

<b>PARKS, RECREATION AND CULTURE</b>	<b>Policy – Foundational Funding Service Agreements</b>
	<b>Effective: September 2022 (Trial)</b>
<b>Application:</b> Council, Staff and Community Organizations	<b>Approved:</b>
<b>Exclusion(s):</b>	<b>By-law:</b>
<b>Supersedes:</b>	<b>Resolution:</b>

### **Purpose**

The purpose of the Foundational Funding Service Agreements Policy is to create a formal relationship between the Municipality of Port Hope and eligible organizations that acknowledges the importance of the organizations' services to the community and identifies how the Municipality will support these efforts.

Community organizations are of great benefit to the residents of Port Hope because they provide programs and services the Municipality might not otherwise be able to offer due to financial and/or organizational constraints. The goal of the Foundational Funding Service Agreements policy is to help build capacity for community organizations in the delivery of high quality, inclusive, and well-organized programs. With this goal in mind, the Municipality wishes to balance the needs of the community organizations with good governance principles of affordability, accountability, accessibility, and transparency.

The Policy will provide a mechanism to support these organizations by potentially providing foundational operating grants, in-kind services, and access to space for programs or services in recreation, culture, and community event activities. Agreement processes will also establish a formal relationship that will be monitored and managed between organizations and the Municipality.

### **Definitions:**

**Community Organization/Service Groups:** is a group organized and operating in a not-for-profit model through which people are brought together into an organization that acts in their shared interest.

**Port Hope Organization:** an organization with a mandate to provide programs and services for Port Hope residents.

**Regional Organization:** an organization that depends on a regional geographic area (i.e.: Northumberland County) to attract sufficient volunteers and participants to provide viable programs and services that are considered a benefit to Port Hope residents.

**Foundational Funding Grants:** a type of Operating Grant that can be awarded to eligible Organizations that have entered into a Service Agreement with the Municipality of Port Hope.

***In-Kind Services:*** a Municipality of Port Hope in-house service or benefit such as a facility rental discount, storage space, insurance coverage or administrative services etc.

***Program, Event or Service:*** an activity related to recreation, culture and events that promotes quality of life and social wellbeing of residents provided by a community organization.

***Recreation and Leisure:*** includes sports, arts, culture, heritage, and events.

***Foundational Funding Service Agreement:*** a formal written agreement between the community organization and the Municipality of Port Hope that specifies the mutual responsibilities and benefits to the respective parties.

### **Principles and Guidelines**

The Foundational Funding Service Agreements Policy is aligned with a number of strategic objectives in the Community Strategic Plan, the Leisure Services Master Plan, and the Cultural Plan. It also supports efficient implementation of the Port Hope Community Grant Policy.

#### **1. Corporate Strategic Alignment:**

The Policy provides a mechanism to support community organizations in the delivery of programs, events and services that promote a healthy and safe environment. It also supports a commitment to excellence by encouraging leadership and innovation, and by providing a mechanism to manage the customer relationship. Partnership and collaboration is established through the formalized nature of Service Agreements negotiated between the community organization and the Municipality.

#### **2. Leisure Services Master Plan:**

The Policy strategically aligns with guiding principles and goals outlined in the Leisure Services Master Plan:

- Increase participation and recreation capacity
- Supportive environments
- Offering the right service mix and clear service delivery expectations
- Better Together
- Quality Assurance in services and experiences
- Measure participation and service effectiveness

#### **3. Port Hope Cultural Plan:**

The Policy strategically aligns with the pillars and strategies outlined in the Cultural Plan:

- Communicate municipal support of cultural assets
- Raise awareness and leverage existing cultural assets
- Strengthen the capacity of emerging cultural sector groups
- Increase cultural participation
- Be aware and respond to current and future cultural space needs

**Foundational Funding**

Foundational Funding may be provided to community organizations. To be considered, the organization must have been in receipt of Community Grant with the Municipality of Port Hope for five consecutive years. The recipient organization must not be the responsibility of higher levels of government, and/or precluded under the Municipal Act, for incorporating religious material or services as an example. Lastly, the funds must be used in the direct delivery of service benefitting the residents of Port Hope and cannot be granted out to third parties.

**Service Agreements**

Service Agreements are used to identify, monitor, and manage the conditions and benefits of foundational funding with eligible community organizations. Note, whereas most terms of agreement will be standard and consistent, there is flexibility within the Service Agreement to respond to the specific needs of a community organization and to detail a plan to progressively implement any standards that are not currently in place.

Consistent terms of agreement within the Service Agreement will specify both the Municipality's responsibilities and the expectations of the community organization. For example, terms of agreement will indicate a staff liaison who will offer guidance and support to further the organization's capacity, when required and/or requested. The Municipality may provide organizations with allocation of facility space, based on the current facility allocation best practices.

The responsibilities the organizations will also be outlined to ensure quality programs and services for community residents, to ensure compliance with all levels of legislation, and implementation of best practices with respect to risk management, volunteer screening, inclusion, accommodation, self-evaluation etc. Standard terms of agreement are outlined in the draft Service Agreement template.

Some terms of agreement may vary based on the development stages and needs of each organization. Variable terms of agreement may include when Foundational Operating Grants will be provided, the level and type of In-Kind Services, and the length of the Service Agreement.

Reporting and incorporation expectations may vary based on the level of financial or in-kind support. Resident participant targets may vary as well.

Organizations that have entered into another current agreement with the Municipality of Port Hope may also enter into a Service Agreement. However, the Foundational Funding Service Agreement will not supersede any conditions outlined in the original agreement.

**Eligibility Criteria**

To be recognized as an eligible Community Organization, the organization must meet the following criteria, as well as enter into a Service Agreement with the Municipality of Port Hope:

- A community need or desire that is evident through the existence of volunteer leadership, active participants, and an ability to generate revenue to sustain the program or service.
- A primary objective to provide recreation and leisure programs, cultural experiences, events, or services for the residents of the Municipality of Port Hope.
- A mandate that is consistent with the Parks, Recreation and Culture Department Vision and Mission as outlined within the Leisure Services Master Plan.
- Good standing with governing provincial body, if applicable.
- Operates under the governance principles of a not-for-profit organization or service club, demonstrated by an elected volunteer board of directors or executive, adherence to

constitutional bylaws, provision of financial statements, and annual general meetings.

- Services or programs are open to all residents who meet the program/service parameters. Membership cannot be restricted by race, colour, gender, creed, or economic circumstance, but limiting factors such as skill level, facility limitations, age and geographical location will be considered.
- Resident participation levels at a recommended benchmark of a minimum 40% Port Hope residency, and a minimum 20% for regional organizations or residents. Organizations that do not meet residency targets must commit to achieving the targets within a negotiated timeframe.
- Entry into a Service Agreement negotiated between the organization and the Municipality of Port Hope and demonstrated compliance with all terms of the agreement.

Organizations that are not eligible for include:

- Individuals
- Organizations in arrears with the Municipality of Port Hope, unless a reasonable repayment plan is presented and reviewed by staff
- Organizations or programs that are precluded by the Municipal Act or fall under the sole responsibility of other levels of government, i.e.: health care, day care, education institutions, social support
- Funding Organizations who distribute cash to individuals or other organizations
- Commercial Business

### **Operational Procedures and Standards**

Interested community organizations complete an Expression of Interest for consideration for Foundational Funding. If the organization satisfies the criteria, staff will negotiate a Service Agreement which confirms the organization's status and specifies the mutual responsibilities and benefits. The Director, Parks, Recreation and Culture, or designate, approves all Service Agreements, and subject to the approvals that may be required as a result of individual policies, ie space allocation, community grants. Municipal Council will receive an Annual Summary of all Foundational Funding Service Agreements. The summary will also reflect the financial contributions made by organizations to the Municipality of Port Hope.

### **Implementation and Monitoring Procedures**

The Manager, Community Recreation and Culture, or his/her designate, is responsible for negotiating, implementing, and monitoring the conditions of Services Agreements, in partnership with various Municipal departments.

### **Mandatory Policy Review**

It is recommended that this policy be reviewed once during every Council term.