



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Vic Juba Funding Agreement 2024-2026

Department: Community Development Services

Presented By: Tracy Simpson

Council Meeting Date: December 11, 2023

Recommendation:

That Council authorize Administration to enter into a Funding Agreement with Vic Juba Community Theatre at a cost of \$250,000 for 2024 and a 5% increase annually, pending operational budget approval, to be paid over a three-year term commencing January 1, 2024, and ending December 31, 2026, and that the Mayor and City Clerk be authorized to sign and seal all necessary documents.

Additionally, that Council authorize Administration to provide the Vic Juba Community Theatre with \$50,000 for a Project Coordinator role to be funded in 2024 on a one-year term with the option to extend for an additional six months at a cost of \$25,000, as outlined in the three-year Funding Agreement for 2024-2026.

That Council approve the allocation of \$107,390 from the Recreation & Culture Operating Reserve 1-700-740-34170 to fund the 2024 costs of the Funding Agreement.

Issue: The current three-year funding agreement with the Vic Juba Community Theatre (Theatre) is expiring December 31, 2023, and a new funding agreement is required.

Background: On January 11, 2021, Council approved administration to enter into a three-year funding agreement with the Theatre to provide funding for the purpose of delivering community programs and/or services. The City of Lloydminster (City) had been providing funding to the Theatre for several years through a third party ask annually, and in 2021, Council approved a new process of funding non-profit organizations in three-year terms. The original agreement identified the requirements of both parties to complete the following:

- The Theatre is required to utilize the funds for the purpose of delivering community programs and/or services and the City could alter the funding should these requirements not be met.
- The Theatre acknowledges the City's contributions on promotional and advertising materials.
- The Theatre submits annual audited financial statements to the City.
- The City and the Theatre partner in the development of a 5 – 10-year capital plan and align the capital project requirements with the City's annual budget process. The City committed to having a more proactive approach on the maintenance of the building envelope, which is owned by the City.

The agreement is set to expire on December 31, 2023, so the City and the Theatre have been negotiating the terms of the new agreement. The following items have been added to the new agreement, which will have a term of three years and will expire on December 31, 2026.

- Negligence, Indemnity, and Termination sections have been added/updated.
- Insurance section updated to reflect that the Theatre has their own insurance policy now and is not included in the City's policy.
- The City shall provide limited access to professionals in human resources, finances and accounting, communication and marketing, and building maintenance in-kind to the Theatre.
- Additional reporting requirements of once annually presenting to Council at a Governance and Priorities Committee meeting and a final report for all capital projects funded by the City.
- The addition of contractor on a one-year term to lead a comprehensive project plan aimed at achieving key organizational objectives including the following:
 - Board Governance – oversee the rewriting of the organization's board bylaws, facilitate the establishment and functionality of the governance board committee, and facilitate training sessions for committee members including producing an on-boarding training manual.
 - Policy Development – lead the development and completion of a comprehensive policy handbook, providing clear guidelines for organizational operations.
 - Microsoft 365 Roll-out – assist with the smooth transition and implementation of the updated Microsoft 365 tools across the organization.
 - Partnership Agreements – establish a partnership agreement with the Lloydminster Regional Theatre Foundation and the Lloydminster Concert Series Association.
 - Tri-party Operating Agreement – implementation of agreed upon terms.
 - Business Plan – assist the General Manager in developing a comprehensive business plan, outlining strategic goals, financial projections, and sustainability measures.

The City and the Theatre are looking forward to continuing the partnership and advancing community access to arts and culture.

Options:

1. That Council approve the motions as indicated in the recommendations above.
2. That Council does not authorize Administration to enter into a 3-year Funding Agreement with the Vic Juba Community Theatre.
3. That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. The City of Lloydminster owns the Vic Juba Community Theatre building and is responsible for ensuring that the building is properly maintained, by investing annually.

Legal Review: Legislative Services has reviewed the draft Funding Agreement.

Governance Implications: N/A



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Budget/Financial Implications: The City of Lloydminster will make a grant payment to the Vic Juba in monthly installments up to the total amount for each year:

2024 Revenue Sources

2024 Operating Budget	\$192,610	
Recreation and Culture Operating Reserve Allocation (1-700-740-34170)	\$107,390	
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Total 2024 Revenue		\$300,000

2024 Expenses

2024 Grant Payment	\$250,000	
2024 Project Coordinator Role	\$50,000	
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Total 2024 Expenses		\$300,000

Future Budget Implications

2025 Grant Payment	\$262,500	
2025 Project Coordinator Role (pending approval by both parties)	\$25,000	
2026 Grant Payment	\$275,625	
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Total Future Budget Implications		\$563,125
Total Agreement Value		\$863,125

Environmental Implications: N/A

Report Approval Details

Document Title:	Vic Juba Funding Agreement 2024-2026.docx
Attachments:	
Final Approval Date:	Dec 8, 2023

This report and all of its attachments were approved and signed as outlined below:

Tracy Simpson

Doug Rodwell

Dion Pollard