

**Subject: Community Partnership Capital Programs Annual Report**

**File Number: ACS2023-RCF-GEN-0003**

**Report to Community Services Committee on 26 September 2023**

**and Council 11 October 2023**

**Submitted on September 6, 2023 by Dan Chenier, General Manager, Recreation,  
Cultural and Facility Services**

**Contact Person: Kevin Wherry, Manager, Parks and Facility Planning**

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**Ward: Citywide**

**Objet : Rapport annuel relatif aux programmes de partenariat  
communautaire pour les projets d'immobilisations**

**Numéro de dossier : ACS2023-RCF-GEN-0003**

**Rapport présenté au Comité des services communautaires**

**Rapport soumis le 26 septembre 2023**

**et au Conseil le 11 octobre 2023**

**Soumis le 2023-09-06 par Dan Chenier, Directeur général, Direction général des  
loisirs, de la culture et des installations**

**Personne ressource : Personne ressource : Kevin Wherry, Gestionnaire,  
Direction de la planification des parcs et des installations**

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**Quartier : À l'échelle de la ville**

## **REPORT RECOMMENDATION(S)**

That the Community and Protective Services Committee recommend Council:

1. Receive for information the list of projects funded under delegated authority through the Community Partnership Minor Capital program in 2022 as detailed in Document 1;

2. Approve in principle the list of 2023 Community Partnership Major Capital projects as detailed in Document 2 and within the Council approved program budget envelope;
3. Approve the transfer of \$113,500 available in the 2023 Community Partnership Minor Capital Program budget to the Community Partnership Major Capital Program budget;
4. Receive for information the status of Community Partnership Major Capital projects previously approved in principle as detailed in Document 3; and
5. Approve the administrative updates to the guidelines for Major/Minor Capital Partnership Programs as detailed in the discussion.

### **RECOMMANDATION(S) DU RAPPORT**

Que le Comité des services communautaires et de protection recommande au Conseil :

1. de prendre connaissance, à titre informatif, des projets énumérés dans le document 1, qui ont été financés en 2022 en vertu des pouvoirs délégués dans le cadre du Programme de partenariats communautaires pour les projets d'immobilisations secondaires;
2. d'approuver en principe la liste des projets de 2023 du Programme de partenariat communautaire pour les grands projets d'immobilisations, comme il est précisé dans le document 2 et décrit dans l'enveloppe budgétaire du programme approuvée par le Conseil;
3. d'approuver le transfert de 113 500 \$ du budget du Programme de partenariats communautaires pour les projets d'immobilisations secondaires 2023 au budget du Programme de partenariat communautaire pour les grands projets d'immobilisations;
4. de prendre connaissance, à titre informatif, de l'état d'avancement des projets soumis l'année précédente dans le cadre du Programme de partenariats communautaires pour les grands projets d'immobilisations et déjà approuvés en principe, comme il est précisé dans le document 3; et
5. d'approuver les mises à jour administratives apportées aux lignes directrices relatives aux partenariats pour le Programme de partenariats communautaires pour les projets d'immobilisations secondaires et le Programme de partenariats communautaires pour les grands projets d'immobilisations, telles qu'elles sont précisées dans la discussion.

## **BACKGROUND**

### **The Community Partnership Minor Capital Program**

This program was established in 2001 to implement minor capital improvements to parks and recreation facilities on a cost-sharing basis with community groups. The program focuses on smaller projects with grants up to a maximum of \$10,000 on city property and \$7,500 on other public land. The City's capital budget for the program is set annually through the budget process. Applications are reviewed and funds are allocated, under delegated authority as per the program's guidelines, with the Department reporting on grant allocations to Committee and Council annually.

As neighborhoods change both socially and demographically, this program provides an effective mean of responding quickly to the needs of communities. Community participation in fundraising, planning and installation of recreational facilities promotes community pride, ownership and stewardship of parks and recreation facilities in their communities.

### **Community Partnership Major Capital Program**

The Community Partnership Major Capital Program is an initiative to implement major capital improvements to parks and recreation facilities on a cost-sharing basis with community partners. The City's annual budget process sets the capital budget amount for the program and while there is no set limit on the maximum grant available, total project values are restricted to actual funds available. Applications are evaluated against the approved criteria and staff recommendations are brought forward annually to Committee and Council for approval.

This larger program seeks to achieve the following objectives:

- Develop capital projects that respond to priority needs as identified through Parks and Recreation Facilities Master Plan
- Support community initiatives in developing and improving facilities that serve the community
- Develop cost effective capital projects that leverage funding from other sources

The Program provides opportunities to partner with community organizations to implement major capital projects. Eligible projects include capital initiatives for new development, renovations and expansions of parks and recreation facilities. These

projects are typically larger in scale and cost more than what could be financed through the Community Partnership Minor Capital Program.

## **DISCUSSION**

### **Community Partnership Minor Capital Program 2022**

The Department received eighteen (18) applications as part of the 2022 application process, of which seventeen (17) met the program criteria and were approved. Seven (7) projects have been completed, ten (10) are in progress, and one (1) was deemed ineligible.

Refer to Supporting Document 1 for details. Staff continue to work with applicants to ensure projects are completed in compliance with City standards and guidelines. Given the challenges of fundraising by community groups to raise matching funding, it is acknowledged that not all projects will be completed within a 1-year time period.

### **Community Partnership Major Capital Program 2023**

The Department received seven (7) new proposals in 2023, as detailed in Supporting Document 2. There are six (6) projects recommended for approval in principle with the total requested City contribution approximated at \$1,065,000 as noted in Document 2.

Projects were prioritized as per criteria detailed in the guidelines and one (1) project was withdrawn by applicant listed in Document 2.

Updates to the status of projects previously approved by Council are listed in Document 3.

The total value of grant requests for 2023 exceeds available funds by \$206,000. To make up the shortfall of funds for the 2023 major capital projects, the department recommends the transfer of \$113,500 available in the 2023 community partnership minor capital program 2023 to the major capital program. The remaining funds of \$92,500 from previously approved projects not proceeding outlined in Document 3.

### **Community Partnership Major/ Minor Capital Programs Guidelines Administrative Update**

The purpose of this update is to ensure clarity of the guidelines when they are referred to, or interpreted, by members of the public and City staff. The proposed modifications reflect current practices, policies, and Council priorities and do not affect the intent of the originally approved community partnership programs.

Two of the notable updates include:

1. Progress on the project must be made within one year of the issuance of the letter of conditional agreement. The City reserves the right to extend the progress period on a case-by-case basis. This update ensures applicants are aware of the annual reporting requirement to Council while providing flexibility to the unique circumstances of each proposal and applicant group.
2. The implementation of a month-long public consultation period for Major Capital Partnership applications received by the March 1st deadline. This recommendation will allow residents to comment on proposals before they are approved for funding, thereby increasing transparency for the proposed improvements to local parks and recreation facilities. Following approval applicants will be required to conduct a more specific and fulsome consultation with a detailed concept plan.

The remainder of the administrative updates allow for minor amendments to be made to address legislative updates, organizational and business process and other clarifications. The categories of these amendments include;

- Updates to criteria for prioritization of eligible proposals to align with current practices and corporate strategies such as the Women and Gender Equity Strategy.
- Minor housekeeping-type amendments to adjust definitions including position titles, department names, and other elements of similar nature, as required to reflect changes since the last update to the guidelines.
- Ensure all program documents and application forms meet current accessibility standards.

## **FINANCIAL IMPLICATIONS**

Funds in the amount of \$113,500 will be transferred from the existing minor capital budget for 2023 (total budget amount \$300,000). The remaining funds of \$92,500 are coming from the previously approved major capital partnership projects as outlined in Document 3, project 909078 (\$15,000), 910187 (\$50,000) and 910679 (\$27,500).

## **LEGAL IMPLICATIONS**

There are no legal impediments associated with the implementation of the recommendations of this report.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-Wide report.

## **CONSULTATION**

The 2023 Community Partnership Major Capital Applications were posted to engage Ottawa for a one-month public consultation period from June 26<sup>th</sup> – July 26<sup>th</sup>, 2023. Councillors and applicants were sent the links for the public consultation and asked to circulate to the broader community.

## **ACCESSIBILITY IMPACTS**

All projects recommended for approval through this report are approved in principle until the applicant groups fulfill the contractual requirements outlined in the partnership agreement.

All projects proceeding to construction must be compliant with the [Integrated Accessibility Standards Regulation \(IASR\)](#) of the [Accessibility for Ontarians with Disabilities Act, 2005, \(AODA\)](#) as well as the City's [Accessible Design Standards & Features](#).

## **ASSET MANAGEMENT IMPLICATIONS**

Asset management implications will be taken into consideration as projects are implemented.

## **CLIMATE IMPLICATIONS**

There are no climate implications associated with this report.

## **DELEGATION OF AUTHORITY IMPLICATIONS**

The delegated authority of the General Manager of Recreation, Cultural and Facility Services is outlined in the Delegation of Authority By-law No. 2023-2, Schedule "E"

Staff is requesting the General Manager of Recreation, Cultural and Facility Services be given the delegated authority to finalize and execute the major capital partnership agreements outlined in this report.

All uses of delegated authority are reported annually to Council through an IPD.

Updates to the status of projects previously approved are reported annually to Council through the Community Partnership Report.

### **ECONOMIC IMPLICATIONS**

There are no economic implications associated with this report.

### **ENVIRONMENTAL IMPLICATIONS**

Environmental implications will be taken into consideration as projects are implemented.

### **INDIGENOUS, GENDER AND EQUITY IMPLICATIONS**

Projects approved under these programs must be open and accessible to the public. As such, the projects promote equal and equitable opportunity for recreation across the City.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management impediments to implementing the recommendations in this report.

### **RURAL IMPLICATIONS**

Some projects approved in both the Minor and Major Capital programs are located in rural areas of the City.

### **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

### **TERM OF COUNCIL PRIORITIES**

The Community Partnership Minor/Major Capital Program is a Corporate Strategy Priority.

## **SUPPORTING DOCUMENTATION**

Document 1 Summary of Community Partnership Minor Capital 2022 Funding Allocations

Document 2 Summary of Community Partnership Major Capital 2023 Proposals

Document 3 Update and Summary of Community Partnership Major Capital projects that were approved in principle in previous years.

## **DISPOSITION**

The Recreation, Cultural and Facility Services Department have reviewed and evaluated proposals received by the March 1, 2023 submission deadline. Upon approval from Committee and Council, RCFS will implement the projects outlined in Document 2.