Minutes – Executive Policy Committee – May 12, 2010

Minute No. 308
Report – Standing Policy Committee on Property and Development – May 4, 2010

Item No. 13 Winnipeg Aboriginal Sport and Recreation Association Inc. – Terms and Conditions for an Agreement for the Use of City Facilities and Provision of City Programming and Financial Support
eFile PR-2

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Property and Development and submits the following to Council:

1. That the terms and conditions for a Ten (10) year Omnibus Agreement between the City of Winnipeg and the Winnipeg Aboriginal Sport and Recreation Association Inc. (WASRA) as referenced in the Appendix "A" to the report of the Winnipeg Public Service dated February 9, 2010, be approved subject to Council amending the Community Groups Occupying City-owned Property By-law No. 89/2005 List.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Minutes – Executive Policy Committee – May 12, 2010

Report – Standing Policy Committee on Property and Development – May 4, 2010

DECISION MAKING HISTORY:

Moved by Councillor Steeves,

That the recommendation of the Standing Policy Committee on Property and Development be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On May 4, 2010, the Standing Policy Committee on Property and Development concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

ISSUE: **Winnipeg Aboriginal Sport and Recreation Association Inc. – Proposed Terms and Conditions for an Agreement for the Use of City Facilities and Provision of City Programming and Financial Support**
Lord Selkirk/ West Kildonan Community, Point Douglas Ward

Critical Path: **Standing Policy Committee on Property and Development, Executive Policy Committee, Council**

AUTHORIZATION

Author	Department Head	CFO	CAO
R. Klassen	D. Joshi C. Wightman	M. Ruta	G. Laubenstein

A two-thirds majority vote of Council is required to approve the proposed agreement in accordance with s. 205 of the City of Winnipeg Charter.

RECOMMENDATIONS

1. That the proposed terms and conditions for a Ten (10) year Omnibus Agreement between the City of Winnipeg and the Winnipeg Aboriginal Sport and Recreation Association Inc. (WASRA) as referenced in the attached Appendix "A" herein be approved subject to Council amending the Community Groups Occupying City-owned Property By-law 89/2005 List.
2. That the Proper Officers of the City of Winnipeg be authorized to do all things necessary to implement the intent of the foregoing.

IMPLICATIONS OF THE RECOMMENDATIONS

- The proposed Agreement provides a framework to facilitate the provision of athletic and recreation leadership opportunities to Winnipeg's Aboriginal children, youth and adults by the Winnipeg Aboriginal Sport and Recreation Association Inc.

- During the proposed ten (10) year term of the Agreement, the City is to provide certain resources to the Winnipeg Aboriginal Sport and Recreation Association Inc. as follows:

    (1) programming resources via a Recreation Technician "E" at an estimated average annual cost of $63,000;
    (2) the lease of the City-owned building located at 100 Sinclair Street at an estimated
    average annual cost of $27,906, which includes rent, taxes, maintenance and utilities;
    (3) fee waivers to use City-owned arenas and indoor swimming pools are to be provided at an estimated average annual cost of $49,980; and,
    (4) fee waivers for supplies and equipment loans to support programming at an estimated average annual cost of $3,360;

    totaling $1.442 million over ten years.

- The Community Services Department's 2010 preliminary operating budget includes approximately $123,000 in expenditures related to WASRA. Pending approval of this report a budget amendment of approximately $21,000 from the Planning, Property and Development Department combined with the existing expenditure budget of $123,000 will be consolidated to form a WASRA In Kind Grant of $144,246. A net zero budget adjustment is required.

- The Winnipeg Aboriginal Sport and Recreation Association Inc. have initiated its programming and are delivering same via the Winnipeg Aboriginal Sport and Achievement Centre located at 100 Sinclair Street. This Centre is the primary location for all programming and the coordinating centre for all satellite activities.

- The proposed occupancy is a non-profit amateur sports use of an existing City-owned building and field which lies within the recreation and sports programming umbrella of the City. Therefore, the Public Service is supportive of amending the Community Groups Occupying City-owned Property By-law 89/2005 List to reflect the Winnipeg Aboriginal Sport and Recreation Association Inc. use of 100 Sinclair St.

- The City Assessor has confirmed that based on the terms and conditions of the proposed lease, the Winnipeg Aboriginal Sport and Recreation Association Inc. occupancy appears to be eligible for inclusion in By-law 89/2005 and will be dealt with under separate report to the Executive Policy Committee.

HISTORY

At its meeting held on July 19, 2000, Council adopted the Maskwachees Declaration. It is within the framework of the Maskwachees Declaration that the Community Services Department is able to further the development of the multi-partnership approach for the Winnipeg Aboriginal Sport Achievement Centre (WASAC) to provide athletic and leadership opportunities.

At its meeting held on September 10, 2007, the Standing Policy Committee on Protection and Community Services recommended:

> "that the Administration review the request from the Winnipeg Aboriginal Sport Achievement Centre (WASAC) to use the City-owned facilities at 100 Sinclair Street (Old Exhibition Grounds), incorporating the credit for the in-kind recreational programming under the Winnipeg Partnership Agreement, and report back to the appropriate Committee of Council within 60 days."

Between October 2007 and May 2009, representatives of the Community Services Department met with the representatives of the Winnipeg Aboriginal Sport and Recreation Association Inc. to develop the proposed framework to deliver the athletic and leadership opportunities. During this period, the WASRA has been occupying the building located at 100 Sinclair Street under a facility use agreement.

With respect to the Standing Policy Committee's recommendation in September 2007 that the City receive credit for the in-kind contribution under the Winnipeg Partnership Agreement (WPA), it should be noted that the WPA is now near completion and that the City has met virtually all of its notional commitments under the agreement. While every effort will be made to receive credit under the WPA, it may not be possible to do so given the time constraints involved and may not be necessary since the City is already in a strong position with respect to its WPA commitments.

The City and the Winnipeg Aboriginal Sport and Recreation Association Inc. have negotiated the proposed terms and conditions for an Omnibus Agreement as referenced in the attached Appendix "A".

100 Sinclair St. is not currently on the Community Groups Occupying City-owned Property By-law 89/2005 list. Because the proposed occupancy is (1) a non-profit amateur recreation use of an existing City-owned building and (2) lies within the recreation and sports programming umbrella of the City, the Public Service is supportive of amending the Community Groups Occupying City-owned Property By-law 89/2005 List to reflect the Winnipeg Aboriginal Sport and Recreation Association Inc. occupancy.

FINANCIAL IMPACT

Financial Impact Statement

Date: February 3, 2010

Project Name: **First Year of Program 2010**

Winnipeg Aboriginal Sport and Recreation Association Inc. – Proposed Terms and Conditions for an Agreement for the Use of City Facilities and Provision of City Programming and Financial Support

	2010	2011	2012	2013	2014-2019
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 144,246	$ 144,246	$ 144,246	$ 144,246	$ 865,476
Less: Incremental Revenue/Recovery	21,000	21,000	21,000	21,000	21,000
Net Cost/(Benefit)	$ 123,246	$ 123,246	$ 123,246	$ 123,246	$ 844,476
Less: Existing Budget Amounts	123,246	123,246	123,246	123,246	844,476
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Direct costs each year consist of programming resources of $63,000, pool & arena fee waivers of $49,980, fee waivers for supplies & equipment loans of $3,360 and lease payments of $27,906. Existing budgeted amounts are included in the operating budget of the Community Services Department. A budget adjustment will be required to increase Community Services budget by $21,000 with a corresponding decrease to P,P&D's budget for an overall net effect of nil.

"Original signed by"

Mike McGinn, CA - Manager of Finance, PPD
Cindy Fernandes, CMA - Controller, CmS

CONSULTATION

In preparing this Report there was consultation with:

Internal Services, Legal Services Division

Public Works Department

Corporate Finance

Assessment and Taxation Department

SUBMITTED BY

Department	Planning, Property and Development and Community Services
Division	Real Estate
Prepared by:	W. Bollman/ T. Fergus
Date:	February 9, 2010
File No.	307(II) v

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APPENDIX "A"

PROPOSED TERMS AND CONDITIONS OF AGREEMENT

Party No.1:	City
Party No.2:	Winnipeg Aboriginal Sport and Recreation Association Inc. (hereinafter referred to as the "Organization")
Term:	Ten (10) years commencing on the execution of the Agreement
City Resp:	To provide programming resources of one Recreation Technician, to provide access to the City-owned building located at 100 Sinclair, to provide fee waivers for the use of the Sargent Park, Pioneer and Old Exhibition Indoor Arenas and to the Cindy Klassen and North End Centennial Indoor Swimming Pools, to provide fee waivers for the use of supplies and equipment and to provide direct support services as outlined in the Schedules "B" and "C"
Organization Resp:	To conduct operations in accordance with Schedule "A" and the responsibilities as outlined in Schedules "B" and "C", to provide a year end audited financial statement, to provide publications relating to or encompassing the program, to provide a copy of the programming budget specific to recreational activities and or programs at the beginning of each year, a report on April 1 and October 1 providing statistics on the number of participants that attended on a monthly basis broken down by recreational activity or program, the number of and type of recreational activities or programs offered each month and the number of aboriginal staff hired and trained to deliver the recreation activities or programs offered, to maintain complete and accurate books of account at its Office with entries recording all transactions and to provide free access to the City or its representatives to inspect, examine, copy or audit its books and records and these records shall be available for a minimum of three years upon completion of the Agreement
Insurance:	To indemnify the City and to provide a copy of the insurance certificate providing commercial general liability insurance in the amount of $2.0 million inclusive with the City added as additional insured and if required Automobile Liability Insurance for owned or non-owned automobiles used for or in connection with the Agreement of at least $2.0 million The City responsibility in this Agreement is limited to its contribution of funding to the Organization and the City to be held harmless for any injury or loss or damage suffered by the Organization
Termination:	The City may terminate without notice or payment at any time during the term if the Organization is in default of its obligations under this Agreement or if the Organization becomes bankrupt or insolvent or placed in receivership

SCHEDULE "A"
WASRA/WASAC (to be reviewed annually)

1. WASRA shall oversee and supports the following WASAC programs free of charge to the Aboriginal children, youth and adults; in a culturally sensitive environment;

- All Programs: meets the unique needs of the Aboriginal community; an exciting and inspiring sport, recreational and educational experience; ensures that all participants have the necessary "tools" such as clothing, nutritional meals, supplies, equipment and professional recreation leaders that allows for active participation;
- WASAC Kids Camp: employs Aboriginal recreation leaders in providing year-round programming by offering the Kids Camp that operates at the Old Exhibition Grounds, the children will participate in a variety of activities including; soccer, swimming, baseball, basketball, crafts and cultural activities;
- Youth Achievement Program: offers the opportunity for Aboriginal youth, aged 13-18 years to train and receive practical recreation experience in a positive and enriching path in becoming the future leaders of tomorrow;
- Green Squad: the youth receive training and experience in some or all of the following areas through the program: career planning, communication skills development, conflict resolution, project management, environmental and/or cultural awareness, facilitation skills, first aid and CPR training, teamwork skills, leadership skills, problem solving, work place safety and time management skills.
- WASAC Leaders Recruitment: to recruit aboriginal leaders to assist in the delivery of the programming.
- Mother Earth Tales and Trails: A major focus will be on spreading the message to their friends, schools and families, that we all have a part to play…REDUCE, REUSE and RECYCLE! The participants will finish the program with a new appreciation for Mother Earth and a better

understanding of their impact on the environment;

- WASAC Dolphins Program: swimming and water safety skills which allows individual school aged children to strive for and reach for their personal best.
- WASAC Kickers Soccer Program: play in the Winnipeg School Division Elementary School Soccer League. Games will be organized with other schools within the division in a round robin league format;
- Flowers, Showers & Mother Earth's Powers: will experience the beautiful Aboriginal culture and heritage first hand, learning about our rich history and traditions from children, youth, adults and elders through dance, singing, storytelling and music;
- and Rise Up…Youth in Action: The youth will learn about a variety of topics, everything from car maintenance to dating violence. The program focuses on providing the youth with information in order to make positive life choices, with a little bit of fun mixed in!

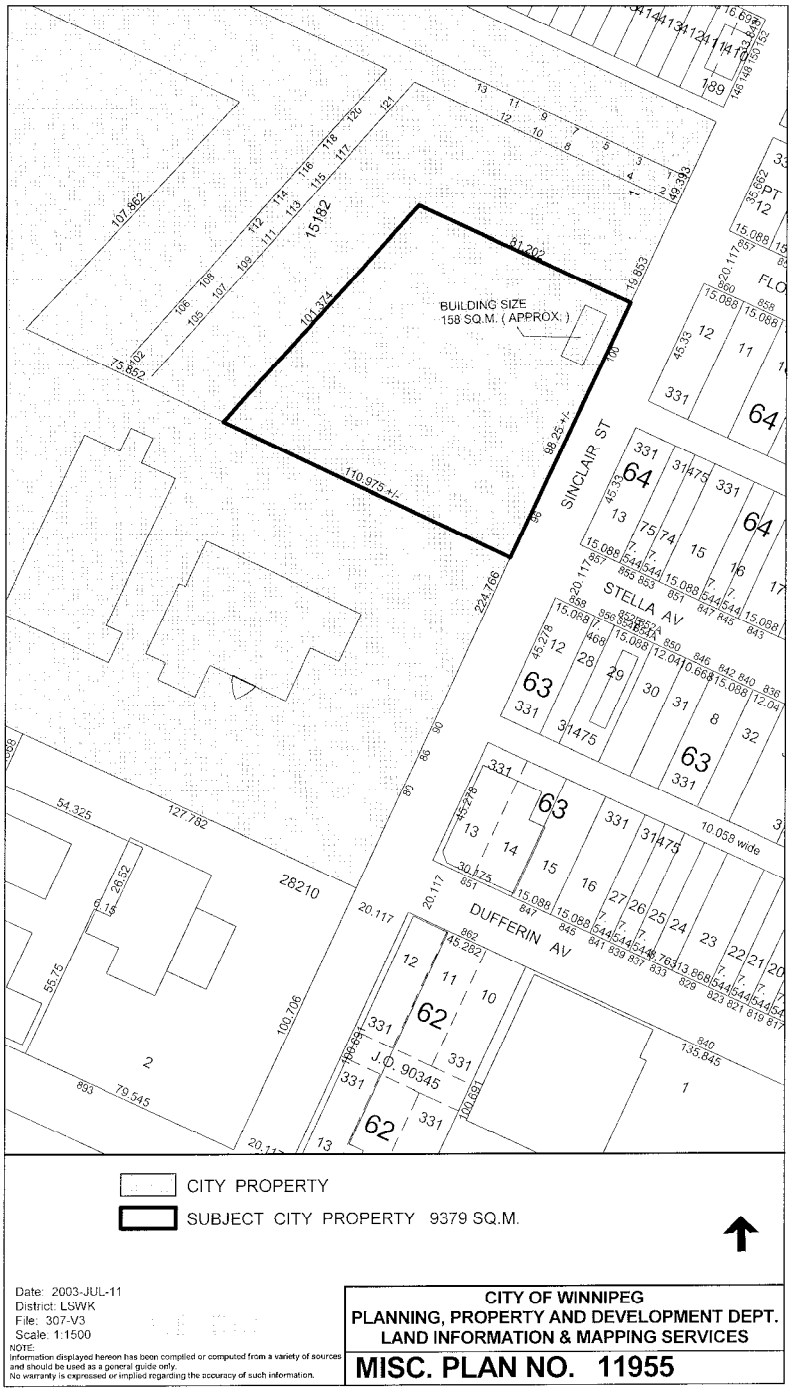
2. The Organization may be requested to make a presentation to the City's Committee on Protection and Community Services of the City in each of the years 2009 – 2019 inclusive, outlining the objectives achieved by its recreation programs and accounting for the supports received during the year in order that the Committee may evaluate such programs.

3. There shall be semi-annual review meeting held between representatives of the Organization and the Community Services Department of the City to evaluate the services provided by the Organization and to discuss and share the information relative to recreation programs. Prior to such a meeting, the Organization shall provide the Community Services Department with the information relating to its operation as required in the essential terms of this Agreement under Organization Responsibilities.

SCHEDULE "B"

Proposed Terms and Conditions of Lease

Landlord:	City
Tenant:	Winnipeg Aboriginal Sport and Recreation Association Inc.
Leased Lands:	100 Sinclair Street – 1926 sq.ft. of building as shown on the attached Misc. Plan 11955
Use:	Recreational activities, programs and events only
Term:	Ten (10) years commencing on the execution of the Agreement
Rent:	$13,267 per annum plus GST (to be a City credit under the in kind recreational programming under the Winnipeg Partnership Agreement)
Realty Taxes:	Exempt under By-law 89/2005
Cancellation:	Upon default of any obligation or responsibility outlined within the Agreement
Insurance:	Tenant to provide separate Commercial General Liability $2.0 million coverage for the activities and programs at the building, automobile liability insurance for owned automobiles used for or in connection with the Centre of at least $2.0 million
Tenant Resp:	To provide a staffing plan for the supervision, maintenance and safety for approval by the Director of Community Services, no sub-letting without approval of Landlord, no leasehold improvements without approval of the Landlord, to be responsible for 1st line maintenance including janitorial services, replacement of light bulbs, snow removal by all entries and exits, painting, replacement of furnace filters, window cleaning, plumbing and electrical maintenance and security and to perform "Organization" activities as set out in Schedule "C" up to a total of $5,500 annually, not including janitorial costs.
City Resp:	To maintain the building and lands in a fit condition as set out in Schedule "C" and the Community Services Department to pay for all Tenant 1st line maintenance costs above $5,500 per annum, to pay utilities and to be responsible for realty taxes and local improvements.


BUILDING SIZE
158 SQ.M. (APPROX.)
SINCLAIR ST
STELLA AV
DUFFERIN AV
J.O. 90345
10.058 wide
CITY PROPERTY
SUBJECT CITY PROPERTY 9379 SQ.M.
Date: 2003-JUL-11
District: LSWK
File: 307-V3
Scale: 1:1500
NOTE:
Information displayed hereon has been compiled or computed from a variety of sources and should be used as a general guide only.
No warranty is expressed or implied regarding the accuracy of such information.
CITY OF WINNIPEG
PLANNING, PROPERTY AND DEVELOPMENT DEPT.
LAND INFORMATION & MAPPING SERVICES
MISC. PLAN NO. 11955

SCHEDULE "C"

DIVISIONS OF RESPONSIBILITIES

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
Playground and Park Amenities	* Notify City of safety concerns regarding play: structures/benches/bleachers.	* Fill sandboxes/supply sand for boxes and under play structures. * Shrub bed maintenance including tilling, and pruning to Department standards. * Treat/remove diseased or hazardous trees. * Inspection and /or repair of play structures.(Public Works) * Structural repairs of park benches and bleachers. (Public Works)
Outdoor Hockey Rink Maintenance	* Maintain/repair hockey rink boards, players boxes and perimeter screening * Supply hockey nets, flooding hoses and ice maintenance equipment * Ice flooding/paint lines as required * Operate/maintain rink lights and related components * Rink ice snow clearing	* Public Works may assist with removal of excessive snow piling around hockey rink * Provide technical advice for hockey rink maintenance and repairs * Assist with inspections at the request of W.A.S.A.C representatives
Repairs Due to Vandalism	* Repair of vandalism to grounds (minor repairs not requiring specialized equipment or material).	* Repair of vandalism to grounds (i.e. Major ruts in field or major fence repair). (Public Works)
Chain Link, Post and Chain Fencing	* Repairs to chain link, post and chain fencing.	* Replacement of chain link, post and chain fencing. (Public Works)
Pest Control	* Report problems with exterior pests to the Department * Interior pest control	* Exterior pest control. (Public Works)
Building Maintenance	* The Organization has a responsibility to ensure the facility maintenance adheres to all Building and Fire Codes, Health Regulations and other local By-laws and regulations.	* Major structural repairs to preserve the infrastructure and to prevent further deterioration and possible danger to both building and people. (i.e. Foundation leaks, cracked

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
Building Maintenance Cont'd	* Structural change required to a site caused by a renovation or modification initiated by the Organization. * Door and window repairs to include: - Caulking, sealing - weather stripping - replacement of hardware - vandalism - upgrading * Wall, ceiling and floor repairs (i.e. Stucco repairs, siding, minor crack repairs, floor replacements, drywall repairs, painting, etc.) * Interior and exterior painting. * Removal of graffiti on both interior and exterior surfaces. * Checks/repairs/cleaning of HVAC Systems. All filters to be changed or cleaned every 2 or 3 months. Furnace operation and heat exchanger to be inspected annually by a qualified trade's person. * Repair/or replacement of thermostats, fans, belts, heating and air conditioning system components, window air conditioning units, ducts, blowers, hot water tanks, and filters. * Repair, clean, inspect chimneys. * Purchase, maintenance and repair of building furnishings, equipment, fixtures and appliances (i.e. floor cleaners, tractors, benches, tables, etc.) * Purchase and maintenance of fire extinguishing systems and fire alarm system interface. * Installation and maintenance of kitchen and deep fryer exhaust systems and fire alarm system interface. * Regular cleaning of exhaust system filters and duct work to	concrete, excessive shifting and building movement). * Replacement of handicap lifts and ramps due to age and 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.

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
	prevent grease build up.	
Custodial	* The Organization bears the entire responsibility of providing for refuse container and pick-ups. * Provision of garbage disposal. * Provision of custodial services. * Sweeping of floors, washing and waxing of floor surfaces, vacuuming, shampooing of carpet. * Replacement of supplies (i.e. Washroom supplies, etc.). * Cleaning of fixtures. * Cleaning/disinfecting of bathroom/fixtures canteen fixtures, appliances and bathroom/kitchen counter top surfaces. * Interior and exterior window cleaning/washing. * Annual major cleaning of facility	
Plumbing	* Plumbing repairs. * Minor replacement of water and sewer lines. * Replacement of valves, hot water tanks, pumps. * Fixture replacement * Joint and leak repairs. * Cleaning of drain lines. * Installation and maintenance of flood control system. * Thawing of frozen lines. * Emergency service repairs and replacement. * Cleaning of sanitary sewer and water lines from outside the building to the public connection (Roto-rooter). * Maintenance, inspection and repair of backflow prevention devices required by the authority having jurisdiction.	* Major re-routing and replacement of water and sewer lines due to age deterioration or as required by local codes. * Emergency cost of water service to building. * Repair and/or replace sanitary sewer and water lines from outside the building to the public connection. * Initial installation of utility or water meters and backflow preventers required by the authority having jurisdiction.
Roof Repairs and	* Maintenance of eaves troughs,	* Replacement of eaves troughs,

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
Maintenance	soffits, fascia and down spout. * Roof repairs and/or replacement covered by an insurance claim. * Clean debris, branches, leaves, needles, etc. from roof, roof drains, and eaves troughs and down spouts.	soffits, fascia and down spouts. * All roof maintenance, repairs and replacements.
Building Sprinkler System Shut Down/Activation Procedure	* Notify City a minimum of two (2) working days in advance of Building Sprinkler shut-down.	* Provide details to the City's Insurance Branch.
Contractors' Liability Insurance	* Consult with the Department to ensure all maintenance and construction contractors have sufficient liability insurance are registered with the City's Insurance Branch before work begins. * Annually provide a list of all contractors used for building maintenance (plumbing, heating, electrical). Provide updates as changes occur.	* Obtain certificate of Insurance from the contractor's insurer and forward to the City's Insurance Branch for approval and file.
Electrical	* Electrical repairs/replacements and maintenance. Include: - Light fixtures, ballasts, plugs, switches, panel work, circuit breaker/fuse and minor re-wiring, all electric heaters, fans and furnaces. - 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. * Major building re-wiring and repairs when required by the Hydro Utility or Electrical/Fire Inspector and necessitated by an unsafe condition. * Disposal of light ballasts containing PCB's (pre 1978 ballasts). * Equipment and system replacement, required by new regulations/code.

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
Fire Alarm and Security (keys, alarm)	* Alarm system installation, maintenance and monitoring (i.e. Burglar and fire). * Fire alarm system testing and operation verification as required by the authority having jurisdiction. * Fire alarm system changes/upgrades when equipment is added (i.e. 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.
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 equipment. * Store flammables, combustibles and hazardous materials in accordance with regulations and authorities having jurisdiction. * Keep storage rooms, attics and crawlspaces clean and uncluttered. * Every week, check that fire extinguishers are in all the required locations and are fully charged.	* Annual inspection to include fire safety issues. * Check fire safety compliance during annual facility inspection.
Fire Safety Awareness	* Post signage, fire safety plan. * Conduct regular fire drills. * Staff education.	* Assist with development of the safety plan and production of drawings as required by Fire Department.
Inspections	* Participate in annual inspections in conjunction with the City. Rectify all deficiencies which are the Organization's responsibility within agreed time frames.	* Annual inspection in conjunction with the Organization. Provide a report to the Organization. Rectify all deficiencies which are the City's responsibility within agreed time frames.
Safety	* Closely monitor all facilities and public safety. Make safe all	* Resolve all safety problems which are the City's

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
	hazards as they arise. If necessary notify and involve City as soon as possible. * Provision for safe, clean access/egress from all entrances/exits of the building sidewalks, eaves, canopies and roofs. Notify Department of any hazardous conditions. * Keep corridors, stairs and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow and ice.	responsibility as quickly as possible. * Remove snow, ice and icicles from eaves, canopies or roofs when special equipment is necessary (boom and bucket, etc.)
Signage	* Maintenance and repair of all centre signs on centers' property. * Installation/maintenance/repair/ replacement of all illuminated, custom or specialty signage.	* Installation of all outdoor City By-laws signs. * Installation/maintenance of standard brown street directional signs.
Development Projects	* Obtain approval from the Community Services and Public Works Department before hiring a project consultant and/or contractor. * Prepare funding reports as necessary	* Provide technical advisory, consultation for organization initiated upgrading, expansion projects. Provide 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.
Clean Up	* Ongoing litter pick up on grounds. * Collection of litter from containers and waste receptacles.	* Clean up of grounds with excessive debris (organic and non organic) * Clean up in conjunction with the mowing of grounds.
Catch Basin Maintenance	* Clear catch basin covers of snow and sediment	* Assist with excessive snow removal, thawing of frozen catch basins as required.
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	* When notified by organization obtain Certificate of Insurance from the contractor's insurer and forward to the Insurance

ACTIVITY	ORGANIZATION'S RESPONSIBILITIES	CITY OF WINNIPEG'S RESPONSIBILITIES
	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.	Branch for approval and file. * On request Community Services Department to provide organization with an up-to-date list of all pre-approved insured contractors.
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.
Asbestos	* Keep staff/volunteers informed where asbestos is located in the facility. * Report disturbed asbestos to City for immediate repair.	* Maintain accurate records of where asbestos exists. Provide information on an as required basis. In facilities where asbestos exists, do a thorough inspection every 2 years. * 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 of Winnipeg Building Services to determine whether or not it is lead paint.	* Remove lead paint as per regulations.