

<b>SECTION:</b>	FINANCE AND ACCOUNTING
<b>DEPARTMENT/DIVISION:</b>	CORPORATE SERVICES AND LONG TERM CARE/FINANCIAL SERVICES
<b>SUBJECT:</b>	COMMUNITY PARTNERSHIP

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## **POLICY STATEMENT**

It is the policy of the City of Thunder Bay to have a framework to govern the establishment of partnerships for major capital projects between community groups and the City of Thunder Bay. The Community Partnership Fund allows the City of Thunder Bay to invest in vital work being conducted by community partners that aligns with priority issues recognized by the City.

## **PURPOSE**

The purpose of this policy is to support capital projects that improve quality of life and provide public benefit throughout the City of Thunder Bay and to provide transparency by outlining the eligibility criteria, assessment process, and review cycle for partnerships created between the City of Thunder Bay and recipients of the Community Partnership Fund.

## **DEFINITIONS**

“Applicant” refers to an eligible organization that has, or is in the process of, submitting an application to the Community Partnership Fund.

“City” refers to the corporation of the City of Thunder Bay.

“Community Safety and Well-Being Plan” or “CSWB Plan” refers to Council approved 2021-2025 Community Safety and Well-Being Plan as may be amended or replaced.

“Grant Review Team” is a group of Administration staff, together having the necessary range of expertise, as assigned by the City Manager, which assesses the applications submitted for the Community Partnership Fund.

“Major Capital Projects” are projects of an extraordinary nature, outside the usual wear-and-tear of an asset, with a budgeted cost of at least \$150,000.

“Partner” refers to an applicant who has successfully received support from the City of Thunder Bay through the Community Partnership fund.

“Priority Issues” refers to the gaps and issues of highest priority in the Community Safety and Well-Being Plan linked to targeted outcomes.

**CONDITIONS*****Objectives***

The development of community partnerships for capital projects will address at least two of the following objectives:

1. The development of capital projects that respond to Priority Issues as identified in the Community Safety and Well-Being Plan.
2. The development of capital projects that align with priorities identified in the current Corporate Strategic Plan.
3. The development and/or improvement of facilities which provide service to residents of the City.
4. To support extraordinary, high value capital projects that leverage funding from other sources.

***Principles***

Partnerships entered into by the City will support the following principles:

1. The partnership project should enhance public good and be aligned with the City's current Strategic Plan and/or CSWB Plan priorities.
2. Initiatives funded through the Community Partnership Fund are expected to have a positive, long-term impact on the community.

***Eligibility***

The following conditions for eligibility apply:

1. The Partner must be a duly constituted not-for-profit community organization, registered charity, or Indigenous organization including, but not limited to, First Nations as represented by their Chief and Council, Tribal Councils, and Indigenous Representative Organizations. Development Corporations are not eligible.
2. The Partner must be in good public standing, and operate or provide service(s) within the City of Thunder Bay.
3. Proposals must be major capital projects for new facilities, major renovations, expansions or redevelopment of a facility within the City of Thunder Bay.

***Application Requirements***

Requests will be evaluated in accordance with this Policy. Each application must include:

1. A project proposal that: includes proof of demonstrable need or service gap, defines program elements, identifies target users, addresses link to the CSWB and/or City's Strategic Plan, provides project timelines, and identifies measurable outcomes.
2. A detailed budget including: estimate of the total project costs, ongoing operating costs and proposed funding sources. The total projected cost of the project must be determined by a professional architect or professional engineer that is independent from the Applicant.
3. Letter(s) of support, and/or feedback gathered through community consultation.
4. Organization's most recent annual report and/or financial statements.

***Proposal Evaluation***

The project proposal for each application will be analyzed and evaluated by the Grant Review Team, along with subject matter experts in relevant Departments where applicable.

Upon completing internal analysis, Administration will bring forward a corporate report to Council which will include recommendations based on the evaluation conducted by the Grant Review Team. Council will decide whether or not to accept Administration's recommendations. Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.

### ***Criteria for Assessment***

The following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an Applicant for an eligible capital project:

1. The extent to which the proposed project addresses priority issues as defined in the CSWB Plan.
2. The extent to which the project aligns with the City's Strategic Plan.
3. The extent to which the proposal leverages funding contributed through other sources.
4. The extent to which the project introduces new infrastructure or capacity to the City.
5. The appropriateness of the scale of the proposed project and funds requested from the City.
6. The Applicant's ability to undertake and complete the project.
7. The extent of community support for the project.
8. The degree to which there will be positive benefits to the community.
9. The integration of considerations or business practices from the Net-Zero Strategy.

### ***City Contribution***

The City contribution towards capital projects may equal up to 25% of the eligible capital costs of the project to a maximum of \$500,000. All partnership funding arrangements are subject to the availability of funding.

### ***Eligible Capital Costs***

The following costs are eligible for cost-sharing under a community partnership:

1. Concept and design costs
2. Construction costs
3. Site development costs
4. Fixed equipment
5. IT infrastructure costs
6. Land
7. Municipal development fees

The following costs are not eligible:

1. Financing costs
2. Fundraising costs
3. Non-fixed furniture and equipment costs
4. Ongoing repairs, maintenance or renovations in the normal course of operations

The City reserves the right to require an additional review of the cost estimate, either by an independent consultant or internally.

### ***Reporting***

Successful applicants who receive partnership funding must report on how the funding was spent and the impact the funding had on the project. Short-term partnership projects are expected to provide Administration with an update on expenditures, revenue, progress and any anticipated timeline changes within six (6) months after entering into a partnership agreement.

Multi-year projects are expected to submit quarterly reports to Administration that provide an update on expenditures, revenue, project progress, and any actual or expected timeline changes.

Council approval of timeline and changes in scope of the work may be needed.

A final report on the project will be expected within six (6) months of project substantial completion.

Administration expects **final** reports to include:

1. Receipts and appropriate documentation that will allow Administration to audit expenditures eligible for funding.
2. Metrics or key performance indicators that speak to the level of success of the project. These indicators will be determined in collaboration with Administration.
3. Community response and/or participant feedback on the impact of the partnership project, where applicable.

Reporting will be reviewed within four (4) weeks of submission. Partners that do not submit appropriate reporting will forfeit their opportunity to apply for City funding in the future until Administration receives sufficient reports.

### ***Partnership Agreement***

In order to protect the City from unplanned liabilities and/or costs, a formal partnership agreement must be entered into by the City and the Community Group. Administration will monitor the terms of the agreement. The partnership agreement will address, at a minimum, the following points:

1. Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
2. Clauses to specify the responsibility for appropriate public liability and property damage insurance.
3. The manner in which funding payments are to be provided, including an appropriate review and approval process.
4. Conditions for safeguarding the City's investment in the capital project should the community group cease to operate or exist during the life of the project.
5. Agreed upon timelines for completion of the capital project.
6. Clarification that the City assumes no liability for ongoing operational or maintenance funding, unless already being provided by the City.
7. Dispute resolution process.

### ***Communication***

When informing the public or publishing information about community partnerships, the contributions of all participants must be fairly acknowledged and recognized. See the Corporations Communications Policy (07-01-07). Communications that announce project funding, changes, challenges or completion are to be coordinated with the City's Corporate Communications Division.

The City of Thunder Bay's corporate logo shall be used when identifying the City's participation in a Community Partnership, as required under the Corporation's Visual Identity Program.

Administration must ensure that the partners involved acknowledge the Corporation’s contribution in their own communications with the public.

**SCOPE**

The policy applies to all potential and confirmed partnerships between Community Partnership Fund applicants and the City of Thunder Bay for major capital projects.

**RELATED POLICIES & PROGRAMS**

Community, Youth & Cultural Funding Program  
Corporate Land-Related Financial Assistance 09-04-65

**REFERENCE**

R 74/2022: Community Partnership Policy  
R 181/2021: Strategy Development for Reducing Homelessness and Poverty in Our Community  
Climate-Forward City: Thunder Bay Net-Zero Strategy  
Corporate Report 2005.016: Policy on Community Partnership  
Community Safety & Well-Being Plan 2021-2025  
One City, Growing Together 2019-2022

<b>APPROVED BY:</b>	City Council	<b>Date:</b>	05/16/2022
<b>Replacing/Amending:</b>	2005.016 (Accounting)		
<b>Originating Department:</b>	Corporate Services and Long Term Care / Financial Service		
<b>Contact:</b>	Policy and Research Analyst		
<b>Departmental Procedural Manual:</b>			
<b>Affected Departments:</b>			