

The Corporation of the Town of Lakeshore

Report to Council

Community & Development Services

Recreation Services



To: Mayor & Members of Council

From: Tammie Ryall, Director of Community and Development Services

Date: March 2, 2020

Subject: Request for Reduction in Facility Use Fees, Libro Community Centre

Recommendation

The Town charge Mr. Wayne Currie the applicable rate for use of the Libro Centre in accordance with the Town's User Fee By-law, and as further described in the report of the Director of Community and Development Services presented at the March 10, 2020 Council.

Background

At the August 13, 2019 Council Meeting, Council adopted the following motion.

Finance Services Reports (Attachment 1)

b) Grants and Community Partnership Program

385-08-2019 — Bailey/Santarossa

Council direct Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's review.

Carried Unanimously

Subsequently, at the November 5, 2019 Council Meeting, Council adopted the revised Grant Request Policy AD-069 (Attachment 2). Section 3.2 of the Grant Request Policy sets out the organizations that receive benefits.

Wayne Currie's name was removed from the list in Section 3.2 of the Grant Request Policy AD-69, as per the direction of Council at the August 13 Council meeting and confirmed at the November 5, 2019 Council Meeting. The revised Grant Request Policy has the effect of requiring Wayne Currie to pay the hourly rate for use of a multi-purpose room, as set in the User Fee By-law. Staff contacted Mr. Currie to advise him of this change, and subsequently met with him.

Lakeshore Karate paid \$158 per month for use in 2019, (\$178.50 with tax) based on the amount in the former Grant Request Policy AD-69. This equates to approximately \$3.60 per hour (\$158 divided by 44 hours per month). A detailed list of the hours of use and revenue in 2019 are in Attachment 3.

Wayne Currie has operated a karate program for youth in Woodslee for 12 years. He uses a room in the Libro Community Centre (Millen Park) at 1925 South Middle Road. As described in detail in the attached submission (Attachment 4) he requests a special rate of \$375 per month to use the multi-purpose room.

The multi-purpose room in the Community Centre is the larger of the two rooms available, being 30 feet by 60 feet, which can seat 100 people. The Town currently does not provide recreational programming out of this centre due to low enrollment in the past. However, the rooms are available for workshops, meetings, parties, banquets, weddings and showers. A full kitchen is adjacent to the room.

It is understood that the Lakeshore Karate Club is a private organization, not a registered non-profit organization. According to the submission, approximately 60-70 students are enrolled year round. Classes are offered on Monday and Thursday, with an additional class offered on Saturday mornings. This amounts to: 4 hours of time on Monday; 4 hours on Thursday; and, 3 hours on Saturday for a total of 11 hours per week.

For the reasons expressed in the submission, students are charged \$20 per month to enroll in the Karate program. Mr. Currie would like to keep the enrollment fees for Lakeshore Karate low and is of the opinion that paying the rate in the User Free By-law (\$56 per hour, non-commercial rate) would not be viable for the Club.

Although Mr. Currie refers to an agreement with the Town in his submission, Administration is unable to locate any written record of an agreement between Mr. Currie and the Town to provide the services. It appears that the reference to an agreement would be the rate included into the Grant Request Policy AS-069.

In his submission, Mr. Currie offers to pay \$375 per month for room use. It is assumed that this amount includes taxes. This equals \$326.25 per month revenue for the Town (after tax) which equates to \$7.40 per hour for use of the room (\$326.25 divided by 44 hours per month).

Under the User Fee By-law there are two potential rates: \$56 per hour, and a 4 hour block of time at \$171. The Chart below estimates the rates based on 11 hours per week.

Day of Class	Number of hours weekly	Rate (Week)	Monthly Facility Use Fee (11 hours per week)	Yearly Facility Use Fee
Monday	4	\$171 (4 hr. block rate)	\$684	\$8,208
Thursday	4	\$171	\$684	\$8,208
Saturday	3	\$168 (hourly rate of \$56)	\$672	\$8,064
Total	11	\$510	\$2,040	\$24,480

Comments

Other recreational programs are offered at the Town's community centres with individuals or groups using space for an hourly fee, as set out in the User Fee By-law. Alternatively, recreational programs are run by the Town. Instructors are hired by the Town and are paid an hourly rate. As set out in his submission, Mr. Currie is not interested in having the Town run the program with the instructors paid at an hourly rate.

It is noted that the Club chooses to provide lessons at a low rate (\$20 per student per month). Under this model, the Club could investigate other funding sources (e.g. grants) to receive financial assistance to subsidize the cost of operation.

It does not appear that the Karate Club would qualify for the Lakeshore Community Grant fund as it is not a registered non-profit organization. Further, payment of fees would be an on-going expense that would not fit the criteria of the grant program.

Administration is recommending that the Karate Club pay the rates in the User Fee By-law. The 2020 rate are \$56 per hour and \$171 for a 4 hour block. This equals \$2,040 per month, based on using the room for 44 hours per month.

The Recommendation implements the previous direction of Council, passed on August 13 and November 5, 2019, to amend the Grant Request Policy AD-69.

This Recommendation implements a user-pay approach in keeping with the User Fee By-law. It also recognizes fairness and transparency for other individuals, organizations and groups paying fees for use of space in municipal facilities.

Should Council not support the Recommendation, it is suggested that Council direct Administration to bring back a report and agreement. Grant Request Policy AD-69 would need to be amended (Attachment 2, Section 3.2, organizations that receive benefits). In addition, if a flat monthly rate is supported by Council, a facility use agreement should be entered into, specifying the length of the agreement (e.g. 3 years) and setting a limit to the number of hours per week or month that the Karate Club can book the facility.

Financial Impacts

Under the monthly rate of \$158 monthly before taxes, the Town received a total revenue of \$1,896 in 2019.

Under the monthly rate suggested by Mr. Currie of \$326.25 per month before taxes, (with \$48.75 taxes, total is \$375). This equals an hourly rate of approximately of \$7.40 per hour. The Town would receive an annual revenue of approximately \$3,915.

Under the User Fee By-law, at \$56 per hour and \$171 for a four hour block of time, the Town would receive annual revenue of approximately \$24,480 assuming the club is using the room for 44 hours per month for 12 months.

Should Council accept Mr. Currie's proposal, the Town would be foregoing approximately \$20,565 in revenue which could be perceived as bonusing under subsection 106 (2) (d) of the Municipal Act, 2001. An excerpt from the Municipal Act, 2001 is below.

Assistance prohibited

106 (1) *Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.*

Same

(2) *Without limiting subsection (1), the municipality shall not grant assistance by,*

- (a) giving or lending any property of the municipality, including money;*
- (b) guaranteeing borrowing;*
- (c) leasing or selling any property of the municipality at below fair market value; or*
- (d) giving a total or partial exemption from any levy, charge or fee.*

Attachments:

Attachment 1 – Grant and Community Partnership Report to Council

Attachment 2 - Grant Request Policy AD-069

Attachment 3 - 2019 Hours and Fees Paid by Lakeshore Karate

Attachment 4 - Wayne Currie's Submission

Report Approval Details

Document Title:	Request for Reduction in Rental Fees, Libro Community Centre, Woodslee.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1, Report on Grants and Community Partnership Program.pdf- Attachment 2 Grant Request Policy AD-069.pdf- Attachment 3 - 2019 Hours and Fees Paid by Lakeshore Karate.pdf- Attachment 4 - Wayne Currie's Submission.pdf
Final Approval Date:	Mar 5, 2020

This report and all of its attachments were approved and signed as outlined below:

Rosanna Pellerito

Kristen Newman

Truper McBride

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council
FROM: Rosanna Pellerito, Director of Finance
DATE: October 11, 2019
SUBJECT: Community Benefit Fund Grant Program

RECOMMENDATION:

It is recommended that Council:

1. Adopt the revised Grant Request Policy AD-069; and
2. Adopt the Lakeshore Community Benefit Fund (LCBF) Grant Policy and related appendices; and
3. Approve a base budget of \$25,500 to be established as part of the 2020 Budget to fund grant requests under this policy.

BACKGROUND:

At its meeting on August 13, 2019 Council directed Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

Attached is the revised Grant Request Policy AD-069 and a draft Community Benefit Fund Grant policy for Council's review. Also included is Appendix A – Application for Funding under the Lakeshore Community Benefit Fund and Appendix B – Evaluation Matrix.

COMMENTS:

Under the proposed policy, only those organizations located in the Town of Lakeshore or provide evidence of a project specific to the Town of Lakeshore, with the majority of participants being from the Town of Lakeshore that meet all of the following criteria will be considered for a grant under the LCBF

- a) Registered charitable organization; or
- b) Registered not-for-profit organization; or
- c) Association or society otherwise recognized at law that is non-for-profit

All organizations requesting funding under the Lakeshore Community Benefit Fund must submit an application using the "Application for Funding under the Lakeshore

Community Benefit Fund". Grants may award by way of cash, in kind assistance or waiver of fees. The Lakeshore Community Benefit Fund is meant for one time funding of projects or initiatives and not an annual allocation. Organizations submitting grant requests for annual re-occurring grant funding will be referred to the Grants Policy AD-0069.

This policy excludes Town support offered through formal partnership and sponsorship agreements and those grants funded through the Grant Fund Policy AD-0069.

This program does not cover the waiving of fees relating to development charges, building permit or planning fees. Council may consider exempting fees for Development Charges through the Development Charges Study. Council may consider waiving or reducing building permit or land use planning fees through an approved Community Improvement Plan.

Applications must provide services that fall into one of the following categories;

Social & Community Services: services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.

Senior or Youth: Programs or activities directed towards the youth or senior population.

Historical, Arts & Cultural Events or Organizations: Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.

Fundraisers for Municipal Projects: Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.

Community Beautification & Protection/Preservation of the Environment: includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

Applications will only be considered on an annual basis with the deadline for submitting an application being September 30th for approval in the following year's budget. The Director of Financial Services or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared

and attached to copies of applications for presentation to Council. Council will review submissions as part of the annual budget deliberation process.

OTHERS CONSULTED:

Policy development committee.

FINANCIAL IMPACTS:

Administration is recommending an annual budget of \$25,500 be established to fund grant requests under the Lakeshore Community Benefit Fund Grant program. This is in conjunction with the annual transfer to the Community Benefit Reserve from the Wind Turbine land use agreements and has no impact to the annual tax revenue base.

Should Council wish to approve more than \$25,500 in a given year, additional funding can be drawn from the Community Benefit Reserve fund provided such funds are available within the fund.

Prepared by



Rosanna Pellerito CPA, CGA, CRM
Director of Finance

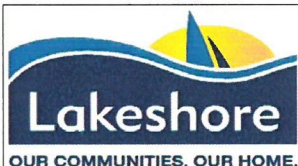
Approved by



Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

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APPENDIX A
CORPORATION OF THE TOWN OF LAKESHORE

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

Lakeshore Community Benefit Grant
Application for Grant Funding

NOTICE TO APPLICANTS -

The Town of Lakeshore policy for Community Benefit Grants is included as part of this application package and should be read prior to completing an Application for Grant Funding under the Lakeshore Community Benefit Grant Fund. Applications will be scored in accordance with the evaluation matrix (APPENDIX B to the Policy). Send completed applications to the attention of the Director of Finance at the Town of Lakeshore, 419 Notre Dame St, Belle River ON, N0R1A0 or by email to director.finance@Lakeshore.ca
The Deadline for submission is September 30 each year.

GENERAL INFORMATION (must be completed by all applicants)

Name of Organization/Group/Project:

Street Address/PO Box

City/Province Postal Code

Contact Person:

Name & Position

Telephone Number:

Fax Number:

Email Address:

INFORMATION ABOUT YOUR ORGANIZATION (must be completed by all applicants)

Type of Organization: (select one)

☐ Registered Charity

Regist. # :

☐ Incorporated Not-for-profit

Incorp. # :

☐ Other (provide details below)

Other: (please specify)

No. of Volunteers in Organization:

No. of Paid Employees in Organization:

TYPE OF GRANT & GENERAL GRANT INFORMATION (please select only one)

☐ Cash Grant

Amount: _____

☐ In-Kind (provide detail below)

☐ Waive Fees (provide % and details below)

☐ Disaster Relief (provide details below)

TYPE OF GRANT & GENERAL GRANT INFORMATION (continued from previous page)	
Description of Project/Service Provided by Organization: _____	

Has your organization received a grant in previous year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify amount of grant per year: _____	

Will your organization require grants in future years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROGRAM / EVENT / PROJECT DETAILS (must be completed by all applicants)
Briefly explain the new program, event or project to be provided by your organization: (Additional information may be attached if space is required)

BENEFIT TO THE TOWN OF Lakeshore (must be completed by all applicants)	
Is your organization based in the Town of Lakeshore?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will your organization benefit the Town of Lakeshore? _____	

What is the anticipated # of Town of Lakeshore residents participating or benefiting from the project or service?	

Demographic Information (existing multi-yr projects/organizations only):	
No. of Town of Lakeshore residents using the service/participating	<input type="text"/> (a)
Total Number of persons using service/participating	<input type="text"/> (b)
% Benefit to the Town of Lakeshore	<input type="text"/> (a) / (b)
Council reserves the right to request membership lists, etc. to support demographic information provided above.	

GRANTS FROM OTHER MUNICIPALITIES (must be completed by all applicants)	
Have you applied for a grant from another municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details (municipality name, amount requested and whether application has been approved).	

FINANCIAL & OTHER INFORMATION (must be completed by all applicants)

Detailed Budget for project/current year's operation

Information Attached ?

Yes

No

Additional financial information

Yes

No

Please list additional information provided below:

DISCLAIMER & SIGNATURE (must be completed by all applicants)

I/We certify that the information contained in this application is true and complete to the best of my/our knowledge.

Authorized Signature(s):*

Signature

Name (please print)

Position

Signature

Name (please print)

Position

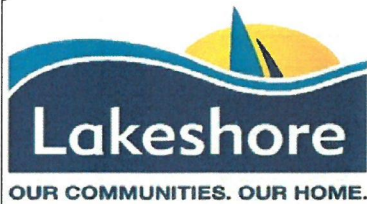
*Incorporated organizations - Signature(s) must be provided by person(s) having the authority to bind the organization.

FOR MUNICIPAL USE ONLY

[illegible]

Date Application Received:

Applicable Budget Year:



APPENDIX B
CORPORATION OF THE TOWN OF LAKESHORE

419 Notre Dame Street
Belle River, ON N0R 1A0
Phone: 519-728-2700

Lakeshore Community Benefit Grant
Evaluation Matrix

The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the attached policy.

This evaluation matrix may be amended from time to time by resolution of Council.

One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weighting factor. The grand total of all weighted sections determines the application's overall score.

Evaluation Factors:

Section 2.0 Eligibility Criteria

Submitted complete application.

Submitted application by deadline.

Applicant is a registered charity/ not-for-profit or volunteer group.

Applicant represents a charity or group that has no paid employees.

Subtotal

Weighting Factor

Section Total

Section 3.0 Funding Categories

Request matches funding category (select all that apply)

Social & Community Services

Seniors or Youth

Historical, Arts & Cultural Events or Organizations

Fundraisers for Municipal Projects

Community Beautification & Protection/Preservation of Environment

Disaster Relief

Event Sponsorship

Subtotal

Weighting Factor

Section Total

Section 3.2 Types of Funding

Request is for only one type of funding

Request is for in kind services only.

Subtotal
Weighting Factor
Section Total**Section 6.1 Sustainability**Application is for less than than **50%** of project costs.*

*Applicant must demonstrate ability to finance the balance of the costs

Application is for less than than **25%** of project costs.**

**Additional point

Applicant has not received funding/support in previous 2 years.

Application is for current year only.

Subtotal
Weighting Factor
Section Total**Section 6.2 Benefit to Residents of Lakeshore**

Application will benefit how many Lakeshore residents:

Weighting
Factor

0 - 25 residents

<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
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26 - 100 residents

<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
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100 - 500 residents

<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>
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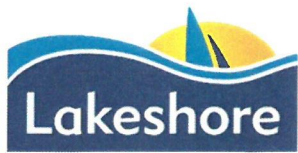
500 - 2000 residents

<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>
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2000+ residents

<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>
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APPLICATION GRAND TOTAL (max score 25)



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

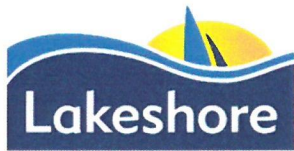
1.0 Purpose and Scope

1.1 The purpose of this policy is to:

- a) Establish guidelines for funding to organizations that meet the eligibility requirements and funding categories of the Lakeshore Community Benefit Fund (LCBF);
- b) Define the types of organizations that are eligible for funding;
- c) Establish eligible funding categories;
- d) Define funding mechanisms;
- e) Define the requirements for an annual application process for grant requests; and
- f) Ensure fairness and consistency in providing funding to qualifying organizations.

1.2 Only those organizations that meet all of the following criteria will be considered for a grant under the LCBF:

- a) The "Organization" is a:
 - a) Charitable organization registered with the Canada Revenue Agency;
 - b) Registered not-for-profit organization;
 - c) Association or society otherwise recognized at law that is not-for-profit.
- b) The Organization seeking a grant under the LCBF must provide services that fall into one of the funding categories identified in Section 2.1 "Funding Categories";
- c) The Organization must:
 - a) Be located in the Town of Lakeshore; or
 - b) Conduct itself in a way that provides a benefit to residents of the Town of Lakeshore.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 1.3 This policy excludes Town support offered through the Grant Fund Policy AD-0069.
- 1.4 Organizations submitting grant requests for multiple years will be referred to the Grants Policy AD-0069.
- 1.5 The Community Benefit Fund is meant for one time funding of projects or initiatives and is not intended to fund:
 - a) the waiver of fees relating to development charges, building permit, planning fees;
 - b) deficits from operations of past years;
 - c) projects or initiatives that duplicate or resemble projects or initiatives offered by the Town.

2.0 Definitions

Funding Categories

- 2.1 **Social & Community Services:** services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and services which promote healthy communities.
- 2.2 **Senior or Youth:** Programs or activities directed towards the youth or senior population.
- 2.3 **Historical, Arts & Cultural Events or Organizations:** Events and activities which serve to celebrate history, arts and culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 2.4 Fundraisers for Municipal Projects:** Fees may be waived for fundraisers held in a municipal facility, whose sole purpose is to raise funds for a municipal project to construct, rehabilitate or maintain municipal infrastructure. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.
- 2.5 Community Beautification & Protection/Preservation of the Environment:** includes projects which serve to enhance or beautify the Town of Lakeshore or preserve and protect the environment.

Types of Funding

The following types of funding requests will be entertained under the LCBF. Applications will be limited to requests for one type of funding only.

- 2.6 Grants:** The Town of Lakeshore may award cash grants, up to a maximum of 50%, of the cost for the following:
- a) Start-up costs for new programs;
 - b) Special events; or
 - c) Capital projects.

The applicant will be required to demonstrate that they have the funding available, or a viable financial plan, to fund the balance of the cost.

- 2.7 In-Kind Assistance:** includes work performed for the organization by Town of Lakeshore employees during regular hours while employed by the Town (for example: snow removal, grass cutting, barricade placement, traffic control).
- 2.8 Waiver of Fees:** one time waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

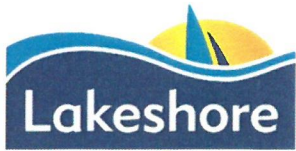
Date Last Reviewed:

3.0 Applications for Funding under the Lakeshore Community Benefit Fund

- 3.1** An Organization requesting funding under the Lakeshore Community Benefit Grant Fund must submit an application using the “Application for Funding under the Lakeshore Community Benefit Fund” contained in Appendix A.
- 3.2** All information requirements outlined in the application must be included with an application.
- 3.3** Applications for operating grants, capital grants and in-kind grants for the following funding categories will only be considered on an annual basis. The deadline for submissions for grant applications is September 30th for approval in the following year’s budget:
 - a) Social & Community Services;
 - b) Seniors or Youth;
 - c) Historical, Arts & Cultural Events or Organizations;
 - d) Community Beautification & Protection/Preservation of the Environment.
- 3.4** Only one application per organization will be considered in a calendar year. All programs, projects and undertakings requiring grant funding for an organization must be consolidated into one application.
- 3.5** Applications will only be considered from an Organization if they are submitted prior to the commencement of a project or initiative and before any costs associated with the project or initiative are incurred.
- 3.6** If an Organization applying for a grant has a financial surplus or reserve from prior years’ operations and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant approved for the organization.

4.0 Processing Applications

- 4.1** All grant applications will be assessed solely on the information provided in the application on or before the deadline.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 4.2** All applications for operating grants, capital grants and in-kind grants for the September 30th deadline will be reviewed for completeness by the Director of Finance who will score the requests based on the evaluation matrix and provide to Council for approval as part of the annual budget process. Applicants will be advised of the status of their grant application after budget adoption by Council.
- 4.3** All other applications submitted throughout the year will be reviewed by the Director of Finance and considered by Council at the earliest possible meeting date following receipt of the request.
- 4.4** The granting of assistance in any year is not to be regarded as a commitment by the Town of Lakeshore to continue assistance in future years.

5.0 Payment of Approved Grants

- 5.1** Successful applicants will be required to enter into a contract with the Town.
- 5.2** Grants will be paid to recipients within 30 days of approval.
- 5.3** Grant recipients may be required, upon request, to provide financial documentation (ex: receipts) to verify that grant proceeds were applied towards their intended purpose as outlined in their grant application.

6.0 Recognition

- 6.1** Grant recipients are required to acknowledge the Town of Lakeshore's contribution to their project in a manner approved by the Town of Lakeshore.
- 6.2** All recognition must be approved by the Town of Lakeshore prior to printing, posting or distributing the material.

7.0 Repayment of Grants

- 7.1** Grant recipients shall repay the whole or any part of the grant as determined by the Town of Lakeshore if the grant recipient:
 - a) Ceases operating;
 - b) Ceases to operate as a non-profit, charitable or volunteer group;



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- c) Merges or amalgamates with any other party;
- d) Knowingly provides false information in a grant application;
- e) Uses grant funds for purposes other than those identified in the grant application and subsequently approved by the Town of Lakeshore;
- f) Breaches any other terms or conditions of the LCBF;
- g) Breaches any of the provisions of the Human Rights Code or Criminal Code in its operations;
- h) The Organization uses the grant funding for a purpose other than which it was approved; or
- i) Acts in the capacity of funding body for, or makes grants or transfers funds to any other group or organization.

7.2 Any unused portion of a grant paid to a grant recipient remains the property of the Town of Lakeshore and must be repaid by the recipient upon request.

7.3 It is recognized that organizations that receive grant funding may have a year-end that is different from the Town's fiscal year end. The determination of funding use will be assessed based on the grant recipient's year end.

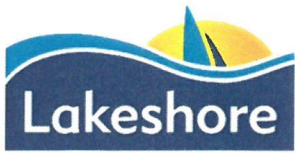
8.0 Applications Budget for the Lakeshore Community Benefit Fund

8.1 The total value of grants provided through the LCBF will be limited to annual budget allocations approved by Council.

8.2 The Town reserves the right to adjust awards to approved recipients if the total of approved requests exceeds the recommended annual maximum.

9.0 Responsibilities

9.1 The Director of Finance or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. A summary will be prepared and attached to copies of applications for presentation to Council.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

- 9.2** Council will review submissions as part of the annual budget deliberation process.
- 9.3** Council is responsible for allocating resources for the successful implementation of the LCBF during the annual budget process.
- 9.4** Successful applicants are responsible for ensuring truthful accurate information is provided to the Town and to notify the Town of any changes that may affect the grant award. Successful applicants are also required to use the funds in accordance with the grant agreement.

10.0 Consequences

- 10.1** Refer to section 7.0 above.

11.0 Reference Documents

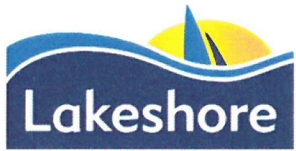
- 11.1** Annual Budget
- 11.2** Grants Policy AD-0069
- 11.3** Lakeshore Community Benefit Fund Application Form (Appendix A to this policy)
- 11.4** Evaluation Matrix (Appendix B to this policy)

12.0 Communication and Training

- 12.1** This policy will be communicated to all staff and Council.
- 12.2** This policy will be included on the Town Website
- 12.3** Training will be provided to staff and Council.

13.0 Review/Revisions

- 13.1** This policy will be reviewed annually as needed
- 13.2** Identify within chart each revision, by whom and when.



Community Benefit Fund Grants Policy

Policy # C-FIN-00001

Date Last Reviewed:

#	Date Revised	Author	Section	Details of Change
1	October 22, 2019	Rosanna Pellerito		Created Policy
2				
3				
4				
5				

Refer policy questions to the Director of Finance

Policy: Grant Requests	Policy #: AD-069
Department: Administration	Effective Date: September 9, 1999
	Revision Date: July 10, 2009 May 18, 2012 September 16, 2019

1.0 Purpose

- 1.1 To define a policy for the administration of grant requests received by or submitted to the Town of Lakeshore.

2.0 Scope

- 2.1 This policy covers all requests for grants received by the municipality

3.0 Policy

- 3.1 All grant requests received shall be acknowledged and the requestor referred to this policy.
- 3.2 As of the year 2000, the municipality will discontinue approval of further grants with the exception of;

ORGANIZATION	AMOUNT	PURPOSE OF GRANT
Comber Historical Society	\$10,000	Ongoing operations
Maidstone Historical Society	\$10,000	Ongoing operations
Club de L'Age D'or	\$11,320	Match grant program under Seniors Active Living Centres Act
Good Neighbour Club	\$12,677	Match grant program under Seniors Active Living Centres Act
Comber Agricultural Society	\$2,500	Policing for Comber Fair
Belle River On the Lake BIA	\$2,500	Policing for Sunsplash Festival
	In-kind services	<ul style="list-style-type: none"> Banking, accounting, insurance and IT functions office space and supplies staffing and equipment for the installation of lights and banners on streetlights
Comber Chapter IODE	\$1,120 (waiver of fees)	Waiver of rental fees for events at Comber Community Centre

- 3.3 Council will consider the grants previously approved for those organizations separately subject to budget availability.
- 3.4 Grant requestors may be referred to the other venues for funding or to the Town's Community Benefit Fund.

4.0 Responsibility

- 4.1 It is the responsibility of the Chief Administrative Officer to ensure staff is aware of and follow this policy.
- 4.2 It is the responsibility of staff to follow this policy.

5.0 Consequences

- 5.1 Failure to follow this policy may result in disciplinary action.
- 5.2 Failure to follow this policy may result in inaccurate information being provided to the Town of Lakeshore community.

6.0 References

- 6.1 There are no references at this time.

**TOWN OF LAKESHORE
FINANCE SERVICES
FINANCE**

TO: Mayor and Members of Council
FROM: Rosanna Pellerito, Director of Finance
DATE: July 19, 2019
SUBJECT: Grants and Community Partnership Program

RECOMMENDATION:

It is recommended that:

Council direct Administration to prepare draft revisions to the current Grant Request Policy AD-069 and prepare a Community Partnership program policy for Council's Review.

BACKGROUND:

Current Grant Policy AD-069

The current Grant Request Policy AD-069, last revised in May 2012, discontinued the approval of any further grants with the exception of the Comber and Maidstone Historical Societies. These organizations each receive an annual grant of \$10,000 for ongoing operations.

While the current grant policy prohibits grants to any organization except the Comber and Maidstone Historical Societies, the Town of Lakeshore does provide funding to other organizations both monetary as well as in-kind support.

Both the Comber Agricultural Society and the BIA each receive \$2,500 in monetary funding towards policing costs for the Comber Fair and Sunsplash. These festivals, as well as other festivals also receive a number of in-kind services provided by the Town including, but not limited to staffing resources, setting up and taking down barricades, enhanced levels of service with beautification and set up of certain park amenities, road maintenance and street sweeping, as well as increased water and hydro servicing at Town owned facilities which are paid for by the Town. For example, a total of \$8,500 in staff wages was incurred by the Town on for Sunsplash alone in 2019.

The Town provides annual monetary funding to the Club De L'Age D'or of \$11,320 as well as \$12,677 to the Good Neighbor Club pursuant to matching grant program administered by the Ministry of Senior Affairs under the Seniors Active Living Centres Act 2017.

The Town also provides assistance to the BIA through other in-kind services such as;

- The Town supports the BIA with all of its banking and accounting functions including daily banking, revenue deposits, accounts payable, bank reconciliations, daily accounting transactions, insurance program management and year end audited financial statements, all administered by Town staff and through the Town's bank account.
- The Town provides the BIA office space and other resources for printing, office supplies, IT support, storage, reception etc.
- The Town also provides staffing and equipment for the installation of lights and banners on streetlights.

These are all costs incurred by the Town that are not recovered by the BIA and therefore considered in-kind grants.

Other benefits provided by the Town include a waiver of fees for Wayne Currie who provides karate services out of the Libro Centre, and a waiver of rental fees for the IODE group to use the Comber center for various events at no cost. Based on the current Tariff of Fees by-law, Mr. Currie is receiving a subsidy in the amount of approximately \$23,730 annually and the IODE group is receiving a subsidy of approximately \$1,120 annually. These too are considered grants and will be reported as such going forward.

Community Partnership Program

From 2006 through to 2008, the Town of Lakeshore administered a Community Partnership Fund (CPF) which distributed funds to local organizations to support cultural, heritage and community celebrations for community projects, festivals and events. The CPF was a limited resource fund intended to be replenished by the Town on an annual basis subject to approval by Town Council. The following general funding parameters applied:

- Mainstream projects may be entitled to up to 50% of a project cost, up to a maximum of \$5,000 per project.
- Festival and event projects may be entitled to up to 50% of a project cost, up to a maximum of \$2,500 per project.
- Festival and event projects must meet the Municipal Festivals and Events Policy and Guidelines.
- Estimates were required from two different suppliers and/or contractors for each project in excess of \$3,000 including projects for proposed renovations.

Contractors for municipally owned facilities and parks must be approved by the Town of Lakeshore.

- Once a grant is approved, the amount of the grant will not change, even if the project costs rise.
- In-kind costs are not eligible.

The grant was intended for one-time funding and not intended to create an ongoing dependency on the Town for future funding. It was also not intended to replace the grant policy which governed re-occurring annual grants. Under this program, and with the completion of a number of projects between 2006 and 2008, the Town was able to leverage over \$500,000 worth of investment into the community with less than \$200,000 in contribution.

A few of the projects that were approved for grant funding under the Community Partnership Program were:

- Construction of a storage building at Lion's Club in Lighthouse Cove
- Fencing at the Lakeshore Black Historical Cemetery
- Beautification and repairs to the Belle River Cenotaph
- Upgrades to the Lions Park #2 Diamonds
- Millen Centre improvements
- Wheelchair accessible washrooms at the Royal Canadian Legion
- Heritage building preservation at the Walls Underground Railroad Museum

As part of the 2009 Budget, given various budget pressures, in an effort to find cost savings as a result of economic slowdown, Council eliminated funding for the Community Partnership Program.

COMMENTS:

Throughout the region, there are many municipalities who provide grants in one form or another. Grants can be provided by way of monetary funding or in-kind contributions. Grants can be annual and incorporated into the municipality's base budget and administered through a grant policy, or they can be on-time in nature and typically administered through a partnership type program.

The Town currently has a grant policy, however this grant policy, as indicated above does not provide for grants other than those exceptions which have been specifically approved.

The Town does not currently have an active Community Partnership program. A Community Partnership program is an opportunity for Council to fund initiatives in partnership with local organization to meet strategic goals supporting capital and/or other municipal objectives. Reinstating this program will enable community groups throughout

the municipality to complete endeavors that may not otherwise be completed without the funding assistance.

The recommendation is to revise the current Grant Request Policy to specifically include all those approved grants and prepare a Community Partnership program policy for Council's Review.

OTHERS CONSULTED:

Manager of Communications and Strategic Initiatives

FINANCIAL IMPACTS:

The Town currently provides monetary grants to;

- Comber Historical Society \$10,000
- Maidstone Historical Society \$10,000
- Club de L'Age D'or \$11,320
- Good Neighbour Club \$12,677
- Comber Agricultural Society for policing at the Comber Fair \$2,500
- BIA for policing at the Sunsplash Festival \$2,500
- Wayne Currie waiver of fees of approximately \$22,730 annually
- IODE waiver of fees of approximately \$1,120 annually

These grants are currently budgeted annually and approved by Council. They would fall under the parameters of the grant policy. In addition, the in-kind services provided would be considered grants under the grant policy and reported as such. Grants under this program would continue to form part of the base budget and be funded from tax revenue.


The Community Partnership grant program would require an annual budget that could be funded from the Community Benefit reserve fund. This would not be funded from taxation but rather the investment of the wind farm program in accordance with the various wind farm agreements. For the duration of these agreements, no additional dollars would be required from the Town for this program. These agreements currently contribute \$25,500 to this fund annually and most agreements are for a 20 year term. With the approval of various projects being funded from this reserve fund in 2019, the anticipated year-end balance is \$1.5M.

Prepared by



Rosanna Pellerito CPA, CGA, CRM
Director of Finance

Approved by


Truper McBride, MPlan, RPP, MCIP
Chief Administrative Officer

RP/rp

2019 Fees paid by Lakeshore Karate at th Libro Community Centre

Wayne Currie

The Libro Centre is booked by Lakeshore Karate every Monday, Thursday and Saturday throughout the year during the times below.

Dates	Time	Rental rate per Tariff of Fees	Number of dates	Total rental \$ (before tax)
Mondays	5pm - 9pm	\$168	45	\$7,560
Thursdays	5pm - 9pm	\$168	50	\$8,400
Saturdays	9am - 12pm	\$162	49	\$7,938
plus one Karate Expo				
Fri Oct 16	full day	\$280	1	\$280
Sat Oct 17	full day	\$280	1	\$280
Sun Oct 18	1/2 day	\$168	1	\$168
Total if based on Tariff of Fees				<u>\$24,626</u>
Actual amount paid (before tax):				
Monthly		\$158	12	<u>\$1,896</u>
Difference/Loss Revenue				<u><u>-\$22,730</u></u>

Lakeshore Karate -Partnership Report and Request for Reconsideration

Mission Statement "Teaching Self Esteem through Self Defense"

Through the practice of karate, you can enhance all areas of your life with greater self confidence, self esteem and physical conditioning. Our goals in Karate training are to develop and improve students' self discipline, confidence, self esteem, fitness, balance and coordination. Learning violence is a choice, confidence avoids conflict and supports society expectations. We teach and expect life skills such as responsibility for your actions, your family and your community. We expect students to be involved and be leaders within their schools and within our community.

Background

Lakeshore Karate has been operating out of the Community Centre in Woodslee, since 2008. Lakeshore Karate operates as a partner program with the Town of Lakeshore. This partnership with the Town of Lakeshore allows for programming costs to remain low for students wishing to pursue Karate training. Students are charged \$20/month, this rate has not increased since day one. This extremely low-cost rate eliminates the obstacles and assists parents to find affordable cost programs for their children, to promote confidence, increase physical activity all in a safe environment. Classes are offered at the Town of Lakeshore, Libro Community Centre in Woodslee.

Lakeshore Karate program is run as a traditional dojo, that has one chief instructor and 8 additional blackbelt assistant instructors. These blackbelts volunteer their time to assist in karate/weapons instruction, guidance and act as role model examples to the students that attend our programing.

Lakeshore Karate program offers the following classes:

Monday and Thursday

(6-10 yrs) 5:00 pm-5:45 pm
(6-10 yrs) 5:45 pm-6:30 pm
(11-14 yrs) 6:30 pm-7:15 pm
(11-14 yrs) 7:15 pm-8:00 pm
(15+ adults) 8:00 pm-8:45 pm

Saturday-Bonus classes (weapons/sparring)

9:00 am-12:00 pm

Historical Perspective of Creation of Karate Programming

We started our Karate program due to the need to save the Millen Community Centre/Library back in 2008. In the previous years the Essex County Libraries were looking at closing all small branch libraries, Woodslee was on the cutting block.

Working to save the library, we identified that no community programs were running out of the Millen Community Centre. The Town had a partnership rental with a Community Church for their School, but after the Church group left, there was a stagnant period. Several town programs tried yet failed to run at the Community Centre, citing lack of interest, instructors not wanting to drive out for programs and the community support wasn't there.

Woodslee community members identified that saving Community Centre/Library was the goal, (the building blocks of our Woodslee community), so we had to find more tenants to offer programs and help increase library usage.

Previously, when my children were young, I coached and was active within several community organizations both Woodslee Orioles Baseball and the St Joachim Athletic Assoc for Soccer and Baseball. Seeing a need and having a skill base as a Karate instructor with a desire to help. I offered to start a karate program that was based on not making revenue, but one based on giving back and making opportunities for young kids and teens. The Town agreed to this new start up program, identified its needs and created the foundation of the partner program.

Lakeshore Karate signed and started paying a monthly partner rate to offer programming to the area community. The spin off benefit to the karate program hours was the library was getting filled with users that were in the building (parents/students waiting for classes or during pickup and drop off of their children). As the program grew, the use of the library increased, thus the EC Library moved away from closure to maintaining the branch. Over the years while we continued to offer low cost programs in partnership with the Town, we always met with Town administrators to be involved in discussions relating to cost increases that would affect our program

Over those years, the Town was moving towards centralizing programming and were considering closure of the Millen Community Centre. This was something that wasn't going to happen, I worked alongside another community advocate, Donna Roubos, and we rallied the citizens, we organized petitions and worked through the budget processes with several different councils, many different administrators for over six years to prevent closure. We organized and campaigned a community grass roots movement to fight against closure and to encourage council to approve the building of a much-needed new community centre to replace the outdated Millen Centre. We were successful.

During this time, I got involved and became the Woodslee Representative on Lakeshore's Community Advisory Community, (previously named "parks committee") a position I held for

12 years and one I just vacated at the end of the term in 2018. I believe in programming for this community, I believe in the Libro Community Centre, I believe in Lakeshore.

There have always been other locations in Woodslee to locate and offer our programming from yet I have never swayed from my partnership commitment. Our program was first introduced May 2008 at the Millen Centre. During the tear down of the Millen Centre in 2013 and build of the Libro Community Centre, the Town brokered an interim location for us to continue to offer classes until we could move back into the new community centre. The Community Centre was built and we moved back into the Community Centre Aug 2014.

Since beginning our partnership in 2008; we have maintained a not for profit karate program within our community, we reinvest any profits back into the program and help families that need assistance with cost for attendance, equipment and uniforms. Since 2008, we have offered and provided classes to hundreds of local residents, and their families. We have continued to offer a low cost community-based program that uses the local community centre and supports the Library.

There are other aspects of the Lakeshore Karate program that also need to be discussed to understand what we stand for, what we provide to this community.

Community Responsibility- Lakeshore Karate "Gives Back"

- Supports the local Lakeshore Community Services each year with a canned goods and non-perishables food drives through-out the year to help those in need. This year (2020) we are participating in the monthly "Show You Care Campaign" needs are identified and collected by the parents and students to donate to this campaign.
- Annually donates backpacks and schools supplies to the Rotary International "Pack for Success" providing kids with the tools for learning campaign.
- Provides Free Women's Self Defence Classes with voluntary donations being collected for the Victim Services of Windsor Essex County
- Conducts Partner Programs for the Essex County Library (Lakeshore Branches -Stoney Point, Comber and Woodslee Branches -providing Free Women's Self Defence Classes for 13 yrs and up)
- Provides free karate and self defense demonstrations at community events or to groups as a means to promote the values of Karate-do. (Canada Day, Seniors Groups, etc)
- Participates in the District School Board (40 hour) Community Involvement Program, allowing high school students to volunteer around the dojo to complete their necessary hours.
- Community Spring Clean Up Day- students walk the neighbourhood to pick up and help clean up garbage or debris. This reinforces civic values and responsibilities.

- Student Leadership Development Awards for students mentoring, becoming engaged in the community and participating in our Give Back programs.
- Libro Community Centre (Ambassadors). The Town of Lakeshore staff refer potential renters or users to attend during our program hours to get facilities tours and to get details regarding rental questions addressed. We also cancel our scheduled classes when the Town requires the program room for events/functions. We monitor the Community Centre, we report any deficiencies or concerns (lighting issues, heating/cooling issues, damages to the Town, for report or corrections.

The reason I presented the above programs we participate in, is to help you understand the impact we have had within Lakeshore.

We have had students attend classes from all over Lakeshore (students have attended classes from Stoney Point, Light House Cove, St Joachim, Staples, Comber, Maidstone, Belle River, Maidstone and of course Woodslee).

We support our local businesses, organizations and services. We support making opportunities to make our community a reason, a place people want to live and raise their families within. Having community partners to strengthen core values is a bonus for the Town of Lakeshore.

Since starting classes in 2008, we are very proud to acknowledge that 46 of our students have tested and obtained their blackbelts (1st or 2nd degree levels). We have another group of teen student's moving towards this goal. I will note the process of obtaining a blackbelt is lengthy. A minimum of 18 years of age and 6 years of training for adults. (Youth blackbelts can be obtained if less then 18 years old). These students that obtained their blackbelts now form part of our team of other adult blackbelts that continue to run our programs.

We have provided classes and have helped hundreds and hundreds of residents and their children develop and foster a better citizen mentality versus a sometimes-destructive community attitude for over a decade.

Current Issue Relating to Tariff of Fees -Bylaw

In December, I was contacted by administration and advised that they were directed by Council to end the long-standing partnership, our previous grandfathered program. I was contacted to attend a meeting with The CAO and Director of Community and Development Services.

At this meeting I was presented 2 options. Furthermore, administration indicated they had no record of formal agreements or partnerships between the Town and Lakeshore Karate. Being quite surprised, I directed them to review their records back as the program was initially set up

with manager Romeo Beaulieu, all subsequent managers would have known, discussed and reinforced the long-standing practice of our partner programming. All would have been privy to many aspects of how this partner programming has benefitted both the Town and to the community.

Furthermore, I provided a program perspective which included the past practice of our working agreement, an acknowledgement of a decade plus relationship. I reviewed that we had made continuous monthly payments, attended discussions, meetings when requested and produced reports over the years. Thus, maintaining my partner responsibilities since 2008. I reviewed how rate increases had occurred over the years and the understanding of how increases could occur. In fact, Lakeshore Recreation Guides has in the past included and identified to residents (actually stating it as a partnership program) that our karate classes were being offered at the Community Centre.

The 2 options presented by Administration were:

1. Instructors start working for the town getting paid an hourly rate and let the Town take over running our program
2. Pay \$57/hr for each hour of programming

Through the review of our karate program, we discussed the opportunity to present an option for consideration, as the two options presented by administration were not being in the spirit of the past working agreements. We identified that we had previously agreed to fees increases over the years. We discussed we weren't opposed to an increase of fees, yet it would need to be something that was achievable and amendable for both parties. I was asked to present a business plan. I was asked to provide program information, and that an alternative to the tariff of fees could be explored.

Request for Council Consideration

Currently, as previously identified we offer young children, teens and adult programs classes based on age groups for residents across Lakeshore. These classes are offered twice a week at minimum with an additional bonus class of programming as well. We offer year-round classes each class is 45 minutes and Saturday bonus class is 3 hours. We charge \$20/student, that equates to less than \$2.00/class.

We do not have yearly contracts for karate registration. There is zero guarantee students will remain month to month. Student interests change, life circumstances of parents change, we reflect the values of providing a program without the need to make revenue. Registration and class sizes vary as other activities may occur and students come and go throughout the year. If we seem to lose money operating these programs, we are okay as the goal is to offer opportunities, not to make money. We are not a commercial money-making business nor do

we want to become such an industry machine that waters down the meaning and lessons of community giving. We generally maintain 60-70 student year-round.

Since 2008 we have been charged a nominal partner rental fee, this rate has changed several times over the years. Currently the rental fee for use of space in the community centre is \$178.50/month which provides the Town with revenue of \$2142/year for the use of this space.

A simple breakdown of our operating expenses; include rent, insurance (building/equipment) (personal/injury and instructors' waivers), advertising (internet/webhosting and maintenance) and communication costs. Additional budgeted expenses; Equipment (required/replacement), hosting bi-annual/annual seminars and workshops (instructors from across North America), attending annual Tournament, hosting a Summer Karate Camp, instructor events and Christmas Party. Overall, approximately \$1160/month in identified expenses to operate a year-round program offering many learning and developmental opportunities for the students.

Proposed Fee Considerations

Currently, we have 61 families, we normally maintain 68 students year-round paying \$20/month. 68 students paying \$20/month equals \$1360/month totalling \$16320/year. Any additional students that sign up throughout the year simply creates a buffer for losses as it would be put back into the program for replacement of equipment/other expenses.

Our operating and budgeted expenses are \$13920/year. Our revenues equate to \$16320/year. Currently we provide 11 hrs of total programming per week, providing 572 total programming hours per year (excluding the seminars, workshops and/or tournament hours). Students can attend 2-5 hours of instruction per week.

The option of turning our program over to the Town, with the volunteer instructors becoming paid instructors isn't something we believe in or feel comfortable in doing. Based on our numbers the other option of paying \$57/hour for use of space for our current 11 hours per week of programming equals to \$627/week, \$2717/month, totalling \$32604/year, this is just not achievable.

The fee for, use of space costs alone is twice the money generated, which is required for all programming expenses. We couldn't continue to operate, we would need to drastically change how we offer programs, requiring monthly increases, reduce programming, cut classes and age groups to our Lakeshore families. The only other option is to simply find another venue to deliver our program classes. Leaving zero revenue to be collected, leaving no programming or usage of the Libro Community Centre. An option we really do not support.

Proposed Alternative

As a community partner with over a decade of programming being offered and delivered within our community, we are asking Council to consider and accept an additional fee increase for the use of space of versus the 2 options that were presented by administration.

Therefore, moving forward the Lakeshore Karate Program **will no longer be charged \$178.50/month**. The use of space agreement **will increase by \$196.50/month**. Lakeshore Karate **will now be charged \$375/month** for the use of space from community programming.

This increase of \$196.50/month will provide an additional \$2358/year in revenue. If accepted, the new use of space agreement would provide the Town with a total of \$4500/year in revenue collected from Lakeshore Karate.

This proposed alternative will increase revenue to the Town while maintaining a strong community partner program. (this will increase Lakeshore Karate's operating budget to \$16278.00 per year with a total revenue of \$16320 leaving \$42.00 of surplus to be put back into programming). We will find and reduce our expenses; we will make it work.

We will again, commit that our rates will not increase, and we will maintain the current level of programming to the families and students.

We are always open to reasonable fee increases. Gradual increases based on program reviews including understandings of how and when increases would occur.

We believe in being part of the solution, we believe in our philosophy of giving back, we are dedicated to the Lakeshore Community and support the continued choice of the Libro Community Centre to offer our programming. We hope you consider this alternative option to maintain a community partner that is committed to our youth, our future and to the community.

