementation of the Universal Funding Formula that cannot be resolved by the City of Winnipeg Administration and the Community Centres."

DECISION MAKING HISTORY (continued)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION (continued):

- Recommendation 4
  Delete the words "increased by five percent (5%), that this increase be effective January 1, 2007" and replace with the words "referred to the 2007 Operating Budget Process".

GENERAL COUNCIL OF WINNIPEG COMMUNITY CENTRES RECOMMENDATION:

On October 30, 2006, the General Council of Winnipeg Community Centres recommended:

1. That the current Universal Funding Formula (UFF) City of Winnipeg / Community Centres Responsibilities Document, as adopted in the 2003 UFF Review, remain in effect until the 2008 Universal Funding Formula Review. The current Universal Funding Formula remains in effect until the 2008 UFF review.

2. That the Universal Funding Formula Review scheduled for 2008 be adhered to. This Review process will begin January, 2007 with planned completion and submission to the Executive Policy Committee by June 30, 2007.

3. That an arbitration process be established to deal with those issues of responsibility that cannot be resolved between the City of Winnipeg and the Community Centres.

4. That the overall community centre funding envelope be increased by five percent (5%), that this increase be effective January 1, 2007.

GENERAL COUNCIL
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June 2006

Executive Policy Committee

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Winnipeg, MB

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Attention: Jo-Ann Park Community Clerk, EPC

Re: Community Centre Universal Funding Formula Review

Attached please find the Community Centre Universal Funding Report for consideration by the Executive Policy Committee at the meeting of June 27, 2007.

This report includes the:

- City of Winnipeg & Community Centre Responsibilities Document
- Community Centre Funding Formula
- Resolution Process for Unresolved Issues

Should you require any further information please contact our office at 475-5008.

Marlene Amell

Executive Director, GCWCC

REPORT TO EXECUTIVE POLICY COMMITTEE

June 27, 2007

RE: COMMUNITY CENTRE FUNDING FORMULA REVIEW

REASONS FOR THE REPORT:

- **Review the City of Winnipeg/Community Centres UFF Responsibilities Document with the intent of updating, clarifying wording, and to identify areas of concern**
- **Review the Universal Funding Formula with the intent of updating, looking at options to be in effect until the 2012 review**
- **Prepare and present a report of recommendations to Executive Policy Committee for their consideration.**

RECOMMENDATIONS:

1. That the attached UFF City of Winnipeg / Community Centres Responsibilities Document be adopted by Executive Policy Committee as acceptable standards to be in effect until the 2012 Universal Funding Formula Review.

Rationale:

The UFF Review Committee and its membership of District Community Centre Board Representatives, the GCWCC Representatives, and the City of Winnipeg Administration have completed their review. Minimal changes have been made to the intent of the document. Efforts have been made to clarify the wording as much as possible to avoid disputes between the Community Centres and the City of Winnipeg. An arbitration clause has been included to allow a format for resolution of issues that may come forward due to misinterpretations.

The City of Winnipeg / Community Centre UFF Responsibilities Document was presented and subsequently adopted by the GCWCC membership on April 28, 2007 with the proviso that the two unresolved issues related to graffiti and replacement of outdoor rink poles be resolved to the satisfaction of the membership. These two issues have since been resolved. The City has agreed to these responsibilities.

2. That the current Community Centre Universal Funding Formula envelope be increased by 5% retroactive to January 1, 2007.

Rationale:

The last increase to the Community Centre Operating Grant of 2% was granted in 2002. Since then the Consumer Price Index (CPI) has increased by an average of two percent (2%) per year. Community Centres costs as related to utilities, labour and maintenance continue to increase due to inflation and aging facilities.

At the Executive Policy Committee Meeting of October 2006 GCWCC requested an additional 5% ($216,222) increase to the Community Centre funding envelope, and further that this increase be retroactive to January 1, 2007. This matter was subsequently brought before Executive Policy Committee at the meeting of May 2007.

3. That the Community Centre Universal Funding Formula be based on population base, heated square footage and number of outdoor rinks as approved in 1998.

Rationale:

The Community Centre Operating Grant is based primarily on operating, not programming needs. The allocation of public funds to Community Centres is to offset such costs as utilities, maintenance, and maintenance supplies. In order to be fair and equitable to all Community Centres, it is essential that the Operating Grant formula be based on measurable and updateable criteria which reflect Community Centre operating costs.

4. That the Funding Formula criteria be defined as;

UFF is the Heated Square Footage of individual Community Centre Facilities based on City of Winnipeg measurements. The UFF provides for utilities based on light, heat, water and telephone costs. Maintenance based on janitorial supplies and maintenance supplies to provide a clean and safe environment.

Indoor Arena/Soccer Complexes are funded for heated areas which include dressing rooms, foyers, canteens, offices, and washrooms. UFF does not fund indoor ice/soccer surfaces, bleachers, mechanical and Zamboni rooms that solely service indoor ice/soccer operations.

"Third Party Exclusive Use Areas/Dedicated One Purpose Areas" are not funded under UFF.

Rationale:

Third Party Exclusive Use Areas/Dedicated One Purpose Areas receive funding directly from the third party user under the terms and conditions contained within a duly authorized Lease Agreement. Lease Agreements will be entered into by the City of Winnipeg on behalf of individual Community Centres. Should a third party user terminate its Lease and the space is no longer used as an exclusive use space then the City would provide the appropriate UFF dollars to the Community Centre.

Indoor Ice Arenas and Soccer Complexes are capable of generating revenues from their user groups.

5. That issues that cannot be resolved as related to the interpretation and implementation of the City of Winnipeg / Community Centres UFF Responsibilities Document be referred to the arbitration process.

Rationale:

Although every attempt has been made to clarify the wording of the UFF Responsibilities Document an arbitration process has been put in place to deal with jurisdictional and financial issues due to misinterpretations.

Should there be issues regarding the interpretation of the provisions of the UFF Responsibility Document the process refers the issue to the GCWCC and the City Administration, to the Directors of Property, Planning and Development, Public Works and Community Services for resolution.

DISCUSSION:

Throughout the UFF Review the District Community Centre Board Representatives were responsible to ensure that their area community centres were fully apprised of the status of the review. Community Centres were encouraged to submit any comments and suggestions back to their representative to ensure that the committee could take their concerns, feedback into consideration. The committee also met with representatives from the Parks and Open Space, Public Works, Building Services and Streets Maintenance of the Public Works Department to ensure that any concerns and comments were taken into consideration.

As the Public Use Facility Study, the Community Centre Review and the Recreation, Leisure and Library Study delayed the 2003 UFF Review, it is proposed that the next UFF Review be scheduled for presentation to Executive Policy Committee in 2012.

Some assumptions made in considering the UFF Funding Formula.

- that the operating grant should provide enough funds so centres do not have to fund raise to meet basic operating costs
- that the population numbers utilized are those of the latest Statistic Canada Reports when available
- that CPI be used to measure required increases to the operating grant
- that availability of funding is considered in the requirements outlined in the responsibilities document

REPORT SUBMITTED BY:

The Universal Funding Formula Review Task Force and the General Council of Winnipeg Community Centres in collaboration with the City of Winnipeg

June 27, 2007

COMMUNITY CENTRE/CITY OF WINNIPEG
UNIVERSAL FUNDING FORMULA
RESPONSIBILITIES DOCUMENT
JUNE 2007

Control, care and maintenance of the facility and grounds.	**Facility/Grounds Maintenance**	Support the operation and maintenance of community centres through the provision of financial assistance based on a Council approved funding formula Conduct facility and grounds inspections annually with representatives of the centre and the Departments in attendance. Anticipated completion dates for follow up work to be discussed at the inspection and noted in the documentation. Documentation of inspections to be submitted to the centre and filed with the Department within 60 days.
Ensure that community centre accountability requirements are filed with the City. Inventory – Provide the city with an updated annual inventory list. Submit additions and/or deletions to this list on an ongoing basis for insurance purposes.	**Funding Requirements** -Inventory -Board members	Ensure community centre accountability requirements are met prior to the release of operating grants as per the Standardized Financial Accountability Policy. Ensure funding formula data is current. Record and register current inventory lists.

Submit a current list of executive and board members to the City and GCWCC on an annual basis. Incorporation – Exist as an incorporated body Provide to the City annually an updated program report, which identifies all programming taking place at the centre, as per programming report guidelines.	-Incorporation -Programming	Provide centre with the previous year's report.
Update program reports and submit them to City on an annual basis. Ensure all financial transactions are conducted promptly and recorded on the centre's monthly and annual financial statements in accordance with the Standardized Financial Accountability Manual. Submit monthly a copy of the centre's approved monthly financial statements as per the Community Centre Standard Financial Accountability Manual.	-Financial Accountability	Monitor the administration of all community centre funds. Provide direction as required as per the Standardized Financial Accountability Manual. Keep the audited and/or reviewed statement on file.
Submit annually to the City an audited and/or reviewed financial statement that has been prepared by a Chartered Accountant, Certified General	-Annual General Meeting -Constitution & By-Laws	Attend annual general meetings and provide direction upon request. Maintain a current copy of the centre's constitutions

Accountant, or a Certified Management Accountant. AGM – Conduct an annual general meeting and an annual election of officers. Ensure the centre's constitution is consistent with the Standardized Community Centre Constitution as prepared by the City and the GCWCC. Operate in accordance with the centre's constitution, which has been filed with the City. Centres must review their constitutions annually and submit any proposed amendments to the constitution and/or by-laws to the City and GCWCC for review prior to public notification. Obtain necessary permits and licenses for raffles, lotteries and other fund raising events conducted by the centre. Maintain records of fund raising expenditures and revenues for Civic Charities Endorsement Bureau. Submit Annual Activity Reports to GCWCC by March 31st of each calendar year. Maintain a list of tax	-Civic Charities - Civic Charities (Tax Deductible Receipts)	and by-laws on file. Provide centres with assistance (resource, interpretation) regarding constitutional matters in partnership with GCWCC. Provide tax deductible receipts on behalf of community centres for applicable fund raising projects and charitable donations.

deductible contributions; submit lists and monies to the City for tax receipt processing as per City of Winnipeg Reporting Guidelines. Annual report due to the City no later than February 28th of each calendar year.		
Abide by the City of Winnipeg by-laws, policies, procedures and the laws and regulations for Federal, Provincial and Municipal Governments	**Regulations**	
Immediately provide to the City all necessary information regarding personal/bodily injury or property damage.	**Insurance and Claims**	Provide insurance coverage including property, accident and liability insurance as per Insurance and Claims requirements. Prepare and forward to claims branch on behalf of the community centre, all personal/bodily injury or property damage and final repair reports. Ensure all appropriate information has been obtained prior to filing with Claims Branch.
Ensure all third party users of the centre complete a Facility Use Agreement and obtain liability insurance as required by the City. Submit a copy of the agreement and proof of insurance to the City for finalization.	**Third Party Liability Insurance**	Finalize Facility Use Agreement for third party users of community centres. Ensure appropriate liability insurance is in place.
Obtain and maintain the necessary permits related to	**Permits**	Educate and inform community centres of

operation , e.g. alarms, canteen operation, special events, fireworks, upgrades, construction, etc.		relevant permit requirements and contacts. Assist as required in the permit process.
As per the District Planning process in accordance with the RLLAF Policy, work in cooperation with GCWCC on all development and/or renovation projects (capital upgrading, repair, expansion and replacement projects). Obtain approval from the Community Services and Public Works Department before hiring a project consultant and/or contractor. Prepare funding reports as necessary.	**Development Projects**	Provide technical advisory, consultation for community centre initiated upgrading, expansion projects. Provide centres with rationale for those developments that cannot be endorsed. Approval of project scope prior to application for building permit. Assist with planning, funding and execution, as required. Ensure additional operating funds associated with approved expansions are identified.
Hire, orientate, train, supervise, pay and provide benefits as required by law for employees of the centre.	**Staff**	
Recruit, orient and supervise volunteers.	**Volunteer Development**	In cooperation with the GCWCC provide orientation sessions for community centres.
Maintain an active membership on the District Community Centres Board. Maintain an active membership with GCWCC.	**Relationship with other Boards**	Provide support and foster communication by appointing a staff representative to each District Community Centres Board and the GCWCC.