



## **REPORT**

**TO:** Mayor Avis and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** June 30, 2016

**RE:** Sister Kennedy Centre Policies;  
Standards & Discipline, Keys, Facility Use/Rental

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In an effort to further promote the development of a policy manual, the Sister Kennedy Centre Policy Sub-Committee endeavoured to create the three attached policies; Standards & Discipline, Keys, and Facility Use/Rental.

At the regular meeting of the Sister Kennedy Centre Board of Management on June 14, 2016, the following policies were approved to be sent to the Community Services Executive Committee for assessment and subsequent recommendation to Council.

### **Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the three attached policies for use at the Sister Kennedy Centre to establish consistent practice for management.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel

<p><b>Council approval of this report will</b> endorse the three attached policies for use at the Sister Kennedy Centre.</p>
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# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Standards & Discipline

**Creation Date:**

**Resolution Number: DRAFT**

**Policy Number:**

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#### **Policy Statement:**

Participants come to the Centre from all sorts of backgrounds and with many different personalities. At times, an individual's actions may have a negative impact on other participants or the Centre's operation.

#### **Procedures:**

If any concerns or incidents should occur, the following procedure shall be followed:

- a) Any discussion or action taken during this process will remain confidential. All interchanges must be documented.
- b) The Manager shall bring to the person's attention how the behaviour is impacting on others and listen carefully to the individual's response. If the concern or incident is not resolved it will be brought to the Board.
- c) The Manager may choose to bring the individuals involved together to discuss the concern or he/she may choose to meet with the individual alone. Both individuals need to be consulted.
- d) If the individual's behaviour does not change, the Manager will discuss the situation with the Board and a formal letter will be written to the person clearly explaining how their behaviour is negatively impacting on the Centre and other individuals. It will also state the consequences should their behaviour not change, which may include:
  1. Restriction in their volunteer opportunities
  2. Restriction in the use of the Centre (banned from the Centre for a certain length of time or permanently)

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Keys

**Creation Date:**

**Resolution Number: DRAFT**

**Policy Number:**

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**Purpose:**

In order to maximize security for the Sister Kennedy Centre a limited number of keys will be produced and distribution will be controlled.

**Procedures:**

The Master Key which will open the outside doors and the office door shall be distributed as follows:

- The Manager of the Centre or designate
- Secretary of the Board or designate
- Community Services Manager

All keys shall be issued by the Manager.

Door keys shall be issued to volunteers who are responsible for opening the Centre in the morning and for activities which take place on a regular year-round basis.

Individuals who require a key for specific approved events shall make arrangements with the Manager to pick up the key or to have the Manager open the Centre.

The key shall be returned immediately following the event by putting it in an envelope and dropping it into the mail slot of the Manager's office.

Keys shall not be copied.

Keys shall not be transferred from one individual to another

Lost keys shall be reported immediately to the Manager.

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Facility Use/Rental

**Creation Date:** May 2016

**Resolution Number:** DRAFT

**Policy Number:**

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**PURPOSE:** This policy will provide a framework to ensure the maximum use of the Sister Kennedy Centre and ensure that the facility is made available to the public in a fair and equitable manner.

**PRIORITY**

Priority shall be given in the following manner:

- Sister Kennedy Centre programs and services
- Senior (55+) not-for-profit organizations
- Senior (55+) profit organizations
- Other not-for-profit organizations
- Other interested parties

The Centre is available to groups as a revenue generating practice only when space is available.

**SCHEDULED ACTIVITIES**

There is a regular schedule of daily activities which include snooker, shuffleboard, cards, bingo, exercise classes and potluck dinners. More than one activity can take place at one time providing there is space and the regularly scheduled activity is not inconvenienced.

**DROP IN CENTRE**

The Centre is available as a drop-in coffee centre during regular hours. Drop-in hours are subject to change in order to accommodate programs and other senior activities.

**FIX-IT-SHOP**

The Fix-it Shop is available to seniors who need access for a variety of reasons to a wood working/repair facility. All seniors using the shop must sign in and out with the volunteer on duty.

In order to ensure safe and proper use of the equipment the Manager shall make arrangements to train any interested participants on the facility's safe operation and clean-up procedure. The key to the facility is available at the kitchen and a donation for its use is appreciated.

Any damage or equipment malfunctions need to be reported to the volunteer on duty immediately so the Manager can arrange for necessary repair.

The shop is not intended to be used for commercial purposes.

Projects must be completed and removed from the shop in a timely manner in order not to interfere with other shop users.

DRAFT

**SISTER KENNEDY CENTRE  
FACILITY USE APPLICATION FORM**

Name of Individual/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date and Time Required \_\_\_\_\_

Type of Function \_\_\_\_\_

Expected Number of Participants (Maximum 120) \_\_\_\_\_

RENTAL FEES:	HALL (includes 1 SKC staff)	\$60.00
	SKC KITCHEN WORKERS	\$20.00 EACH

I have read the Sister Kennedy Centre Rental Policy and agree to follow it. I understand that the rental request is not valid until paid in full.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment      Cash/Cheque

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**SISTER KENNEDY CENTRE  
RENTAL AGREEMENT TERMS AND CONDITIONS**

1. All Municipal facilities are smoke free and alcohol free unless the necessary license has been approved and presented. The Town of Fort Frances Smoking Policy, Alcohol Policy and Facility Rental Policy apply to the rental of Sister Kennedy Centre. All Municipal by-laws will be strictly enforced.
2. A Facility Use Application Form must be submitted to the SKC manager. Rental fees must be received in advance of an event taking place.
3. Sister Kennedy Centre reserves the right to accept or refuse any rental application.
4. Users will be responsible for returning the room to its original arrangement. Nothing is to be affixed to the walls in such a way as to damage walls or remove paint.
5. Rental fees include hall and washrooms only.
6. When the kitchen is being used an SKC kitchen staff shall be in attendance to assist in the use of the kitchen and to prepare coffee/tea.
7. Rental fees do not include coffee and tea unless specified and paid for.
8. Rental does not include use of the pool tables, shuffle board or shop.
9. Users shall be invoiced for the cost of cleaning or repairs above and beyond normal wear and tear.

I have read and agree to adhere to the terms and conditions of this agreement.

Name of Organization \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_