



Report to: General Committee

Meeting Date: Monday, June 11, 2019

SUBJECT:	Community Centre Boards Memorandum of Understanding Update
PREPARED BY:	Janice Carroll, Community Recreation Manager, Recreation Services

RECOMMENDATION:

- 1) That the report entitled “Community Centre Boards Memorandum of Understanding Update” be received; and,
- 2) That Council authorize the Mayor and Clerk to execute an updated “Memorandum of Understanding” between the City and the Community Centre Boards , in accordance with this Report and in a form approved by Commissioner of Community and Fire Services and the City Solicitor; and further,
- 3) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

This report seeks Council approval of an updated Memorandum of Understanding (MOU) (formerly “Memorandum of Acknowledgement (MOA)”) between the City of Markham and the five Community Centre Boards comprising of the Box Grove Community Centre, the Cedar Grove Community Centre, the German Mills Community Centre, the Markham Train Station and the Victoria Square Community Centre.

BACKGROUND:

The Community Centre Memorandum of Acknowledgement (MOA) was first implemented in 2006 and outlined City and Board responsibilities for day-to-day operations, capital repairs and upkeep of Satellite Community Centres. Staff through their ongoing work with the Satellite Community Centre Boards identified the need to update the document to further help define the Boards’ roles and responsibilities and their relationship with the City and to ensure that the policy and procedure portion of the document was current with the City’s policies and procedures.

OPTIONS/ DISCUSSION:

The operation of the Satellite Community Centres by community volunteers is a model, which demonstrates strong collaboration with community partners. Each of the Boards help support access to meeting and program space at a local level, through their management of the Satellite Community Centres. The City owns the Satellite Community Centre facilities/buildings and lands.

In 2006 when the first MOA was developed, there were six Satellite Community Centre Boards:

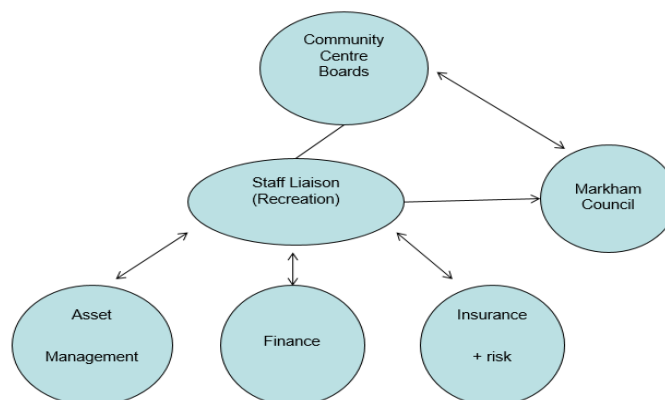
1. Heintzman House
2. Boxbrook Community Centre
3. Victoria Square Community Centre
4. German Mills Community Centre
5. Cedar Grove Community Centre
6. Markham Train Station

In 2015, staff worked with the Heintzman House Community Centre Board to transition the operation of the Heintzman House to the City of Markham- Recreation Services. The Heintzman House Advisory Board is still an active board; however, they no longer have day to day operating responsibility of the Heintzman House. Their role as an advisory board is defined in a separate document; therefore, they have been removed from the updated Memorandum of Understanding (MOU).

Recreation Services and Sustainability and Asset Management met with representatives of the Boards to review the existing MOA and discuss any concerns. The feedback from the Boards was that the existing document did not clearly lay out roles and responsibilities related to repairs and maintenance of the facilities.

The Boards identified that they did not understand the roles of City staff and were often confused about who to contact on what issues. In response to this, and prior to the update of the Memorandum of Understanding, an operational change was implemented immediately. Staff liaisons were appointed from Recreation Services to attend Board meetings and become a single point of contact between the Boards and the City.

City of Markham / Community Centre Board Structure



Role of the City Departments:

Recreation Services - Staff Liaison

- Provide a consistent, primary contact from the City
- City staff liaison will be present at Board meetings

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- Work with local Councillor that serves on the Board
 - Coordinate internal staff to ensure requirements of the Boards are addressed and that City's policies are communicated to Boards
 - Explore joint program partnership opportunities with the Board
 - Issue annual grant to Boards
 - Ensure alignment to City policies

Sustainability and Asset Management

- Responsible for the lifecycle building projects
- Completion of building condition audits based the City's asset management plan and specific lifecycles within the plan.
- Capital planning of lifecycle projects based on building condition audit results.

Operations

- Parking lot maintenance
- Gardens and landscaping

Finance Services

- Responsible for annually reviewing financial statements and preparing for an audit opinion

Insurance and Risk Management

- Responsible to ensure boards have appropriate insurance

Review Process

There were a number of input sessions held with the Boards including group meetings, and meeting individual Boards to review their specific areas of concern. Staff incorporated into the updated MOU feedback from the Board members. The time and process to complete this work was slightly delayed as a number of Boards were transitioning and the new Boards requested an opportunity to have input.

A meeting was held on January 30, 2018 with representatives of the Boards and City staff to review the draft of the revised MOA and to allow an opportunity for input. The feedback has been very positive from the Board(s). They feel this updated document accurately reflects the operations of the centre, the roles and responsibilities of each party and clearly defines who is responsible.

Structure of the Agreement:

The previous Memorandum of Acknowledgement briefly outlined the role of the Board, with the majority of the document focused on the Operating Procedures, as set out by the City at that time. The updated Memorandum of Understanding expands on the roles and responsibilities section of both parties, the City and the Board. The following is a summary of the key business terms of the updated Memorandum of Understanding:

Part A- Administrative

This section has been significantly expanded to provide the Boards more clarity on roles and responsibilities and how they must operate as a Board. Part A outlines:

- The Board's authority to manage the business and affairs of the community centre in accordance with the MOU framework;
- The conditions that promote an effective and collaborative relationship between the City and the Boards;
- The type and level of support provided by the City to the Boards and responsibilities and obligations of the Boards.

Part B – Operating Procedures

- Facility Rental Guidelines
- Alcohol Policy
- Facility Maintenance

Part B - Operating Procedures Summary of Changes by Section

Section - I Facility Rental Guidelines	
2006 MOA	2018 MOA
PST and HST applies to all aspects of rental charges	HST only applies if taxable annual revenue exceeds \$50,000 if this revenue limit is met the Board must register for HST
SOCAN – City of Markham pays all fees	All music fees to be collected by Board from permit/users and submitted to City quarterly
Teen Dances ratio of 1:10	Teen functions – outlines clearer requirements including prohibition on alcohol, names & signatures of supervising adults, damage deposit, etc.
Approved functions at the discretion of Board	Added list of examples of approved functions
Prohibited functions list bachelor parties and stagettes	Prohibited functions include specific activities such as gambling, pornographic materials, games which involve consumption of alcohol, etc.
Section- II Alcohol Policy	
No Change	
Section- III Facility Maintenance	

Board Responsibilities - provide funds for day-to-day facility maintenance	Clarity of roles where required resulting in the development of charts that lay out in detail all responsibilities in an easy to understand format See Attachment 1 for Day to Day maintenance responsibilities for Box Grove Community Centre, the Cedar Grove Community Centre, the German Mills Community Centre, and the Victoria Square Community Centre *See Attachment 2 for Day to Day responsibilities for the Markham Train Station
Town (City) responsibilities – responsible for all capital improvements and major maintenance of the facility and property	
Capital Projects cost sharing – Board to collect rent to sustain facility and set up a capital reserve fund, where possible, Town (City), and Board will cost share all major capital projects	

*The Facility Maintenance responsibilities have been adjusted for Markham Train Station based on a different operating model. The Markham Train Station is used by GO as a transit stop, therefore Metrolinx is responsible for Maintenance of Site features and all utility costs.

The MOU also recommends a review of the document every 5 years. The next review would take place 2024.

FINANCIAL CONSIDERATIONS

There is no direct financial impact with the approval of the updated MOU. The City of Markham owns the properties and buildings, and continues to support the ongoing capital up keep of the buildings and work with the Boards on annual condition audits. Financial responsibilities of the Board and the City have not changed since the 2006 MOA. On an annual basis, each of the Boards receives a grant of \$3,000 to \$5,000 from the City to help with the day-to-day operating costs of the Centre. The only exception to this is the Markham Train Station, which does not receive the grant due to the increased level of service the City provides due to the GO /Metrolinx relationship.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

The updated Memorandum of Understanding aligns to the Integrated Leisure Master Plan.

BUSINESS UNITS CONSULTED AND AFFECTED:

Sustainability and Asset Management and Finance

RECOMMENDED BY:

Mary Creighton
Director, Recreation Services

Brenda Librecz
Commissioner, Community &
Fire Services

ATTACHMENTS:

Attachment 1: Day-to-Day Operations, Maintenance and Lifecycle Replacement Responsibilities for Box Grove Community Centre, the Cedar Grove Community Centre, the German Mills Community Centre, and the Victoria Square Community Centre

Attachment 2: Day-to-Day Operations, Maintenance and Lifecycle Replacement Responsibilities for the Markham Train Station