



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
TUESDAY, APRIL 10, 2018 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



1. **Call to order by Chair**
2. **Additions/Deletions/Approval of the Agenda**
3. **Declaration of Pecuniary Interest or Conflict of Interest**
4. **Approval of Draft Minutes - March 8, 2018**
5. **Business Arising from the Minutes**
6. **Facility Manager's Report**
7. **General Business**
 1. **Accounts**
 2. **Financial Report & Discussion about Capital Budget/Reserve - Treasurer**
 3. **Building Renovations/Improvements - Discussion**
 4. **Beef BBQ**
 1. **Cost of Tickets**
 2. **Raffle**
 3. **Advertising**
 4. **Other**
 5. **Resignation of Member Allen Clarke - Motion to accept - Discussion regarding filling vacancy**
 6. **Risk Management Policy - Samples from other municipalities**
 7. **Unfinished Business**
 1. **Policies of the Board**
 1. **Hiring Policy**
 3. **Procurement Policy**
 4. **Progressive Discipline Policy**
 8. **Tour of the Facility**
8. **Closed Session**
9. **Notice of Motion**
10. **Confirmation Motion**
11. **Adjournment and Date of Next Meeting - Tuesday, May 8, 2018 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
AGENDA
THURSDAY, MARCH 8, 2018 – 7:00 P.M.
MELANCTHON MUNICIPAL OFFICE COMMITTEE ROOM**



The North Dufferin Community Centre Board of Management held its meeting on the 8th day of March, 2018 at 7:00 p.m., in the Committee Room, at the Melancthon Township Municipal Office. Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice Chair, Melancthon
Dave Besley, Councillor Melancthon
Keith Lowry, Councillor Mulmur
Debbie Fawcett, Melancthon
Nancy Noble, Mulmur
Clayton Rowbotham, Melancthon
Heather Boston, Treasurer, Mulmur
Donna Funston, Administration and Finance Assistant, Melancthon
Denise Holmes, CAO/Clerk, Interim Secretary, Melancthon

Regrets:

Allen Clarke, Mulmur (with prior notice given).

Call to Order by Chair

Chair Tupling called the meeting to order.

Approval of Agenda

Remove 7(8) Tour of the Facility as meeting location changed. Moved by Noble, Seconded by B. Tupling, that the agenda be approved as amended. Carried.

Declaration of Pecuniary Interest or Conflict of Interest

No member declared a pecuniary or conflict of interest. There was discussion about this matter regarding Members of the Board who are also part of the Honeywood Minor Hockey Association.

Approval of Draft Minutes

Moved by Fawcett, Seconded by Lowry that the minutes of the North Dufferin Community Centre Board of Management held on January 9, 2018 be approved as circulated. Carried.

Business Arising from the Minutes

Member Lowry circulated correspondence to the Board Members which provided information on who is a Director/Board Member and what the general fiduciary duties are of same. Discussion ensued on policy imperatives and Staff were directed to check with CDRC and Southgate to see if they have policies dealing with Child Protection and Risk Management. If they do, it was asked that they be circulated to the Board Members for review.

Facility Manager's Report

The Manager's Report was reviewed and Staff were directed to ask the Manager to prioritize the list of repairs submitted. First divide list into two categories, ice surface and west of ice surface next a time frame attached to each repair - urgent repairs, repairs within three months, repairs one year or longer. More discussion next meeting regarding renovations.

General Business

1. Accounts
2. OMERS-New Participating Member Association
3. Consideration-Spring Recreation Guide
4. Financial Report-Treasurer
5. Building Renovations/Improvements - Discussion
6. Beef BBQ
7. Unfinished Business
 1. Procedural By-Law
 2. Policies of the Board
 1. Capital Asset Policy
 2. Hiring Policy
 3. Procurement Policy
 4. Progressive Discipline Policy
 5. Personal Use of Facility/Equipment Policy
 3. Facility Rental Agreement
 4. Draft 2018 Budget
 5. List of Current Contracts

1 - Moved by Fawcett, Seconded by Noble that the accounts in the amount of \$1,895.02 be paid. Carried.

#2 – Moved by Besley, Seconded by Fawcett that **Resolution** to authorize participation in the OMERS primary pension plan ("Primary Plan"), and the retirement compensation arrangement ("RCA") that provides benefits for members and former members of the Primary Plan, in respect of the employees of **NDCC Board of Management** identified herein.

Whereas pursuant to subsection 6(1) of the Primary Plan an employer who is eligible under the *Ontario Municipal Employees Retirement System Act, 2006* ("OMERS Act, 2006") to participate in the Primary Plan and the RCA may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions, and has all of the powers necessary and incidental thereto.

Therefore the **Board of the NDCC Board of Management** ("Employer") enacts as follows:

The Employer shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(2) of the OMERS Act, 2006, as amended from time to time, ("Employee") as of the first day of **January 2018** ("Effective Date") and authorizes the Treasurer of the NDCC Board of Management to submit forthwith a certified copy of this **Resolution** to the OMERS Administration Corporation ("AC").

I. An Employee who is employed on a continuous full-time basis ("CFT Employee"), as defined in subsection 9(1) of the Primary Plan, as amended from time to time, and who commenced employment with the Employer before the Effective Date is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the CFT Employee's application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the CFT Employee becomes a member but not before the date on which the CFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

II. Every person who becomes a CFT Employee on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.

III. An Employee who is employed on other than a continuous full-time basis ("OTCFT Employee") and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA on the first day of the month following the month in which the OTCFT Employee's application is received by the AC, provided that the AC may, at the request of the Employer, fix an earlier date on which the OTCFT Employee becomes a member but not before the date on which the OTCFT Employee became entitled to be a member or the first day of January in the year in which the application is received by the AC, whichever is the later date.

IV. Any person who holds a senior management position with the Employer ("Senior Management Official"), as the Employer may designate from time to time, is hereby authorized on behalf of the Employer to take all such action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of this **Resolution** and to fulfill the Employer's duties and

obligations with respect to the Primary Plan and the RCA, as required from time to time. Carried.

#3 – Deadline already passed therefore no action.

4 - No Financial Report - very few invoices coming in. Treasurer will provide for next meeting.

5 – Chair Tupling suggested tearing off everything west of the ice surface and rebuilding, applying for a Trillium grant and request a loan if more funding is needed to complete renovations. Divide project into two Sub-Committees – Building Sub-Committee was established and will be Bert Tupling, Dave Besley and Clayton Rowbotham. Finance Sub-Committee TBD.

6 - Moved by Lowry, Seconded by Fawcett that NDCC Board of Management resolves to ask Janice Aldcorn to take on the lead responsibility for the 2018 Honeywood Beef BBQ. Carried.

Moved by B. Tupling, Seconded by Noble that the NDCC Beef BBQ will be held on July 21, 2018. Carried.

At this time, Chair Tupling gave Vice-Chair Tupling approval to speak about Strawberry Supper on July 1, 2018 and he will contact Janet Horner in Mulmur regarding Mulmur Day and a possibility of doubling up this event.

- #7 –
- (1) The Board will use Mulmur's Procedural By-law as per the Agreement
 - (2) Policies of the Board
 - Capital Asset – Mulmur owns the arena
 - Hiring Policy- Member Lowry will review this policy
 - Procurement policy- Denise and Heather will update limits
 - Progressive Discipline Policy-Member Besley will review
 - Personal use of Facility – no personal use of facility just use a contract with a paragraph at the top
 - (3) Facility Rental Agreement – no adjustments necessary
 - (4) Moved by Besley, Seconded by Fawcett the NDCC Board approve the draft budget for 2018 as amended by the Treasurer. Carried.
 - (5) List of Current Contracts- no need for adjustments

#8 – Closed Session

Moved by Lowry, Seconded by Rowbotham be it resolved that: the North Dufferin Community Centre Board of Management move into a Closed Session Meeting pursuant to the Section 239 of the Municipal Act, 2001, as amended, at 8:56 p.m. for the following reason: 2(b) personal matters about an identifiable individual, including municipal or local board employees – Facility Personnel. Carried.

Moved by B. Tupling, Seconded by Rowbotham the North Dufferin Community Centre Board of Management rise from Closed Session at 9:20 p.m. with report. Carried.

Report from Closed Session

Moved by Lowry, Seconded by Fawcett NDCC Board of Management appoint Dave Besley to be the contact person of the Board to work with the Secretary of the Board for employee relations. Carried.

#9 Notice of Motion

None

#10 Confirmation Motion

Moved by Rowbotham, Seconded by Noble be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

9:25 p.m. - Moved by Besley, Seconded by Fawcett that we adjourn the North Dufferin Community Centre Board of Management meeting to meet again on Tuesday, April 10, 2018 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

The meetings for the NDCC Board of Management will be held the second Tuesday of the month from 7-9 p.m. at the North Dufferin Community Centre.

CHAIR

SECRETARY

Accounts Payable

AP Approval: Feb 1 - March 26, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 27/03/2018 Paid Invoices Cheque Date 01/02/2018 to 26/03/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000007 A.W. SILLS SALES AND SERVI	109396	GARBAGE BAGS/STRIDE CLEANER	06/02/2018	12/02/2018	136.11
		01-2000-7220 GARBAGE BAGS/STRIDE CLEANER			136.11
000007 A.W. SILLS SALES AND SERVI	109395	WASTE BIN/LID	06/02/2018	12/02/2018	372.23
		01-2000-7220 WASTE BIN/LID			372.23
000007 A.W. SILLS SALES AND SERVI	109218	PAPER TOWELS	17/01/2018	12/02/2018	75.71
		01-2000-7220 PAPER TOWELS			75.71
000007 A.W. SILLS SALES AND SERVI	109699	BLADE SHARPENING	19/03/2018	22/03/2018	98.31
		01-2000-7240 BLADE SHARPENING			98.31
		Vendor Total			682.36
000001 HURONIA/MED-E-OX LTD	144306	ARENA FURNACE PROPANE	13/02/2018	21/02/2018	90.00
		01-2000-7210 ARENA FURNACE PROPANE			90.00
000001 HURONIA/MED-E-OX LTD	122075	ARENA FURNACE PROPANE	27/02/2018	13/03/2018	120.01
		01-2000-7210 ARENA FURNACE PROPANE			120.01
000001 HURONIA/MED-E-OX LTD	148279	ARENA FURNACE PROPANE	20/03/2018	26/03/2018	150.01
		01-2000-7210 ARENA FURNACE PROPANE			150.01
		Vendor Total			360.02
000016 HYDRO ONE	Feb 9 2018	BLDG HYDRO: JANUARY	28/02/2018	28/02/2018	687.68
		01-2000-7200 BLDG HYDRO: JANUARY			687.68
000004 MCDONALD HOME HARDWAR	66182	ARENA CLEANERS	02/02/2018	07/02/2018	215.80
		01-2000-7220 ARENA CLEANERS			215.80
000004 MCDONALD HOME HARDWAR	68454	ARENA MOP/SPONGE/PAIL	14/02/2018	21/02/2018	54.21
		01-2000-7220 ARENA MOP/SPONGE/PAIL			54.21
		Vendor Total			270.01
000002 PROVINCIAL FILTER EXCHAN	JAN 30 2018	FILTER CLEANING	30/01/2018	07/02/2018	40.00
		01-2000-7230 FILTER CLEANING			40.00
000002 PROVINCIAL FILTER EXCHAN	March 1 2018	FILTER CLEANING	01/03/2018	13/03/2018	40.00
		01-2000-7230 FILTER CLEANING			40.00
000002 PROVINCIAL FILTER EXCHAN	March 26, 2018	FILTER CLEANING	26/03/2018	26/03/2018	40.00
		01-2000-7230 FILTER CLEANING			40.00
		Vendor Total			120.00
000014 RECEIVER GENERAL	January 2018	JANUARY REMITTANCES	28/02/2018	28/02/2018	1,469.07
		01-1000-2201 JANUARY REMITTANCES: TAX			784.87
		01-1000-2203 JANUARY REMITTANCES: CPP			464.94
		01-1000-2202 JANUARY REMITTANCES: EI			219.26
000012 SAMMONS CUSTOM FARNING	3450	JAN. SNOW REMOVAL	02/02/2018	07/02/2018	1,350.35
		01-2000-7220 JAN. SNOW REMOVAL			1,350.35
000012 SAMMONS CUSTOM FARNING	3484	SNOW REMOVAL: FEBRUARY	28/02/2018	28/02/2018	768.40

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#7.1

Accounts Payable

AP Approval: Feb 1 - March 26, 2018

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2018 to 27/03/2018 Paid Invoices Cheque Date 01/02/2018 to 26/03/2018

Vendor Number Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
		01-2000-7220 SNOW REMOVAL: FEBRUARY			768.40
				Vendor Total	2,118.75
000008 SHELBURNE HOME HARDWARE	222049/1	1X8 KNOTTY PINE BOARDS	08/02/2018	08/02/2018	26.92
		01-2000-7220 1X8 KNOTTY PINE BOARDS			26.92
000011 SPARLINGS PROPANE	88725066359120	ARENA BOOTH PROPANE	07/02/2018	21/02/2018	89.63
		01-2000-7230 ARENA BOOTH PROPANE			89.63
000011 SPARLINGS PROPANE	88725066433794	ARENA BOOTH PROPANE	05/03/2018	13/03/2018	109.66
		01-2000-7230 ARENA BOOTH PROPANE			109.66
				Vendor Total	199.29
000006 TELIZON INC	03500420180213	ACCT #35004 - ARENA FEB	13/02/2018	21/02/2018	65.96
		01-2000-7110 ACCT #35004 - ARENA FEB			65.96
000006 TELIZON INC	03500420180313	ARENA MARCH PHONE	13/03/2018	21/03/2018	66.26
		01-2000-7110 ARENA MARCH PHONE			66.26
				Vendor Total	132.22
000015 TOWNSHIP OF MULMUR	Feb 2018	2018 KEYSTONE RENEWAL	28/02/2018	28/02/2018	1,549.40
		01-2000-7100 2018 KEYSTONE RENEWAL			1,549.40
000013 WAYNE BIRD FUELS	0365619	ARENA FURNACE OIL	16/01/2018	09/02/2018	1,652.01
		01-2000-7210 ARENA FURNACE OIL			1,652.01
000013 WAYNE BIRD FUELS	0369781	ARENA FURNACE OIL	14/02/2018	13/03/2018	273.40
		01-2000-7210 ARENA FURNACE OIL			273.40
000013 WAYNE BIRD FUELS	0372107	ARENA FURNACE OIL	28/02/2018	13/03/2018	248.39
		01-2000-7210 ARENA FURNACE OIL			248.39
000013 WAYNE BIRD FUELS	0369265	ARENA FURNACE OIL	09/02/2018	13/03/2018	1,708.53
		01-2000-7210 ARENA FURNACE OIL			1,708.53
000013 WAYNE BIRD FUELS	0369264	ARENA FURNACE OIL	09/02/2018	13/03/2018	317.24
		01-2000-7210 ARENA FURNACE OIL			317.24
000013 WAYNE BIRD FUELS	0372106	ARENA FURNACE OIL	28/02/2018	13/03/2018	914.69
		01-2000-7210 ARENA FURNACE OIL			914.69
				Vendor Total	5,114.26
000017 WORKPLACE SAFETY & INSU	Jan-Mar 2018	ARENA WSIB 1ST QTR	21/03/2018	21/03/2018	175.68
		01-2000-7005 ARENA WSIB 1ST QTR			175.68
				Unpaid Invoices	0.00
				Paid Invoices	12,905.66
				Invoices Total	12,905.66
				Selected G/L Account Total	12,905.66

Payroll: \$10, 138.21

Grand Total: \$23,043.87

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 12 Ending DEC 31,2018

Account	Description	Previous Year Total	Current Year To Date	
			Actual	Budget
Fund: 01 OPERATING FUND				
Category: 27??				
2000 INCOME STATEMENT				
Revenue				
01-2000-4000	MULMUR GRANT	26,260.50	25,276.50	
01-2000-4010	MELANCTHON GRANT	26,260.50	25,276.50	
01-2000-4030	FUNDRAISING REVENUE	0.00	20,000.00	
01-2000-4100	MINOR RATE ICE RENTAL REVEN	14,928.75	45,000.00	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	12,106.04	52,000.00	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	0.00	500.00	
01-2000-4120	NON-RESIDENT USER FEES	672.60	3,000.00	
01-2000-4200	BOOTH RENTAL REVENUE	2,435.80	4,300.00	
01-2000-4210	HALL RENTAL REVENUE	0.00	2,600.00	
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	
01-2000-4240	VENDING MACHINE REVENUE	0.00	250.00	
01-2000-4300	PENALTIES & INTEREST	15.57	525.00	
Total Revenue		86,659.76	182,888.00	
Expense				
01-2000-7000	WAGES	16,581.09	45,000.00	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	1,846.70	5,600.00	
01-2000-7010	BENEFITS-OMERS	953.57	3,000.00	
01-2000-7015	STAFF TRAINING/DUES, FEES, SU	0.00	300.00	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,583.05	1,200.00	
01-2000-7110	COMMUNICATION	325.35	3,000.00	
01-2000-7115	INSURANCE	0.00	12,200.00	
01-2000-7120	HEALTH & SAFETY	0.00	2,800.00	
01-2000-7125	PROF FEES - AUDIT	0.00	1,188.00	
01-2000-7130	PROF FEES - WATER TESTING	0.00	300.00	
01-2000-7150	BANK CHARGES	0.03	500.00	
01-2000-7200	HYDRO	602.54	60,000.00	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	4,977.24	12,000.00	
01-2000-7220	BLDG & GROUNDS MAINTENANCE	3,572.67	15,000.00	
01-2000-7230	BOOTH MAINTENANCE	511.93	1,300.00	
01-2000-7240	ICE PLANT/MACH MAINTENANCE	232.00	9,000.00	
01-2000-7300	FUNDRAISING EXPENSE	0.00	10,500.00	
Total Expense		31,186.17	182,888.00	
Dept Excess Revenue Over (Under) Expenditures		55,473.59	0.00	
Category Excess Revenue Over (Under) Expenditures		55,473.59	0.00	

APR 10 2018
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 # 7.2

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2018 - From Period 1 To Period 12 Ending DEC 31,2018

Account	Description	Previous Year Total	Current Year To Date Actual	Budget
REPORT SUMMARY				
01-2000	INCOME STATEMENT		86,659.76	182,888.00
	Fund 01 Total Revenue		86,659.76	182,888.00
01-2000	INCOME STATEMENT		31,186.17	182,888.00
	Fund 01 Total Expenditure		31,186.17	182,888.00
	Fund 01 Excess Revenue Over (Under) Expenditures		55,473.59	0.00
	Report Total Revenue		86,659.76	182,888.00
	Report Total Expenditure		31,186.17	182,888.00
	Report Excess Revenue Over (Under) Expenditures		55,473.59	0.00

Donna Funston

From: Allen Clarke <abclarke@rogers.com>
Sent: April-03-18 10:10 AM
To: Donna Funston; Heather Boston; Paul Mills
Subject: Revised Meeting Schedule 2018 for NDCC

I do apologize for any inconvenience this may cause but I am going to have to decline from serving on the NDCC committee I am just finding it impossible to make these meeting and don't feel comfortable if I can contribute appropriately.



allen b clarke
"Fellow" of the Royal Canadian Geographical Society
416 508 6787

Risk Management Policy

1. Purpose

The purpose of this policy is to outline the Centre's approach to managing risk.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policies and procedures is implemented.

3. Principles

Risk and opportunity go hand in hand. Many projects or activities undertaken by the Centre intend to offer or achieve something that hasn't been done before. Community development cannot always be achieved without sometimes taking risk.

Risk in itself is not bad. Sometimes risk is essential to progress and failure is often a valuable part of learning. The Centre will strive to balance the possible negative consequences of risk against the potential benefits of any decision, action or proposal.

4. Definitions

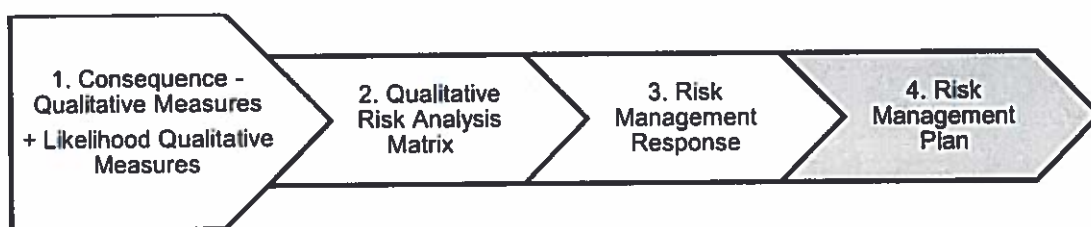
Risk - the chance of something happening that will have an impact on the objectives of the Centre.

Risk Management - the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating

5. Policy

Risk Management is defined in the standard (AS/NZS 4360:2004) as "the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating".

The Centre's risk management framework has been developed from Risk Management Standard AS/NZ ISO 31000:2009 *Risk Management – Principles and Guidelines* and consists of four parts:



The purpose of risk management is to:

- meet the Centre's strategic and operational objectives while also minimising the impact of significant risks that the Centre can meaningfully and realistically control
- protect and enhancing the Centre's reputation
- behave as a responsible and ethical corporate citizen, protecting employees, volunteers, the Board and the broader community from harm and protecting physical property from loss or damage
- establish the right balance between the cost of control and the risks it is willing to accept as part of the community development environment within which the Centre operates
- recognise and make the most of opportunities, and
- increase organisational efficiency and resilience in relation to risk management.

Risk management applies to a wide range of the Centre's activities, including strategies and decisions, operations, processes, functions, projects, products, services and assets.

The Board, employees, volunteers and others who are making decisions and providing services have a responsibility to systematically identify situations where someone or something might be at risk of harm or loss. They must then take reasonable action to avoid, reduce, transfer or accept those risks.

Reasonable action will be that which would be considered reasonable for a similar organisation to take, considering the:

- legal requirements
- nature and severity of the risk
- knowledge of the severity of risk
- knowledge of controls and solutions
- availability of controls and solutions, and
- cost of controls and solutions.

The Centre's decisions and practices must comply with the requirements of relevant legislation, regulations, codes of practice and standards. Such legislative requirements will be adopted as the minimum standard to prevent loss or harm.

Wherever appropriate, employees and volunteers, through agreed consultative processes, should be involved in helping the Board of Management determine and respond to risk.

The Centre will have a Risk Management Plan which must be approved at least once each year by the Board and reviewed regularly by the CDO and the Board of Management.

Individual Program/Events must have a Program/Event Risk Management Plan which must be approved, monitored and reviewed by the CDO.

Regular and thorough reviews are expected to ensure that:

- new risks are identified and considered as they arise
- existing risks are monitored to identify any changes which may impact on the Centre
- existing risk controls are still in place and working effectively
- new risk controls are being implemented according to the Risk Management Plans
- information about risks is adequately communicated to the appropriate people, in particular the CDO and the Board of Management.

The following tables and diagrams describe the risk management framework:

Table 1 Likelihood and Consequence: Definitions and Ratings

Consequence – Qualitative measures		Likelihood – Qualitative measures			
Level	Descriptor	Detailed Description	Level	Descriptor	Detailed Description
5	Critical	Disaster – loss of human life, extensive loss of flora and fauna, loss of property, reputation, financial resources. (Financial consequences: 75% or greater of project budget).	E	Almost Certain	The event <i>will occur</i> during the project.
4	Serious	Critical event, which with proper management can be endured. (Financial consequences: 50%–75% of project budget).	D	Likely	The event <i>is likely to occur</i> during the project.
3	Moderate	Significant event that can be managed under normal operating procedures. (Financial consequences: 20%– 50% of project budget).	C	Possible	The event <i>may occur</i> during the project.
2	Minor	Consequences can be readily absorbed but management effort is still required to minimise impacts. (Financial consequences: 10%– 20% of project budget).	B	Unlikely	The event is <i>not likely to occur</i> in the planning period.
1	Negligible	Very low significance. (Financial consequences: less than 10% of project budget).	A	Rare	The event will <i>only occur in exceptional circumstances</i> .

The risk is then analysed by plotting likelihood and consequence (see Table 2).

Table 2 Qualitative Risk Analysis Matrix

Likelihood	Consequences				
	1 (Negligible)	2 (Minor)	3 (Moderate)	4 (Serious)	5 (Critical)
E (almost certain)	M	H	H	VH	VH
D (likely)	M	M	H	H	VH
C (possible)	L	M	H	H	H
B (unlikely)	L	L	M	M	H
A (rare)	L	L	M	M	H

This can also be shown as:

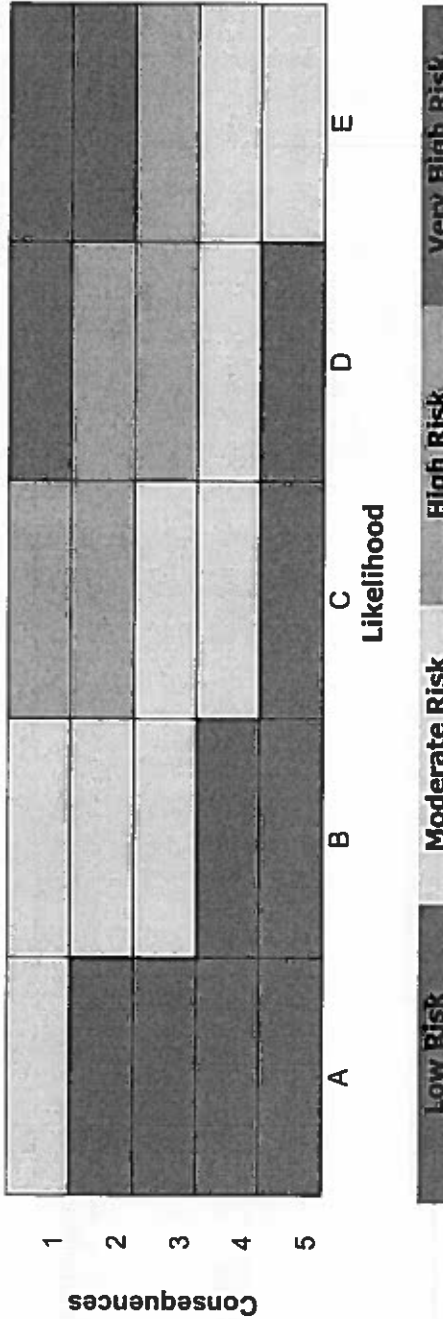


Table 3 Risk Management Response

VH = Very High Risk	→	Immediate action required	Not acceptable. Likely to threaten the survival or continued effective functioning of the program or the Centre. Immediate action required. Must be managed by CDO with a detailed treatment plan reported to Board of Management.
H = High Risk	→	Action must be planned and implemented	Generally not acceptable. Likely to cause some damage, disruption or breach of controls. CDO attention needed. Treatment plans to be developed and reported to Board of Management.
M = Moderate Risk	→	Management responsibility must be specified	Acceptable. Unlikely to cause much damage and/or threaten the efficiency and effectiveness of the program/activity. Treatment plans to be developed and implemented by program/activity coordinators. Manage by specific monitoring or response procedures.
L = Low Risk	→	Manage by routine procedures	Acceptable. Unlikely to require specific application of resources. Manage by routine procedures. Monitor and review.

Table 4 Risk Management Plan (template)

No	Interest Area (Risk Source)	Risk Identified	Consequences	Like-likelihood	Risk Rating	Existing Controls	Proposed Controls	Responsibility	Actions Implemented
1.1	Staffing (employees and volunteers)								
1.2									
1.3									
2.1	Governance								
2.2									
3.1	Infrastructure								
3.2									
4.1	Financial								
4.2									
5.1	Program								
5.2									

6. Procedures

Risk analysis is best done by the group of people who have a good understanding of the tasks and objectives of the area being analysed. The following steps should be taken at least once each year and whenever a new activity is proposed.



IDENTIFY

1. Identify the Risks - list all the things that might inhibit the Centre's ability to meet its objectives.

ANALYSE

2. Establish the Likelihood and Consequence Ratings.
3. Using the Qualitative Risk Analysis Matrix, assign a Risk Rating.

EVALUATE

4. Identify the Controls - identify all the things (Existing Controls) that the Centre has in place that are aimed at reducing the Likelihood of the risks from happening in the first place and, if they do happen, what the Centre has in place to reduce their impact (Consequences).

TREAT

5. Add Proposed Controls - generally speaking, any risk that is rated as Serious or Critical should have additional controls applied to it in order to reduce it to an acceptable level. What the appropriate additional controls might be, whether they can be resourced, what priority might be placed on them etc. must be determined in consultation with the CDO and the Board of Management.
6. Make a Decision - once the above process is complete, if there are still some risks that are rated as Serious or Critical, a decision has to be made as to whether the activity will go ahead. There will be occasions when the risks are higher than preferred but there may be nothing more that can be done to mitigate that risk ie. they are out of the control of the Centre but the activity must still be carried out. In such situations, monitoring the circumstances and regular review is essential.
7. Assign Responsibility for monitoring the risk and the controls.

MONITOR

8. (Approve) Monitor and Review – the Centre's Risk Management Plan must be approved at least once each year by the Board, monitored and reviewed regularly by the CDO and the Board of Management. Individual Program/Event Management Plans must be approved, monitored and reviewed by the CDO.

7. References

- City of Onkaparinga's Risk Management framework
- Risk Management Standard AS/NZ ISO 31000:2009 *Risk Management – Principles and Guidelines*

8. Forms or Attachments

- Centre's Risk Management Plan template
- Centre's Risk Management Plan
- Centre's Program/Event Risk Management Plan template
- Centre's Program/Event Risk Management Plans

9. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		



1. POLICY STATEMENT

1.1 The Township of Southgate recognizes and promotes safe and operational Recreational Infrastructure.

2. POLICY OBJECTIVE

2.1 Provide guidelines for maintenance and inspection.

2.2 Provide guidelines to ensure the quality of, and reduce hazards for Recreational Infrastructure.

3. SCOPE

3.1 This policy extends to all Municipal Recreation Facilities, Parklands and Developed trail systems.

3.2 Definitions:

3.2.1 *Recreation Infrastructure*: Means all Recreational Facilities, Parkland and Equipment.

3.2.2 *Recreation Facility*: Means all municipally owned and operated buildings and structures.

3.2.3 *Recreation Parkland*: Means any field and/or land of natural and/or manmade composition that is designated a municipal park which includes but is not limited to a baseball field, soccer pitch, player or spectator bench, tennis court, horse shoe pit and lawn bowling field.

3.2.4 *Recreation Equipment*: Means any kind of structure or apparatus which is customarily found in a park-like setting and which a person may use or engage in play-like activities such as climbing, swinging, hanging, crawling, jumping, stepping, whether over, across, under, through or upon for enjoyment, exercise and/or as part of relating to others of any age. Without restricting the generality thereof, Recreation equipment swings, slides, climbing apparatus, trails for walking and biking trails, park fences, trees, a picnic table, bridge, gazebo or pergola.

4. POLICY/ PROCEDURES

4.1 A comprehensive inspection of all Recreation Infrastructure shall be completed annually. Finding will be documented in an annual written report.

4.2 A visual inspection of all Recreational infrastructures shall be completed monthly. Findings will be documented on Facility Inspection Checklist.

4.3 Recreation Staff will maintain a daily log for operations, inspections, maintenance and repairs.

4.4 Inspections specific to guidelines by Governing Associations will be conducted and documented as per standards identified.

4.5 All follow up repairs or maintenance will be completed as time and finances allow.

4.6 All hazards identified will be locked out immediately. Facilities Manager will be notified and corrective measures will be immediately remedied.

5.0 SIGNAGE

5.1 Recreational Parkland will be signed with Park Name, location and emergency call numbers.

5.2 To enlist risk management assistance by the users of Recreation Infrastructure, all Parkland will be signed as follows:

“This Facility is regularly inspected by the staff of Southgate. Should you see any problems, or have concerns regarding the safety of the facility, please call 519-923-3431”

6.0 MONITORING AND EVALUATION

6.1 Recreation staff will be trained to complete all inspection required. Training specific may require external professional development.

6.2 Inspections will be reviewed by Facilities Manager to attempt to identify any trends and areas of concern.

8.2 The Township will regularly monitor the effectiveness of the Policy.

FYI Child Supervision Guidelines

The Child & Family Services Act. This legislation states that **"No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances."** The legislation also states that "no parent of a child less than sixteen years of age shall permit the child to loiter in a public place between the hours of midnight and 6 a.m."

This means that it is the parents' responsibility to care for, and to ensure the safety of, their children at all times. **It also means that it is an offence to leave any child unattended without making reasonable arrangements for every situation for the child's supervision, care and safety.** Failure to do so may result in criminal charges being laid.

Note: Facility Staff is not reasonable arrangements. We will not directly accept the responsibility of supervising your child. Facility Staff will report unattended children.

Recommended Guidelines For Leaving A Child Alone

Infant – 9 years

A child of this age should not be left unsupervised at any time of the day or night. A competent caregiver should be on the same premises as the children.

10 – 12 years

Short periods of indirect supervision of 1-2 hours may be acceptable for this age range. These short periods of indirect supervision may be provided by an adult in the next house or apartment– if the adult is aware of the parents' absence, and agrees to look in on the child during specified periods of time.

Please note that indirect supervision via telephone contact is generally unacceptable for this age range. Facility Staff is not indirect supervision.

13 – 14 years

Longer periods of indirect supervision (2 – 5 hours) are acceptable for this age range. An adult/babysitter should be available by telephone to the children in case of an emergency, or if the child requires assistance.

Information provided by Durham Children's Aid Society.