



City of
Peterborough

Community Service Agreement Program Policy

Department:	Community Services
Division:	N/A
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2025/01/01
Revision #:	N/A

1.0 Purpose

- 1.1. The City recognizes that supporting the activities of local not-for-profit, community-based organizations and charities is an investment in the community across various local sectors and in the quality of life of City residents.
- 1.2. This Policy contributes to the fulfillment of the City's Strategic Plan through its support of and alignment with the Plan's Vision, Mission, Values, and Strategic Pillars.
- 1.3. The purpose of this Policy is to formalize the City's Community Service Agreements, as approved by Council.
- 1.4. This Policy facilitates the City's compliance with Section 107 (1) of the Municipal Act, 2001 and ensures that financial assistance is provided to non-profit, community-based organizations in a transparent, accountable, and consistent manner.
- 1.5. The fundamental goal of this Policy is to provide a framework for administering Community Service Agreements across various local sectors in the community.

2.0 Application

- 2.1. This Policy applies to:
 - a) All those responsible for overseeing, administering, supporting, and/or approving the Community Service Agreement program and the provision of funding under that program.
 - b) All those responsible for or involved in the decision-making processes related to the allocation of Community Service Agreement funding.
 - c) All those eligible for a Community Service Agreement.
 - d) All funds that form part of the Community Service Agreement program grants.

2.2. This Policy does not apply to:

- a) Those who do not qualify for a Community Service Agreement.
- b) Financial Support provided through means such as Community Grants which is addressed through separate Policies.

3.0 Definitions/Acronyms

Charity – An organization registered with the Canada Revenue Agency with an approved charitable number.

Community Service Delivery Agreement – A funding agreement between the City and a local organization for the delivery of programs or services that are mandated or approved by the municipality.

Local Sectors – The categories commonly used to identify the local agencies being supported. These sectors include:

- **Arts:** Creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;
- **Culture:** Beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;
- **Environment:** Beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
- **Heritage:** Identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);
- **Recreation:** Activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;
- **Social Services & Health:** Programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence).

Not-for-Profit Organization (NFP) – A federally or provincially incorporated organization.

Strategic Plan – A Plan approved by City Council April 24, 2023 that sets out the Vision, Mission, Values, and Strategic Pillars for the City.

a) The Plan’s Vision:

Peterborough2050 – Build a Future-Ready City with a forward-looking, contemporary community, thriving in creativity and a modern economy. The Peterborough of tomorrow will be bold, innovative, progressive, caring, vibrant, inclusive, prosperous, and sustainable, a place that respects its past, heritage, culture, and readily embraces its future with excitement and renewed vigor. Leading Today for Tomorrow will ensure our City’s fair share of respect and economic growth, locally as well as globally.

b) The Plan’s Mission:

The Corporation of the City of Peterborough is committed to deliver proactive, effective, and efficient service delivery through a collaborative, engaged, and value-driven organizational culture to Peterborough’s growing and diverse community.

c) The Plan’s Values:

- Trust & Integrity
- Engagement & Openness
- Compassion & Teamwork

d) The Plan’s Strategic Pillars:

- Growth and economic development
- Infrastructure
- Community and wellbeing
- Governance and fiscal sustainability

4.0 Policy Statement(s)

4.1. Community Service Agreements Purpose

1. Community Service Agreements support local not-for-profit (NFP) organizations and charities that deliver programs or services that are:
 - Mandated or approved by the City.
 - Activities that the City may otherwise be expected to delivered.

2. Community Service Agreements are not intended to be the primary source of funding that supports an organization.

4.2. Community Service Agreement Parameters

Community Service Agreements will be in accordance with the following parameters:

1. Agreements will be approved and formalized for three-year terms.
2. Each agreement will be required to include measurable outcomes specific to each organization.
3. Annual reporting will be required.
4. Funded organization will be in good standing with the City
5. Organizations funded under a Community Services Agreements may continue to be eligible for the following:
 - property tax rebates to registered charities
 - property tax exemptions
 - Municipal Capital Facilities
 - waiver of fees
 - support for parades and processions
 - capital projects and special events
 - in-kind support
 - interest-free loans
 - direct project specific appeals.

4.3. Funding Guidelines

Funding through a Community Service Agreement is initiated by City staff. There is no application process.

4.4. Approval Process

All new Community Service Agreements are approved through a report to Council outlining the rationale for this method of funding and support to a local organization.

4.5. Reporting Requirements

Organizations with a Community Service Agreement will report on an annual basis.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- [City of Peterborough Strategic Plan](#)
- [Municipal Act, 2001, Section 107 \(1\)](#)

5.2. Related Policies:

- Community Wellbeing Grants Policy (under development)

5.3. Related Procedures:

- N/A

5.4. Related Forms:

- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments
2024-06-24		Policy approved by Council through Report # CSD24-003

Next Review Date:	March 1, 2027
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