



OAKVILLE

LETTER OF AGREEMENT

November 1997

Amended, February 1999

Amended January 24, 2001

Amended November 27, 2003

Amended November 2005

Amended March 2006

Amended December 2008

Amended November 2012

BETWEEN:

THE POLICY REVIEW BOARD AND PLANNING BOARDS
AND MEMBERS OF:

THE OAKVILLE SENIOR CITIZENS RECREATION CENTRE

- and -

THE SIR JOHN COLBORNE RECREATION CENTRE FOR
SENIORS

-and-

RIVER OAKS MATURE ADULTS CLUB

-and-

IROQUOIS RIDGE OLDER ADULT CENTRE

and

QUEEN ELIZABETH PARK OLDER ADULT CENTRE
(hereinafter called the "Seniors")

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWN OF OAKVILLE
(hereinafter called the "Town")

OF THE SECOND PART

INTRODUCTION

This Letter of Agreement pertains to administrative and operational control, management, program, wellness services and activities, finance & purchasing and maintenance of the Oakville Senior Citizens Recreation Centre, the Sir John Colborne Recreation Centre for Seniors, the River Oaks Mature Adults Club (ROMAC), the Iroquois Ridge Older Adult Centre (IROAC) and the Queen Elizabeth Park Older Adult Centre (QEPOAC). This document establishes the guidelines for decision-making authority and financial responsibility, and defines the relationship between Planning Boards, Centre staff, Town Administration and Council. Also see Articles & By-Laws and Policies and Procedures.

ASSUMPTIONS

- Town Council is the governing body and decision-making body for all municipally owned operations and has the final say in all decisions. It also bears the responsibility and liability for problems that may arise in the operations of the Centres.
- Centre staff are responsible for the overall management of the Centres.
- Seniors will play a role in decision-making for the Centres in partnership with the Recreation & Culture Staff.
- Centre staff positions are employees of the Town. The Town sets wage levels and benefits and Town Personnel Policies apply to these employees.
- Elected senior centre members will manage the affairs of the Policy Review Board and the Oakville Senior Centre Operations Board and the Sir John Colborne Centre Operations Board, as well as ROMAC Council, IROAC Advisory Committee and QEPOAC Advisory Committee and be responsible and accountable for their decisions to their respective centres.
- In the event that the Recreation & Culture Department initiates any new Seniors' Services sites the new seniors involved will have representation on the Policy Review Board.

GUIDING PRINCIPLES

- Centre members shall play an active role in the planning and implementation of a total leisure program in partnership with Recreation & Culture.
- Centre staff enable and facilitate the participation of seniors in the operation, programs and activities of the Centres. Staff work with and for seniors, assisting them to exercise autonomy and independence, within Centre policies, to exercise their unique skills, talents and abilities, and to continue to develop their potential.
- Centre staff assist members to assess, create and maintain an environment that affirms the dignity and self-worth of the senior and that enhances an atmosphere of wellness.
- The Policy Review Board respects the autonomy and distinct role of the Advisory/Operations Boards in assisting staff with the day-to-day operations of their respective Centres.
- Policy affecting all Seniors Services venues will be developed by the Policy Review Board as appropriate and applied to members on a uniform basis.
- Centre staff will determine centre services based on a collaborative process with all Boards.
- The Town will consult with the Policy Review Board on expanded or new leisure, recreation, and support services for seniors.

DEFINITIONS

Administration – Town of Oakville, Recreation and Culture Department Senior Management.

Seniors Centres – refers to the Oakville Seniors' Centre, Sir John Colborne Recreation Centre for Seniors, River Oaks Mature Adults Club, Iroquois Ridge Older Adult Centre and the Queen Elizabeth Park Older Adult Centre.

Town Budget - The Recreation & Culture Seniors Services' budget which is prepared by Seniors' Centre staff for Town Council approval.

Centres' Bank Accounts - The seniors' bank accounts which are managed by the Centres' Advisory/Operations Boards for the purpose of cost-sharing, equipment repairs, replacements and minor/major capital purchases in partnership with the Town. Revenue is generated through a percentage of program fees, drop-in fees, fundraising activities, donations and investments.

Centre Budget - The Seniors' Centres budgets which are prepared by the Finance and Purchasing Committees in consultation with Centre staff for Advisory/Operations Boards approval.

Seniors Services Staff - Refers to full and part-time Recreation & Culture staff assigned to Seniors' Services (serving as representatives of the Corporation of the Town of Oakville), working in partnership with the seniors as outlined in the Letter of Agreement, Articles & By-Laws and Policies & Procedures.

Committees - This refers to those committees reporting to the Advisory/Operations Boards: Standing Committees (Program/Special Event, Finance & Purchasing, Volunteer, Property) and ad hoc committees.

Drop-In Fee - A fee approved by the Policy Review Board to be charged to members for activities that fit the drop-in category as opposed to those requiring pre-registration.

Policy Review Board - The Policy Review Board originated in 1997 and is made up of representatives of the Oakville Seniors' Centre, Sir John Colborne Recreation Centre for Seniors, River Oaks Mature Adults Club, Iroquois Ridge Older Adult Centre and the Queen Elizabeth Park Older Adult Centre. The Board addresses governance concerns common to all venues offering Senior Services programs.

Program Fee - The fee is determined by Centre staff for ongoing session programs and must consider all relevant costs including a percentage (not to exceed 20%) to be returned to the Centres for purchase, replacement, repair and maintenance of program equipment and furnishings.

Seniors – those with Seniors' Services membership.

Total Leisure Program - In recognition of the physical, mental, health, cultural and social needs of seniors, the Recreation & Culture Department offers a broad range of health, recreation, wellness and support services through Seniors' Services.

AGREEMENTS

1. HUMAN RESOURCES

1.1. The Town shall hire employees to fulfill the needs of the Centres in partnership with the Seniors, with the salary and benefits costs built into the Town budget. Current Senior Centres' staffing includes the following positions:

- 1.1.1 Manager, Seniors and Adult Services
- 1.1.2 Recreation Co-ordinator, Seniors Services (2 positions)
- 1.1.3 Assistant Co-ordinator, Seniors Services (2 positions)
- 1.1.4 Assistant Programmer, Seniors Services (2 positions)
- 1.1.5 Part-time Staff (facility and program)

The Town may revise the staffing schedule in consultation with the Advisory/Operations Boards.

1.2 Upon replacement of/or addition to Seniors' Services management staff, Centre members represented by either the affected Advisory/Operations Boards or the Policy Review Board, will participate in an advisory capacity in the interview process with the Recreation & Culture Department.

2. FINANCE

Budgets will be established annually for the Oakville Senior Citizens' Recreation Centre, Sir John Colborne Recreation Centre for Seniors, River Oaks Mature Adults Club, Iroquois Ridge Older Adults Centre and the Queen Elizabeth Park Older Adult Centre. These budgets will consist of two components: Recreation & Culture (Town), prepared by Seniors Services staff and Centre budgets, prepared by the respective Centre Treasurer and/or Finance & Purchasing Committee. Responsibility and accountability for the fiscal management of Town or Centre budgets will be assumed by the respective partners. This budget system has been developed to create a sustainable and shared fiscal approach in the operation of the Seniors' Centres. This will be achieved through cost-sharing arrangements, alternate revenue sources, financial efficiencies, and volunteer participation and support.

- 2.1. Centre staff shall prepare and manage their portion of the annual Town (Recreation & Culture Department) Operations and Capital budgets, sharing information with the Advisory/Operations Boards and Finance & Purchasing Committees.
- 2.2. Treasurer and/or Finance & Purchasing Committees shall prepare an annual Centre budget in partnership with Centre staff for Advisory/Operations Boards approval.
- 2.3. Advisory/Operations Boards shall retain and manage Centre budgets and investments. Centre staff shall handle the administration of bank accounts (ie. bookkeeping, daily

balancing, bank deposits).

- 2.4. Drop-In Fee recommendations shall be reviewed and approved by the Policy Review Board. Drop in fees are retained in Centre accounts.
- 2.5. Fundraising revenue, generated by the seniors, as well as donations made to the seniors, will be considered funds of the seniors and managed in their own bank accounts.
- 2.6. Membership Fees will be set by the Policy Review Board with the funds to be collected and transferred to the Town account.
- 2.7. Revenue and expenses of Recreation & Culture operated registered programs held at the Centres are included as part of the Town Seniors' Services budget.
- 2.8. Centre members will assist the Town in the funding of large projects to enhance senior's services. Each project will be considered on an individual basis with a view to potential cost-sharing.
- 2.9. Rates & fees for programs and rentals shall be set by Centre staff for Town approval and must consider all related expenses.
- 2.10. The Town will continue to be responsible for maintaining necessary records of employment and related forms for instructors.
- 2.11. A percentage of program fees (not to exceed 20%) will be transferred to Centre accounts to offset the costs of program equipment repairs and replacement, and furnishings.
- 2.12. The Town shall continue to manage the provincial grants under the Elderly Persons' Centres Act.

3. VOLUNTEERS

The Town recognizes and supports the critical role that volunteers play in the efficient operation of the Centres in partnership with Centre staff. The Policy Review and Advisory/Operations Boards are acknowledged as the official organization and governance structure as elected by the members. Staff will encourage and support the active participation of volunteers in all aspects of Centre operations.

- 3.1 The Volunteer Committees shall determine in partnership with Centre staff, how to structure and operate their volunteer programs.
- 3.2 Volunteer staff designates (trained Centre volunteers who are on site during non-staffed hours) shall be trained by and report to Centre staff.
- 3.3 Centre staff shall continue to recognize and provide orientation, recognition and training for Centre volunteers in consultation with the Volunteer Committees.

4. PROPERTY

- 4.1 Property Committees shall support and assist Seniors' Centre staff in the ongoing planning, evaluation, repairs and maintenance of the Centres' facilities and equipment, properties and grounds maintenance. An inventory record will be maintained.

5. PROGRAM/SPECIAL EVENTS

- 5.1 The Program/ Special Events committees shall support and assist Centre staff in the planning, evaluation and operation of Centre programs in providing a broad range of desired programs, wellness services, drop in/special interest clubs and special events for members.

- 5.2 Centre staff shall make the final scheduling decisions.

6. FACILITY RENTAL

The parties agree that the facilities shall be available on a rental basis through the Manager /Coordinator, Seniors Services. These rentals are primarily for senior-related functions unless otherwise determined by the Operations Boards in agreement with the Town Rental Policy. Members regularly scheduled programs/services shall have priority use over rentals. Revenue collected for facility rentals will be managed by the Town and form part of the Town budget. Private party rentals are available to members only for senior-related functions.

7. INSURANCE


The town is responsible for complete insurance coverage for the Centres including Contents, General and Third Party Liability, including errors and omissions, slander and libel for Advisory/Operations Boards and Policy Review Board. This includes all standing and ad hoc committees.

8. GENERAL

This Letter of Agreement shall be reviewed every 2 years as agreed upon by both parties with representatives of the Town, Centre staff and the Policy Review Board and Advisory/Operations Boards. It may be amended at any time by the mutual consent of the parties and terminated at such time as the Centres cease operations. The parties further acknowledge that this Letter of Agreement is not a legally binding document, and serves solely as a means of documenting the arrangements between the parties to ensure the effective operation of the Centres. Nothing in this Letter of Agreement restricts Town Council in any way.

IN WITNESS WHEREOF the parties hereto have had this Letter of Agreement executed.

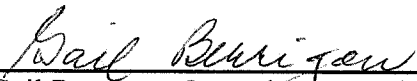
POLICY REVIEW AND ADVISORY/OPERATIONS BOARDS AND MEMBERS OF THE
SENIOR CENTRES' AND THE CORPORATION OF THE TOWN OF OAKVILLE




Carolyn Rumble, Policy Review Board, Chair



Ralph Wallace, Operations Board Chair, Oakville Senior Citizens' Recreation Centre




Gail Berrigan, Operations Board Chair, Sir John Colborne Recreation Centre for Seniors



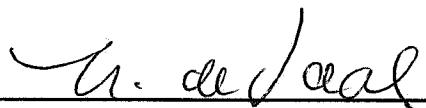
Walter Symonenko, President, River Oaks Mature Adults Club Council



Lore Faber, Chair, Iroquois Ridge Older Adult Centre Advisory Committee



Marg Trupp, Chair, Queen Elizabeth Park Older Adults Centre Advisory Committee



Nina De Vaal, Director of Recreation & Culture – Town of Oakville



Tricia May, Senior Manager Recreation Services – Town of Oakville

January 2013