Minutes - Standing Policy Committee on Protection and Community Services - October 7, 2003

REPORTS

Minute No. 200 **Request for additional funding for the General Council of Winnipeg Community Centres (GCWCC)**
File PR-2

STANDING COMMITTEE RECOMMENDATION:

The Standing Policy Committee on Protection and Community Services referred the request for additional funding for the General Council of Winnipeg Community Centres to the administration for report back to its meeting scheduled for November 3, 2003.

DECISION MAKING HISTORY:

Steve Bemrose, General Council of Winnipeg Community Centres, submitted a communication dated October 6, 2003, from the Licensing Field Representative, Society of Composers, Authors and Music Publishers of Canada (SOCAN), with respect to continued efforts to bring about a licensing arrangement between SOCAN and Winnipeg Community Centres.

Moved by Councillor Pagtakhan,

That the request for additional funding for the General Council of Winnipeg Community Centres be referred to the administration for report back to the Standing Policy Committee on Protection and Community Services at its meeting scheduled for November 3, 2003.

Carried

REPORT TO STANDING POLICY COMMITTEE ON PROTECTION AND COMMUNITY SERVICES

REPORT DATE: October 2003

RE: Request for additional funding for the General Council of Winnipeg Community Centres (GCWCC)

RECOMMENDATION(S):

- That the funding provided by the City of Winnipeg to the General Council of Winnipeg Community Centres (GCWCC) be increased by $30,000.00 to offset current operating costs associated with increased services to the 71 member Community Centres.

REPORT SUMMARY:

Key Issues:

- The City of Winnipeg currently provides the GCWCC with an annual operating grant of $49,271

  On March 6, 2000, GCWCC appeared before Standing Committee on Protection and Community Services to request an increase of $20,000 in the GCWCC funding grant to meet the organizations increased operating budget. Standing Committee concurred with the request and forwarded the request to Executive Policy Committee for favourable consideration. The decision of Executive Policy Committee was to increase the 2001 GCWCC by $10,000 to the current level of $49,271.

  In January of 2002, representatives of the GCWCC Executive met with the Chair of Standing Policy Committee to discuss the General Council the budgetary situation of the organization. In March of 2002 a copy of the GCWCC submission was forwarded to the City of Winnipeg, Chief Financial Officer with a request that he and his staff review the document. In August 2003 the GCWCC was directed to re-submit their request to Standing Policy Committee on Protection and Community Services.

- GCWCC is projecting a loss of $32,000 in their 2003 Operating Budget(Appendix II). Due to increased operating costs as a result of the demand of ongoing administrative responsibilities to assist the 71 Community Centres to meet their responsibilities to the City as well as their constituents and an increase in major project initiatives in cooperation with the City of Winnipeg.

- Since 1997, GCWCC on behalf of their member centres has had ongoing discussion with representatives of the Society of Composers, Authors and Music Publishers of Canada in respect to the City of Winnipeg Community Centres responsibilities regarding Tariff 8. After several meetings with SOCAN, GCWCC solicited the assistance of several Members of Parliament, however as community centres are not eligible for "Charitable Status" it was determined that they were not exempted from Tariff 8.

  In March of 2003 the Society of Composers, Authors and Music Publishers of Canada (SOCAN) approached GCWCC to propose that GCWCC as the umbrella group for the City of Winnipeg Community Centres undertake the cost it would be to license all centres under Tariff License No. 21, at an annual fee of $12,780.

REASON FOR THE REPORT:

Without this increase in funding, GCWCC will not be able to maintain its current level of services to the Community Centres or respond to special initiatives in partnership with the City of Winnipeg.

HISTORY:

The General Council of Winnipeg Community Centres (GCWCC) was established in 1971 when the 13 autonomous municipalities and the City of Winnipeg were amalgamated to form Unicity.

Originally the GCWCC was formed to promote and encourage cooperation and communication among the community centres and city administration, to provide a central council for the exchange of ideas and consider solutions to common problems.

The Council consists of a volunteer Board of Directors who represent the 71 Community Centres in the City of Winnipeg. Over the past decade the General Council has experienced changes in their mandate and the responsibilities of the Council have increased dramatically due to partnerships with the City of Winnipeg, the Province and like service providers. Also as the mandate and responsibilities of the community centre volunteers has increased, the responsibilities of the GCWCC have increased to meet the needs of the centres 17,000 volunteers.

DISCUSSION:

With the City of Winnipeg's increased focus on operating efficiencies and fiscal accountability, GCWCC responsibility to assist its member centres has increased dramatically. GCWCC has responded by providing resources to assist the city and community centre volunteers in meeting these important requirements. The continual turn over of community centre volunteers brings a wide range of day-to-day challenges for the GCWCC staff members.

To meet this mandate GCWCC has increased their staff compliment from 1 full time Executive Director to include two part-time Office Assistants. This has resulted in increased operating costs for the GCWCC.

An outline of the ongoing responsibilities of GCWCC as well as some of the partnership projects and future initiatives with the City of Winnipeg are detailed in Appendix 1.

In the year 2002, GCWCC as per their audited statement recorded a deficit of $19,588 in their operating budget. To continue to meet the responsibilities and mandate as outlined in the above report, General Council is requesting an increase of $30,000 to the 2003 GCWCC Operating Budget. (See appendix II)

APPENDIX I

ONGOING RESPONSIBILITIES OF THE GCWCC:

- to meet monthly to discuss operational procedures, policy and programming issues that are relevant to the day to day operation of the seventy-one community centres in the City of Winnipeg.
- to meet monthly with the City of Winnipeg Community Services Department and the District Community Centres Boards to discuss issues of common concern and consider solutions to common problems.
- to network and partner with other service providers (e.g. City of Winnipeg, Social Planning Council, Aboriginal Sport Council, Manitoba Métis Federation, Winnipeg Police Athletic Clubs, Winnipeg Regional Sport Association, Sport Manitoba, Province of Manitoba, Volunteer Centre, Coaches Association of Manitoba) regarding the delivery of recreational/leisure services at the community level.
- to develop publications and provide leadership training manuals and reference information to the community centres volunteers.

Current publications include:

- How To Effectively and Successfully Run A Meeting
- Duties of the Executive
- Duties of the Chair
- Parliamentary Procedure
- Building A Volunteer Organization
- Proposal Writing
- Designing a Job Description
- The ABC=s of Newsletters
- Communications
- Fair Play
- Community Centre Grant Resource Manual

- to provide ongoing support to the centres volunteers in the areas of leadership development, program development, policy development.

- to provide leadership training seminars in the areas of volunteer

accountability and risk management in such areas as:

- Financial Accountability
- Constitution & Bylaw Reviews
- Internal & External Theft
- Harassment In the Workplace
- Screening of Volunteers
- Legal Liabilities

- to assist centres with specific internal issues affecting the day-to-day operation of the centre and their volunteers. In extreme cases make referrals to outside agencies such as Mediation Services.

- to coordinate the Community Centre Provincial Child Abuse Registry Checks for volunteers.

- to assist the individual community centres and their volunteers in such areas of:

- day to day problem solving
- financial accountability to ensure that they are meeting the
- requirements of the Municipal, Provincial and Federal laws
- board development
- evaluation of programs
- development of new programs
- conflict mediation
- policy reviews
- constitutional reviews
- review and development of centre fair play policies
- chairing of Annual General Meetings
- volunteer recognition e.g. Past Presidents Awards Banquet.

JOINT PARTNERSHIPS WITH THE COMMUNITY SERVICES DEPARTMENT:

To administer three municipal grants which are available to the City of Winnipeg

Community Centres. GCWCC has not assessed a fee for the administration of these grants as the board feels strongly that all grant dollars be made directly available to community centres.

- Athletic Field Maintenance (Sweat Equity) Grant - for the past six years the General Council has been responsible for the administration of the Athletic Field Maintenance Grant, which provides a rebate to community centres for the maintenance provided on their designated fields. Applications for these grants must be submitted by the individual community centres. This grant is a partnership with the General Council of Winnipeg Community Centres and the City of Winnipeg Public Works and Community Services Departments.

  In 2003, 54 community centres participated in this program by providing volunteer maintenance on 405 fields for a total grant of $221,800.00. The program is funded through the Adult Athletic Field User Fees and the City of Winnipeg Public Works Department, Parks and Open Space Division.

- Programming Grant - this grant was established to assist community centres in the development of new programs and to sustain existing programs that meet the specific needs of their community. Priority is given to initiatives that will increase community centre participation, especially for those residents who are not currently utilizing the centre (youth programs, senior programs and non-traditional sport programs). In 2002 Community Centres were granted a total of $134,400. in programming grants.

  Grants are provided to cover the cost of staffing, training, supplies, and equipment. Programs that have been initiated by the community centres with the assistance of the Program Grant include:

  - Sinclair Park Kids at Risk Drop In
  - Norquay Nutrition/Cooking Classes
  - River Osborne After School Drop In
  - Central Martial Arts
  - Norquay Basketball
  - Fort Garry Youth Action Group
  - Isaac Brock Music Program
  - Central Park Drop In
  - Melrose Park Summer Play
  - Earl Grey Jazz & Dance
  - Lord Roberts Mom’s & Tot’s
  - Luxton Pre-Teen/Teens - Kids Off the Street
  - Luxton After School Homework

- Northwood Pre School Art Classes
- Windsor Kids Club

- Community Centre Program Registration Fee Subsidy Grant (Socio-Economic Grant) - this grant was established to subsidize community centre program registration fees to assist children and youth whose families are financially disadvantaged and would otherwise be unable to participate in community centre programs. Funds are allocated based on the percentage of low-income families residing within the community centre boundaries.

  In 2002 the General Council granted funds to 1002 children and youth for a total of $126,052.42

General Council works in partnership with and provides an invaluable service to the City of Winnipeg Community Services Department to facilitate the implementation of policies and operating procedures that affect the day-to-day operation of the City of Winnipeg Community Centres. Achievements to Date Include:

- Development, implementation and ongoing review of the Universal Funding Formula
- Development of the process for the Amalgamation and Consolidation of Community Centres
- Community Centre Boundary Reviews
- Standardization of Community Centre Financial Accountability
- Family Transfer Appeal Policy
- Community Centre Program Report
- Wading Pool Review
- Licensing issues as they pertain to Community Centres
- Prioritization of the Winnipeg Development Agreement Community Centre projects
- Standardized Community Centre Constitution
- Respectful Workplace Policy for Community Centres
- Issues as they relate to the City of Winnipeg Smoking Bylaw

CURRENT AND FUTURE INITIATIVES:

Community Centre Amalgamations/Closures

In 1971 General Councils membership consisted of 104 Community Centres. In 2003 the City of Winnipeg has 71 recognized community centres along with a

number of satellite facilities. It has long been recognized that demographic changes, financial and volunteer constraints can no longer support 71 community centres. In the past few years the City of Winnipeg and General Council have dealt with the amalgamation of Boyd Park and Sinclair Park Community Centres and the closure of St. Boniface East and Grant Park Harrow Community Centres. The development of a long-term policy for future amalgamations/closures will continue to be a challenge to the Community Centres, the General Council of Winnipeg Community Centres and the City of Winnipeg.

Standardization of Program Registration Fees

Due to changing demographics many community centres are finding themselves in the position of having to amalgamate their sporting programs with neighbouring centres. The existing wide range of fees being charged by individual centres has created a difficult situation for the centres and the program participants. Numerous complaints regarding the discrepancies in fees being charged by the individual centres have been received by GCWCC. The General Council will be meeting with the individual districts to deal with the issue of standardization of program registration fees.

Group Benefit Plan for Community Centre Volunteers

The City of Winnipeg provides limited insurance coverage for the centres volunteers. Most centres that hire staff such as caretakers, supervisors and managers are not in the financial position to provide any benefits for their staff. After much research, it was determined that the City of Winnipeg Chambers of Commerce Group Benefit Policy would best suit the needs of the City of Winnipeg Community Centre employees. In order for the centres to be eligible for the plan, General Council as the community centre umbrella group agreed to purchase a Winnipeg Chamber of Commerce membership.

Fund Raising Practices

Over the past few years there have been several complaints regarding the fund raising practices of some community centres. The General Council in partnership with the City of Winnipeg are currently reviewing these practices and will develop recommendations which are acceptable to the centres and the community at large.

Volunteer Recruitment Policies

Unfortunately, the lack of volunteers in some centres has prompted some community centres to develop volunteer recruiting policies that are not seen as being in the best interest of those participating in our centres programs. The General Council in partnership with the City is currently reviewing these policies

to develop recommendations to improve the community centres volunteer recruitment practices.

Joint Partnerships in Program Development

Over the past years the General Council has provided program funding to assist the centres in the development of partnership programs. Such as the General Byng Youth Action Drop In Program where the GCWCC Program Grant provided funds to cover equipment costs. The City of Winnipeg partnered in this program by providing staffing resources, while the School Division has provided the facility. GCWCC also partners with the City of Winnipeg in such programs as the Summer Free Play Programs and the Teen Midnight Swim Programs. GCWCC will continue to develop and support these highly successful partnerships.

Ongoing review of Community Centre Policies and Procedures

With the constant changing of community centre volunteer boards there is a need to continual reaffirm the policies and procedures, which are governing the community centres day-to-day operation.

Joint Partnership with the City of Winnipeg TAG Program

Over the past four years the General Council has provided seven Urban Green Team Workers annually to assist in the control of graffiti in the Cities TAG program. The GCWCC provides the administration of this service at no cost to the City. These workers have become a valuable resource to the program.

Community Centre Review Task Force

In October of 2001, at the request of the District Community Centre Board Presidents, the Community Centre Review Task Force was struck. The objectives of the task force are to:

- review the operation of community centres in terms of demographics, status of infrastructure, inventory of amenities, programming content, volunteer and financial resources.
- review and evaluate the contributions and impact of the individual centres in regard to recreational and leisure opportunities in the community.
- review services offered by neighbouring centres and other service providers.
- determine base standards for community centres based on the operational review and evaluation.
- review existing operations of centres to recommend standards and to recommend opportunities for consolidations/enhancements.

Universal Funding Formula Review Task Force

GCWCC in conjunction with the City of Winnipeg are mandated to review the City of Winnipeg Community Centre Universal Funding Formula every five years. The Committee convened in November 2002 and will present its report to Standing Policy Committee in December 2003.

The purpose of this review is to complete a comprehensive evaluation of the existing formula system for community centres. With the objective to:

- confirm the intent of community centre operating grants
- determine the impact of the implementation of the UFF on community centres and civic departments
- evaluate the existing funding criteria and recommend revisions where required
- review and clarify the responsibilities of the city and community centres as incorporated into the UFF
- determine and evaluate the financial resources currently provided by the city for the operation of community centres.

THIS REPORT SUBMITTED BY:

General Council of Winnipeg Community Centres
Prepared by: Marlene Amell, Executive Director

APPENDIX II

PROJECTED OPERATING BUDGET 2003

REVENUE

Bank Interest	$15,000
Equipment Rental/WRSA	$ 2,500
Grants - Administration	$10,000
Grants - Operating	$49,271

GST Rebates	$ 1,250	
Membership Fees	$14,200	
Workshop Rebates	$ 1,000	**$ 93,221**
EXPENSES		
Audit	$ 2,500	
Bank Charges	$ 300	
Benefits	$ 5,000	
Banquet	$ 1,500	
Equipment	$ 3,000	
Equipment Rental	$ 6,000	
Fax Machine	$ 500	
GST	$ 2,500	
Internet	$ 1,500	
Meetings/Workshops	$ 3,500	
Memberships	$ 1,500	
Office Maintenance	$ 500	
Office Supplies	$ 2,500	
Photo Copies	$ 1,000	
Postage	$ 1,000	
Service Contracts	$ 500	
SOCAN	$12,780	
Special Projects	$ 4,000	
Stationery	$ 1,200	
Telephone	$ 2,000	
Wages	$72,000	
Workers Compensation	$ 500	**$125,780.00**
Projected Surplus **(Loss)**		**($ 32,559.00)**