



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: November 4, 2019

RE: Recreation Centre Kitchen Policy Amendment

ISSUE:

The operation of the Recreation Centre Kitchen was changed in 2017; however, the Town's policy was last updated in 2010. Administration has prepared a new policy that is reflective of current practice (attached).

BACKGROUND:

P2010-001 Rec Centre Kitchen Policy was adopted in 2010 (attached).

FINANCIAL IMPLICATIONS:

There are no financial implications.

ANALYSIS:

The policy has been redrafted to reflect the changes to the kitchen policy that were made in 2017. The Kitchen Auxiliary has provided input and reviewed this draft policy. User groups are also aware of current practice and the realignment of the policy. This policy will become part of the user group agreements for use of Recreation Centre.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT P2019-005 Recreation Centre Kitchen Policy be approved as presented."

TOWN OF WADENA

POLICY: Recreation Centre Kitchen Policy		COUNCIL RESOLUTION: Resolution # XXX-YY Effective: Month Day, Year
DEPARTMENT: Parks & Recreation	POLICY NUMBER: # P2019-005	Amended Date:

PURPOSE

The purpose of this policy is to clarify the operation of the kitchen at the Wadena Recreation Centre.

PROCEDURE

To keep ice rental rates low at Wadena Recreation Centre, the kitchen is operated in partnership with volunteers from the community consisting of the Kitchen Auxiliary and regular user groups including Wadena Minor Sports, Wadena Skating Club, Men's Rec Hockey, Women's Rec Hockey and Wadena Wildcats Sr Hockey.

Each partner has the following roles and responsibilities:

Town of Wadena

1. To oversee the operation of the kitchen.
2. To clean the kitchen and meet trucks for delivery of kitchen supplies.
3. To develop policies in order to maintain clarity in each group's responsibilities to the facility.
4. To answer questions and concerns from the user groups in relation to the kitchen.

Kitchen Auxiliary

1. To order all supplies for the kitchen including food, drinks, condiments, fryer oil, cups etc.
2. To handle the finances of the kitchen including maintaining a float, making deposits and bill payments.

Regular User Groups

1. To schedule and provide volunteers to staff the kitchen during their own events.
2. All user groups, except Wadena Minor Sports, will provide volunteers to staff the kitchen for Wadena Wildcats Sr Hockey events.

TOWN OF WADENA			
POLICY TITLE		ADOPTED BY	POLICY NO.
REC CENTRE KITCHEN POLICY		TOWN COUNCIL	<i>P2010-001</i>
EFFECTIVE DATE:			PAGE #
November 16, 2010		Res. # 374-10	1 of 2

Director of Recreation & Community Development

374-10
Basky
Koroluk

WADENA RECREATION CENTRE KITCHEN POLICY

That Wadena Recreation Centre Kitchen Policy be set as follows:

That all of the user groups are required to convene the amount of times at the Rec. Centre Kitchen in direct proportion to the overall percentage of user fees that they pay to use the facility. With each group have the following roles and responsibilities:

Town of Wadena

- ◆ To oversee the operation of the Rec. Centre Kitchen.
- ◆ To develop policies in order to maintain clarity in each groups' responsibilities to the facility.
- ◆ To answer question and concerns from the user groups in relation to the Kitchen.

Ladies Rec. Auxiliary Group

- ◆ To create the list of groups from all of the user groups.
- ◆ Throughout the season to be responsible for all of the ordering of supplies for the kitchen, which includes; (food, drinks, condiments, fryer oil, cups and food trays, etc)
- ◆ To look after all of the financial aspects of the kitchen.

User Groups (Minor Hockey, Skating Club, Men's & Ladies' Rec Teams, Wildcats)

- ◆ To provide the Ladies Rec Auxiliary with a list of all of the registered families or individuals within their group.
- ◆ To provide the Ladies Rec. Auxiliary with the names of convenors for the upcoming season. (number of convenors based on proportion of the overall percentage of rental fees; this can change from year to year)

Families & Individuals

- ◆ To be prepared to work a shift or two, when it is your group's week to work in the kitchen. (Amount of Shifts will vary depending on the number of games scheduled during that week)
- ◆ To be responsible for finding a replacement worker for your shift if a worker is unable to work during their schedule time. (A list of students names are posted at the Rec Centre, or try to trade time with someone else within the group)

Convenors

- ◆ To schedule workers from their groups list to work during events at the Rec. Centre.
- ◆ To keep track of the people who work during your week so when it is your groups turn to work again the same people are not the people that are contacted first.
- ◆ To open up the kitchen at the start of the week
- ◆ To close up kitchen at the conclusion of the week and make sure everything is cleaned and ready to go for the next group. (A list of specific duties are posted in the Kitchen)

MOTION CARRIED