REPORT TO EXECUTIVE POLICY COMMITTEE

RE: General Council of Winnipeg Community Centres 2012-2014 Business Plan

RECOMMENDATIONS

That Executive Policy Committee approve the 2012 -2014 General Council of Winnipeg Community Centres Business Plan.

IMPLICATIONS OF THE RECOMMENDATIONS

Through the Recreation, Leisure and Library Facilities (RLLF) Policy, adopted by City Council in May 2005, the General Council of Winnipeg Community Centres' (GCWCC's) roles and responsibilities were significantly increased. As a result of these increased responsibilities, GCWCC receives a yearly grant of $216,491operating grant.

HISTORY

The RLLF Policy identified a stronger leadership role for the GCWCC and further directed that that the City of Winnipeg and GCWCC enter into a more detailed Management Agreement. The Management Agreement states that GCWCC is responsible for providing City Council with an annual 3 year Business Plan and annual audited financial statements within 120 days of GCWCC's fiscal year end.

CONSULTATION

In preparing this Report there was consultation with:

General Council of Winnipeg Community Centres Executive Committee

SUBMITTED BY

General Council of Winnipeg Community Centres
Prepared by: Marlene Amell
Date: July 12, 2012

GENERAL COUNCIL OF WINNIPEG COMMUNITY CENTRES

2012 – 2014
BUSINESS PLAN

Presented To:

Executive Policy Committee

July 4, 2012

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1. Executive Summary

1.1 History:

The General Council of Winnipeg Community Centres (GCWCC) was established in 1971 to promote and encourage cooperation and communication among the Community Centres and city administration and to provide a central council for the exchange of ideas and consideration of solutions to common problems.

Prior to the formation of Unicity, each Municipal Parks and Recreation Department had its own model of how the Community Centres were maintained, funded and staffed. Community Centre services and programs were inconsistent, with some centres offering a range of programs while others offering a single, seasonal activity.

The Universal Funding Formula (UFF), adopted by City Council in 1993, addressed many of these discrepancies and inequities. Today, all centres receive funding based on heated square footage, population base and number of outdoor rinks.

Further to the adoption of the Recreation, Leisure and Library Facilities (RLLF) Policy in May of 2005, the roles and responsibilities of GCWCC were significantly increased. These responsibilities are identified in the GCWCC/City of Winnipeg Management Agreement.

In the fall of 2007, GCWCC began the task of planning for the future direction of the City of Winnipeg Community Centres. Plan 2025 provides a 20 year strategy (2005-2025) for the future direction of the Community Centre movement in the City of Winnipeg.

On July 1, 2008, after the elimination of the City of Winnipeg Community Services Worker Project, GCWCC assumed responsibility for the program under the auspice of the Community Centre Janitorial Program. The program provides employment to unemployed and under-employed persons at Community Centres.

Further to the approval of the City of Winnipeg/GCWCC Management Agreement in April 2008, the GCWCC entered into Management Agreements with the individual Community Centres.

In April 2009, GCWCC presented all three phases of Plan 2025 to Executive Policy Committee. The plan was received as information by EPC and Council in May 2009.

1.2 Organizational Structure:

The Board of GCWCC is governed by an Executive Committee elected by the membership; a Representative Board made up of one Representative appointed by each of the five District Community Centre Boards; a maximum of three Members-at-Large appointed by the GCWCC Board; as well as three City of Winnipeg appointees that bring financial, asset management and legal expertise to the GCWCC Board. The Executive Director and Representative(s) from the City of Winnipeg are ex-officio members of the Board. GCWCC is accountable to its membership, funding bodies and its partners to ensure a transparent, accountable and open operation.

The Board of GCWCC is supported by three full time staff (Executive Director, Community Centre Facility Coordinator, and a Community Centre Program Coordinator) as well as two half-time Office Assistants. A full time Community Centre Program Coordinator position was added to the GCWCC staffing compliment in the summer of 2010 to assist the Community Centre volunteers in providing programs that best fit the needs of the communities and the residents they serve.

1.3 2007/2010 Strategic Plan

In the fall of 2006, the GCWCC embarked on a Strategic Planning process that would include the increased responsibilities as outlined in the RLLF Policy. This document would chart the direction of the organization to meet the challenges that Community Centres face today and into the future. The 2007/2010 Strategic Plan was subsequently adopted by the GCWCC Membership at the Annual General Meeting held on April 28, 2007. The Strategic Plan will ensure continued support to provide and improve upon these services in future years.

GCWCC Vision Statement

To lead and support Winnipeg's unique volunteer based Community Centre movement into a strong and vibrant future.

GCWCC Mission Statement

GCWCC provides leadership to volunteers to develop and sustain Community Centres; and to provide support to Community Centre volunteers in the provision of safe, affordable, accessible programs and facilities for citizens of Winnipeg.

1.4 Ongoing Responsibilities

The following are ongoing responsibilities of the GCWCC:

- To provide a central body where all District Community Centre Board Representatives and City of Winnipeg Representatives can meet monthly to discuss operational procedures, policy and programming issues
- To network and partner with other service providers
- To develop and publish leadership training manuals and reference information
- To provide ongoing leadership support to the Community Centre executives and volunteers
- To assist Community Centres with specific internal issues affecting the day-to-day operation of the centre and its volunteers
- To administer the four municipal grants that are available to the City of Winnipeg Community Centres (Athletic Field Sweat Equity, Janitorial Program, Programming, Program Registration Fee Subsidy)
- To work in partnership with the City of Winnipeg to facilitate and implement operating procedures that may affect the day-to-day operation of the City of Winnipeg Community Centres.

1.5 Recreation Leisure and Library Facilities (RLLF) Policy

The Recreation, Leisure and Library Facilities (RLLF) Policy was adopted by City Council in May 2005. The primary objectives of the policy were:

a) To provide the citizens of Winnipeg with more contemporary recreation, leisure and library facilities.
b) To move toward a more financially sustainable mix of recreation, leisure and library facilities.

In support of the principles in the A.C.T.I.V.E. Policy Framework, the policy included the following components.

1. To include a facility hierarchy that provides general guidance around the provision of facilities, including facility to population ratios.
2. Direction for existing facilities and for the introduction of new facility types.
3. A stronger leadership mandate for the General Council of Winnipeg Community Centres to optimize the Community Centre model in the City of Winnipeg.
4. A commitment to sustaining existing, programmable recreation and leisure square footage while encouraging a reconfiguration of facilities over time.
5. A commitment to consultation
6. A commitment to a "managed care level" of maintenance for new facilities, and where possible, for existing facilities.
7. A reinvestment strategy.

Further, the RLLF Policy identified that the following parameters form the basis for a more detailed Management Agreement between the City of Winnipeg and GCWCC.

1. Governance
2. Capital Investments
3. Operations
4. Programming

Reporting Relationships:

In keeping with its expanded roles and responsibilities as identified in the RLLF Policy, GCWCC is committed to consultation with its membership, Executive Policy Committee, and City of Winnipeg Administration. GCWCC will report to Council through the Executive Policy Committee.

1.6 Management Agreement

On April 14th, 2008 GCWCC entered into a Management Agreement with the City of Winnipeg. This agreement outlines the responsibilities of the GCWCC and the City of Winnipeg as related to the City of Winnipeg Community Centres.

The Management Agreement identifies the following as responsibilities of the GCWCC:

- Run those Neighbourhood Community Centres and Community Recreation and Leisure Centres that are within its mandate where it is not possible to sustain a volunteer board and programming.
- Work in close collaboration with the City to ensure that efforts regarding programming and facility operation are complementary.
- Facilitate consultation processes regarding opportunities in reconfiguring and optimizing Community Centre space.
- Make recommendations for new capital projects.
- Advise on, and coordinate infrastructure grant applications.
- Assist in providing day-to-day administrative support to Community Centres and collaborate with the City to optimize the support given to the centres.
- Facilitate the coordination of Community Centre programming to maximize coverage and minimize duplication in efforts.
- Communicate the intent of all relevant Federal, Provincial and Municipal legislation as it relates to the operation of the Community Centres.
- Ensure that Community Centres purchase Workers Compensation coverage.
- Advise the City of Winnipeg when requests for third party occupancy are being contemplated in the Community Centres.
- Respond to PIPEDA requests as related to Community Centres where such requests are related to programming facilities and grounds where the Community Centres are the service providers.
- Agree to enter into individual management agreements with all existing Community Centres within one year of the Management Agreement between the City of Winnipeg and GCWCC being executed.

GCWCC continues to work in partnership with the City of Winnipeg to facilitate the implementation of policies and operating procedures that assist Community Centres in their day-to-day operations.

1.7 Plan 2025 – Planning for the Future Direction of Community Centres

Plan 2025 is the most ambitious planning exercise ever undertaken by the General Council of Winnipeg Community Centres. It is intended to help:

- Support and sustain a volunteer base for recreation services
- Guide the delivery of recreation programs
- Direct the development of recreation facilities

The RLLF Policy was one of the primary drivers of Plan 2025. As such, the starting point of this long-term plan is the year 2005 – the year the RLLF Policy was adopted. Plan 2025 addresses the planned outcome of the RLLF Policy – to empower the community to reconfigure the city's recreation, leisure and library facilities in a way that is more responsive to the local community and its needs, leading to a more contemporary and financially sustainable mix of facilities. The Plan also addresses the RLLF Policy parameters defining increases to square footage (i.e. no increase to overall net square footage unless there is real population growth. Finally and most importantly, Plan 2025 addresses GCWCC's mandate, provided within the RLLF Policy, to strengthen and optimize the Community Centre model.

Plan 2025 was a two-year, grassroots planning exercise that was undertaken in three phases:

1. Phase 1: Overview and Direction – This document provided an overview of the task and direction for more detailed planning by district.
2. Phase 2: District Plans – Five District Plans were produced under the guidance of volunteer planning committees. Each plan recognized the unique challenges and opportunities of each Community Centre District.
3. Phase 3: Action Plan and Recommendations- This document summarized the findings of the five District plans. Covering a twenty year span from 2005 to 2025, this long-term plan provides strategies and recommendations that can be acted upon by the Community Centres, GCWCC, and the City of Winnipeg.

1.8 Current - Future Challenges

Facilities

Preservation needs were estimated at approximately $38.6 million in 2004. Based on today's costs, this figure would be considerably higher. It is imperative that a strong focus be placed on adopting a sustainable, preventative maintenance program to ensure that our facilities can be maintained to an acceptable standard. Plan 2025 allows for a re-investment strategy so as to maximize the financial resources to the Community Centre movement and to assist with financial sustainability.

Programs

It is important for Community Centres to introduce new programs that are reflective of the changing needs of their community. With a growing proportion of people falling into older age categories, the demand for senior programs for both organized and social activities will greatly increase. As awareness of the health benefits of recreational and physical activity grows, so will the demand on our recreational facilities.

Partnership opportunities among Community Centres, city programmers and schools need to be explored in terms of program delivery, communications, and resource sharing to ensure that the demand for increased activities can be met.

Volunteers

Community Centres in the City of Winnipeg are unique in that they are run and programmed by volunteers. Volunteer recruitment and retention is a high priority for the Community Centres. The challenge of finding volunteers to run the centre and its programs will be a continuing challenge. A trend towards the requirement of competent staff to support the volunteer model is becoming more and more evident

1.9 GCWCC 2012 Priority Action Plan

1. Make recommendations on projects identified in Plan 2025 as well as new projects that have been identified as priorities.

2. Assist community centres in Identify available funding resources. Assist in the preparation of grant applications.

3. Continue to facilitate in the coordination of Community Centre programming to maximize programs within the Community Centres and to minimize duplication in efforts.

4. Continue to assist those centres that have been identified as requiring assistance in implementing programs that best suit the needs of their communities.

5. Network with Community Centres and other service providers to identify programming partnerships.

6. Continue to research possible sharing of Community centre facilities, governance, staffing and programming.

7. Continue to assist those Community Centres where it is not possible to sustain a volunteer board or provide adequate programming for their area residents

8. Continue to provide financial accountability assistance to ensure all City of Winnipeg accountability requirements are being met.

9. In light of the changes to facilities (closures, mergers, expansions) and population growth GCWCC will begin a review of all Community Centre boundaries.

2. General Council of Winnipeg Community Centres

2.1 History:

In 1971 when the 13 autonomous municipalities and the City of Winnipeg were amalgamated, the General Council of Winnipeg Community Centres (GCWCC) was formed to provide a central council where representatives from all Community Centres could meet to exchange views, to encourage inter-communication within the community centre movement, to meet regularly with City administration to discuss and consider solutions to common issues.

The first priority of GCWCC was to assist the Community Centres to develop organize Community Centres in the organization of the six district areas to develop a District Community Centres Board. Each of the District Boards appointed representatives to GCWCC Board. The Board Members were quickly able to identify that the services being offered to the Community Centres in the individual municipalities had greatly varied in respect to programs, services, policies, standards, leadership, and maintenance responsibilities.

To address many of the discrepancies and inequities, a committee was struck with representatives from City Council, City of Winnipeg and GCWCC for the purpose of developing a formula that would be equitable to all centres. The Universal Funding Formula (UFF) was adopted by City Council in 1993. As per Council directive the UFF is to be reviewed every five years to reflect current financial and administrative requirements.

The Recreation, Leisure and Library Facilities (RLLF) Policy was adopted by City Council in May 2005. The Policy outlined a stronger leadership mandate for GCWCC. The Policy also identified that the City of Winnipeg and the GCWCC enter into a Management Agreement in order to facilitate a strong and more sustainable Community Centre model. It also identified that GCWCC enter into individual Management Agreements with all existing Community Centres within one year of the signing of the City of Winnipeg and GCWCC Management Agreement in April of 2008.

In 2006, GCWCC engaged in its first district planning process, resulting in the document, "Plan for a Renewed and Vibrant Community Centre Movement". This document identified 15 project proposals, four of which were approved (Bronx Park, Valour, Norberry-Glenlee and Sinclair Park Community Centres).

In the fall of 2007, GCWCC began the task of planning for the future direction of the City of Winnipeg Community Centres.

In 2007-2009, Plan 2025 was undertaken to chart a course for the evolution of the city's Community Centre movement in a manner that would meet the short and long term needs of the current and future generation of the city's residents.

In April 2009, GCWCC presented all three phases of Plan 2025 to Executive Policy Committee.

2.2 Organizational Structure:

Governance and Leadership

The GCWCC is an incorporated, non-profit organization and is governed under the direction of the Executive Committee and Representative Board. The Board of the GCWCC is made up of the following representation:

Executive Committee - Elected

- The Past President, duly elected President, First Vice President, Second Vice President

Representative Board - Appointed

- One appointed representative from each of the five District Community Centre Boards
- Up to a maximum of three Members-at-Large as appointed by the Board of Directors

City of Winnipeg Appointees - EPC Appointed

- Three City-appointed community representatives

Administrative Support

- The Board of GCWCC is supported by three full time staff and two part time staff.

Reporting Relationships:

In keeping with its expanded roles and responsibilities as identified in the RLLF Policy, GCWCC is committed to consultation with its membership, the City of Winnipeg Administration and City Council.

GCWCC Membership:

- 64 Community Centres in the City of Winnipeg
- 5 District Community Centre Boards
- Where decisions on recreation/leisure facilities are required, the consultation process will involve Community Centres, district Community Centre Boards and members of the community at large.

City of Winnipeg:

- Community Services Department

GCWCC will continue to work in close collaboration with the department to ensure that all policies and procedures of the City are adhered to.

City Council:

- EPC
- Council

GCWCC reports to Council through the Executive Policy Committee

2.3 2011 - 2013 Strategic Plan:

In the fall of 2006, the GCWCC embarked on a 5 year Strategic Planning process that would include the increased responsibilities as outlined in the RLLF Policy. This document would chart the direction of the organization required to meet the challenges facing Community Centres today and into the future. The 2011-2013 Strategic Plan was reviewed and adopted in April 2010.

Vision Statement

To lead and support Winnipeg's unique volunteer based Community Centre movement into a strong and vibrant future.

Mission Statement

GCWCC provides leadership to volunteers to develop and sustain Community Centres; and to provide support to Community Centre volunteers in the provision of safe, affordable, accessible programs and facilities for citizens of Winnipeg.

2.4 Ongoing Responsibilities of the GCWCC

- To meet monthly with representatives of the District Community Centre Boards and the City of Winnipeg to discuss operational procedures, policy and programming issues, and to find amicable solutions to current and future identified issues that are relevant to the day-to-day operation of Community Centres in the City of Winnipeg.
- To network and partner with other service providers regarding the delivery of recreational/leisure services at the community level.
- To provide ongoing support to the centres volunteers in the areas of leadership development, financial accountability, legal liabilities, program development and policy development, constitutional/bylaws/policy reviews.
- To administer the:
    - Athletic Field Maintenance (Sweat Equity) Grant
    - Programming Grant
    - Community Centre Program Registration Fee Subsidy Grant Community Centre Janitorial Program

2.5 Recreation, Leisure and Library Facility Policy (RLLF)

The Recreation, Leisure and Library Facilities Policy (RLLF) was adopted by City Council in May 2005. The primary objectives of the policy were:

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b) To move toward a more financially sustainable mix of recreation, leisure and library facilities.

In support of the principles in the A.C.T.I.V.E. Policy Framework, the policy included the following components.

- To include a facility hierarchy that provides general guidance around the provision of facilities, including facility to population ratios.
- Direction for existing facilities and for the introduction of new facility types.
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- A reinvestment strategy.

Further, the RLLF Policy identified that the following parameters form the basis for a more detailed Management Agreement between the City of Winnipeg and GCWCC.

1. Governance
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4. Programming

2.6 Management Agreement:

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- Facilitate consultation processes regarding opportunities in reconfiguring and optimizing Community Centre space.
- Make recommendations for new capital projects.
- Advise on, and coordinate infrastructure grant applications.
- Assist in providing day-to-day administrative support to Community Centres and collaborate with the City to optimize the support given to the Centres.
- Facilitate the coordination of Community Centre programming to maximize coverage and minimize duplication in efforts.
- Communicate the intent of all relevant Federal, Provincial and Municipal legislation as it relates to the operation of the Community Centres.
- Ensure that Community Centres purchase Workers Compensation coverage.
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- Respond to PIPEDA requests as related to Community Centres where such requests are related to programming facilities and grounds where the Community Centres are the service providers.
- Agree to enter into individual management agreements with all existing Community Centres within one year of the Management Agreement between the City of Winnipeg and GCWCC being executed.

GCWCC continues to work in partnership with the City of Winnipeg and the Community Centre Boards to facilitate the implementation of policies and operating procedures that assist Community Centres in their day-to-day operations.

Community Centre Support Services

The GCWCC/Community Centre Management Agreements were approved in 2008. GCWCC continues to assist the Community Centre volunteers in providing day-to-day administrative support in such areas as:

Executive/Board support

To assist the Community Centre volunteers to perform their responsibilities to the best of their ability GCWCC will:

- provide annual board orientations
- provide sessions on governance, financial and legal issues
- develop publications and leadership training materials
- review Community Centre policies and procedures
- provide assistance with specific internal issues
- coordinate Provincial Child Abuse Registry Checks for Community Centre volunteers and staff
- review constitutional/bylaw amendments/policy statements

Financial Accountability

To ensure that all Community Centres remain fiscally responsible to their membership, GCWCC will:

- assist with the annual business planning process
- assist with annual budgets
- ensure that centres are meeting the requirements of the Standardized Financial Accountability Policy
- when required, provide accounting services to assist centres who do not have the resources to maintain their financial records or/and cannot meet their financial accountability timelines

Policy Development

GCWCC, in partnership with the City of Winnipeg ensure that policies are adopted as required to assist the volunteers in the day-to-day management of the Community Centre in such areas as:

- Respectful Environment Policy
- Code of Conduct Policy
- Financial Investment Policy
- Risk Management Policy
- Workplace, Health & Safety

Program Development

To ensure that the district Community Centres are programming for all residents of the neighbourhood, GCWCC will:

- assist Community Centres in the development of new programs to maximize coverage and minimize duplication of programs
- assist in identifying potential program partnerships
- consider areas of greatest need
- provide financial support for the development of new programs and to sustain existing programs through grants that are available through the City of Winnipeg and Province of Manitoba

2.7 GCWCC Plan 2025

The RLLF Policy was the primary driver of the most ambitious planning exercise ever undertaken by the GCWCC and its member Community Centres. Plan 2025 addresses the planned outcome of the RLLF Policy – to empower the community to reconfigure the city's recreation, leisure and library facilities in a way that is more responsive to the local community and its needs while maintaining the guiding principles of the RLLF Policy.

The purpose of Plan 2025 was to develop a long-term (2005-2025) strategy for the future direction of the Community Centre movement in the City of Winnipeg. Based on the principle that people drive programs, programs drive facilities, the Plan focuses on all three components. This Plan is intended to identify how best to support and sustain a healthy Community Centre volunteer base, how best to deliver recreational programs; and how best to plan for the development of recreational facilities for this and the next generation of users.

Planning was based on the membership directive that it was important to maintain the three tier Community Centre model, as each plays a unique role in the community.

1. Local Community Centres
    - These centres are located in close walking proximity allowing families to take advantage of drop-in activities through the use of relatively small multi-purpose spaces. These centres tend to serve a population of under 5000 residents.

2. Neighbourhood Community Centres
    - These centres are more fully developed and may have gymnasiums, major athletic fields, change rooms, multiple outdoor rinks, tennis courts, and multi-purpose space serving 5000-15000 residents.
3. District Community Centres
    - These centres address the needs of structured sports with amenities such as indoor rinks and indoor soccer pitches. As well, they may accommodate many other uses with gyms and multi-purpose space. Multiple outdoor athletic fields are often present. As these centres offer specialized services, they tend to serve a much larger population.

Keeping the three-tier model in mind, strategies were developed to address recurring themes:

a) Volunteer recruitment and retention
b) Programming for the community
c) Developing suitable facilities.

Volunteer Recruitment and Retention

As volunteers' time becomes more and more taxed, it is important to enhance existing supports while creating new supports. Partnerships are vital to the future of Community Centres, both with other service providers and with other Community Centres. Since 2005, the amalgamations of the following 12 Community Centres have proven to improve efficiencies and reduce duplication of volunteer positions:

- Valour Community Centre – amalgamation of Isaac Brock, Clifton and Orioles (Board Amalgamation)
- Norberry-Glenlee Community Centre – amalgamation of Norberry and Glenlee (Board/Facility Amalgamation)
- Sturgeon Heights Community Centre – amalgamation of Sturgeon Creek and Silver Heights (Board/Facility Amalgamation)
- Fort Garry Community Centre – amalgamation of Fort Garry and Victoria (Board Amalgamation)
- Central Corydon – amalgamation of Crescentwood, River Heights and Sir John Franklin (Board Amalgamation)

Programming for the Entire Community

As recreation and leisure trends evolve, so must the services and programs offered by Community Centres. Supports for Community Centres must be increased in order to identify, implement and sustain relevant programming. Again, partnerships are the way of the future. These partnerships may be facilitated by both the City and GCWCC due to the introduction of target hours of operation and enhanced programming responsibilities in the 2012 Universal Funding Review.

Developing Suitable Facilities

The RLLF Policy provides direction for the provision and maintenance of recreation, leisure and library facilities owned by the City of Winnipeg (including Community Centres). It commits to sustaining existing (as of 2005) programmable recreation and leisure square footage while encouraging reconfiguration of facilities over time. As per RLLF, net square footage can only be increased if real population growth is realized. With this in mind, Plan 2025 set out with a plan to get all areas of the City to parity. In other words, the ratio of recreation space per capita should be the same in all parts of the city.

Plan 2025 Community Centre Project Updates

Recommendations regarding project proposals were made by the Community Centres themselves, with basic direction provided by the GCWCC. Initially, twenty-eight proposals were identified by the five Community Centre Districts; however, as Plan 2025 is a Living Document, it was expected that projects would shift in priority or prove infeasible. Although GCWCC continues to work with all Community Centres, the following update provides some of the highlights of 2011.

DISTRICT 1: CITY CENTRE

- **Fort Garry Review**

The Fort Garry and Victoria Community Centres officially amalgamated in the fall of 2009. The new centre was incorporated as Fort Garry Community Centre Inc. Both sites remain open and programmed. A feasibility study has been completed, recommending the construction of a new, Neighbourhood Community Centre at the Fort Garry site. As well, the study recommends the demolition of the existing Victoria clubhouse in favour of an expansion to their newer skate building.

- **Linden Woods Community Centre**

The expansion of Linden Woods is now complete. The centre features a regulation gymnasium, complete with hardwood floors. The facility has Green Globe designation, earning three globes through the Manitoba Green Building Council.

- **River Heights Review**

In 2011, the three Community Centres of Crescentwood, River Heights and Sir John Franklin have amalgamated under the name "Central Corydon Community Centre". A feasibility study has been completed, addressing both administrative and facility improvements. Although the group's current focus is on administration, it is expected that facility improvements will be presented in the future.

DISTRICT 2: ASSINIBOIA

- **Silver Heights/Sturgeon Creek Amalgamation**

The two community centre boards amalgamated in summer of 2009. The new centre was incorporated under the name of Sturgeon Heights Community Centre. The new centre on Rita St, featuring a full-size gym and multi-purpose room, was completed in the spring of 2012. New hockey rinks will be the centre's next priority. The Silver Heights site on Ness Avenue has been declared surplus to the Community Centre Inventory.

DISTRICT 3: LORD SELKIRK/WEST KILDONAN

- **Sinclair Park Community Centre**

Approved just prior to Plan 2025, this project was completed in spring of 2011. The new neighbourhood centre features a full-size gymnasium and new multi-purpose room, both of which are being enjoyed by the community. Accolades include the City of Winnipeg's Accessibility Award and Manitoba Hydro Power Smart Designation. The project is also applying for LEED Silver designation.

DISTRICT 4: EAST KILDONAN/TRANSCONA

- **East Elmwood Community Centre**

Extensive community consultation has taken place to develop a Master Recreational Plan for the greater Elmwood area. The Master Plan includes the replacement of East Elmwood Community Centre, which was destroyed by fire in March, 2011.

- **East End Community Centre**

East End Community Centre has met with GCWCC to discuss the expansion of their centre to include new change rooms and washrooms to service their arenas. Currently, antiquated change rooms are located in the basement of the facility, limiting functionality and accessibility.

- **Oxford Heights Community Centre**

Oxford Heights is developing a Master Plan that includes site redevelopment and the eventual addition of a regulation-size gymnasium. The gym will replace a smaller, less functional gym, having minimal impact on increased square footage. Phase 1 of sites works, addressing drainage and landscaping, is currently out for tender, with work to commence this year.

DISTRICT 5: RIEL

- **Jonathon Toews Community Centre (Dakota)**

Dakota is moving forward with plans to construct a new, multi-purpose fieldhouse on their site. A feasibility study is under way. Some funding sources have already been identified.

- **Southdale Community Centre**

The expansion/renovation of Southdale CC is complete. New amenities include a second arena, an indoor pleasure rink and new change rooms.

- **Winakwa Community Centre**

The expansion/renovation of Winakwa CC is nearing completion. New amenities include a regulation size gymnasium, multi-purpose room and new playground.

- **Waverly West**

There have been several stakeholder meetings to discuss the needs of this fast-growing community.

2.8 Current and Future Challenges:

Facilities

Preservation needs were estimated at approximately $38.6 million in 2004. Based on today's costs, this would be considerably higher. It is imperative that a strong focus be placed on adopting a sustainable, preventative maintenance program to ensure that our facilities can be maintained to an acceptable standard. Plan 2025 allows for a re-investment strategy so as to maximize the financial resources to the Community Centre movement and to assist with financial sustainability.

There is a need to enhance facilities to meet the neighbourhood programming needs. Current recreational facilities are not conducive to provide new and innovative programs due to the lack of amenities. These include high-participation sports such as basketball, volleyball, indoor soccer.

Programs

The initial emphasis of Community Centre programming was to provide sporting activities to their community members. This has continued to change over the past decades to where today's Community Centres offer diverse programming that includes recreation, leisure, fitness, wellness, cultural and social programs.

It is important that Community Centres introduce new programs that are reflective of the changing nature and needs of their communities. With a growing proportion of

people falling into older age categories, the demand for senior programs for both organized and social activities will greatly increase. The growing awareness of the health benefits of recreational and physical activity will place a much greater demand on our recreational facilities.

Partnership opportunities between Community Centres, city programmers and schools need to be explored in terms of program delivery, communications, and resource sharing to ensure that the demand for increased activities can be met.

The challenge for GCWCC is to assist those centres who require assistance in the area of program development.

Volunteers

Community Centres in the City of Winnipeg are unique in that they are run and programmed by volunteers. Volunteer recruitment and retention is a high priority for the Community Centres. Finding volunteers to run the centre and its programs will be a continuing challenge.

To promote sound practices, GCWCC has developed programs and services for volunteers that provide leadership development, financial accountability, volunteer board orientations, legal liability issues as well as day to day administrative matters.

2.9 GCWCC 2012 – 2014 Priority Action Plan

1. Make recommendations on projects identified in Plan 2025 as well as any new projects as they come forward.

2. RLLFP identifies the strategy for replenishment of the Community Centre Investment Fund. This fund serves as a commitment to a "managed care level" of maintenance for new facilities, and where possible, for existing facilities.

3. Assist Community Centres to identify funding resources.

4. Continue to facilitate the coordination of Community Centre programming to maximize programs within the Community Centres and to minimize duplication in effort.

5. Continue to assist those centres that have been identified as requiring assistance in implementing programs that best suit the needs of their communities.

6. Network with Community Centres and other service providers to identify programming partnerships.

7. Continue to research possible sharing of Community Centre facilities, governance, staffing and programming.

8. Continue to assist those Community Centres where it is not possible to sustain a volunteer board or provide programming for their area residents

9. Continue to provide financial accountability assistance to ensure all City of Winnipeg accountability requirements are being met.

10. In light of the changes to facilities (closures, mergers, expansions) and population growth GCWCC will begin a review of all Community Centre boundaries.

General Council of Winnipeg Community Centres

Operating Budget – 2012

Account Number	Account Name	Amount
Income		
4010	Bank Interest	5,000.00
4020	Grant-Operating (Municipal)	216,491.00
4021	Grant-Admin (Province)	10,000.00
4022	Grant-Admin (Janitorial)	15,000.00
4060	Meeting Rebates	600.00
4070	Membership Fees	22,400.00
4240	Special Projects/Fundraising	10,000.00
Total Income		**279,491.00**
Expense		
5020	Audit	6,500.00
5030	Bank Charges	250.00
5075	Contract Services	291.00
5084	Equipment	2,000.00
5085	Equipment Rentals	5,500.00
5095	Internet	2,000.00
5110	Group Plan – Employer	1,500.00
5120	Maintenance	500.00
5125	Memberships	750.00
5130	Office	6,500.00
5140	Postage	2,000.00
5160	Service Contracts	2,000.00
5200	Telephone	3,000.00
5215	Leadership Development	2,500.00
5220	Meeting/Workshops	2,400.00
5240	Workers Compensation	800.00
5410	Wages**	208,500.00
5450	CPP	20,500.00
5460	EI	12,000.00
Total Expense		**279,491.00**

****1 F/T Executive Director**
1 F/T C.C. Facility Coordinator
1 F/T C.C. Program Coordinator
1 P/T Office Assistant (25 hrs per week)
1 P/T Office Assistant (25 hrs per week)

APPENDIXES

Appendix 1

PROCESS FOR COMMUNITY CENTRE BOARD AMALGAMATIONS

The procedure outlined below is designed as a process for the amalgamation of two or more Community Centre Boards. This process can be used as a research tool to determine:

1. past/present strength of the community centre board
2. operational staff requirements
3. program volunteer base
4 facility amenities
5 financial resources
6 present and future recreational and leisure needs of the community

PROCESS:

1. **Motion to pursue the possibility of amalgamation:**

Community Centres interested in discussing the feasibility of the amalgamation of boards must have the support of the majority of their Board of Directors, as in an approved motion to investigate the possibility of amalgamation, prior to the commencement of discussions.

The respective Boards of each community centre shall meet to discuss the purpose and impact of the proposed amalgamation on their communities. (An outline of the issues to be discussed is included as Appendix 1).

A representative of the General Council of Winnipeg Community Centres (GCWCC) may attend this meeting, at the request of the community centre(s).

2. **Letter of Intent:**

Upon agreement, each community centre shall draft a letter to the GCWCC stating their intention to pursue a board amalgamation with another centre(s). This letter shall clearly define the purpose of the amalgamation and the operational impact to the community. A copy of the minutes containing the approved motion to investigate amalgamation (see above) should also be forwarded to GCWCC.

NOTE: Should any of the affected community centres not concur with the purpose/impact of the amalgamation, discussion will be discontinued.

3. **Community Meeting:**

Subsequent to filing this letter of intent, each community centre shall schedule a community meeting to informally discuss and review the concept of the amalgamation of Boards with the community residents.
If desired, the community residents could be asked to rend their opinion on a few major operational questions such as:

- proposed name of the centre
- organizational structure
- facility specifics (parent centre/satellite sites)

Notice of the community meeting shall be promoted through at least one of the following; local newspaper ads, posters, newsletters, etc.

4. **Review of Community Meeting Results and Motion to Proceed:**
Results of the community meetings shall be considered by the Board of Directors of the respective community centres. It shall be determined by a majority vote of the Board of these community centres by way of an approved motion as to whether or not the amalgamation process will continue.

Should the Board of Directors of any of the involved community centres vote against the proposed amalgamation, discussions will be discontinued

5. **Establish a Working Committee:**
Following the community meetings, a working committee will be established to incorporate the input from the community and determine the details of the amalgamation process. This working committee will consist of equal representation from the affected community centres as well as representation from GCWCC.

The progress of the working committee shall be reported to the Boards of the affected community centres. Considerations of the working committee shall consist of, but are not limited to, the following:

a) Operational Requirements

- facilities
- organizational structure
- constitution
- incorporation required with name change

b) Financial Management

- current financial
- future financial requirements
- application of Universal Funding Formula
- fundraising potential

c) Inventory

- complete inventories of parent sites/satellites
- disposition of inventory (amalgamation/donations/disposal)
- new inventory requirements

d) Community Centre Identification

- name of centre
- colours
- logo
- signage

e) Relationship to Sport Organizations

- team structure
- advise affected organization of change(s)

f) Transition Plan

- process of moving from present to future state
- includes resolution of steps (a - e) above
- establish dates for election of officers, implementation of constitution, phase-in of operational changes, etc.
- advise community residents and GCWCC of the process

h) Implementation

- progress of the implementation process should be reviewed and evaluated on an ongoing basis.

INITIAL DISCUSSION POINTS REGARDING PROPOSED AMALGAMATION OF COMMUNITY CENTRES' BOARDS

What are the recreation and leisure issues affecting the community centre's areas? What are the perceived needs?

What is the present / projected demographic make-up of each community centre's area?

What is the current data on the operation of each community centre? (physical condition / age of buildings, existing amenities, operating expenses, financial status).

What resources are available for the community (projected financial and volunteer support)?
Where does the community see itself relative to the community centre functions now and in the future?

What services do the community centres presently provide? Is the community satisfied with the range and quality of these services?

What percentage of the community centre population presently uses the centre? What are the major uses? What are the barriers to use?

What other suppliers of service exist in the community area?

In addition to amalgamation, what other options should be considered in order to meet the needs of the community?

Appendix 2 – Community Centre Grants

2012
COMMUNITY CENTRES
ATHLETIC FIELD MAINTENANCE
PROGRAM

ADMINISTRATION

All revenues generated on City athletic fields will be administered by GCWCC as part of the "sweat equity" maintenance program. The value of work performed will be determined using the enclosed "Parks & Open Space Division Maintenance Standards for Athletic Fields".

GRANTS

The revenues paid-out to any Community Centre for its participation in the program will be determined co-operatively by GCWCC and the City of Winnipeg, based on available resources.

LEVEL OF GRANTS

Full Maintenance will qualify a Community Centre for **$1000.00 per field.**

Assisted Maintenance option will qualify a Community Centre for **$375.00 per field.**

Mini-Soccer pitches are considered "half-fields", and will be pro-rated at 50% of the full/assisted field assessment.

MAINTENANCE OPTIONS

Full Maintenance

Should a Community Centre opt to perform full maintenance at a given site, all fields at that location must be maintained at a full maintenance level (ie. fields, surrounding green space, play areas, wading pools, play structures, and adjacent boulevards). Centres may opt to perform full field maintenance at one location, while providing assisted field maintenance at a different location.

For a listing of Community Centre responsibilities under "Full" maintenance, please refer to the sport-specific charts provided by the City with this package.

Assisted Maintenance

Under this option the Community Centre will perform a portion of the maintenance required on all of the athletic fields situated at a given location. The work performed will **not** include those jobs that require the use of large equipment. Please refer to the enclosed sport-specific charts, for Community Centre responsibilities under "Assisted" maintenance.

City Maintenance

Community Centres choosing this option **will not be eligible for funding** under this program. The City will provide maintenance as detailed in their enclosure.

FIELD ALLOCATION

Community Centres **may allocate their* fields for weekend use** at their own discretion and retain all revenues raised through those allocations. For the protection of the user, Community Centres, and the City, an "Agreement To Use of Facility" must be completed and filed with the City of Winnipeg for all such uses.

*The general agreement being that "their" fields are only the ones adjacent to the Community Centre, not necessarily all of the fields that the Centre may maintain through the Athletic Field Maintenance program. Off-site fields are not to be allocated by the Centre, and are only available through the City Booking Office.

Community Centres **may not allocate their athletic fields or assess any charges on weekdays (Monday through Thursday),** such allocations being under the exclusive authority of the City of Winnipeg.

Where it is found that a Community Centre has assessed such charges, the amount of revenue lost to the legitimate system of athletic field fees will be estimated by the City of Winnipeg. This amount will be deducted from that Centre's "sweat equity" allocation or deducted from their next operating grant. Funds retained in this manner will be returned to the City of Winnipeg.

In all cases, community youth programs will be given first priority for the use of athletic fields. The number of playing slots allocated to community youth programs will be proportionate to the number of youth teams registered. The number of playing slots should not, as a rule, exceed two slots per team per week.

ELIGIBILITY OF FIELDS

Any City-owned properties for which the City of Winnipeg is responsible for maintenance are eligible. The eligibility of any other fields utilized by a Community Centre, but not located on Community Centre property (ie. Parks property), will be determined by the City of Winnipeg. Where there is an overlapping of fields, only one field will be eligible for funding.

RESPONSIBILITIES

All contractors, workers, supervisors, suppliers and volunteers participating in the Athletic Field Maintenance Program will ensure the safe operation of equipment related to this program in accordance with the Work Place Health and Safety Act applicable standards and industry best practices.

The City of Winnipeg will be responsible to provide inspections of the properties enrolled in the program. Confirmation that Centres have either met or not met their obligations will be forwarded to GCWCC.

2012 Community Centre
Athletic Field Maintenance Program
Registration Form

Name of Centre: _____

Contact Person:

Name: _____ Position: _____

Address: _____

Phone #'s: Home: _____ E-mail: _____

Office: _____

Fax: _____

Field Listing

Please provide the name, address and geographic designation (eg. S.E. Diamond) of all fields. All applications must carry <u>two</u> signatures as indicated on the back of this form.

	Name	Address	Location
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL: _____ Diamonds _____ Soccer Pitches _____ Mini-Soccer _____ Other

****** Please note: Included is a listing of your Centre's approved fields from last season. You can note any changes above, or if there aren't any, simply write "Same as Last Year".**

Maintenance Commitment

Please indicate the level of maintenance for which your Centre wishes to register by checking the appropriate box:

Full Maintenance

☐ The Community Centre will perform all maintenance on all of the athletic fields This will include grass cutting, turf aeration, top dressing and seeding as required. As well, this option will require all infield maintenance, line-marking, litter pickup, and equipment maintenance egs. backstop, goalpost (as outlined in the Athletic Field Maintenance Criteria).

Assisted Maintenance

☐ Under this option the Community Centre will perform a portion of the maintenance required on all of the athletic fields. The work performed will include litter pickup, trim mowing, line-marking (as outlined in the Athletic Field Maintenance Criteria).

DEADLINE FOR APPLICATION: FEBRUARY 28th
(Applications received after this date will not be considered.)

You may mail or fax your application to:

G.C.W.C.C.
265 Osborne St. S.
R3L 1Z7

Fax: 475-5812
Phone: 475-5008
E-mail: cathy@gcwcc.mb.ca

Applications must bear **two signatures,** that of the Centre's President, and one other Executive Officer.

_____ _____
President *Executive Officer*

_____ _____
Date *Position*

General Council of Winnipeg Community Centres

Community Centre 2012 Janitorial Program

PRINCIPLES OF THE JANITORIAL PROGRAM:

The program was developed to assist social assistance recipients' transition to employment which provided community centres throughout Winnipeg with free janitorial services.

Expectations are that GCWCC utilize funding for janitorial support for community centres and to determine the most effective way in which to accomplish the intent of the program (including prioritizing centres, scheduling, wages and recruitment strategies).

APPLICATION PROCESS:

1. Community Centres must make application annually to be considered for the next year's program.
2. All Community Centres will be considered and applications prioritized based on the needs of the individual centre.
3. Applications will be considered based on the availability of funding and number of participants employed in the program.

EMPLOYEE CRITERA:

1. Employees of the program must be unemployed or under-employed.
2. Employees of the program cannot be a current board member of the community centre or a family member of a current board member of the centre.
3. Employees must be a minimum of 18 years of age.
4. Employees that are not supervised by another employee of the centre must be capable to work unsupervised.
5. Employee duties to focus on janitorial/caretaking duties and not exceed 70 hours over a two week pay period.

GCWCC RESPONSIBILITIES:

1. Distribution of Janitorial Application to all Community Centres in November of each year.
2. Consider all applications in December of each year and notification to successful applicants,
3. Approval of all applications based on available human and financial resources.
4. As the employer of record, administer of employee's payroll, deduction remittances, and T4's.
5. Wages will be considered at minimum wage plus 4%.

COMMUNITY CENTRE'S RESPONSIBILITIES:

1. Community Centres are the day to day managers of the employee.
2. The Community Centre is responsible to provide the employee with a detailed written job description. With a copy to be forwarded to the GCWCC
3. The Community Centres are responsible to provide training that is required for the employee to perform their duties. Employees are not to operate machinery unless fully trained and qualified to do so.

4. The Community Centre is to ensure a daily attendance log/timesheet is completed by the employee. The log/timesheet must be signed off by the centre supervisor/manager and forwarded to GCWCC for timely payment.

5. Community Centres are to inform GCWCC of any incidents related to absenteeism, or adverse behavior displayed by the employee.

6. Community Centres are to provide a monthly/weekly bus pass or tickets where required.

EMPLOYEE EVALUATION:

An evaluation of the employee's performance is to be provided 3 times a year (April, August and December). The evaluation should be discussed with the employee, and centre supervisor and if necessary the GCWCC.

2012 GCWCC Community Centre Janitorial Worker Program Application Form

NAME OF COMMUNITY CENTRE _____

CONTACT PERSON & POSITION_____

PH # _____CELL# _____FAX# _____EMAIL _____

APPLICATION FOR A JANITORIAL WORKER:

FULL TIME ____ PART TIME ____ FULL TIME OR PART TIME _____

MONTHS REQUIRED: _____
(I.E. JAN-DEC, JUNE-SEPT)

DAYS REQUIRED: _____
(I.E. WEEKDAYS, WEEKENDS, EVENINGS)

HOURS REQUIRED: _____A.M. TO _____P.M.

SUPERVISOR'S NAME & POSITION: _____

WE CURRENTLY HAVE A WORKER: YES _____ NO_____

_____ _____
(Signature of Community Centre President) *(Date)*

General Council of Winnipeg Community Centres 265 Osborne Street South R3L 1Z7
475-5008 (ph) 475-5812 (fax) elaine@gcwcc.mb.ca (e-mail)

Print Form

Last updated August 16, 2010

General Council of Winnipeg Community Centres

PROGRAM FUNDING APPLICATION

PURPOSE: The Program Funding Grant focuses on initiatives to achieve the following objectives to assist community centres:

- in the development of new long term program initiatives designed to meet the needs of the neighborhood;
- to sustain current programs that are responding to specific neighborhood needs;
- to support initiatives that will increase community centre participation;
- to offer leisure recreation and leadership opportunities that will improve the quality of life in the neighborhood.

WHO MAY APPLY: All City of Winnipeg Community Centres are eligible to apply.

ELIGIBLE PROJECT COSTS: Costs related directly to the program in the areas of:

- staffing wages/benefits
- staff/volunteer training
- supplies/materials
- equipment
- transportation

CRITERIA: Funding will be considered where:

- projects address at least one of the program objectives as listed
- projects include long term planning
- projects have the support of the centre's board of directors
- the centre can demonstrate a need for financial assistance
- projects do not duplicate existing services in the community
- projects demonstrate a need and include a high level of community participation
- projects demonstrate self-sufficiency after the funding expires

LEVEL OF ASSISTANCE: Financial support is based on quality or merit of the project, need of the centre, ability of centre to make effective use of the fund. Funding will be based on the availability of funds.

- Grants may be approved at a level lower than that requested or approval may be awarded for only a specific portion of the request
- Projects are not supported indefinitely.
- Projects which involve funding or assistance from other sources will be encouraged
- Projects will not be funded retroactively.

APPROVAL PROCESS: Applications will be reviewed by GCWCC on an ongoing basis.

Last updated August 16, 2010

APPLICATION DEADLINE Applications will be accepted on a year round basis.

EXPENDITURES/ACCOUNTABILITY: The Centre's Board of Directors is accountable for all funds expended and are charged with the responsibility of seeing that these funds are expended for their intended purpose.

The Centre must submit invoices prior to receiving their grant allocation. Dependent on the nature of the project funding may be disbursed on a pro rated percentage basis

An evaluation of the approved projects will be conducted by the GCWCC

Please Note: Grant monies awarded MUST be expended within 6 months of the program end date as indicated on the application.

Last updated August 16, 2010

General Council of Winnipeg
Community Centres

PROGRAM FUNDING APPLICATION

Name of Centre:		
Name of Contact Person:		**Phone # Home:** **Office:**
Mailing Address:		**Postal Code:**

Date of Project:	**Start up:**	**Projected end date:**

Descriptive Project Name:	

Project Objectives - Check off those which apply to your project

- **To develop a new program** ☐
- **To sustain a current program** ☐
- **To increase participation** ☐
- **Other (Please describe)**

_____
_____
_____
_____

Additional Project Information:

1. What age group is this project targeting? _____Projected # of participants_____

2. What is the goal of the project? _____
_____
_____
_____

3. Who will be responsible for the administration of the program? _____
_____
_____

PLEASE ENSURE THAT YOU HAVE ATTACHED THE CENTRE'S MOST RECENT MONTHLY FINANCIAL STATEMENTS AND THE MEETING MINUTES INDICATING THE BOARD'S APPROVAL OF THIS PROGRAM GRANT APPLICATION

Related Project Costs: (a list of equipment and costs MUST BE ATTACHED on a separate sheet)

1.		**$**
2.		**$**
3.		**$**
4.		**$**
5.		**$**
6.		**$**

Total Project Cost $_____

Other Project Resources: (please name and indicate amount of funding ie. registration fee, grants, donations)

1.		**$**
2.		**$**
3.		**$**
4.		**$**

Total Project Income$_____

GCWCC Programming Grant Request **$_____**

Please indicate any volunteer involvement in the project: (ie. Supervisory Staff)

_____
_____
_____

Comments: Please feel free to supply us with any additional information.

I/We, the undersigned hereby certify that I/we are the authorized signing officer(s) of the community centre and this application is accurate to the best of my/our knowledge.

_____ _____ _____
Signature **Position** **Date**

_____ _____ _____
Signature **Position** **Date**

☐ **Most recent financial statement is attached.**

☐ **Meeting Minutes indicating the Board's Approval of this Application**

<u>Please Note: Incomplete applications WILL NOT be considered</u>.

COMMUNITY CENTRE
PROGRAM REGISTRATION FEE
SUBSIDY

Grant Criteria

The following guidelines are recognized in the approval and processing of applications for this Community Centre subsidy program. Applications and all additional information will be kept in strict confidence.

1) This subsidy is designed to assist those children who would not otherwise participate in Community Centre activities.
2) The grant is available for Community Centre-based programs only and cannot be accessed for elite sport programs such as AA Hockey or Premier level Soccer.
3) This grant provides for the actual program "Registration Fee" only. Examples of ineligible costs would include: Community Centre "booster", participation, administrative and volunteer fees; travel expenses; additional ice fees, including try-out ice; tournament fees; monies collected for team pictures and wind-up parties; medals and awards; and personal clothing items which become the property of the child such as ball caps, soccer socks, and "keeper" t-shirts.
4) Registration Fees for "day camp"-type programs run by Community Centres during school holidays, or pre-school programs such as nursery schools and daycares, are not eligible for funding within this program.
5) Children (aged 17 and under) residing within the City of Winnipeg are eligible.
6) Subsidy applications must be completed and signed by the applicant's sponsor (parent or guardian, only).
7) Community Centres will request a copy of your Canada Customs and Revenue Agency Notice of Assessment". Copies can be obtained from Revenue Canada at 1-800-959-8281.
8) Incomplete or photocopied applications will be returned, as they are ineligible for funding.
9) All requests must be accompanied by a complete cost breakdown of the Registration Fee to be supplied by the Community Centre hosting the program.
10) Subsidy eligibility and the amount of subsidy required will be determined by the child's "Home" Community Centre.
11) The following deadlines for submissions by Community Centres to GCWCC are:
    Spring/Summer C.C. Programs . . . . . August 31st
    Fall/Winter C.C. Programs . . . . . February 28th of the following year

SAMPLE DOCUMENT ONLY

*****IMPORTANT*****

This application, including the required "Home" Community Centre signatures and accompanying fee breakdown should be submitted for processing directly to:

General Council of Winnipeg Community Centres
265 Osborne Street South
Winnipeg, MB
R3L 1Z7

"PROGRAM REGISTRATION FEE" SUBSIDY APPLICATION

(NOTE: Please read the grant criteria information printed on the back of this form, prior to completion.)

Child's Name (Last) _____ (First) _____ Birthdate _____

Home Address _____ Postal Code _____

Participant's "Home" Community Centre _____

Community Centre the subsidy funding should be sent to _____

Community Centre Program Registered In _____ Level of Play _____

Adult Sponsor's Name _____ Relationship to Child _____

Number of children in the family under 18 living in the home _____ Home Phone #_____

Please check if any apply: Single Parent ( ) Foster Parent ( ) Social Assistance ( )

To determine the percentage of subsidy that you may qualify for, circle the appropriate gross family/household annual income in the chart below. Remember to include any additional financial support (ie. child support/maintenance payments, social/government benefits) in this calculation.

Total # of Children Under 18	Total Income Level	Total Income Level	Total Income Level	Maximum Allowable Total Family Income*
1	$15,000 or less	$15,000-$35,000	$35,000-$40,000	$40,000
2	$20,000 or less	$20,000-$40,000	$40,000-$45,000	$45,000
3	$25,000 or less	$25,000-$45,000	$45,000-$55,000	$55,000
4	$30,000 or less	$30,000-$50,000	$50,000-$60,000	$60,000
5	$35,000 or less	$35,000-$55,000	$55,000-$65,000	$65,000
6+	$40,000 or less	$40,000-$60,000	$60,000-$70,000	$70,000
MINIMUM Parent Contribution	10%	20%	30%	
Maximum GCWCC Subsidy	90%	80%	70%	

*Applications not falling within the "Maximum Allowable Income" may be considered based on individual circumstances.

Current "Canada Customs and Revenue Agency Notices of Assessment" for both parents must be provided with this application. (Assessment Notices may be obtained from Revenue Canada by calling 1-800-959-8281) This application will not be processed unless the required Notices of Assessment are attached.

Program Registration Fee $_____ (Deduct "ineligible" costs, per #3 on the back.)

Parental Contribution $_____

Subsidy Funding Request $_____

Please provide a brief explanation why you require this assistance, and attach any additional information you feel would be beneficial in considering your request: _____

_____

_____

_____

Are you able to volunteer at your Community Centre? Yes_____ No_____

Signature of Child's Sponsor _____ *Date* _____

APPROVAL

This application can only be approved by the Executive of the Community Centre where the child resides, not the Centre where they are participating (if different).

I support this request for funding on behalf of the child named above, whose need is consistent with the "Program Registration Fee Subsidy" guidelines.

_____ _____ _____

Signature of Applicant's Home C.C. President *Signature of Applicant's Home C.C. Treasurer* *Date*

Reminder: The C.C. hosting this program is required to supply an accompanying registration fee breakdown, prior to funding.

(Fall 2008 Revision)

SAMPLE DOCUMENT ONLY