TO: Mayor and Council
FROM: Cynthia Beach, Commissioner, Sustainability & Growth Group
RESOURCE STAFF: Lanie Hurdle, Director, Recreation and Leisure Services
DATE OF MEETING: 2010-07-20
SUBJECT: Purchase of Service Agreement with Kingston Family YMCA

EXECUTIVE SUMMARY:

In 2008, the YMCA requested a grant from the City to cover City-imposed Project Fees (Impost, Development Charges and Building Permit Fees) valued at $250,000 for the construction of a 25 meter pool. Conditional on its approval the YMCA will be requested to provide programs and services of an equal value to the community in exchange for the grant in the form of a Purchase of Service Agreement at approximately $50,000 per year over five (5) years.

At the Council meeting held on August 4, 2009, staff presented the service agreement between the YMCA and the City of Kingston for 2009-2010. This agreement included seven (7) services to be provided by the YMCA under the purchase of service agreement for a total value of $50,000.

The YMCA was able to fulfill four (4) of the seven (7) identified service provisions under the 2009-2010 purchase of service agreement. As a result, $10,000 of the $50,000 allocation remains unspent in the 2009 operating budget. Staff and YMCA have reviewed challenges associated with the 2009 programs and made appropriate changes to ensure the successful implementation of the third year of a five year purchase of service term as approved by Council. The revised programs and services reflect current needs and are attached in Exhibit A. The 2008 Council authorization has resulted in short annual agreements which have been entered into for the programming years 2008-09 and 2009-10. The 2010-2011 agreement will be entered into under the same authority in coordination with Legal Services.

RECOMMENDATION:

THAT the Mayor and Clerk be authorized to enter into an agreement, in a form satisfactory to the Director of Legal Services, with the Kingston Family YMCA that is consistent with the existing standard agreement, attached as Exhibit A, for each of the remaining years.
AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER
Cynthia Beach, Commissioner, Sustainability & Growth

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Willing, Community Services</td>
<td>N/R</td>
</tr>
<tr>
<td>Denis Leger, Transportation, Properties &amp; Emergency Services</td>
<td>N/R</td>
</tr>
<tr>
<td>Jim Keech, President and CEO, Utilities Kingston</td>
<td>N/R</td>
</tr>
</tbody>
</table>

(N/R indicates consultation not required)
OPTIONS/DISCUSSION:

In 2008, the YMCA requested a grant to cover City-imposed Project Fees (Impost, Development Charges and Building Permit Fees) for the construction of their 25 meter pool. The approved grant was $250,000 which is equivalent to the estimate of fees calculated at $249,370.

At a regular meeting of Kingston City Council held on September 2, 2008, the following Clause (4), Report No. 97, was approved.

1. THAT Council authorize the Mayor and Clerk to enter into a purchase of service agreement on behalf of the City of Kingston with the Kingston Family YMCA to provide service opportunities of equivalent value in exchange for the awarding of a grant of approximately $250,000 to the Kingston YMCA;

   -and further-

   THAT the purchase of service agreement is conditional on securing opportunities for recreational services over a 5 year term with an annual payment of $50,000 for programs and services of equal value.

2. THAT Council approve a grant of $250,000 to the YMCA, 25 meter Aquatic Centre Development to be paid annually in the sum of $50,000 over a five year period subject to a satisfactory review of the program delivery addressed under item #1 above.

Funding was approved in the amount of $250,000 through the 2008 budget process with $50,000 allocated annually over a period of five (5) years. The purchase of service agreement is conditional on securing opportunities for recreational programs and services of equal value. The programs and services outlined in the agreement are formulated to address identified community needs and do not duplicate or impact negatively on programs and services currently being provided by the Recreation and Leisure Services Department. The purchase of service agreement is to be renewed annually to ensure services provided are meeting the identified community needs. Service provision recommendations are reviewed and agreed upon by both parties annually.

The YMCA was able to fulfill four (4) of the seven (7) service provisions under the purchase of service agreement and as a result $10,000 of the $50,000 allocation remains unspent from the 2009 operating budget. Funding requirements for the Aquatic Certification Program, Youth Sports League and the Kingston Gets Active Coordinator were not fulfilled.

1. The Aquatic Scholarship Program offered affordable aquatic certification programs to youth. It provided a marketable skill to youth and would help alleviate a shortage of aquatic personnel across the City. Despite ongoing promotion at local aquatic facilities, no registrations were received for this program.

2. The Youth Sports League is a program in partnership with the Boys & Girls Club providing children an opportunity to play organized sports, free of charge. Since this was the pilot year, the program did not expand to its full capacity therefore not all of the funding was required.

3. The Kingston Get’s Active funding supported the coordinator position. Kingston Gets Active is an alliance of health providers and supporters in Kingston and spearheads the Grade 5 and 9 physical activity passes for school children in Kingston. Funding was not fully allocated due to 1) unplanned leave of absence and 2) Heart & Stroke grant funds were not depleted until April 2010 reducing the funding requirement through the POS agreement.

As per the service agreement, programs and services were reviewed during the year and reasonable changes were made to reallocate funds to the programs with greater participant numbers and/or demonstrated need; as a result, funding for the YMCA Memberships and/or Programs for Youth in Need was enhanced from $8,000 to $11,881.
Staff and YMCA have reviewed challenges associated with the 2009 programs and made appropriate changes to ensure the successful implementation of the third year of a five year purchase of service term as approved by Council. The revised programs and services reflect current needs and are attached in Exhibit A for information. The Agreement will be prepared in coordination with Legal Services.

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

All programs and services outlined in the service agreement are provided at no cost to the community to reduce barriers to participation.

FINANCIAL CONSIDERATIONS:

The approval of the $250,000 grant was conditional on securing opportunities for services over a 5 year term. An annual grant of $50,000 is awarded subject to the terms and conditions of the purchase of service agreement and the outcomes of the annual reviews by staff. $10,000 of the $50,000 allocated in the 2009 operating budget was unspent. $50,000 has been allocated for this agreement in the 2010 operating budget.

CONTACTS:

Lanie Hurdle, Director, Recreation and Leisure Services
Lynda Breen, Supervisor, Recreation Programs

OTHER CITY OF KINGSTON STAFF CONSULTED:

N/A

EXHIBITS ATTACHED:

Appendix A: Proposed 2010-11 Service Provision
Appendix B: Summary Analysis – City of Kingston Purchase of Service Agreement
Young Men’s Christian Association of Kingston, Ontario (Kingston Family YMCA)

Purchase of Service Agreement with the City of Kingston

Service Provision

The following is a list of services to be provided by the Kingston Family YMCA to the Kingston community, during the calendar year (July 1, 2010 – June 30, 2011). The list of services to be provided are to be re-evaluated annually to ensure the provision of services are fulfilling the identified community needs and not infringing on or duplicating programs currently being provided by the Recreation and Leisure Department.

a. Funding for YMCA memberships and/or programs for youth in need for a total of $8,000.

c. Partnership funding for Kingston Get’s Active initiatives. Estimated total of $10,000.

   *Kingston Gets Active* is a coalition of community partners with a purpose of increasing the number of physically active citizens in our community. KGA has strong community partnerships with wide spread benefits. Funding is provided for community initiatives which may include partial funding for the Coordinator salary (2 days per week). The Coordinator of *Kingston Gets Active* is currently housed at the Kingston Family YMCA with full office support.

   *KGA* exists for the purpose of increasing the number of physically active citizens by:
   1) Building community capacity,
   2) Linking resources, events and opportunities,
   3) Reducing barriers for individual behaviour change
   4) Creating supportive environments where our citizens, learn, commute, work and play

d. Provision of funding for Sports League leadership/instruction program offered in partnership with YMCA and Boys & Girls Club at the QECV i.e. free sport league programming. Estimated total of $10,000.

e. Provision of enhancement funding for ‘Family Day’ activities at the Kingston Family YMCA facility. Facility is opened to the public free of charge on this National Holiday. Estimated total of $5,000.

g. Provision of Family Fitness Breaks in 5 city park locations July through August. Free activities once per week at 5 park locations, includes refreshments. Estimated total of $7,000.

h. Healthy Active Lifestyle programming for children and youth in Rideau Heights community in partnership with YMCA, Salvation Army and Kingston Community Health Centre. Combines physical activities with a cooking program involving nutrition, food purchase, preparation and full meal provided at each class. Estimated total of $5,000.

i. Provision of enhanced physical activity program in schools to support new curriculum. Seed money to pilot two (2) schools in September. Estimated total of $5,000

The above services would account for a total of $50,000 annually. Therefore, in exchange for the requested grant ($250,000), the Kingston YMCA will provide the outlined services, or similar services agreed to annually, to the community over a 5 year period; the commencement of the 5 year period being June 2008.
Key indicators of success are the levels of participation and the satisfaction of the participants. Participation levels will be monitored by gathering statistics for each service or program. A final report, summarizing and evaluating activities (a) through (i) will be provided on or before June 30th of each year which includes, but is not limited to the following: programs provided, participation numbers and spaces or classes provided and dollar value associated with service provision.

Ongoing evaluations are conducted by the program leaders and management to ensure that participants are satisfied with all aspects of the programs and those programs and/or services are fulfilling the identified needs. Reasonable changes can be made to programs and/or funding allocations with feedback from users, providers and the City.

All advertising and communication for these services will contain the name and logo of both parties.

This agreement will be reevaluated annually by both parties. Anniversary date will be July 01.
# Kingston Family YMCA

## Summary Analysis - City of Kingston Purchase of Service

**July 1, 2009, through June 30, 2010**

1. **Provision of a 24 hour accessible child care facility for emergency workers**
   - **Allocation:** $5,000 per year
   - **Claimed:** $5,000

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
<th>RECOMMENDATION</th>
<th>RESIDENTS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive positioning of the quality of YMCA Child Care</td>
<td></td>
<td>Provisions complete. No need to renew.</td>
<td>N/A</td>
</tr>
<tr>
<td>Fills a need for the City of Kingston</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Family Day**
   - **Allocation:** $5,000 per year
   - **Claimed:** $5,000

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
<th>RECOMMENDATION</th>
<th>RESIDENTS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great exposure for the YMCA – large turnout of families on that day</td>
<td></td>
<td>Continue for 2010</td>
<td>1500 attended</td>
</tr>
</tbody>
</table>

3. **Annual funding for participant subsidies**
   - **Allocation:** $8,000 per year
   - **Claimed:** $11,881

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
<th>RECOMMENDATION</th>
<th>RESIDENTS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides access to recreational facilities and summer camp for people who are unable to afford full fee.</td>
<td>Demand for subsidized memberships and camperships increased by $25,000 over 2008 to $100,000</td>
<td>Excellent POS.</td>
<td>20 children at winter camp, subsidies totalling $1,773; 264 children and youth in YMCA memberships, subsidies totalling far more than $10,108 funding provided through POS</td>
</tr>
</tbody>
</table>
Summary Analysis - City of Kingston Purchase of Service

July 1, 2009, through June 30, 2010

4. Aquatic Scholarships

<table>
<thead>
<tr>
<th>Allocation: $4,000 per year</th>
<th>Claimed: $0</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANTAGES</td>
<td>DISADVANTAGES</td>
</tr>
<tr>
<td>Great exposure for the YMCA and the City and is keeping with our mission.</td>
<td>No one signed up for it, despite advertising several times</td>
</tr>
<tr>
<td>Help alleviate a shortage of aquatic personnel and provide a marketable skill</td>
<td></td>
</tr>
</tbody>
</table>

5. Fitness breaks at Market Square – two times a week x 16 weeks

<table>
<thead>
<tr>
<th>Allocation: $1,000 per year</th>
<th>Claimed: $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANTAGES</td>
<td>DISADVANTAGES</td>
</tr>
<tr>
<td>Fitness available downtown</td>
<td>Again this year, there wasn’t a big demand.</td>
</tr>
<tr>
<td>We cannot deliver the service to those in greatest need, as per our mission</td>
<td></td>
</tr>
</tbody>
</table>
### 6. Youth Sports League

**Allocation:** $12,000 per year  
**Claimed:** $1,791

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
<th>RECOMMENDATION</th>
<th>RESIDENTS SERVED</th>
</tr>
</thead>
</table>
| Moved recreational activities to a higher need area of the City  
10 spots were made available for children in each sport (40 spots total)  
A chance for children to play organized sports, free of charge.  
There are five teams involved, one of which is a YMCA team. The sports that are played include basketball, floor hockey, volleyball and soccer. There is a separate sign-up for each sport, meaning that different children play different sports. However, some children sign up for all sports. On the fifth and final week of each sport, a banquet is held and children are provided with pizza and team medals. Children are being active, having fun and learning from positive role models. Parents, who are welcome to stay for their children’s activities, give positive feedback and see the value in the league. | Since it was a pilot, not all the money was required this year. | Would like to expand this, potentially to Wally Elmer or another area of need  
Continue to partner with the Boys and Girls club. | 40 children  
5 volunteer teen coaches |

Exhibit B
### 7. Kingston Gets Active

**Allocation:** $15,000 per year  
**Claimed:** $5,328

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
<th>RECOMMENDATION</th>
<th>RESIDENTS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support for the ½ of the wages of a half-time coordinator. Kingston Gets Active is an alliance of health providers and supporters in Kingston and spearheads the Grade 5 and 9 activity passes for schoolchildren in Kingston. Funding shared with Heart and Stroke Advocacy Fund. Several partnerships have come out of this group, including the “Now You’re Cooking” concept.</td>
<td>Unable to spend the full amount due to (i) unplanned 2 month leave of absence for the coordinator, and (ii) Heart &amp; Stroke grant funds not depleted until April 2010.</td>
<td>Continue to support KGA initiatives in 2010-2011</td>
<td>Population of Kingston</td>
</tr>
</tbody>
</table>