

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: May 8, 2023
Subject: Deliverables for Organizations Who Have Requested Fee-For-Service Funding
Recommendation: **THAT Council instructs Staff to utilize the Fee-for-Service schedules as presented for the 2023 Fee-for-Service agreements.**

Purpose

This report was presented at the Committee of the Whole (COTW) meeting on April 17, 2023, for review and recommendations for the 2023 Fee for Service deliverables for the Boundary Country Regional Chamber of Commerce (BCRCC), Grand Forks Search and Rescue (GFSAR), Gallery 2, Boundary Museum, Grand Forks Community Trails Society, Grand Forks Seniors Society Branch 68, DownStage Centre Performing Arts, Farmers Market, Border Bruins, and the Phoenix Mountain Alpine Ski Society.

The COTW found all to be in order and no changes were requested. The item is now presented for final consideration.

Background

As part of the 2023 budget cycle (October 2022 – February 2023), various community groups presented their proposals for a Fee for Service (FFS) arrangement with the City while providing reports on their finances, 2022 outcomes, and planned 2023 initiatives and deliverables.

In recent years, Staff has worked to standardize the FFS agreements so that most sections align and have similar contractual language. Last year, Staff further enhanced these agreements by relocating dates from within the agreements, such as Start Date, End Date, and Renewal Date. Those items are now attached as Schedule C to the agreements, which should make it easier for the groups to reference and locate the information as well as streamline the use of the template for future agreements. Note: Not all agreements will have Renewal Dates as some requests are currently considered one-time requests.

Each agreement contains, as part of the main body, sections such as the Term (1 year), Indemnification, WorksafeBC, and reasons for Termination of Funding. The termination options for the City are:

The City may terminate the funding to the Service Provider due to:

- a) *Non-compliance with any provisions of this Funding Agreement*
- b) *Failure to provide accountability on the funds received from the City*
- c) *Failure to provide Reports as per Section 5 to the City.*
- d) *Failure to meet with the City when requested to do so.*

Staff have now prepared the attached schedules for each organization based on their presentations and submitted letters. Schedule A will form the deliverables which, for most organizations, are divided into two sections. The first section contains standard annual deliverables, while the second section is for 2023-specific deliverables as presented, and as

commented on through the budget process. Schedule B forms the financial terms that highlight the invoice due date, payment due date, and respective amounts.

As mentioned above, schedule C now contains the Start, End, and Renewal (if applicable) dates.

Council can now review these schedules and, if all is in order, approve those schedules as presented. This is the opportunity for Council to make final amendments to the deliverables for each of the organizations.

Respective Schedule Highlights (for detailed information please see the attachments):

Generally, for all annual FFS schedules, Staff has added the reporting requirements for future FFS requests to the deliverables. This is based on the resolutions and discussions of Council as part of previous Financial Plan budgeting processes. The Renewal Date for next-year annual requests was moved back to October 1 from September 22 to allow for inclusion on the October Committee-of-the-Whole meeting in October. Please see the details below:

Provide annually by the Renewal Date as described in Schedule C, to the City, a written Fee for Service request for the following year that includes:

- a. what benefits are delivered to the community as a result of City funding*
- b. how the Fee for Service funding from the City was used in the current year*
- c. the next years deliverables and what the funding from the City would be used for*
- d. other current and previous funding partners/sources and if the RDKB is contributing*
- e. for the current year, clearly show any operating surplus*
- f. clearly show any financial reserves or accumulated surplus totals*
- g. for the next year, what is the overall total funding request of all funding partners and which other organizations were asked for any and/or additional funding*
- h. for the next year, which other funding streams were applied for (e.g. grants).*

On February 13, 2023, Council also resolved for **“Staff to change the audit requirements for Fee for Service organizations in the following manner:**

- **Organizations receiving over \$25,000 but under \$100,000 in funding must complete a “Compilation Engagement”.**
- **Organizations receiving \$100,000 or over in funding must complete a “Review Engagement”.**

As such, staff have included these requirements as part of the 2023 FFS agreements for:

- BCRCC - \$25,000 – Compilation Engagement
- Boundary Museum - \$90,000 – Compilation Engagement
- Gallery 2 - \$154,000 – Review Engagement

The organizations will also be required to submit the respective engagements to the City as part of their reporting.

Reporting timeline requirements for organizations that had FFS agreements in the past are based on previously established timelines. New FFS organizations are currently scheduled to submit information and/or present to Council once a year at a COTW meeting.

BCRCC: Twice a Year Reporting at COTW (March, September/October)

The BCRCC's core annual functions are based on local business advocacy and providing a conduit for business owners & managers to share ideas, concerns, and relevant information with each other. In addition to those basic annual deliverables, the BCRCC for 2023 plans to continue with a multi-year strategic plan as well as completing items from the Tourism Dependent Communities Fund (primarily Wayfinding). The BCRCC has also taken on a Skateboard park subcommittee, a Downtown Market District subcommittee, and is continuing to support the Discover Grand Forks subcommittee.

GFSAR: Annually Reporting at COTW (October)

GFSAR's funding is based on providing search, rescue, and recovery emergency services consistent with the mandate of "Search and Rescue" organizations within British Columbia. GFSAR has not returned a deliverables list in time for this report, but no additional deliverables were identified in 2022 during the presentation and/or submissions and none are expected for 2023.

Gallery 2: Thrice a Year Reporting at COTW (February, May, September/October)

The Gallery's annual funding is provided to operate the Art Gallery, Cultural Space and Visitor Centre located in the City owned building at 524 Central Avenue which is leased to the Gallery society under a separate lease agreement. Gallery 2 also oversees the Civic Arts Grant under a separate FFS agreement to administer and disburse of funds to area Arts Groups, and to support Arts and Culture events in Grand Forks and the Boundary Area. The reporting structure of Thrice a Year is used to allow for a better schedule that coincides with exhibit openings and annual reports. Year-over-year visitor statistics will also be provided for this year's reporting.

Boundary Museum: Quarterly Reporting at COTW (March, June, August/September, December)

The funding for the Museum is allocated annually to provide stewardship and display of artifacts at the Boundary Museum location and stewardship of the Community and City Archives located at City Hall. The museum plans to continue implementation of their strategic plan as a deliverable for 2023. The City Hall archives will also need some attention once the room has been reconstructed.

Phoenix Mountain Alpine Ski Society: Annual reporting at COTW (October)

The fee-for-service for PMASS was new in 2022. The request is for \$10,000 to support operations of the Phoenix Mountain Ski Hill.

Grand Forks Community Trails Society: Annual reporting at COTW (October)

The Grand Forks Community Trails Society originally had a one-time request in 2021 for support regarding increasing insurance cost. Council in 2022 asked to include this request as an annual FFS agreement in the amount of \$1,500.

Farmers Market Coupon: Annual reporting at COTW (October)

The Grand Forks Farmers Market coupon program has been annually supported by Council in past years. Staff have now included the provision in their agreement that is in line with the reporting requirement of annual FFS recipients. Over the years, this program has helped support families in the community who were able to eat healthy locally produced food in 2022 and the \$3,000 in funding from the City will help to achieve the same in 2023.

Border Bruins Hockey Club: Annual reporting at COTW (October)

In 2022, the City supported the Border Bruins through advertising funding in the amount of \$4,100. Council included an increase of \$2,000 in 2023 in the budget towards the Grand Forks Border Bruins Hockey Club.

Last year, the Hockey Club demonstrated significant community involvement by volunteering their time to help members of the community. Volunteer efforts included:

- Snow Shovelling for Elderly
- Firewood Splitting and Delivery
- School Skating Lessons
- Reading Days; and
- Ambassadorship

This year the Border Bruins plan to continue taking part in volunteer and community service work and expand service in community by providing skating lessons and involvement with minor hockey. Staff have also included Community Events such as the Santa Parade and the Halloween bonfire as a deliverable in 2023.

The Bruins have also requested some support for Game Day Awareness throughout the community which could be achieved through social media channels.

Downstage Centre Performing Arts:

Downstage Centre Performing Arts funding is for the purpose of leveraging the funding for other provincial and federal grants to help with producing, creating and showcasing various talented performers to cultivate a following for the performing arts, including coordinating a children's performance for educational purposes. Council allocated \$5,000 as part of the budget process.

Grand Forks Seniors Society Branch 68:

The FFS request for the Grand Forks Seniors Society Branch 68 is a one-time request for 2023 in the amount of \$1,750 and will go toward utility bills as part of the start up of the City Park facility. The organization has plans in place to lease the space to increase annual revenue, but as this may take time to achieve, the funding will help to support the organization in the first few months.

Follow up with all organizations:

Staff has provided all organizations the draft deliverables schedules. Minor changes have been incorporated based on the feedback received from those organizations. Should feedback be

received from the remaining parties, major changes in deliverable updates may need to be brought back to Council for further consideration.

Benefits or Impacts

General

Ensure that the appropriate deliverables are assigned to corresponding organizations which will provide for an opportunity to review those items at the COTW presentations throughout the year.

Finances

The Financial Plan Bylaw includes the following FFS amounts for the organizations:

Organization	2023 increase over 2022	2023 total funding
BCRCC	-	\$ 25,000
GFSAR	-	\$ 20,000
Gallery 2	\$337	\$ 154,000
Gallery 2 – Civic Arts Grant	-	\$ 8,000
Boundary Museum	\$6,768	\$ 90,000
Phoenix Mountain Alpine Ski	-	\$ 10,000
GF Community Trails	-	\$ 1,500
Farmers Market Coupon	-	\$3,000
Border Bruins Hockey Club	\$2,000	\$6,100
Downstage Performing Arts	\$5,000	\$5,000
Seniors Society Branch 68	\$1,750	\$1,750
TOTAL	\$15,855.00	\$324,350.00

Strategic Impact

N/A

Risk Assessment

Compliance: 2023-2027 Financial Plan Bylaw, individual FFS Agreements with each organization

Risk Impact: Low

Internal Control Process:

1. Annually, Staff prepares FFS agreements with community organizations.
2. Council will be able to assess the deliverables, for which the funding is provided, for each organization at their presentations at the various Committee of the Whole meetings throughout the year.

Next Steps / Communication

- If approved, Staff would work with the individual organizations to finalize their annual FFS agreements.

- FFS agreements generally need to be in place with the respective organizations by May of each year to ensure funding is disbursed on schedule and to not create potential hardship for each organization.

Attachments

- BCRCC schedules
- GFSAR schedules
- Gallery 2 schedules
- Gallery 2 – Civic Arts Grant schedules
- Boundary Museum schedules
- Phoenix Mountain Alpine Ski schedules
- Grand Forks Community Trails schedules
- Grand Forks Farmers Market Coupon schedules
- Grand Forks Border Bruins Hockey Club schedules
- Downstage Centre Performing Arts schedules
- Grand Forks Seniors Society Branch 68 schedules
- Sample Fee for Service agreement template

Recommendation

THAT Council instructs Staff to utilize the Fee-for-Service schedules as presented for the 2023 Fee-for-Service agreements.

Options

1. Council can amend FFS agreement deliverables as desired.