



Town of Whitby Policy

Policy Title:	Community Use of Schools Branded as Community Connection
Policy Number:	OPS 130
Reference:	Council Resolution #15-09
Date Originated:	January 19, 2009
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Manager of Recreation

Policy Statement

The Town of Whitby works in partnership with the Durham District School Boards and Community Connection to offer affordable recreation and leisure programs based on community need.

Community Connection is a Committee of Council and a non-profit organization that provides recreation and special interest programs in Whitby schools. Community Connection works in conjunction with the Town of Whitby and the School Boards to maximize the use of school facilities. Community Connection encourages community involvement through volunteers and community input on programming needs of neighbourhoods. Any profits generated from Community Connection programs are reinvested back into the schools and community at large.

Purpose

The purpose of this policy is to state the Corporation's support of the Community Use of Schools program and outline the operating philosophy and roles and responsibilities of all parties involved in offering this valuable service to the community.

Scope

This policy applies to the provision of the Community Use of Schools program and the relationship between the Durham District School Boards, Community Connection and the Town of Whitby and the roles of each of these parties in offering these programs.

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1 Procedure

The following outlines the roles and responsibilities of each partner related to the Community Use of Schools program:

1.1 Town of Whitby

- Council to annually appoint the elected Executive Board of Directors as a Committee of Council and to provide insurance as such.
- Identify a staff member, from the Community Services Department to represent the Town of Whitby's interests in Community Connection as a member of the Executive Board of Directors.
- Support the development of policies and procedures in order to reflect those of the Corporation of the Town of Whitby in order to minimize risk and liability and support a sustainable and efficient Community Use of Schools program.
- Operational support as required and as approved in the annual operating budget process.
- Provision of office space in a Town of Whitby facility.
- Manage the registration process with the CLASS program and information technology support and process payments through the Town of Whitby Treasury Section of the Corporate Services Department.
- Inclusion of Community Connection programs in the Town of Whitby's activity guides.
- Determine the community need for additional Community Use of Schools locations and work in partnership with the respective School Boards and their accommodation plan to create new Community Use of Schools locations, as required and approved by Council.

1.2 Community Connection

- Set operating policies, procedures, staff wages and program fees.
- Program development and delivery.
- Hire, evaluate and manage the Director of Operations, Supervisors and program staff.
- Complete an annual review and evaluation of programs.
- Ensure operating procedures are in compliance with Town of Whitby policies and governing legislation.
- Maintain a Board of Directors who oversee the operation of the organization, hold public board meetings as necessary and carry out an annual election of the Executive Board of Directors.
- Advise the Town of their results of the election of the Executive Board of Directors.
- Secure permits with the respective Durham District School Boards to ensure program space.

1.3 Durham District School Boards

- Permit the space and set the rates for the use of the schools.
- Custodial and ongoing maintenance of school facilities.

2 Responsibilities

- 2.1** The Supervisor of Community Development is responsible for the Town of Whitby's role; the Executive Board of Director's is responsible for Community Connection's role; and, the Community Use of Schools Coordinator is responsible for the School Boards' role. It is the responsibility of these partners to work together to offer affordable recreation and leisure programs to the residents of Whitby.

This Policy is hereby approved by Council Resolution #15-09 on this 19th day of January, 2009.