**Minutes – Executive Policy Committee – September 14, 2022**

## REPORTS

**Item No. 22 General Council of Winnipeg Community Centres Inc. 2022–2024 Business Plan**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That the GCWCC 2022 - 2024 Business Plan and Audited Financial Statements, included as Appendix A, be received as information.

2. That grants totaling $1,576,725 in 2023, as identified in the GCWCC Business Plan and as per the 2019 – 2029 executed Management Agreement, be referred to the 2023 budget process for consideration.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing.

DECISION MAKING HISTORY:

Moved by Councillor Rollins,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

| | | |
|---|---|---|
| Yea: | Bowman, Allard, Browaty, Chambers, Mayes, Rollins | 6 |
| Nay: | | 0 |

Carried

COUNCIL DECISION:

On December 14, 2016, Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the General Council of Winnipeg Community Centres' (GCWCC) 2016 – 2018 Business Plan (Appendix A) be received as information.

2. That GCWCC provide three-year business plans to Council through the Executive Policy Committee in September of each year.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

# ADMINISTRATIVE REPORT

**Title:** General Council of Winnipeg Community Centres Inc. 2022–2024 Business Plan

**Critical Path:** Executive Policy Committee - Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| C. Brens | C. Fernandes | C. Kloepfer | M. Geer,<br>Acting CAO |

## EXECUTIVE SUMMARY

Established in 1971, the mission of General Council of Winnipeg Community Centres Inc. (GCWCC) is to provide leadership and guidance to volunteers to develop and sustain community centres for the citizens of Winnipeg. The City of Winnipeg and the GCWCC have a collaborative partnership and are committed to working together to sustain the community centre model providing community specific programs and services that are responsive to the needs of the citizens of Winnipeg.

GCWCC has identified 17 goals and strategies in its 2022 - 2024 Business Plan. Goals relate to:

- GCWCC Plan 2025 Update
- Program Coordinator Position
- Legal Representation
- Community Centre Investment Fund
- Update GCWCC Governance, Board Policies, Terms of Reference, and Procedures
- Increased Athletic Field Maintenance Funding
- GCWCC Strategic Plan
- Community Centre Renovation Grant Program
- Grant Administration and assistance

GCWCC will receive a total of $1,626,725 in 2022 grant funding from the City of Winnipeg. The GCWCC Business Plan (Appendix A) includes program details, recipients of the grant dollars by name and year, and a financial summary for the Operating Grant, Programming Grant, Community Centre Program Registration Fee Subsidy Grant, the Community Centre Janitorial Program, Criminal Record Check Grant, Athletic Field Equipment Grant, Athletic Fields Maintenance and Graffiti Control Grants.

Beginning in 2023, the GCWCC plans to review and update Plan 2025. The purpose of Plan 2025 (2005 – 2025) was to provide a 20-year plan for the future direction of the community centre movement in Winnipeg. The 2022 City of Winnipeg Capital budget includes $300,000 in 2022 through the Recreation & Library Facilities Investment Strategy, to be paid as a grant, to support GCWCC in its review of Plan 2025.

## RECOMMENDATIONS

1. That the GCWCC 2022 - 2024 Business Plan and Audited Financial Statements, included as Appendix A, be received as information.

2. That grants totaling $1,576,725 in 2023, as identified in the GCWCC Business Plan and as per the 2019 – 2029 executed Management Agreement, be referred to the 2023 budget process for consideration.

3. That the proper officers of the City be authorized to do all things necessary to implement the foregoing.

## REASON FOR THE REPORT

As per the executed Management Agreement, on an annual basis, GCWCC is required to provide a three-year Business Plan and annual audited financial statements to Council through the Executive Policy Committee.

## IMPLICATIONS OF THE RECOMMENDATIONS

GCWCC's 2022 - 2024 Business Plan contributes to the strengthening of community well-being, including the promotion of community social cohesion, and an increase in community pride and satisfaction. GCWCC's 2022 - 2024 Business Plan identifies planning strategies that enhance individual well-being and quality of life among area residents through sport and recreation programming.

There are no financial implications as a result of the recommendations of the report. The Council approved 2020-2023 Multi-Year Budget includes grants totaling $1,576,725 to GCWCC for 2023.

## HISTORY/DISCUSSION

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

The Universal Funding Formula (UFF) was adopted by Council in 1993 to address many discrepancies and inequities that existed as a result of Unicity. Today, all community centres receive funding based on heated square footage, population base and the number of outdoor hockey pens.

With the adoption of the Recreation, Leisure and Libraries Facilities Policy (RLLF) in May 2005, the roles and responsibilities of GCWCC were significantly increased. Adoption and implementation of the Policy resulted in an increase of $150,000 to GCWCC's annual operating grant. The annual operating grant is $252,647 and is included within the 2022-2025 tax-supported budget as a grant to GCWCC. As a requirement of the 2005 increase, GCWCC was requested to submit annual three-year business plans.

On April 14, 2008, GCWCC entered into a Management Agreement with the City of Winnipeg. This agreement outlined the responsibilities of GCWCC and the City of Winnipeg as they related to the City of Winnipeg's community centres. GCWCC continues to work in partnership with the Community Services Department to facilitate the implementation of policies and operating procedures that assist community centres in their day-to-day operations.

On May 27, 2009, Council adopted Plan 2025, a 20-year plan for the future direction of the community centre movement in the City of Winnipeg.

On January 14, 2019, the City of Winnipeg and GCWCC entered into and executed a Management Agreement. The Management Agreement will help to facilitate a strong and more sustainable community centre model. The term of the agreement is ten years, expiring in January 2029.

On March 20, 2019, Council approved an increase of $200,000 to the GCWCC grants to reflect consolidation of a grant previously provided directly to GCWCC by the Province of Manitoba, but now consolidated into the City's operating basket funding.

GCWCC's 2022 - 2024 Business Plan reviews the history of the organization to provide context to the direction identified in the plan. It describes the initiatives and programs the organization has started or will be embarking on in the next three years and provides updates on feasibility studies.

GCWCC has identified 17 goals and strategies in its 2022 - 2024 Business Plan. Goals relate to:

- GCWCC Plan 2025 Update
- Program Coordinator Position
- Legal Representation
- Community Centre Investment Fund
- Update GCWCC Governance, Board Policies, Terms of Reference, and Procedures
- Increased Athletic Field Maintenance Funding
- GCWCC Strategic Plan
- Community Centre Renovation Grant Program
- Grant Administration and assistance

Key initiatives requiring continued support and consultation between the City of Winnipeg and GCWCC include:

- **Winnipeg Recreation Strategy** - In the fall of 2017, the City of Winnipeg initiated the Winnipeg Recreation Strategy (WRS) project, which was a collaborative effort by the Community Services Department to develop a 25-year strategic plan for recreation services. The strategy, recently approved by Council on May 26, 2022, has updated and replaced RLLF with a new recreation strategic policy and plan including defined levels of service to help guide investment decisions for existing and new recreation facilities, including community centres.

- **Plan 2025** (to be called Plan 2045) – The purpose of Plan 2025 (2005 – 2025) was to provide a 20-year plan for the future direction of the community centre movement in Winnipeg. GCWCC's intent is to proceed with the next review of Plan 2025 beginning in 2023. The approved 2022 City of Winnipeg Capital budget includes $300,000 through

the Recreation & Library Facilities Investment Strategy, to support GCWCC in its review of Plan 2025.

- **Management Agreement** – On January 14, 2019, GCWCC entered into an updated Management Agreement with the City of Winnipeg (as authorized by Council, see Appendix B) for 10 years, expiring January 2029. This agreement outlines the responsibilities of the GCWCC and the City of Winnipeg as it relates to City of Winnipeg community centres. GCWCC continues to work in partnership with the Community Services Department, Public Works (Parks and Open Space Division), and Municipal Accommodations to facilitate the implementation of policies and operating procedures that assist community centres in their day-to-day operations.

- **Legal Representation Services for the GCWCC and Community Centres -** All lawyers who practice law in Manitoba are regulated, licenced and insured by the Law Society of Manitoba. The lawyers who work for Legal Services at the City of Winnipeg are exempt from the insurance requirements imposed by the Law Society so long as their practice is limited to providing legal services/advice solely to the City. Each community centre and the GCWCC is a separate legal incorporated entity. As a result, City lawyers cannot provide them with legal advice or services without contravening the conditions of their exemption from the Law Society insurance requirement.

  Due to this exemption, the GCWCC has requested in its business plan an annual increase of $35,000 to the Operating Grant beginning in 2023 to secure financial assistance from the City for the GCWCC and community centres to secure legal representation. The Public Service supports this request, as community centres are responsible for the day-to-day programming, care, control, and maintenance of City-owned assets; community centres are managed by volunteer boards; the City must formalize funding and management agreements with each community centre; and legal representation for GCWCC and the community centres may result in reduced financial risks for taxpayers, community centre volunteers, GCWCC, and the City.

GCWCC's Business Plan includes program details, recipients of the grant dollars by name and year, and a financial summary for the Operating Grant, Programming Grant, Community Centre Program Registration Fee Subsidy Grant, the Community Centre Janitorial Program, Athletic Field Equipment, and the Athletic Fields Maintenance Grant. Covid-19 and the related closures of Community Centres has resulted in a reduction of the number of grant applications received and approved by GCWCC in 2021. Undersubscribed grant amounts will be used in the next fiscal year to provide for additional support opportunities for Community Centres in the areas of programming, subsidy and janitorial resources, etc.

GCWCC receives the following grant funds from the City of Winnipeg and administers the following grant programs (2022 Council-approved levels):

**Operating Grant** (**existing**) – $252,647 – GCWCC utilizes the grant for salaries for two (2) full time and two (2) part time staff, administrative and operating expenses of the organization. GCWCC's Roles and Responsibilities include; communication, administrative and operational supports, administration of grants, community centre engagement, programming support, community centre facility development, business planning, district planning, leadership, training support, Universal Funding Formula responsibilities, and sustainability efforts.

- **Programming Grant (existing)** – $430,750 – GCWCC is responsible for administering the Community Centre Programming Grant. The grant provides funding assistance to ensure that centres can offer sustainable programs for their area residents.

- **Program Registration Fee Subsidy Program (existing)** – $150,000 – GCWCC administers the Community Centre Program Registration Fee Subsidy. This subsidy is designed to assist those children and families who would not otherwise participate in community centre activities (due to financial circumstances).

- **Community Centre Janitorial Program (existing**) – $338,844 – GCWCC administers the Community Centre Janitorial Program Grant. The purpose of the program is to support those community centres that need janitorial assistance and/or need incremental funds to support their janitorial program.

- **Criminal Record Check Refund Grant (new grant in 2021, a two-year commitment 2021 and 2022**) – $50,000 – GCWCC administers the Criminal Record Check Refund Grant. Volunteers and staff of community centres often undergo a Criminal Record Check prior to commencing any volunteer or employment opportunities. This can pose a financial burden. The purpose of this grant is to ease the costs of Criminal Record Checks for volunteers and staff who find these costs to be a barrier.

- **Athletic Field Maintenance (existing**) – $354,484 – GCWCC, in conjunction with the Public Works Department, Parks and Open Space Division, awards grants to participating community centres using the City of Winnipeg Maintenance Standard.

- **Graffiti Control Program Grant (existing**) – $20,000 – GCWCC has the opportunity to access Provincial Green Team grants each year, these funds augment wages for the Graffiti Control Program. In partnership with the City of Winnipeg Public Works Department, Streets Maintenance Division, these Green Team members support community centres and other community buildings to remove graffiti throughout the summer months.

- **Athletic Field Equipment (existing)** – $30,000 – GCWCC, in conjunction with the Public Works Department, Parks and Open Space Division, awards grants to participating community centres for the purpose of the Sweat Equity Maintenance Program. The grant was to purchase or acquire equipment that was required to transport athletic field maintenance equipment between sites that require the use of public roadways.

The Public Service requires GCWCC to use a business plan template (Appendix C), in order that applicable pertinent details and financial accountability be included in all future annual Business Plan submissions. GCWCC's Business Plan was completed according to this business plan template.

Per the Management Agreement, GCWCC is required to provide an annual three-year business plan and annual audited financial statements within 120 days of GCWCC's fiscal year end. Based on a fiscal year end of December 31, followed by the GCWCC Annual General Meeting held in April of each year, a business plan submission to the Public Service in June with a submission to Executive Policy Committee in September, is operationally feasible.

The City of Winnipeg and GCWCC have a very strong partnership and are committed to working together to achieve the outcomes in the Business Plan. Highlights of the accomplishments between the Public Service, GCWCC, and community centres over the past three years include:

- GCWCC indicated that many community centres were not able to apply for the full Community Centre Renovation Grant Program (CCRGP) eligible funding amount of $100,000, as they do not have up to $50,000 in available funds to allocate to the grant. As a result, the CCRGP funding/payout process was amended to release the second half (remaining 50%) of CCRGP funding/payments to community centres upon receipt of final invoices and formal project sign off. This change eliminated the need for community centres to pay the second half of CCRGP projects from the centre's own funds and subsequently be reimbursed by the City of Winnipeg, it also resulted in a record number of applications for recent grant intakes.

- Executing an updated ten-year management agreement between the City of Winnipeg and GCWCC.

- Supporting the completion of a review and update of the UFF & Responsibilities Document approved by Council in December of 2019.

- Securing expanded Directors and Officers Insurance coverage for all sixty-three (63) community centres and the GCWCC Board of Directors.

- Supporting community centres through Covid-19 by: providing regular updates to community centres on City, Provincial, and Federal information and resources available to community centres; and supporting GCWCC in coordinating and providing community centres with proposed operational procedures based on Provincial Health guidelines.

- Creating a new Criminal Record Check grant and application process for community centre volunteers, effective in January 2021, with funding from the Mayor's Civic Initiatives Fund.

## FINANCIAL IMPACT

# Financial Impact Statement

**Date:** August 5, 2022

**Project Name:**

**First Year of Program** **2022**

General Council of Winnipeg Community Centres Inc. 2022-2024 Business Plan

| | 2022 | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Grants | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ 1,626,725 | $ 1,576,725 | $ 1,576,725 | $ 1,576,725 | $ 1,576,725 |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ 1,626,725 | $ 1,576,725 | $ 1,576,725 | $ 1,576,725 | $ 1,576,725 |
| Less: Existing Budget Amounts | 1,626,725 | 1,576,725 | 1,576,725 | 1,576,725 | 1,576,725 |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments:** Direct costs represent grants to General Council of Winnipeg Community Centres (GCWCC) from the City of Winnipeg. The following grants totaling $1,626,725, approved by Council for 2022 are outlined in the GCWCC Business Plan and included in the Community Services, Public Works, and Mayor's Office 2020-2023 Council adopted multi-year operating budgets for 2022. For 2023, the grant is reduced to $1,576,725 as the Mayor's Office two-year $50,000 commitment for Criminal Record Check Grant is complete. Grant funding is assumed at the same levels as 2023 for 2024 to 2026. Grants require annual Council approval.

**Community Services: $1,172,241**

- Operating Grant $252,647
- Programming Grant $430,750
- Program Registration Fee Subsidy Program Grant $150,000
- Community Centre Janitorial Program Grant $338,844

**Public works $404,484**

Athletic Field Maintenance Grant $354,484
Athletic Field Equipment Grant $30,000
Graffiti Control Grant $20,000

**Mayor's Office, Civic Initiatives Fund $50,000 ***

Criminal Records Check Grant $50,000

** The two-year commitment is complete after 2022, reducing the total grant amount by $50,000 starting in 2023 .*

*O. Garrett August 5, 2022*

Ozzy Garrett CPA, CGA
Acting Manager of Finance
Community Services Department

## CONSULTATION

This Report has been prepared in concurrence with:

- General Council of Winnipeg Community Centres Inc.
- Legal Services (as to legal issues)

This Report has been prepared in consultation with:

- Public Works Department – Parks & Open Space Division

## OURWINNIPEG POLICY ALIGNMENT

**01-1 City Building**

Create Complete Communities - The daily necessities of life should be within reach, with options for accessing services, amenities, and resources like grocery stores, banks and restaurants, together with community centres, schools and day care centres.

**01-2 01-5 Recreation**

Direction 6: Plan for sustainable and connected recreation and leisure infrastructure.
Enabling Strategy - Deliver community and neighbourhood-managed recreation services by maintaining ongoing support for developing community centres with public, not-for-profit, and private partners.

## WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

## WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

**Goal 6:** All City Services are Equitable, Inclusive and Accessible

**SUBMITTED BY**

Department: Community Services
Division: Community Development
Prepared by: C. Brens, P. Skutnik
Date: August 5, 2022
File No: CMS-2022-5

Attachments:

Appendix A – GCWCC Business Plan 2022 – 2024

Appendix B – Council Approved – Authority to Enter into Management Agreement

Appendix C – Business Plan Template