**Minutes – Executive Policy Committee – November 8, 2017**

**Report – Standing Policy Committee on Protection, Community Services and Parks – November 6, 2017**

**Item No. 1 Literacy for Life Fund**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and submitted the following to Council:

1. That a grant of approximately $3,000 annually, which will include all Library Services Division fines and fees revenue that is accumulated on Family Literacy Day, January 27 (or the next day if the majority of library branches are closed), for the five-year period 2018 – 2022 be approved to The Winnipeg Foundation to support ongoing literacy initiatives in public libraries and other literacy-based programs.

2. That the City enter into, execute and deliver a grant agreement with The Winnipeg Foundation and such other agreements as determined necessary by the Director of Legal Services and City Solicitor to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the grant agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

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

**Minutes – Executive Policy Committee – November 8, 2017**

**Report – Standing Policy Committee on Protection, Community Services and Parks – November 6, 2017**

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than 96 hours preceding the committee meeting, be considered by Committee.

Carried

Moved by Councillor Pagtakhan,

That the recommendation of the Standing Policy Committee on Protection, Community Services and Parks be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On November 7, 2017, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

# ADMINISTRATIVE REPORT

**Title:** Literacy for Life Fund

**Critical Path:** Standing Policy Committee on Protection, Community Services and Parks – Executive Policy Committee – Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| E. Cuddy | C. Fernandes | M. Ruta | D. McNeil |

## EXECUTIVE SUMMARY

This report proposes that the Community Services Department, Library Services Division donate approximately $3,000 in operating revenue annually to The Winnipeg Foundation's Literacy for Life Fund for the five-year period 2018 – 2022.

The Library Services Division has donated operating revenue to the Literacy for Life fund from 2003 – 2017. The annual donation in the amount of approximately $3,000 consists of the fines and fees collected by the Library Services Division on Family Literacy Day (January 27th).

## RECOMMENDATIONS

1. That Council approve a grant of approximately $3,000 annually, which will include all Library Services Division fines and fees revenue that is accumulated on Family Literacy Day, January 27 (or the next day if the majority of library branches are closed), for the five-year period 2018 – 2022 to The Winnipeg Foundation to support ongoing literacy initiatives in public libraries and other literacy-based programs.

2. That the City enter into, execute and deliver a grant agreement with The Winnipeg Foundation and such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the grant agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

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

## REASON FOR THE REPORT

Council approval is required for the City to give a grant and to enter into an agreement with The Winnipeg Foundation.

## IMPLICATIONS OF THE RECOMMENDATIONS

The Library Services Division receives approximately $850,000 annually in library fines and fees revenue. If the Community Services Department, Library Services Division were to contribute the revenue from the fines collected on Family Literacy Day (January 27th) for the five-year period 2018 to 2022, it would represent approximately $3,000 annually.

## HISTORY/DISCUSSION

Council approved the terms of the Literacy for Life Fund Agreement between The Winnipeg Foundation, Literacy Partners of Manitoba (disbanded April 30, 2016), and The City of Winnipeg (Library Services Division), named collectively as “initial fund sponsors”, in 2003. Each initial fund sponsor made a gift of $1,000 to establish the Literacy for Life Fund.

The initial fund sponsors established a steering committee to receive, review, and make recommendations on grant applications to the Literacy for Life Fund.

Through Federal and Provincial grants, private sector and other donations, The Winnipeg Foundation grew the Literacy for Life Fund to the point where they now provide approximately $100,000 in grants annually to public libraries and other literacy-based organizations in Winnipeg and Manitoba that deliver family literacy programming. Since its inception, the Literacy for Life Fund has provided $1.4 million in grants.

The Library Services Division benefits directly from the Literacy for Life Fund and is eligible to apply for up to $30,000 in grants on an annual basis to support literacy-based initiatives in libraries. Over the past fifteen years, the Library Services Division has submitted a series of grant proposals that were approved by The Winnipeg Foundation. These grants total approximately $129,000 and have allowed the Library to deliver new programs and services, including Little Métis Sing with Me, Take Your Child to the Library Day, Early Literacy Workshops for Child Care Providers, and materials to support a partnership with the READ program at Children’s Hospital.

Council approval was granted for the Library Services Division to donate the revenue collected from library fines and fees on Family Literacy Day to the Literacy for Life Fund for the five-year period 2003-2007. Over this period, the Library Services Division collected approximately $15,000 to contribute to the Literacy for Life Fund.

Council approval was granted in 2012 for the Library Services Division to continue to donate the revenue collected from library fines and fees on Family Literacy Day to the Literacy for Life Fund for the five-year period, 2013-2017. Over this period, the Library Services Division collected approximately $17,000 to contribute to the Literacy for Life Fund.

Family Literacy Day is a national campaign created by ABC Life Literacy Canada in 1999 and held annually on January 27 to raise awareness of the importance of reading and engaging in other literacy-related activities as a family.

The Library promotes Family Literacy Day as a unique opportunity to support literacy initiatives by encouraging library users to return their overdue books and pay off their fines and fees on that day. The Library, and its customers, also benefit from the return of the outstanding material.

It is anticipated that the Library will continue to collect approximately $3,000 in fines and fees on Family Literacy Day to be able to contribute to the Literacy for Life Fund.

This annual contribution for the five-year period 2018 to 2022 to the Literacy for Life Fund will help ensure that the fund continues to grow, which in turn will help support programs in public libraries and other literacy-based organizations.

## Financial Impact Statement

**Date:** October 3, 2017

**Project Name:**
Literacy for Life Fund

**First Year of Program** **2018**

| | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants (Enter Description Here) | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - Enter Description Here | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 |
| Less: Existing Budget Amounts | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments:** Sufficient revenue exist within the Library Service Division to satisfy this commitment of approximately $3,000 for a five year period (2018 - 2022 inclusive)

*Original signed by Kelly Lemoine*
Kelly Lemoine, CPA, CA
Manager, Finance and Administration
Community Services Department

## CONSULTATION

This Report has been prepared in consultation with:
Legal Services (as to legal issues)

## OURWINNIPEG POLICY ALIGNMENT

This report is consistent with OurWinnipeg policy direction that speaks to providing quality, responsive and innovative library programs and services that emphasize lifelong learning and that enrich all Winnipeggers and their communities.

## SUBMITTED BY

| | |
|---|---|
| Department: | Community Services |
| Division: | Library Services |
| Prepared by: | Ed Cuddy, Karin Borland |
| Date: | September 18, 2017 |
| File No: | CMS-2017-1 |