UNIVERSAL FUNDING FORMULA

RESPONSIBILITIES

**Appendix C**

**2012**

**General Council of Winnipeg**

**Community Centres**

October 2011

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| **Funding Requirements:**Community Centres must adhere to the following requirements (\*) to qualify for the full amount of any grant allocations.Please refer to the GCWCC Accountability Manual for further information. | Community Centre volunteers and their employees are entrusted with the day to day management and operation of the Centre including control, care and maintenance of the facilities and grounds. | Responsible to support the operation and maintenance of the Community Centre through the provision of an annual operating grant.If the funding responsibilities and timelines as outlined below are not met by the Community Centre, the release of the UFF operating grant may be delayed until such time the conditions have been met.Any issues that cannot be resolved by the City and Community Centre resulting from the Responsibilities Document will be referred to the Dispute Resolution Process. |
| **\*Incorporation** | Exist as an incorporated In conjunction with the body and provide the City GCWCC, will reviewof Winnipeg a copy of the Community Centre Annual Return to the incorporation status Corporations Branch, annually and will keep on Department of Consumer file with Communityand Corporate Affairs. Centre records. |

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| **\*Monthly Financial Statements** | The Community Centre is Review and file financial to ensure they meet or statements prior to the exceed the minimum release of UFF payments standard of financial and provide necessary accountability as direction.described in thestandardized financial Keep the monthly reporting section. financial statements onfile.Submit a copy of the Centre’s Board approved monthly financial statements within 30 days following the monthly meeting. |
| **\*Annual Financial Statements** | Submit annually to the Review annual financial City a financial statement statements prior to the that has been audited release of UFF payments and/or reviewed by a and provide necessary Chartered Accountant direction. Reviews of (CA), Certified General annual statements will be Accountant (CGA), or a done within 45 days of Certified Management receiving annual Accountant (CMA), and statements from the presented to the Board Community Centre. within 120 days of theyear end fiscal date. A written summary ofthe review will be provided to the Community Centre.Keep the audited or reviewed annual financial statement on file.If the Centre submits late, then the review and release of the operating grant will be proportionately delayed. |

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| **\*Liability Coverage for Volunteers** | To provide/submit Will provide aannually the number of standardized reporting volunteers, the programs format to Community they are involved in, Centres.position and number ofvolunteer hours to the To include insurance City of Winnipeg by coverage to volunteers November 30 of each under the City of calendar year, in a Winnipeg policy based format standardized by upon the information the City. provided by CommunityCentres each year. |
| **\*Inventory Lists** | Provide the City with an Will provide aupdated annual inventory standardized format to list in a format Community Centres. standardized by the Cityby November 30 of each Record, register and year to ensure adequate include Community insurance coverage. Centre current inventorylists in the City’s annual Submit additions and/or insurance policy. deletions to this list onan ongoing basis to ensure insurance coverage. Note: Significant purchases in excess of $1,000 should be submitted immediately. |
| **\*Programming Reports** Provide to the City and Provide CentGCWCC an updated previous yea Summer and programminFall/Winter/Spring standardize program report whichidentifies all In conjunctio programming taking GCWCC, rev place at the centre on an evaluate rep annual basis as follows:Summer (July-Aug) by See Program May 30th and Responsibilit Fall/Winter/Spring further detai (Sept-Jun) by September30th. |  |

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| **\*Board of Directors List** Submit a current list of Will keep on file withexecutive and board Community Centre members to the City and records.GCWCC annually within 30 days after the conclusion of the Annual General Meeting. |
| **\*Constitution & By-Laws** | On an annual basis, Will keep a copy of the ensure that a copy of the centre’s constitution and current constitution and by-laws on file.by-laws (signed anddated) is submitted to In partnership withthe City within 30 days GCWCC, provide Centres following the Annual with assistanceGeneral Meeting and that (resource, interpretation) it is consistent with the regarding constitutional Standardized Community matters.Centre Constitution as prepared by the City and GCWCC. |
| **\*Annual General Meeting** | Conduct an Annual Upon request, attend General Meeting (AGM) Annual Generalfor the purposes of Meetings. Provide reporting the year’s assistance and direction financial activities and where needed.the election of directors and officers.Submit the recorded minutes to the City within 30 days following the AGM. |
| **\*Maintenance Accountability** | Ensure that there is an Written copies of the annual on-site meeting inspection will be held between the City of forwarded to the Winnipeg and the Community Centres Community Centre to along with completion conduct a facility and dates.grounds inspection.See Building See BuildingMaintenance Maintenance Responsibilities for Responsibilities for further details. further details. |

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| **Provincial Civic Charities Permit and/or Manitoba Gaming Control Permits** | Annually obtain necessary provincial permits and licenses for raffles, lotteries and other fundraising events conducted by the Centre.Maintain records of fundraising expenditures and revenues for the purpose of reporting to the Civic Charities Bureau. |  |
| **Civic Charities****(Tax Deductible Receipts)** | Maintain a list of tax deductible contributions; submit lists and monies to the City for tax receipt processing as per City of Winnipeg Reporting Guidelines.Previous year reports due to the City (Liaison Officer) no later than February 15th of each calendar year. | Provide and mail tax deductible receipts on behalf of Community Centres for applicable fund raising projects and charitable donations. Tax receipts for the previous year will be mailed by February 28th. |
| **Insurance and Claims** | Immediately provide to the City all necessary information regarding personal/bodily injury or property damage.For any major incidents related to the building, Contact the City for technical assistance. | Provide insurance coverage including property, accident and liability insurance as per Insurance and Claims requirements.Prepare and forward to claims branch on behalf of the Community Centre, all personal/bodily injury or property damage and final repair reports.Ensure all appropriate information has been obtained prior to filing with Claims Branch. |

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| **Third Party Liability Insurance (Rental Agreements)** | Ensure all third party users of the Centre complete a Facility Use Agreement and obtain liability insurance as required by the City.Submit a copy of the agreement and proof of insurance to the City for finalization. | Finalize Facility Use Agreement for third party users of Community Centres.Ensure appropriate liability insurance is in place. |
| **Permits** | Obtain and maintain the necessary permits related to operation, e.g. alarms, canteen operation, special events, fireworks, upgrades, construction, etc. | Educate and inform Community Centres of relevant permit requirements and contacts.Assist as required in the permit process. |
| **Development Projects** | As per the District Planning process in accordance with the RLLAF Policy, work in cooperation with GCWCC on all development and/or renovation projects (capital upgrading, repair, expansion and replacement projects).Obtain approval from the City before hiring a project consultant and/or contractor.Prepare funding reports as necessary. | Provide technical advisory, consultation for Community Centre initiated upgrading, expansion projects.Provide Centres with rationale for those developments that cannot be endorsed.Approval of project scope prior to application for building permit.Assist with planning, funding and execution, as required.Ensure additional operating funds associated with approved expansions are identified. |

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| **Staff** Hire, orientate, train, supervise, pay and provide benefits as required by law for employees of the centre. |  |
| **Volunteer Development** Recruit, provide trainingand supervise volunteers. | In cooperation with the GCWCC provide orientation sessions for Community Centres regarding City of Winnipeg bylaws, policies, procedures and the laws and regulations for Federal, Provincial and Municipal Governments. |
| **Relationship with other** Maintain an active **Boards** membership on theDistrict Community Centres Board.Maintain an active membership with GCWCC. | Provide support and foster communication by appointing a staff representative to each District Community Centres Board and the GCWCC. |

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| **Program Planning and Delivery** | The purpose of a Community Centre is to provide a range of recreational and leisure activities for the entire community through the management and operation of the Community Centre facilities and grounds.Programming is defined as supervised, regularly scheduled activities, whether structured or non-structured, that are open to the community.Programs may be delivered by the Community Centre, by partners or by third party groups, providing the programs are open to the community.Upon availability, the Community Centre shall provide space at no charge to City sponsored programs, providing no additional costs are incurred by the Community Centre. City programming must not compete with existing community centre programs.Facilities must be made available as polling stations for Civic, Provincial, and Federal elections (not campaign offices). | As required, the City and GCWCC will assist Centres in program development.The City will plan, conduct and evaluate Department sponsored programs and services. |

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| **Hours of Operation** | Community Centres shall be open and accessible to the public for programming on a consistent basis, 12 months per year.Community Centres shall strive toward achieving the following minimum targeted hours of operation for each site location, based on facility size:Small Facilities* Under 10,000 sf
* Average 20 hours/ week

Medium Facilities 10,000 – 20,000sf* Average 30 hours/ week

Large Facilities* Over 20,000 sf
* Average 50 hours/ week

Exemptions: Satellite sites that function solely as skate change buildings (<3,000 sf) are exempt from target hours.Community Centres will provide washroom access when Community Centre programming is taking place on the adjacent grounds. | Where a Community Centre struggles to meet targeted hours, the City and GCWCC will provide assistance to the Community Centre by working with them to help meet their community’s programming needs. |

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| **Clean Up** | Ongoing litter/broken glass pick- up on grounds.Collection of litter from containers and waste receptacles. | Litter collection in conjunction with mowing of grounds.Removal of excessive and bulky waste items. |
| **Inspections** | Provide a representative at annual grounds inspections to convey any Community Centre issues. | Conduct an annual grounds inspection with a community centre representative between August 1st and September 30th. |
| **Outdoor Courts** | Ongoing sweeping of tennis courts.Minor maintenance of basketball courts, standards, sand volleyball courts, tennis courts and nets, i.e. tighten nets, etc.Sweep basketball courts and install nets.Maintain horse shoe pits.Refer to Maintenance Section for lighting.Where there is an agreement between the Community Centre and an outside organization (example: Basketball Courts), the Community Centre is responsible for both minor and major maintenance. | Initial sweeping of tennis courts during spring cleanup.Painting of tennis court lines as required.Install and remove seasonal tennis nets and standards upon request.Major repairs to court surface, standards, and nets (replacement).Supply of sand as required. See Accountability Manual for Materials and Supplies Guideline). |

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|  | Should this agreement end the Community Centre will be responsible for minor maintenance. | Should an agreement between the Community Centre and an outside organization end, the City will be responsible for major repairs at the level of City of Winnipeg Standards for that specific type of court. (Example: Basketball Court) |
| **Site Drainage** | Notify City of hazardous standing water conditions. | Pumping of standing water from hazardous areas.Repair and/or replace storm sewer lines on playing fields. |
| **Catch Basin Maintenance on fields** | Clear catch basin covers of snow and sediment | Assist with excessive snow removal, thawing of frozen catch basins as required. |
| **Athletic Fields** | See **Appendix** for:* Maintenance Standards

Soccer- Football\** Maintenance Standards

Baseball\** Materials Supplies Guidelines
* Herbicide Use Procedures

*\*applies only to those centres participating in the Athletic Field Maintenance Program.* | See **Appendix** for:* Maintenance Standards Soccer-

Football\** Maintenance Standards

Baseball\** Materials Supplies Guidelines
* Herbicide Use Procedures

*\*applies only to those centres participating in the Athletic Field Maintenance Program.* |

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| **City of Winnipeg Approved Playground and Park Amenities****(Example: Toboggan Slides, Picnic Tables, Park Benches, Park Lighting, Bleachers, BBQ’s)** | Notify City of safety concerns regarding playground and park amenities.Where possible, Community Centres to make minor repairs to address the safety concern. (i.e. tighten bolts, removal of glass and other unsafe objects)Consult with the City regarding construction of all new/upgrades of playground and park amenities.Receive written approval from the City for any new/upgrades of playgrounds and park amenities. | Inspection and/or repair of all play ground and park amenities.(i.e. requires specialized equip/materials)Supply and install sand for sandboxes, play stone, wood chips and mulch under play structures. (See Appendix for Material and Supply Guidelines.)Removal of unsafe or irreparable playground & park amenities. City to communicate with Community Centre as soon as possible.Approval of all new/upgrades of playgrounds and park amenities.Shrub bed maintenance including mulching, and pruning to City standards. |
| **Trees** | Notify City of diseased or hazardous trees for removal and pruning. Call 311 to request an inspection from Urban Forestry if a diseased tree is suspected. | Removal of diseased or hazardous trees. Trees to be replaced within two years. Pruning of dead/diseased limbs every 2-3 years. |
| **Repairs due to vandalism** | Repair vandalism to grounds and site amenities when appropriate equipment and materials are available at the centre. | Repair of vandalism to grounds and site amenities beyond the equipment capacity of the Centre. |

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| **Chain Link, Post and Chain Fencing** | Minor repairs to City Standards, (example: retying mesh, gate repairs) | Replacement where repairs are not feasible and the City has deemed that the fence is still required for safety reasons. |
| **Snow Fencing** | Request and install snow fencing. | Provide snow fencing (subject to availability.) |
| **Knockdown Rinks** | See **Appendix** for:- Maintenance Standards forKnockdown Rinks.Flooding and proper maintenance of all outdoor ice surfaces.Repair and/or replace flooding hosesBank snow for pleasure rinks.Consult with City regarding placement of pleasure rinks. | See Appendix for- Maintenance Standards forKnockdown Rinks.Approval of pleasure rink locations. |
| **Snow Clearing** | All snow clearing and removal.Repairs to damaged parking curbs. | Upon availability of resources, the City will assist with the removal of excessive snow piling adjacent to rink boards. |
| **Pest Control** | Report to the City problems with exterior pests. | Responsible for exterior pest control. |

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| **Compliance with Building Maintenance Regulatory/Safety Items** | The Community Centre to comply with the regulatory requirements as outlined in the Universal Funding Responsibilities.The Centre, upon notification of deficiencies through the Facility Inspection Report on any regulation/safety items, must correct the deficiency(s) within agreed timeframes. | The City to comply with the regulatory requirements as outlined in the Universal Funding Responsibilities.The City must notify the Community Centre of any deficiency(s) as identified through the Facility Inspection Report or by written communication for the Centre to correct the deficiency(s) within agreed timeframes. |
| **Inspections** | Participate in annual inspections in conjunction with the City. Rectify all deficiencies that are the Community Centre’s responsibility within agreed time frames.Close public access to areas deemed unsafe. | Annual inspection in conjunction with the Community Centre.Anticipated completion dates for follow up work to be discussed at the inspection and noted in the documentation.Rectify all deficiencies that are the City’s responsibility within the agreed time framesDocumentation of inspections to be submitted to the Centre and filed with the Department within 60 days.Close public access to areas deemed unsafe. |

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| **Public Safety** | Closely monitor all facilities with regard to public safety. Rectify all hazards or potential hazards as they arise. If necessary notify and involve City as soon as possible.Provision for safe, clear access/egress from all entrances and exits of the building (sidewalks, pathways to ice surfaces, parking lots).Clear and remove snow, ice and icicles from all doorways and associated walkways, eaves, canopies, and roofs.Notify City of hazardous conditions.Keep corridors, stairs, and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow and ice. | Resolve all safety problems that are the City’s responsibility as quickly as possible.Remove snow, ice, and icicles from eaves, canopies, or roofs when special equipment is necessary (boom and bucket, etc.). |

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| **Fire Safety Awareness** | Assist with the development of the Fire Safety Plan as required by the Winnipeg Fire Paramedic Service.Staff education and training.Practice the contents of the Fire Safety Plan outlined per facility.Notify the City of any changes to the facility for update of the Fire Safety Plan.Maintain the Fire Safety Plan signage in the facility. | Develop and post the Fire Safety Plan and audit building systems as required by the Winnipeg Fire Paramedic Service |

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| **Fire Safety** | Keep corridors, stairs, and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow and ice.Keep furnace and electrical rooms clean and uncluttered with clear access to all mechanical and electrical equipmentStore flammables, combustibles, and hazardous materials in accordance with regulations and authorities having jurisdiction.Keep storage rooms, attics, and crawl spaces clean / uncluttered.Purchase and maintenance of fire extinguishers. Every week check that fire extinguishers are in all the required locations and are fully charged. |  |

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| **Building Maintenance** | Ensures the facility maintenance adheres to all building and fire codes, health regulations, and other local by-laws and regulations.Without prior written approval from the City, structural changes required to a site caused by a renovation or modification initiated by the Community Centre.Door and window repairs including caulking, sealing, weather stripping, hardware replacement, vandalism repairs, and upgrading.Wall, ceiling, and floor repairs i.e. stucco repairs, siding, minor cracks, flooring replacement, drywall repairs, painting, etc.Interior and exterior painting.Ongoing maintenance and repair of handicap ramps.Checks, repairs, and cleaning of HVAC systems. All filters to be checked monthly and changed or cleaned as required. Furnace operation and heat exchanger to be inspected annually by a qualified trade person. | Major structural repairs to preserve the infrastructure and to prevent further deterioration and possible danger to both building and people (e.g. foundation leaks, cracked concrete, excessive shifting and building movement.).Replacement of handicap ramps due to age deterioration.Replacement of chimney, furnace, and air conditioning when caused by age deterioration but not by vandalism. This includes cracked heat exchangers, and worn out air-conditioning compressors. |

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|  | Repair and/or replacement of thermostats, fans, belts, heating and air conditioning system components, window air conditioning units, pumps, ducts, blowers, and filters.Repair, clean, and inspect chimneys annually.Purchase, maintenance, repair of building inventorieslist as submitted annually to the City of Winnipeg (Building Furnishings).Installation, purchase and maintenance of kitchen and deep fryer exhaust systems, associated fire extinguishing systems and fire alarm system interface.Regular cleaning of exhaust system filters and duct work to prevent grease build up. |  |
| **Graffiti Removal** | Removal of graffiti on interior surfaces, and where possible on exterior surfaces.If assistance is required, contact 311: Graffiti Hotline. | Removal of graffiti on exterior surfaces requiring specialized materials and equipment where resources allow. |

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| **Custodial** | Responsible for the provision of all custodial services as per City/Provincial Standards. | Provide feedback on custodial services at annual inspection. |
| **Plumbing** | Plumbing repairs.Minor replacement of water and sewer lines within the building footprint.Replacement of valves, hot water tanks, pumps.Fixture replacement. Joint and leak repairs. Cleaning of drain lines.Installation and maintenance of weeping tile system. e.g. sump pumps, associated controls and alarms.Maintenance, inspection, and repair of backflow prevention devices required by the authority having jurisdiction.Thawing of frozen lines within the building footprint.Emergency services repairs and replacement.Cleaning of sanitary sewer and water lines from outside of building to public connection (Roto Rooter) | Major re-routing and replacement of water and sewer lines due to age or deterioration or as required by local codes.Initial installation of utility or water meters and backflow preventors, as required by the authority having jurisdiction.Thawing of frozen lines from outside of building to public connection.Cost of emergency water service to building. (Water Truck)Repair and/or replace sanitary sewer and water lines from outside of building to the public connection. |

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| **Roof Repairs and Maintenance** | Where it is within the capacity of the Community Centre, inspection and maintenance of eaves troughs, soffits, fascia, roof drains and down spouts.Roof repairs and/or replacement covered by an insurance claim as approved by Public Works Department. | All roof maintenance, repairs and replacements.Replacement of eaves troughs, soffits, fascia, roof drains and down spouts. Annual cleaning of eavestroughs where required. |
| **Building Sprinkler System Shut down and Activation Procedure.** | Notify City a minimum of 2 working days in advance of building sprinkler shut down. | Provide details to the City’s Insurance Branch. |
| **Contracted Services (All work performed by Contractors)** | Before assigning a contract and before work begins, consult with the City to ensure all contractors have approved Workers Compensation Board coverage, and meet the City’s liability insurance and security clearance requirements.As requested, provide a list of all contractors used regularly. Provide updates as changes occur. | When notified by the Community Centre, obtain Certificate of Insurance from the contractor’s insurer and forward to the Insurance Branch for approval and file.On request, the City to provide Community Centres an up to date list of all pre-approved insured contractors. |

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| **Electrical** | Electrical repairs, replacement, and maintenance including light fixtures, ballasts, plugs, switches, panel work, circuit breakers/fuses, and minor rewiring, all electrical heaters (up to and including 5 Kw heaters), fans, and furnace motors.Installation, maintenance and replacement of intercom and sound systems.Repairs resulting from vandalism to related equipment and circuitry.Maintenance of emergency and exit lighting systems.Regular testing of ground fault circuit breakers and receptacles. | Complete panel replacements.Disposal of light ballasts containing PCB’s. (pre 1978 ballasts)Major building rewiring and repairs when required by the hydro utility or electrical/fire inspector and necessitated by an unsafe condition.Replacement of the electric fan forced air heaters larger than 5 Kw used in building heating systems, not including skate change, tractor room, storage rooms and sheds.*(Note: above added as per 2011 Arbitration Process Resolution)*Equipment and system replacement required by new regulations, codes. |
| **Permanent Hockey Rinks** | Permanent hockey rinks and player boxes maintenance, repairs, and replacement.Prior to hiring a Contractor, consult with the City re plans for major refurbishments or construction of permanent hockey rinks or alterations/additions to rink lighting.Obtain building permit prior to start of construction. | Provide technical assistance, plans, specifications and quotation packages.Approval of project scope for additions and replacements, prior to application for building permit. |

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| **Exterior Lights on Poles for Community Centre Parking Lot and Building Entrance Pathway (excludes arena parking lot areas and associated pathways)** | Maintenance/repairs and/or replacements including ballasts, light bulbs and fixtures, switches, breakers, photo cells and minor repairs and/or replacements to overhead and underground wiring.Maintenance of pole assembly including anchor bolts. | Major rewiring when required by mandatory regulations or the authority having jurisdiction.Approval of project scope for additions and/or replacements, prior to start of work.Provide technical assistance, plans, and specifications and quotation packages.Assessment of Workplace, Safety and Health considerations related to the condition of the light standards.Replacement when repair is not feasible and replacement is caused by age deterioration or natural causes.City provides technical support for maintenance and repairs.i.e. overhead wiring. |

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| **Rink Lighting (Including Permanent/Knock- Down Rinks)** | Additions, repairs as required except for structural base below ground level. | All relevant safety issues will be reviewed on an individual basis.Approval of project scope for additions prior to start of workProvide technical assistance, plans, and specifications and quotation packages.Structural repairs to base below ground level.Replacement of light standards based upon the development of a prioritized replacement list and dependent upon availability of capital funding to support such.Installation and removal of seasonal lighting for knock down rinks. |

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| **Parking Lots** | Clear and remove snow and litter. Repairs and replacement to pre-cast parking curbs and speed bumps due to snow removal or vandalism.Installation, repair and replacement to all gates/chains/ arms associated with parking lots.Line painting.Rectify all hazards or potential hazards as they arise. If necessary notify and involve the City as soon as possible. | Surface repairs and asphalt/concrete replacement of parking lots as required, for parking surfaces serving UFF funded facilities (excludes parking lot serving fields/grounds). |
| **Fencing, Wood Ramps and Decks****(See Ground Responsibilities for Post / Chain Link Fencing)** | Ornamental and wood fence, ramp and deck repairs and maintenance. Regularly inspect and where possible rectify all safety issues immediately. | Complete replacements due to age deterioration. Replacement of wood decks |

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| **Fire Alarm and Security (keys, alarm)** | Security alarm system installation.Maintenance and monitoring of alarm system i.e. burglar and fire.Fire alarm system testing and operation verification as required by the authority having jurisdiction.Fire alarm system changes and/or upgrades when equipment is added (e.g. deep fryer exhaust system) or building is renovated.Key control system, re- keying and lock hardware as required. | Fire alarm system installation, upgrade, replacement as required by code. |
| **Pest Control** | Interior pest control. | Exterior pest control (see Grounds Responsibilities). |
| **Signage** | Maintenance and repair of all Centre signs on Community Centre property.Installation, maintenance, repair and replacement of all illuminated, custom or specialty signage.Obtain approval from the City prior to hiring a signage contractor for new installation/major change. | Installation of all outdoor City by-law signs (fire lane signs).Installation and maintenance of standard brown street directional signs (maximum of 4 per site). |

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| **Fall Protection** | Maintenance of fall protection anchors. | Installation of fall protection anchors. |
| **Roof Access Ladders and Hatches** | Maintenance of roof access ladders and hatches. | Installation of roof access ladders and hatches to facilitate safe access. |
| **Elevators and Lifts (to meet universal design)** | Maintenance by a qualified elevator mechanic.Maintenance frequency should be as recommended for the duty cycle of the lift or elevator equipment. | Pay for annual inspection by the authority having jurisdiction.Follow up on compliance items.Replacement/major overhaul due to age deterioration. |
| **Asbestos** | Keep staff/volunteers informed where asbestos is located in the facility.Report disturbed asbestos to City for immediate repair.Notify City of planned projects regarding asbestos managemente.g. floor tile replacement, holes required through walls, ceilings containing vermiculite, etc. | Maintain accurate records of where asbestos exists.Provide information, as required.In facilities where asbestos exists, conduct a thorough inspection every year.Provide notification of projects as per regulations.Repair/remove disturbed asbestos. |
| **PCB’s** | Keep staff/volunteers informed about safe PCB procedures. | Dispose PCB’s as per regulations. |
| **Lead Paint** | Before sanding paint, contact City to determine whether or not it is lead paint. | Remove lead paint as per regulations. |
| **Mould** | Notify City of suspected mould. | Responsible for mould remediation/ abatement. |

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| **Parking Lots, Roof Repairs and Maintenance** | All roof maintenance, repairs and replacement.Replacement, cleaning and maintenance of eaves troughs, soffits, fascia and downspouts.Responsible for all parking lot maintenance and repairs to City standards | May assist on roof/parking lot replacement/repairs on pro-rated cost shared basis (i.e. areas normally covered under the Universal Funding Formula, not including areas of specific single use for indoor arenas / soccer/ sportplexes e.g. playing areas, grandstands, etc.) Scope of work and mutual cost sharing arrangements to be agreed prior to commencement/ commitment of work. |
| **Heated Change Rooms** | Maintenance as per “Building Maintenance Responsibilities” section for Community Centre facilities | Maintenance as per “Building Maintenance Responsibilities” for Community Centre facilities |
| **Building Maintenance Operations** | All building/equipment maintenance/replaceme nt and operations requirements, unless noted otherwise in this section. | Annual facility inspection. Identify maintenance items. |