

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Scent Sensitivity Awareness

**Creation Date:** June 2, 2015

**Resolution Number:**

**Policy Number:**

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#### **Purpose**

To raise awareness of the potentially harmful effects of sensitivity to scented products at the Sister Kennedy Centre and to provide guidance in dealing with complaints or concerns raised by patrons, volunteers or workers regarding scented products.

#### **Definition**

Scented personal products and cleaning materials may contain chemicals which may cause health problems for some people, especially those with asthma, allergies or environmental sensitivities. Scented products can cause sore throat, runny nose, sinus congestion, wheezing, shortness of breath, headache, mental confusion, inability to concentrate, flushing, irritability, nausea, muscle pain and migraines.

Besides perfume, after shave and personal hygiene products some products that may contain added scents are soap, detergent, cleaning products and air fresheners.

#### **Procedure**

The use of scented products will not be allowed within the building at any time.

All materials used for cleaning will be scent-free.

Employees, volunteers and patrons will be informed of this policy through signs posted in the building, the policy manual, and promotional materials.

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Equipment Use

**Creation Date:** June 2, 2015

**Resolution Number:**

**Policy Number:**

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**Purpose:**

The following regulations have been established for the use of equipment belonging to the Sister Betty Kennedy Senior Centre.

**Procedures:**

1. The equipment/supplies must be returned clean and undamaged or the borrower will be responsible. The keys to the workshop must be signed out and the form completed. Work shop tools must be properly maintained and cleaned after use.
2. Equipment Use forms are filed in the main office. The form must be completed in entirety, signed and left in the pick-up tray for follow-up upon return of equipment. Once returned, the completed form will be filed in the same file folder.
3. Use of centre equipment to enhance centre events is encouraged with the understanding that the equipment must be returned to its proper storage place, cleaned and in the same or better condition than when it was received.
4. No equipment will be allowed out of the Centre.
5. Those using the equipment must be qualified to use all equipment properly and safely.
6. Any damaged or equipment malfunctions need to be reported to the volunteer on duty immediately so the Volunteer Director can arrange the necessary repair.
7. Under no circumstance will the shop be made available to individuals who will profit from its use.

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Volunteers

**Creation Date:** June 2, 2015

**Resolution Number:**

**Policy Number:**

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#### **Purpose**

To ensure that Sister Kennedy Centre volunteers are aware of opportunities and responsibilities for the Centre's functions.

#### **Definition**

Volunteers are individuals who offer their time, skills and services of their own free will for no wage or salary. The contribution of volunteers is essential to the operation of the Sister Kennedy Centre.

#### **Procedure**

- Volunteers will be provided with an orientation of the Centre as well as an overview of job responsibilities by the Manager.
- A common responsibility shared by all volunteers is to create a welcoming environment by acknowledging all members and visitors upon arrival.
- Volunteers will answer questions when possible or direct inquiries to appropriate personnel.
- Volunteers will keep a safe and clean environment.
- Volunteer hours will be recorded on a daily basis in a book kept in the kitchen.
- Volunteers will be recognized on a monthly basis by a notice posted on the bulletin board and an annual event.
- Volunteers will be entitled to a free lunch if they are working in the kitchen over the lunch hour.
- The Board will host an annual appreciation event for volunteers in the fall.

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Age Policy

**Creation Date:** June 2, 2015

**Resolution Number:**

**Policy Number:**

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#### **Policy Statement**

The Centre is primarily for the use of persons fifty-five years of age and older.

The Centre wants to present a warm and welcoming feeling to the community at large and to all people who come to our Centre. Therefore, we will greet all visitors in a way that creates a friendly atmosphere.

#### **Guidelines**

1. Centre programming and activities will be open to persons fifty-five and over. Exceptions to this must be cleared by the Manager. These exceptions will then be brought to the Board of Directors for their information and approval.
2. A participant's spouse/partner who is under the age of 55, will be treated the same as a person 55 or over, and can take part in all the Centre's activities as long as the eligible spouse is a regular user of the Centre.
3. A participant may need the assistance of a person under the age of 55 to enable them to participate in an activity.
4. Babysitting is not allowed at the Centre.
5. Persons under 55 may attend the Centre in the following circumstances:
  - a) They are employed by the Centre or the Town.
  - b) They are at the Centre in the course of providing an authorized service or program. (i.e. Instructors, contractors, etc.).
  - c) A student on a placement with an educational program with the approval of the manager.
  - d) They are guests of the people (55 plus) who are renting the Centre.