



City of
Peterborough

To: Members of the General Committee

From: Sheldon Laidman, Commissioner, Community Services

Meeting Date: June 17, 2024

Report: 2025 Community Service Agreements, Report CSD24-003

Subject

A Report to approve a new framework that transitions the Community Services Grants program to a new Community Service Agreement program.

Recommendations

That Council approve the recommendations outlined in Report CSD24-003, dated June 17, 2024, of the Commissioner of Community Services as follows:

- a) That the framework for the Community Service Grant program be transitioned to the new Community Service Agreement program for 2025 as described in this report;
- b) That three year Community Service Agreements as shown in Appendix A be established, subject to annual budget approval;
- c) That the Commissioner of Community Services and CAO be authorized to execute Community Service Agreements in forms acceptable to the City Solicitor; and
- d) That the Policy for the Community Service Agreement Program attached as Appendix B be approved.

Executive Summary

- Broad changes to the Community Grants Program were initiated and approved through Report CSAC23-008 in October 2023.

- This report provides details on changes to the Community Service Grant stream of funding. Other funding streams will be included in a future report.
- The Community Service Grants are being renamed Community Service Agreements.
- Community Service Agreements will be for a three year period with annual reporting requirements. While three year agreements, they will be subject to annual budget approvals.
- Agencies currently receiving Community Service Grants are supportive of the changes being recommended in this report.

Background

[Report CSAC23-008 Community Grant History and Future Direction](#) was approved by Council on October 30, 2023 to provide a history and future direction for the Community Grants Program. The report outlined changes for all three streams of funding, including Community Project Grants, Community Investment Grants, and Community Service Grants. Report CSD24-003 is only addressing changes to the Community Service Grant stream. The remaining streams will be updated in a future report in preparation of the Community Grants Program opening for applications in November 2024.

Report CSAC23-008 approved the following recommendations related to Community Service Grants:

- a) Entry into the program results from staff reports to Council based on mandated service requirements of the City. Funding allocations as a service delivery are approved by Council during its annual budget deliberations. This is to be considered a separate area of funding provided by the City and no longer considered part of the Community Grants Program to reduce confusion that it is something to be strived towards for organizations in the Community Grants program.
- b) That a formal service delivery agreement be established with these organizations and that clear deliverables and reporting structure be established including a cycle of evaluation every three years to ensure that all requirements are still in place and that a new three-year agreement be entered into if deemed appropriate.

Community Service Grants are being renamed “Community Service Agreements” (CSA). This source of funding is no longer being referred to as a “grant”, as there is no formal application process. The purpose of CSAs remains unchanged from the historic Community Service Grants purpose. They are a mechanism for recognizing and supporting local not-for-profit (NFP) organizations that deliver programs or services that are mandated or approved by the municipality. In many cases they are activities that may otherwise be expected to be delivered by the municipality.

There are currently 19 organizations receiving a Community Service Grant (Appendix A) that will transition to CSAs in 2025.

Eligibility, Assessment, and Approval of Community Service Agreements

There is no application process to access this source of funding. Current recipients are delivering programs, providing services, and running events that have been deemed important to the operation and wellbeing of the City.

It is the responsibility of City staff to recognize the need and merit of a local organization to be considered for a CSA. When this becomes evident, a report to Council, during the annual budget deliberations, will be submitted providing a rationale for entry into the program. The report will demonstrate the ongoing need for a program or service and why it is important for the City to support. The report will also explain where funds will be sourced to support a new CSA, i.e. new funding, transfers from other budgets, external sources, etc.

CSAs will continue to support NFPs in the following sectors: Arts; Culture; Heritage; Environment; Recreation; Social Services and Health.

There is no minimum funding amount required for a CSA, however, it cannot exceed 25% of the NFPs total operating funding. Eligibility for an organization to have a CSA is also contingent on meeting the following criteria:

- Incorporated NFP with a local board of directors;
- Be located and conduct the majority of its activities within the geographic boundaries of the City of Peterborough;
- Be in existence for more than five years;
- Demonstrate financial stability and good standing with the City, and submit either an annual Audited Financial Statements or a Notice to Reader;
- Be able to demonstrate that they provide services and programs in an effective, accessible, open, and inclusive manner;
- Have a three year strategic plan that is current;
- Be a NFP organization currently receiving transfers, operating grant, or managing a Municipal Capital Facility;
- Organization identified by the City that provides a specific service that the City should be providing but the NFP can do so effectively and efficiently;
- Transfer of funds from senior government through the municipality to a community agency to achieve specific outcomes and deliverables;
- Funding the core program of an agency or service that is supportive to the attainment of municipal or community objectives that are not within the parameters of the municipal corporate mandate; and

- Be in good standing with the City.

Reasons for being ineligible for a CSA include:

- Recipients of Community Project Grants, Community Investment Grants, or a grant through the Art Investment Fund in the current year;
- Individuals;
- For-profit businesses;
- Organizations demonstrating any political affiliations within the previous five years;
- Organizations serving as funding sources for others, e.g. Service Clubs;
- Faith organizations where funding is directly supporting services/activities that include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services, or medical treatment programs;
- Fund-raising events;
- School boards, primary and secondary schools, post-secondary institutions;
- Programs within legislated mandates of other government or city departments;
- Provincial/national organizations, unless a local chapter exists to service the residents of Peterborough;
- Organizations receiving 80% or more of funding from senior levels of government;
- Organizations that conduct the majority of their activities outside of the City;
- Costs for major capital equipment/renovations and minor renovations; and
- Financing of deficits or building reserves.

NFP's can receive City funding through no more than three methods. The City supports local organizations through many channels, including community grants, property tax rebates to registered charities, property tax exemptions, Municipal Capital Facilities, support for parades and processions, capital projects, special events, provincially legislated support, in-kind support, interest-free loans, and direct project-specific appeals.

Agreement Timing, Reporting and Evaluation

CSAs will be for a three year period, with annual reporting requirements and subject to annual budget approvals. A standard agreement will be developed in consultation with the City Solicitor. However, each agreement will be tailored to specific deliverables, outcomes, and measures appropriate to each individual agency. This reporting will be the basis for annual evaluations of each CSA. The agreements will include a termination clause in the event there is cause for ending the CSA.

It is acknowledged that most of the agencies currently receiving a Community Service Grant have relied on the flexibility of this funding to cover core expenses such as salaries, rent, utilities, insurance, maintenance, etc. These are costs often not covered through project grants from other sources which many NFP's are becoming increasingly reliant upon. The transition to CSAs is not intended to remove this flexibility, or connect City funding to specific projects, unless this is desired by the agency. The deliverables, outcomes, and measures that will be included in the new CSAs will consider the organization as a whole, and their overall contribution to the community.

The current practice of meeting with each agency to review the funding agreements will continue with CSA agencies. The information provided by all agencies annually will be summarized and reported by staff.

Updated Community Service Agreements budget

Moving from a granting framework to service agreements has allowed for other agencies and pockets of funds in other City budgets to be included in the CSA budget. The following adjustments have been made to the 2024 budget:

- Annual funding agreements from the Community Development Program for Community Care Peterborough (\$22,637) and for the New Canadians Centre (\$15,006) have moved to the Community Grants budget. The terms of these agreements will be incorporated into their 2025 CSAs.
- The current funding agreement with Electric City Culture Council (EC3) expires at the end of 2024. The negotiated terms of this agreement, along with funding for Arts Week will become a CSA. This will be clarified through a report to Council later in 2024.

Strategic Plan

Strategic Pillar: Community & Well-being

Aligns with the Community & Wellbeing Pillar which reads, "Foster community resiliency, neighbourhood identity, civic pride, sense of belonging, and intercultural harmony. Enhance and protect the health, safety, and wellbeing of all in our city. Provide robust, affordable, and accessible sport, recreation, wellness, the arts, and social programs for people of all ages and abilities".

Engagement and Consultation

As noted earlier in this report, staff meet with each agency that receive a Community Service Grant on an annual basis to review their funding and to understand the status of the organization. These meetings took place in April/May 2024 with each agency to discuss their 2023 funding, but also to provide an overview of the pending changes to

the funding program and expectations leading into 2025. Agencies agreed with the changes being made and provided positive support for:

- Three-year agreements that allowed for funding stability, continuity and ease of administration;
- Accountability toward how municipal funding was being invested;
- Transparency for what is being accomplished with municipal funding; and
- Increased awareness of what agencies are contributing to the community.

Budget and Financial Implications

Over the three year period covering 2025-2027 the budget for Community Services Agreements, including an annual 1.5% cost of living increase, is projected to be:

- 2025: \$1,130,771
- 2026: \$1,146,107
- 2027: \$1,161,673

The three year total will be \$3,438,552 as shown in Appendix A. Amounts for 2025, 2026 and 2027 will be subject to annual budget approval.

Conclusion

Broad changes to the Community Grants Program were approved by Council in October 2023 through Report CSAC23-008. Report CSD24-003 provides details on adjustments being made to the Community Service Grants program. This program has been renamed “Community Service Agreements” where three year agreements will be completed for funding in 2025 with agencies currently receiving a Community Service Grant. These agreements will increase funding stability for agencies and also provide the City with transparency and accountability through reporting on measurable outcomes on an annual basis. Most of the parameters of the funding program remain unchanged.

Attachments

Appendix A: 2024 Community Service Grant Recipients

Appendix B: Community Service Agreement Program Policy

Submitted by,

Sheldon Laidman
Commissioner of Community Services

Contact Name:

Chris Kawalec
Community Development Program Manager
Phone: 705-742-7777 Ext. 3834
Toll Free: 1-855-738-3755 Ext. 3834
Fax: 705-876-4610
E-Mail: ckawalec@peterborough.ca

Community Service Agreement Recipients and Proposed Budget

Agency	2024	2025	2026	2027	2025-2027
Peterborough Native Learning Program	\$3,270	\$3,320	\$3,370	\$3,420	\$10,110
PARN	\$7,645	\$7,760	\$7,876	\$7,994	\$23,630
Council for Person's with Disabilities	\$13,670	\$13,875	\$14,083	\$14,294	\$42,253
Kawartha Sexual Assault Centre	\$15,000	\$15,225	\$15,453	\$15,685	\$46,364
Peterborough Folk Festival	\$26,058	\$26,445	\$26,842	\$27,244	\$80,531
Peterborough Lions Community Centre	\$28,975	\$29,410	\$29,851	\$30,299	\$89,559
Fourcast/Peterborough Drug Strategy	\$34,155	\$34,665	\$35,185	\$35,713	\$105,563
Kawartha Food Share	\$34,780	\$35,300	\$35,830	\$36,367	\$107,496
Artspace Inc.	\$37,855	\$38,420	\$38,996	\$39,581	\$116,998
Sustainable Peterborough	\$39,738	\$40,330	\$40,935	\$41,549	\$122,814
Community Race Relations Committee	\$44,325	\$44,990	\$45,665	\$46,350	\$137,004
Peterborough Historical Society	\$45,325	\$46,005	\$46,695	\$47,395	\$140,095
Community Care Peterborough	\$51,612	\$52,385	\$53,171	\$53,968	\$159,524
New Canadians Centre	\$65,406	\$66,385	\$67,381	\$68,391	\$202,157
Market Hall Performing Arts Centre	\$82,765	\$84,005	\$85,265	\$86,544	\$255,814
Canadian Canoe Museum	\$108,362	\$108,362	\$108,362	\$108,362	\$325,086
Peterborough Musicfest	\$124,795	\$126,665	\$128,565	\$130,493	\$385,723
Showplace Performance Centre	\$145,855	\$148,040	\$150,261	\$152,515	\$450,815
Peterborough GreenUP	\$206,095	\$209,185	\$212,323	\$215,508	\$637,015
Total	\$1,115,686	\$1,130,771	\$1,146,107	\$1,161,673	\$3,438,552



City of
Peterborough

Community Service Agreement Program Policy

Department:	Community Services
Division:	N/A
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2025/01/01
Revision #:	N/A

1.0 Purpose

- 1.1.** The City recognizes that supporting the activities of local not-for-profit, community-based organizations and charities is an investment in the community across various local sectors and in the quality of life of City residents.
- 1.2.** This Policy contributes to the fulfillment of the City's Strategic Plan through its support of and alignment with the Plan's Vision, Mission, Values, and Strategic Pillars.
- 1.3.** The purpose of this Policy is to formalize the City's Community Service Agreements, as approved by Council.
- 1.4.** This Policy facilitates the City's compliance with Section 107 (1) of the Municipal Act, 2001 and ensures that financial assistance is provided to non-profit, community-based organizations in a transparent, accountable, and consistent manner.
- 1.5.** The fundamental goal of this Policy is to provide a framework for administering Community Service Agreements across various local sectors in the community.

2.0 Application

- 2.1.** This Policy applies to:
 - a) All those responsible for overseeing, administering, supporting, and/or approving the Community Service Agreement program and the provision of funding under that program.
 - b) All those responsible for or involved in the decision-making processes related to the allocation of Community Service Agreement funding.
 - c) All those eligible for a Community Service Agreement.

- d) All funds that form part of the Community Service Agreement program grants.

2.2. This Policy does not apply to:

- a) Those who do not qualify for a Community Service Agreement.
- b) Financial Support provided through means such as Community Grants which is addressed through separate Policies.

3.0 Definitions/Acronyms (As Required)

Charity – An organization registered with the Canada Revenue Agency with an approved charitable number.

Community Service Delivery Agreement – A funding agreement between the City and a local organization for the delivery of programs or services that are mandated or approved by the municipality.

Local Sectors – The categories commonly used to identify the local agencies being supported. These sectors include:

- **Arts:** Creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;
- **Culture:** Beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;
- **Environment:** Beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
- **Heritage:** Identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);
- **Recreation:** Activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;

- **Social Services & Health:** Programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence).

Not-for-Profit Organization (NFP) – A federally or provincially incorporated organization.

Strategic Plan – A Plan approved by City Council April 24, 2023 that sets out the Vision, Mission, Values, and Strategic Pillars for the City.

a) The Plan's Vision:

Peterborough2050 – Build a Future-Ready City with a forward-looking, contemporary community, thriving in creativity and a modern economy. The Peterborough of tomorrow will be bold, innovative, progressive, caring, vibrant, inclusive, prosperous, and sustainable, a place that respects its past, heritage, culture, and readily embraces its future with excitement and renewed vigor. Leading Today for Tomorrow will ensure our City's fair share of respect and economic growth, locally as well as globally.

b) The Plan's Mission:

The Corporation of the City of Peterborough is committed to deliver proactive, effective, and efficient service delivery through a collaborative, engaged, and value-driven organizational culture to Peterborough's growing and diverse community.

c) The Plan's Values:

- Trust & Integrity
- Engagement & Openness
- Compassion & Teamwork

d) The Plan's Strategic Pillars:

- Growth and economic development
- Infrastructure
- Community and wellbeing
- Governance and fiscal sustainability

4.0 Policy Statement(s)

4.1. Community Service Agreements Purpose

1. Community Service Agreements support local not-for-profit (NFP) organizations and charities that deliver programs or services that are:
 - Mandated or approved by the City.
 - Activities that the City may otherwise be expected to delivered.
2. Community Service Agreements are not intended to be the primary source of funding that supports an organization.

4.2. Community Service Agreement Parameters

Community Service Agreements will be in accordance with the following parameters:

1. Agreements will be approved and formalized for three-year terms.
2. Each agreement will be required to include measurable outcomes specific to each organization.
3. Annual reporting will be required.
4. Funded organization will be in good standing with the City
5. Organizations funded under a Community Services Agreements may continue to be eligible for the following:
 - property tax rebates to registered charities
 - property tax exemptions
 - Municipal Capital Facilities
 - waiver of fees
 - support for parades and processions
 - capital projects and special events
 - in-kind support
 - interest-free loans
 - direct project specific appeals.

4.3. Funding Guidelines

Funding through a Community Service Agreement is initiated by City staff. There is no application process.

4.4. Approval Process

All new Community Service Agreements are approved through a report to Council outlining the rationale for this method of funding and support to a local organization.



Community Service Agreement Program Policy

4.5. Reporting Requirements

Organizations with a Community Service Agreement will report on an annual basis.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- [City of Peterborough Strategic Plan](#)
- [Municipal Act, 2001, Section 107 \(1\)](#)

5.2. Related Policies:

- Community Wellbeing Grants Policy (under development)

5.3. Related Procedures:

- N/A

5.4. Related Forms:


- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments

	Community Service Agreement Program Policy
---	---

Next Review Date:	March 1, 2027
--------------------------	----------------------