Minutes – Executive Policy Committee – September 16, 2025

Report – Standing Policy Committee on Community Services – September 8, 2025

Item No. 1 Contribution Agreement for 2025/2026 Manitoba Adult Literacy Program Funding

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services and recommended to Council:

1. That Manitoba Adult Literacy Program grant funding in the amount of up to $112,210 from the Government of Manitoba, as represented by the Minister of Advanced Education and Training, be approved.

2. That the City enter into, execute, and deliver a Contribution Agreement with the Government of Manitoba, as represented by the Minister of Advanced Education and Training, 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 Contribution Agreement and Ancillary Agreements 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 authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of all future similar funding agreements with the Government of Manitoba for the Manitoba Adult Literacy Program, or its successor, 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.

5. 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 – September 16, 2025

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DECISION MAKING HISTORY:

Moved by Councillor Santos,

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

Carried

STANDING COMMITTEE RECOMMENDATION:

On September 8, 2025, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Contribution Agreement for 2025/2026 Manitoba Adult Literacy Program Funding

Critical Path: Standing Policy Committee on Community Services – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
K. Williams	C. Fernandes	T. Graham	J. Dunford

EXECUTIVE SUMMARY

The Public Service recommends that Council approve funding from the Province for the Manitoba Adult Literacy Program (MALP). This money will help keep the Adult Literacy Program at Harvey Smith Library (999 Sargent Avenue). It would also fund an expanded site at Millennium Library.

Annual MALP funding has been given to the Community Services Department, Library Services Division, since 2010. The funding provides for a staff instructor and operating costs of the program.

The program meets Library Services' goal to support literacy, lifelong learning and digital literacy skills. Since 2010, over 270 Winnipeggers have benefited from the program. The participants also learn and use library resources.

For the 2025/2026 funding year, funds were given to grow the program to a second site at Millennium Library (251 Donald Street). On June 27, 2025, funding was confirmed for $94,210 for the costs of operating both sites. One-time funding of $18,000 was also provided for supplies for the expanded location. In order to receive this funding, a grant agreement is required.

RECOMMENDATIONS

1. That Manitoba Adult Literacy Program grant funding in the amount of up to $112,210 from the Government of Manitoba, as represented by the Minister of Advanced Education and Training, be approved.

2. That the City enter into, execute, and deliver a Contribution Agreement with the Government of Manitoba, as represented by the Minister of Advanced Education and Training, 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 Contribution Agreement and Ancillary Agreements 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 authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of all future similar funding agreements with the Government of Manitoba for the Manitoba Adult Literacy Program, or its successor, 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.

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

REASON FOR THE REPORT

Council approval is required to approve grant funding, enter into the Contribution Agreement and delegate approval authority for future MALP grant funding agreements to the Chief Financial Officer.

IMPLICATIONS OF THE RECOMMENDATIONS

There is no financial cost to the Community Services Department, Library Services Division, to operate the Winnipeg Public Library Adult Literacy Program aside from in-kind costs (use of rooms, library and City staff support to the City staff instructor).

Council approval will allow Library Services to continue providing free adult literacy instruction to Winnipeg citizens following the Province of Manitoba's Adult Literacy Program framework and expand the program to a second location. Without provincial funding, the program will no longer be provided by Library Services.

The City is required to enter into a Contribution Agreement with the Province to receive the funds.

HISTORY/DISCUSSION

The Province of Manitoba Department of Adult Education and Training oversees and supports adult literacy through the Adult Literacy Act and its regulations. Various organizations, education and training providers that meet the Act's criteria apply for annual funding to operate Adult Literacy Programs and Adult Learning Centres across the province. Adult literacy instruction is based on the Manitoba Stages Framework. The Stages Framework supports instruction for adults with diverse goals and personal literacy needs. Adult literacy programming reduces poverty, improves personal and social outcomes, and supports adults in their education and

employment opportunities. Public libraries, as welcoming and accessible cultural and learning spaces, align with these social and educational goals.

The Adult Literacy Program at Harvey Smith Library began as a pilot program in 2010. The successful pilot year enabled Library Services to apply for funding annually. The current program offers classes September through June with continuous intake as space is available. A wait list is taken with learners contacted as space becomes available.

The Harvey Smith Library site offers Stage 1 and 2 programming using the Manitoba Adult Literacy Program Stages Framework. Adult learners who have been consistently served through the years include settled newcomers in need of help with English reading, writing and document use; older adults upgrading reading, writing, and basic math for daily living; and Indigenous adults planning to return to school for upgrading and certification. The library's print collections are used, along with dedicated program resources purchased with the Manitoba Adult Literacy Program annual grant. Learners become familiar with the library and its resources for lifelong learning beyond the program. Learners receive an assessment on intake and set their learning goals. The instructor guides them through learning with regular assessments to track progress.

Up until June 2025, learners were referred to other programs once they completed Stage 2. An assessment on other programs and a survey of learners at the Harvey Smith Library site showed demand for a Stage 3 site at Millennium Library. Now, with the expansion to Millennium Library, learners would have the option to move to the Millennium Library to continue their learning for Stage 2 and Stage 3.

The expansion of the Adult Literacy Program will better serve the learners, will make use of an unused room at Millennium Library, and is an ideal fit for the downtown community and the extensive on-site resources at Millennium Library.

FINANCIAL IMPACT

Financial Impact Statement

Date: July 24, 2025

Project Name:

Contribution Agreement for 2025/2026 Manitoba Adult Literacy Program Funding

First Year of Program **2025**

	2025	2026	2027	2028	2029
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	$ 65,105	$ 47,105	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	$ 65,105	47,105	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

Direct costs include all program costs for the delivery of the Manitoba Adult Literacy Program (MALP) at Harvey Smith and Millennium libraries totaling $94,210 for the period July 1, 2025 to June 30, 2026 prorated accordingly to each fiscal year. In addition, 2025 includes a one-time payment of $18,000 for the purchase of equipment and materials for the expanded adult literacy site at Millennium Library. Incremental Revenue represents the funding that will be received from the Province of Manitoba totaling $112,210; no additional mill rate (tax support) funding is required.

Ozzy Garrett, CPA - July 24/25

Ozzy Garrett, CPA
Manager of Finance
Community Services Department

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services

OURWINNIPEG POLICY ALIGNMENT

The information in this report is consistent with OurWinnipeg 2045 Goals and Policy Direction:

Economic Prosperity: 3.19 Community Capacity Development
Partner in providing life-long literacy opportunities through municipal facilities and programs including libraries and access to official languages, to advance learning, skills development and self-sufficiency, especially for people who face barriers to economic opportunity.

Social Equity: 5.7 Community Cohesion
Promote opportunities for life-long learning and cross-cultural, inter-generational relationship-building, as a means of preventing social isolation, discrimination and racism.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

The information and recommendations presented in this report align with and advance the Winnipeg Poverty Reduction Strategy (2021 – 2031) as follows:

Goal 4: Community Well-Being Supports for those in Greatest Need are Increased
Improving literacy and access to free literacy programming contributes to positive social and health outcomes for individuals and their families.

Goal 6: All City Services are Equitable, Inclusive and Accessible
Adult Literacy Programs meet the objectives of community development models and collaborative approaches in planning and delivery in areas of higher poverty. The use of library tools and resources are maximized to reduce inequities.

SUBMITTED BY

Department: Community Services
Division: Library Services
Prepared by: Kathleen Williams
Date: July 25, 2025
File No: CMS-2025-14