CITY OF WINNIPEG / GENERAL COUNCIL OF WINNIPEG COMMUNITY CENTRES / COMMUNITY CENTRES - UNIVERSAL FUNDING FORMULA RESPONSIBILITIES DOCUMENT

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Funding Requirements:	Community Centres must comply with all requirements outlined in this document, their Community Centre Management Agreements, and the Accountability Manual to qualify for the full amount of any UFF (grant allocations).	When required, GCWCC must assist Community Centres in meeting requirements, as outlined in the GCWCC Management Agreement and the Accountability Manual.	Support the operation and maintenance of the Community Centres through the provision of an annual operating grant. If the responsibilities as outlined in this document, the Community Centre Management Agreements, and the Accountability Manual, are not met by a Community Centre, the release of the UFF operating grant will be delayed until such time the conditions have been met or the City terminates the Management Agreement. All Community Centre Records will be retained in accordance with records management requirements

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Incorporation	Maintain good standing as an incorporated body and provide the GCWCC with a copy of the Annual Return filed with the Corporations Branch, Department of Consumer and Corporate Affairs.	Annually review Community Centre incorporation status to ensure that their Annual Return is current and keep records of all Annual Returns on file with Community Centre records and as required provide support to Community Centre(s) in default or requiring assistance. Notify the City of Community Centre's status, and provide records of the annual return to the applicable City of Winnipeg Community Centre Liaison.	Community Centre Liaison to retain records of all Annual Returns on file.
Monthly Financial Statements	The Community Centres are to ensure they meet or exceed the minimum standard of financial accountability as described in the Standardized Financial Reporting section of the Accountability Manual. Submit a copy of the Community Centre's Board approved monthly financial statements to its City of Winnipeg Community Centre Liaison within 60 days following the monthly meeting (with the exception of June and July, to be submitted following September board meetings)	When required, assist Community Centres in meeting financial requirements as outlined in Standardized Financial Reporting Section of the Accountability Manual.	Community Centre Accounting Technician to review and file financial statements prior to the release of UFF payments and provide direction to the Community Centre when not in compliance with the Standardized Financial Reporting Section of the Accountability Manual.

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Annual Financial Statements	Community Centre Representative to submit the preceding years annual financial statements to the City (within 120 days of the fiscal year end, with the exception of centres that have fiscal year ends in March and April to allow for board approval, and that have been signed by 2 members of the executive and approved by the membership at their AGM). The financial statements must be audited and/or reviewed by a Chartered Professional Accountant (CPA) as described in the Standardized Financial Reporting section of the Accountability Manual.	When required, assist Community Centres in meeting financial requirements as outlined in the Standardized Financial Reporting Section of the Accountability Manual.	Community Centre Accounting Technician to review annual financial statements to verify completion of information in accordance with the Accountability Manual prior to the release of UFF payments. Written reviews and summaries of annual financial information will be completed by the Community Centre Accounting Technician, with review by the Manager, Finance and Administrative Services, within 60 days of receiving annual financial statements and subsequently provided to the Community Centres for information purposes. Community Centre Accounting Technician will retain the audited or reviewed annual financial statement on file with Community Centre records.

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Liability Coverage for Volunteers	Community Centre Representative to provide/submit annually the number of volunteers, the programs they are involved in, position and number of volunteer hours to the City of Winnipeg by November 30th of each calendar year, in a format standardized by the City.		Community Centre Liaison to provide a standardized reporting format to Community Centres. Supervisor of Insurance or his/her delegate to include Volunteer Accident insurance coverage for volunteers under the City of Winnipeg policy based upon the information provided by Community Centres each year. See Accountability Manual for further information.
Insurance requirements	Community Centre Representative to provide the City with an updated annual inventory list and other information that may be required in a format standardized by the City by November 30th of each year to ensure adequate insurance coverage. Submit additions and/or deletions to the inventory list on an ongoing basis to ensure insurance coverage. Note: Significant purchases, including lease agreements for equipment, in excess of $1,000 should be submitted immediately.		Community Centre Liaison to provide a standardized inventory list format to Community Centre representatives. Supervisor of Insurance or his/her delegate to record, register, and include Community Centre current inventory lists in the City's annual insurance policy.

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Board of Directors List	Community Centre Representative to submit a current list of executive and board members to the City and GCWCC annually within 30 days after the conclusion of the Annual General Meeting. As required submit Board changes to the Community Centre Liaison throughout the year.		Community Centre Liaison to retain a copy on file with Community Centre records.
Community Centre Constitutions & By-Laws	Annually, within 30 days following the Annual General Meeting, the Community Centre Representative to submit to the City a copy of the Community Centre's current constitution and by-laws identifying any changes from previous submissions (signed and dated). Community Centres are required to ensure conformance with the standardized Community Centre Constitution as identified in the Accountability Manual.	Provide Community Centres with assistance regarding constitutional matters, where possible (i.e. Interpretation or questions about amendments). As determined necessary by GCWCC, the GCWCC will retain professional services for interpretations and rulings for constitutional matters.	Community Centre Liaison to retain a copy of the Community Centres' constitutions and by-laws on file with the Community Centre records.
Relationship with other Boards	Individual Community Centres to maintain a valid annual membership on the District Community Centres Board. Maintain a valid annual membership with GCWCC.	Provide support and foster communication via the district representative(s) appointed to the GCWCC Board of Directors.	Community Centre Administrative Coordinator or designate to provide support and foster communication by appointing a Community Centre Liaison to each District Community Centres Board and the GCWCC.

ADMINISTRATIVE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Annual General Meeting	Community Centre Representative or designate to conduct an Annual General Meeting (AGM) for the purposes of reporting the year's financial activities, the election of directors and officers, and constitutional amendments as required. Submit the recorded minutes to their respective Community Centre Liaison within 30 days following the AGM.	Upon request, and where possible, attend Annual General Meetings. Provide assistance and direction where needed, including but not limited to providing guidance on how to conduct meetings, constitution amendment support, act as scrutineers.	Upon request, and where possible, Community Centre Liaison to attend Annual General Meetings to provide assistance and direction where needed; including but not limited to providing guidance on how to conduct meetings, constitution amendment support, act as scrutineers Community Centre Liaison to retain the minutes on file with Community Centre records.

PROGRAMMING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Programming Planning, Delivery and Reports	"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. Community Centre representative to provide to GCWCC and the City an updated Summer and Fall/Winter/Spring program report which identifies Community Centre led/managed Programming inclusive of the actual program hours taking place at the Centre on an annual basis as follows: Summer (July-Aug) by May 30th and Fall/Winter/Spring (Sept-Jun) by September 30th. Upon availability, the Community Centre shall provide facility space at no charge to City sponsored programs, providing no additional costs are incurred by the Community Centre. Facilities must be made available as polling stations for Civic, Provincial, and Federal elections (but shall not be permitted to be used as campaign offices).	As required, GCWCC will assist Community Centres in program development, including but not limited to providing advice in the areas of financial resources, budgeting, and fee structures. GCWCC will post all Community Centre Program Profiles on the GCWCC website. In conjunction with the City of Winnipeg Community Services Department and Community Centre, review annual report of actual program hours. Where a Community Centre needs assistance providing programs, GCWCC will consider providing the Community Centre funding under the Community Centre Programming grant	As required, the appropriate City representative will assist Community Centres in program development, including but not limited to providing support associated with assessing trends and demographics, program space/amenity requirements etc. Community Centre Liaison to provide Community Centres with the previous year's programming report and standardized format. In conjunction with the GCWCC and Community Centre, review annual report of actual program hours. Where a Community Centre needs assistance providing programs, the City will consider providing programs City programming should not compete with existing Community Centre programs.

PROGRAMMING RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Programming Planning, Delivery and Reports continued - (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 will meet 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 – 20,000 sf • 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 or partner programming is taking place on the adjacent grounds.	Where a Community Centre is unable to meet targeted hours, GCWCC will provide assistance to the Community Centre by working with them to help meet their community's programming needs, including but not limited to providing support associated with assessing trends and demographics, program space/amenity requirements etc.	Where a Community Centre is unable to meet targeted hours, the City will provide assistance to the Community Centre by working with them to help meet their community's programming needs, including but not limited to providing support associated with assessing trends and demographics, program space/amenity requirements etc. The City of Winnipeg shall have access to the Community Centre washrooms when City programming is occurring on Community Centre Property.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Building Maintenance and Operations	Community Centres must perform all building/equipment maintenance/replacement and operations requirements (unless noted otherwise in this section), including but not limited to: • Ensure the facility maintenance adheres to all building and fire codes, health regulations, and others, in accordance with applicable municipal, provincial and federal laws. • Obtain written approval from the City and evidence of insurance from Contractors before any renovation or modification is initiated by the Community Centre, including but not limited to: • 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 accessible barrier-free access ramps, lifts and elevators.		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.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Building Maintenance (continued)	• 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. • 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 inventories list 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.		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.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Custodial	Responsible for the provision of all custodial services as required by the City.		Provide feedback on custodial services at annual inspection.
Maintenance Accountability /Inspections	Ensure that a Community Centre Representative attends the annual on-site meeting held between the City of Winnipeg Municipal Accommodation Division of Planning, Property and Development Department and the Community Centre to conduct facility inspections. The Community Centre, upon notification of deficiencies through the Facility Inspection Report on any regulation/safety items, must correct the deficiency(s) within agreed timeframes. Rectify all deficiencies that are the Community Centre's responsibility within agreed time frames. Close public access to areas deemed unsafe.		Schedule an annual onsite meeting and conduct the inspection. Anticipated completion dates for follow up work to be discussed at the inspection and noted in the documentation Provide a written copy of the inspection report within 60 days of the inspection to the Community Centres along with completion / target dates for all action items identified in such inspection report. Documentation of inspections to be filed by the City of Winnipeg Municipal Accommodation Division. Rectify all deficiencies that are the City's responsibility. Close public access to areas deemed unsafe.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Public Safety	Closely monitor all Community Centre facilities with regard to public safety. Notify and involve City as soon as possible for identified public safety concerns. Rectify all hazards or potential hazards as they arise. 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 doors and pathways free of snow, ice, refuse and debris.		When notified, assess identified public safety concerns, and determine responsibility for remediation. Resolve all safety problems that are the City's responsibility as soon as possible. The City's responsibilities are listed in the Building Maintenance Section of this document. Remove snow, ice, and icicles from eaves, canopies, or roofs when special equipment is necessary (boom and bucket, etc.).

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Fire Safety Program	Assist with the development of the Fire Safety Plan as required by applicable municipal, provincial and federal laws; e.g. Manitoba Fire Code, including, but not limited to: • staff training; • conducting annual fire drills; • review fire plan annually. Notify the City of any personnel or facility changes for the update of the Fire Safety Plan. Maintain the Fire Safety Plan signage in the facility. Keep corridors, stairs, and fire egress routes clean and clear. Keep exterior fire doors and pathways free of snow, ice and debris. Keep furnace and electrical rooms clean and uncluttered with clear access to all mechanical and electrical equipment.		Develop and post the Fire Safety Plan and audit building systems as required by the Manitoba Fire Code. Update Fire Safety Plan as required

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Fire Safety (continued)	Store flammables, combustibles, and hazardous materials in accordance with applicable municipal, provincial and federal laws. Keep storage rooms, attics, and crawl spaces clean / uncluttered. Purchase and maintenance of fire extinguishers. Every month, check that fire extinguishers are in all the required locations and are fully charged. Fire extinguishers to be serviced annually by a certified Contractor.		
Graffiti Removal	As soon as possible, remove 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.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Plumbing	Plumbing repairs, including but not limited to: • 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 applicable municipal, provincial and federal laws. • Thawing of frozen lines within the building footprint. • Emergency clean up, repairs and replacement. • Cleaning of sanitary sewer and water lines from outside of building to public connection (Drain cleaning services).		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 prevention devices, as required by applicable municipal, provincial and federal laws. 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.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Roof Repairs and Maintenance	Where it is within the capacity and safe work procedures of the Community Centre, inspection and maintenance of eaves troughs, soffits, fascia, roof drains and down spouts.		All roof maintenance, repairs and replacements. Replacement of eaves troughs, soffits, fascia, roof drains, and down spouts.
Building Sprinkler System Shut down and Activation Procedure.	Notify Planning Property and Development - Supervisor of Community Centre Building Maintenance at Planning, Property and Development of the City a minimum of 2 working days in advance of building sprinkler shut down, in compliance with risk management requirements. Refer to individual Community Centre Fire Safety Plan.		Supervisor of Community Centre Building Maintenance to provide details to the City's Insurance Branch – Supervisor of Insurance

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Contracted Services (All work performed by Contractors)	Before assigning a contract and before work begins, consult with the Insurance Branch via the Community Centre Liaison to ensure all contractors: • have approved Workers Compensation Board coverage; • meet the City's liability insurance and security clearance requirements. As requested, provide a list of all contractors used to the City's Insurance Branch, Supervisor of Insurance regularly. Provide updates as changes occur. If a Contractor is not on the City's pre-approved contractors list, they must obtain Certificates of Insurance to be filed with the Insurance branch. Contractors must ensure that contractors follow the Workplace Safety and Health Act and regulations.		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 Insurance Branch to provide Community Centres an up to date list of all pre-approved insured contractors.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Electrical	Electrical repairs, replacement, and maintenance, including but not limited to: • light fixtures, ballasts, plugs, switches, panel work, circuit breakers/fuses, light bulbs 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. Equipment and system replacement required by new regulations, codes.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
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 but not limited to: • 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 applicable municipal, provincial and federal laws. 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.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
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. Complete 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 lots serving fields/grounds).
Fencing, Wood Ramps and Decks	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 based on available capital and safety priority.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
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 applicable municipal, provincial and federal laws. 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 applicable municipal, provincial and federal laws.
Pest Control	Perform interior pest control.		
Signage	Maintenance and repair of all Community Centre signs on property. Installation, maintenance, repair, and replacement of all illuminated, custom or specialty signage. Obtain approval from the Planning Property and Development Supervisor of Community Centre Maintenance 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).
Fall Protection	Maintenance of fall protection anchors.		Installation of fall protection anchors.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
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	Community Centres must comply with City's Universal Design Policy and 2016-18 Accessibility Plan or replacement thereof. Arrange for 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 required pursuant to applicable municipal, provincial and federal laws. Follow up on any orders issued by inspectors. Replacement/major overhaul due to age deterioration in compliance with the City's Universal Design Policy and 2016-18 Accessibility Plan or replacement thereof.

BUILDING MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Asbestos	Keep staff/volunteers informed where asbestos is located in the facility. Report disturbed asbestos-containing materials to City for immediate repair. Notify City of planned projects regarding asbestos management, including but not limited to HVAC, floor tile replacement, holes required through walls, ceilings containing vermiculite.		Provide regulatory and information, as required. Maintain accurate records where asbestos exists. In facilities where asbestos exists, conduct a thorough inspection every year. Provide notification of projects to all stakeholders as per applicable municipal, provincial and federal laws. Repair/remove disturbed asbestos.
PCB's	Keep staff/volunteers informed about safe PCB procedures.		Dispose of PCB's as per applicable municipal, provincial and federal laws.
Lead Paint	Before sanding paint, contact City to determine whether or not it is lead paint.		Remove lead paint as per applicable municipal, provincial and federal laws.
Mould	Notify City immediately upon discovery of suspected mould.		Responsible for mould remediation/abatement.

PERMANENT OUTDOOR RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Permanent Outdoor Hockey Rinks	Permanent hockey rinks, protective fencing and player boxes maintenance, repairs, and replacement. Prior to hiring a Contractor, consult with the Planning Property and Development (Supervisor of Community Centre Maintenance) re plans for major refurbishments or construction of permanent hockey rinks or alterations/additions to rink lighting. Obtain all required permits 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 all permits.
Snow Clearing (Rinks)	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 for safety concerns.

PERMANENT OUTDOOR RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Rink Lighting - Permanent Outdoor Hockey 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 work Provide technical assistance, plans, and specifications, and quotation packages. Structural repairs to base below ground level. Replacement of light standards for permanent rinks based upon the development of a prioritized replacement list and dependent upon availability of capital funding to support such.

KNOCKDOWN RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Knockdown Rinks: Rink Boards	Community Centres are responsible for replacing damaged rink boards caused by poor ice cleaning maintenance practices.		City must have rink boards repaired, installed & removed; Board replacement; • New rinks and/or boxes constructed to winter programming requirements. The City must complete installation at the beginning of the season and removal at the end of season (repaired /replaced as required).
Flooding	The following must be completed, as required, after the first deep freeze: • First, flood rink bottom sealed by light flood & allow to freeze; • Second, flood heavier (max water depth 5cm); • Address any hazardous ice areas such as breached seal of rink edge, or rough or uneven surface immediately.		

KNOCKDOWN RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Water Supply	From water tank/outside source or building water connection Before and after each flood: • All water source connections must be monitored and hoses drained to prevent freezing; • Ensure there are no line leaks in flooding hoses.		
Ice Cleaning	Use a blade, broom, or shovel to maintain a clear skating surface; In the event of heavy snowfall, the accumulated snow should be removed by front end loader or snow blower. Ice cleaning must be completed within two days of end of snowfall event.		
Snow Removal	Excessive snow accumulation outside rink boards must be removed (minimum Standard is 28 inches below the top of rink boards.)		City to assist with snow removal, if required.
Line Markings	Optional requirement at Community Centre maintained sites.		

KNOCKDOWN RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Equipment	Provision of equipment required for knockdown rink and ice surface maintenance is the responsibility of the Community Centre.		
Utility Costs	The Community Centre is responsible for paying all utility costs associated with knock down rinks (lighting, shelter, heating and water).		
Board Up-Keep	Keep maintained in safe and stable condition, Keep free of exposed nails and other hazards such as sharp or broken sections.		Fill sandbags for braces as required.
Screened Rink Ends			Supply and install screened rink ends.
Shelter Clean-Up	Keep checked and cleaned. Vandalism causing safety hazards (i.e. Arson) must be addressed immediately.		Major clean-ups

KNOCKDOWN RINKS

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Temporary Lighting			• Transported and installed on bases. • Wiring and hook up by a qualified electrician. • Maintain lighting (e.g. Repairs to light fixtures) • Removal and storage if required at end of season. • Installation at beginning & removal/storage at end of the season. • Maintenance as required.

INDOOR ARENA/SOCCER/SPORTPLEX MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
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 required as outlined in "Building Maintenance Responsibilities" section of this document for Community Centre facilities.		Maintenance as per "Building Maintenance Responsibilities" for Community Centre facilities.

INDOOR ARENA/SOCCER/SPORTPLEX MAINTENANCE RESPONSIBILITIES

ACTIVITY	COMMUNITY CENTRE	GCWCC	CITY OF WINNIPEG
Building Maintenance Operations	All building/equipment maintenance/replacement and operations requirements, unless noted otherwise in this section.		Annual facility inspection. Identify maintenance items.