

RESPONSIBILITIES
OF
LOCAL PROPERTY EXTREME SPECIALTY COMMUNITIES
(referred throughout document as LPESC)

Effective January 1, 2011 unless otherwise noted within document

Primary Purpose:

- To provide a safe, clean, equipped property to deliver the camping program to Members of Girl Guides of Canada-Guides du Canada.
- To work in partnership with the Provincial Property Section to achieve the benchmarks for their property.
- To oversee the day-day operations of an assigned property in partnership with the provincial property section.
- To ensure that all legislative requirements as they relate to the property are complied with.
- To ensure that all ways of work defined by Girl Guides of Canada-Guides du Canada and Girl Guides of Canada, Ontario Council are adhered to as they relate to the operations of the property.

Members of the LPESC:

- Chair: must be a Member of Girl Guides of Canada-Guides du Canada in good standing. The appointment to this position is at the recommendation of the LPESC and approved by the Provincial Property Adviser.
- Members: to be appointed by the LPESC Chair. The number of individuals on the LPESC is at the discretion of the Chair and is not restricted however members must be directly involved in the primary purposes as outlined above. Other individuals may participate with short term tasks to support the work of the LPESC (i.e. work weekends, fundraising events).
- All members of the LPESC must be registered in iMIS.
- Males are permitted to be part of the LPESC and must adhere to the requirements of non-Member participation as outlined in *Guiding Essentials*. They are not eligible to hold the position of Chair.
- Any employees or service providers doing direct work for the specific property may not be members of the LPESC.

Term of Office:

- The Chair of the LPESC may serve initially up to 3 consecutive years in this position for the same property. The term may be extended for 1 year plus 1 year renewal based on mutual discussion with the Provincial Property Adviser & individual.
- The members of the LPESC may serve initially up to 3 consecutive years in this position for the same property. Reappointment may be extended for a further 1 year plus 1 year maximum at the mutual discretion of the individual and the Chair.
- An individual may be a member of the LPESC for 1 term and then be appointed as Chair for 1 term.
- A minimum of one year of non-membership on the LPESC must occur before an individual may be reappointed as member onto the LPESC.
- The term of office is effective on January 1 of each year.
 - Note: to ensure transition of knowledge and resources both on a specific LPESC but also amongst all of the LPESCs the length of term of current Members will be discussed with the Provincial Property Adviser to develop a roll out of term ends over a period of 3 years which would have the first term end dates of December 31, 2011.

- A succession plan is to be built into the LPESC to ensure not all terms end at the same time.

Duties and Responsibilities

1) Physical Site & Building Management:

Planning:

- a) Develop a 10 year cycle of maintenance & replacement for all existing components of the property. This includes but is not limited to:
 - Identification of cycle of replacement of major equipment items such as tents, picnic tables, lawn mowers, building equipment, boats (of any kind), motors, vehicles.
 - Identification of key maintenance needs that are required for either property or buildings on an annual or cyclical basis within that 10 year period.
 - Identification of building capital repairs, enhancements that may be required to ensure the longevity of the specific building.
 - Identification of property capital repairs, enhancements that may be required.
 - Identification equipment capital repairs or purchases that may be required.

Note: there will be items that do not need to be replaced or have significant maintenance every 10 years. These should be noted on the plan with an anticipated timeline of replacement/maintenance identified. An example of this would be roofs.

Submit this initial plan to the Provincial Property Adviser by May 1, 2011 and an updated version annually by March 1 each subsequent year.

Note: the submission of this plan does not indicate immediate approval of the details within that plan. These will be reviewed by the Provincial Property Adviser and discussed with the LPESC for clarification. Ontario Council will provide the overall approval of the plans based on the recommendations from both the Provincial Property Adviser and the input of the LPESC. The approval of these plans will be made on cost factors, the achievement of that specific property to meeting the defined benchmarks and the overall viability of the plan.

- b) Monitor the cycle and ensure the necessary actions for each year are included within the budget process and the work plans for the specified year.

Submit a status report to the Provincial Property Adviser by January 15 of the year following to define any deviances from the plan and/or adjustments that may be required to the current years approved budget.

Implementation:

- a) In partnership with the Provincial Property Manager, define the actions to be undertaken by the LPESC, the assigned employee support where applicable or where an outside provider will need to be contracted to implement the work.
- b) Undertake the work agreed to for the LPESC responsibilities and ensure that the Provincial Property Manager is informed of the status and outcome of the work projects.

Ensure the project remains within the approved budget limitations. Should it appear to be costing more than anticipated, this needs to be identified to the Provincial Property Adviser to ensure appropriate approvals are received to continue with the work.

- c) Where outside vendors are to be contracted to implement the work, identify whether the LPESC is going to do undertake the groundwork to find the appropriate company or if they wish the Provincial Property Manager to undertake this on their behalf.

Before committing to a contract, the quotations, recommended vendor and any contractual agreements must be submitted to the Provincial Property Manager who will forward to the appropriate signing authority.

No contracts may be signed on behalf of Girl Guides of Canada by any member of an LPESC. No verbal commitments may be entered into on behalf of Girl Guides of Canada by any member of an LPESC.

Evaluation:

- a) On an annual basis prior to March 1, an evaluation of the cyclical plan should be undertaken to assess the work that has been done throughout the previous year. This evaluation should include a review of the plan to determine if it still reflects the needs as they are known at this time and any additions or deletions that need to be made.

Submit this plan to the Provincial Property Adviser on March 1. This will then be reviewed in partnership with the LPESC for clarification and costing within the budget process.

2) Site Usage:

Physical Site Use:

- a) Develop a 5 year long range site physical usage plan that includes the growth of any areas within the property that are currently under utilized or could be utilized differently.

Note 1: this plan is about the use of the physical site and not the persons renting.

Note 2: the submission of this plan does not indicate immediate approval of the details within that plan. These will be reviewed by the Provincial Property Adviser and discussed with the LPESC for clarification. Ontario Council will provide the overall approval of the plans based on the recommendations from

both the Provincial Property Adviser and the input of the LPESC. The approval of these plans will be made on cost factors, the achievement of that specific property to meeting the defined benchmarks and the overall viability of the provincial property plan.

- b) On an annual basis of May 1, identify any changes to the physical site use for the following year so that this is taken into consideration for the budget development. This could be the closure of some component of the site due to maintenance or the addition of new areas of use due to development.

Rental Of Site:

Immediate:

Effective September 1, 2010, all booking requests for the use of a property are to be handled through the provincial office. Any properties not yet on this process must do the following by August 1/10:

- Provide all currently accepted bookings for September 2010 forward to the Provincial Booking Clerk for inclusion into the data base. All bookings already approved by the LPESC will be honoured as long as the details are on record at the provincial office.
- Meet, by phone or in-person, with the Provincial Property Manager to discuss what details are required from the LPESC to move forward.
- Website updates will be made indicating this change as of August 1/10.

Weekly:

- a) The Provincial Property Booking Clerk will send out a report to each LPESC designate defining the rentals for the upcoming month at the beginning of each month. On a weekly basis they will provide that designate with any changes that may have come in via email.

The designate is defined as the person who will be responsible for ensuring the facilities are open and ready for the renter.

The LPESC is responsible to ensure the buildings are open and ready for the renter based on the defined arrival/departure times.

- b) At the end of the rental period notify the Provincial Property Booking Clerk of any adjustments to the rental agreement that may have occurred. For example: a group requested snowshoes once on site but had not booked them originally

Monthly:

- a) The Provincial Property Booking Clerk will send out a summation of the previous month's rentals at the end of each month partnered with the known usage for the upcoming month (which would be subject to change week/week). This is for the LPESC knowledge and no action needs to be taken.

3) Compliance:

The Provincial Property Community has the responsibility to identify and educate the LPESC to the requirements to ensure compliance. The LPESC has the responsibility to identify to the Provincial Property Community any new requirements that are brought to their attention.

All actions of the LPESC must be in compliance with the legislative (federal, provincial, municipal) requirements for all aspects of the operations of their property.

All actions of the LPESC must be in compliance with the by-laws and policies of Girl Guides of Canada-Guides du Canada and the ways of work of Ontario Council.

The LPESC is responsible to:

- a) Allow any governing officials from regulating bodies to conduct any inspections or audits that are required to ensure that compliance is being maintained. Upon the

completion of these visits, the resulting reports are to be filed with the Provincial Property Community with a plan of action to define any follow up work that is required.

- b) Allow members of the Provincial Property Community or their designate, access to the site. This access should be mutually agreed upon by the Provincial Property Community and the LPESC. However, the Provincial Property Community does have the right to enter the facilities at any time without notice should concerns be noted.
- c) Current copies of keys and access pass words to all facilities must be on file at the Provincial office.

4) Site Promotion/Marketing:

Provincial Website:

There is only one website representing the properties operated by Girl Guides of Canada, Ontario Council and any local websites are not permitted. Any local sites are to be shut down by June 30, 2010 if they have not already done so.

The LPESC is to provide to the Provincial Property Manager(s) the relevant information that is located on their respective web pages. The Provincial Property Manager is responsible for working with the Communications Coordinator for the upload of changes onto the site.

- a) Ensure that all data on the website is an accurate reflection of the facilities and amenities available to the renter. This includes but is not limited to:
 - Capacity per rental area (which cannot exceed legislative requirements).
 - Amenities available when renting.
 - Emergency contact and Safe Guide data required.
 - Pictures or other advertising components for the site.
 - Rental rates as approved through the annual budget process.
- b) Promotion of events happening at a specific property may be included on the website in accordance to the provincial event guidelines that are already established. Any events posted on the website must be managed through the e-registration process.

5) Budget:

The budget for each property needs to be submitted to the Provincial Finance Department by the Provincial Property Department by June 1 each year. This means that the LPESC in partnership with the Provincial Property Department must have the budgets ready for submission prior to that time.

The fiscal year is January 1 – December 31.

The role of the LPESC in the budget process is to provide by May 1 of each year:

- a) Definition of the Plan of Action: based on the cyclical and long range plans that have been developed what is applicable to the upcoming budget year.
- b) Definition of Cost to Implement Plan of Action: based on the definition of 4a) what costs are associated to make the plan of action a reality.

- c) Definition of Sources of Revenue: what is the projected revenue from use, from donations, from fundraising activity? Are any changes to fees required? What are known plans for the use of the site?
- d) Fixed Costs: these costs will be applied to each LPESC budget by the Provincial Property Manager. The only role the LPESC needs to undertake in regards to these types of costs is to identify any plans that have been identified that may affect these from previous years. Examples of fixed expenses are: Hydro, Fuel, Phone, Water Testing.

Once the above materials have been submitted the Provincial Property Adviser & Manager will work with each LPESC to define the final budget submission to meet the benchmarks assigned for that year by Ontario Council.

Prior to June 1, each LPESC will have the opportunity to sign off on the final budget plan that is being submitted to the Provincial Finance Department for review. They will be notified of any required changes that need to be made before the final recommendations will be submitted to Ontario Council for approval.

The final approval of the budget occurs in September by Ontario Council and then is submitted to the National Board for approval in October.

6) **Financial Process Management:**

All LPESC must be on centralized banking and in compliance with the financial way of work of Ontario Council. No monies associated to a property may be managed outside of these procedures. Immediate compliance is required.

Weekly:

- a) Deposits:
 - o All monies received by the LPESC should be deposited within the week they are received through the appropriate deposit procedures.
- b) Bill Payments:
 - o All invoices received from a vendor are typically paid the week following receipt. Any invoices the LPESC has had sent to them directly should be forwarded immediately to the Provincial Property Manager for payment to ensure that we are not incurring late-fee charges.

Note: there are occasions when the invoice needs to be questioned and until the questions are resolved, will not be paid.

Monthly:

- c) Purchase Card Transactions:
 - o Submit all purchase card transactions with receipts on the provided documentation to the Provincial Property Manager. Purchase card transactions incurred after the 6th of each month will be reflected in the following month
- d) Expenses:
 - o Submit all non-purchase card expenses with receipts on the provided expense forms to the Provincial Property Manager. In

order for these to be reflected in the appropriate month's operating statement, they must be received prior to the 3rd week each month or they will be reflected in the following month.

e) Operating Statement Review:

Approx by the 15th of the following month, each LPESC will be provided with the prior month's financial activity (i.e. on February 15th they would receive the January operating statement). The LPESC is responsible to:

- Review all activity for that month & identify any variances that note.
- If any questions or changes are required, they are to notify the Provincial Property Manager within one week of receipt of the document of this. The Manager will clarify any questions or seek the appropriate changes required.
- A non-response to this process will be assumed that you are in agreement with the operating statement you have received.

Key Points to Remember:

1) Operating statements reflect the actual financial activity in a specific month. Examples of this are: Should work have been done in June but the bill is not received for payment until July then it will show on the July statement. If a booking occurred in May but they paid their deposit in April and the balance owing in June, then the payments will not show in May but in those two months respectively.

2) The exception to the provision of the monthly statements will be in effect each December. They will come out in preliminary format approximately 4 weeks after the end of the year. It is important to note that until the provincial audit is completed, the year end figures are considered preliminary as changes may need to be made dependent on audit findings. The final year end figures will not be available until approx June of any given year. However, the preliminary numbers may be used for forecast costing.

Annually:

- f) The LPESC will be provided with their final year end numbers upon approval of the audited financial statements. No actions need to be taken on these documents.
- g) A budget must be submitted annually by May 1 for the following year. See detailed Budget section within this document for specific responsibilities.

7) Human Resource Management:

The management of all property employees is the responsibility of the Provincial Property Manager(s) to ensure compliance with all legislative and Girl Guides of Canada, Ontario Council practices. All compensation as it relates to the employee is defined by Ontario Council and is not set at the discretion of the LPESC. Property employees report to the Provincial Property Manager.

It is recognized and understood that there needs to be a strong partnership between the employees at a specific site and those LPESC members. In turn, it is expected that a relationship of respect, trust and feedback is provided from both sides to ensure that the work being done is always in the best interest of the property.

The LPESC responsibilities as it relates directly to employees are:

- In the planning process of each year, identify to the Provincial Property Manager what employee support is required to achieve the work results that are required at the site. Indicate the type of work, the number of hours envisioned that the work will undertake and what the specific job responsibilities of the employee may be. (i.e. cleaning, grass cutting, general maintenance).
- Provide the appropriate equipment and supplies for the employee to do their job effectively.
- The assignment of work to employees belongs to the Provincial Property Manager with the input from the LPESC. Therefore, the LPESC identifies to the Provincial Property Manager any work that may be required that was not initially identified on the yearly plan to ensure they can assign the appropriate personnel at the site to have the work completed.
- Involve the employee in the overall planning each year to ensure their expertise of the site is incorporated into the plans of action.
- Report any concerns regarding employee performance to the Provincial Property Manager as they arise. The LPESC is not responsible for the implementation of any disciplinary action.

RESPONSIBILITIES
OF
PROVINCIAL PROPERTY COMMUNITY
(Effective January 1, 2011 unless otherwise noted within document)

Primary Purpose:

- On behalf of Ontario Council, to oversee the management and operations of the physical property across Ontario.
- To provide resources, direction and support to the LPESC to operate safe, clean, equipped property for the delivery the camping program to Members of Girl Guides of Canada-Guides du Canada.
- To ensure that all legislative requirements as they relate to the property are complied with.
- To ensure that all ways of work defined by Girl Guides of Canada-Guides du Canada and Girl Guides of Canada, Ontario Council are adhered to as they relate to the operations of the property.

Members of the Provincial Property Community:

- Adviser: must be a Member of Girl Guides of Canada-Guides du Canada in good standing. The appointment to this position is through an application process overseen by the Provincial Commissioner.
- Members: to be appointed by the Property Adviser. The number of individuals on the Provincial Property Team is at the discretion of the Adviser and is not restricted however members must be directly involved in the primary purposes as outlined above. Other individuals may participate with short term tasks to support the work of specific projects.
- Provincial Property Manager(s)
- All members of the Property Community must be registered in iMIS.
- Males are permitted to be part of the Provincial Property Community and must adhere to the requirements of non-Member participation as outlined in *Guiding Essentials*. They are not eligible to hold the position of Advisor.
- Any employees or service providers doing direct work for a specific property may not be members of the Provincial Property Community.
- May not be a current Member of a LPESC.

Term of Office:

- The Provincial Adviser term is 3 years with an option of an additional 1 year of renewal. The renewal is at the mutual discretion of the individual and the Provincial Commissioner.
- The term of Provincial Property Community members is 3 years with an option of an additional 1 year of renewal. The renewal is at the mutual discretion of the individual and the Adviser.
- A minimum of one year of non-membership on the Provincial Property Community must occur before an individual may be reappointed as member onto the Provincial Property Community.
- A succession plan is to be built into the Provincial Property Community to ensure not all terms end at the same time.

Duties and Responsibilities

1) Provincial Property Plan:

- a) Participate in the development of a 10 year usage plan for the overall property portfolio in Ontario. The lead responsibility for this work is Ontario Council. The plan should include:
 - How the benchmarks for the camp properties are to be met and maintained on a long term basis.
 - The usage of the office properties beyond staffing requirements.
- b) Ensure that data is recorded appropriately to assist in the development of recommendations and evaluation.

2) Physical Site & Building Management:

- a) Develop a common template to be used for the creation of the 10 year cycle of maintenance and replacement for existing property components.
- b) Ensure the submission of these 10 year plans by May 1 of each year.
- c) Develop an evaluation process to review the submitted plans.
- d) Upon the completion of the evaluation, discuss any concerns that have been noted for clarification with the LPESC.
- e) The Provincial Adviser, will submit the plans with the annual budget submission as both support for the budget and the long range plans of the property.
- f) Once approval is provided, in partnership with the LPESC, define the actions within the plan that will be undertaken by the LPESC, the assigned employee support where applicable or an outside provider.

Engage the appropriate actions to contract employees or service providers to meet those needs. If the LPESC is going to contract the outside vendor, ensure they are aware of the ways of work of Ontario Council when proceeding with this activity and follow up to ensure that all is complied with.

- g) Develop a consistent monitoring system for the LPESC to report the status of work on an ongoing basis. Review the submitted status reports and discuss any concerns with the LPESC for resolution or explanation.
- h) Develop a consistent evaluation process for the LPESC to provide their written reports to the Provincial Property Community by March 1 of each year. Review the evaluation when received and discuss any significant deviations or concerns with the LPESC for resolution or explanation. Work with the LPESC to adjust their plans if required based on the evaluation.

Submit a summation of each LPESC evaluation by April 1 of each year to Ontario Council for review.

3) Site Usage:

Physical Site Use:

- i) Develop a common template to be used for the creation of the 5 year cycle of physical usage plan that includes the growth of any areas within the property that are currently under utilized or could be utilized differently.
- j) Ensure the submission of these 5 year plans by May 1 of each year.
- k) Develop an evaluation process to review these submitted plans. This evaluation process should be developed to identify the movement to achieve the assigned benchmarks and the overall provincial property plan.
- l) Through the evaluation process, identify any deviances/concerns and discuss with the LPESC for resolution or explanation.

Rental Of Site:

- a) Ensure that all systems are in place to manage the rental bookings in an efficient, timely manner.
- b) Ensure that the Property Booking Clerk is prepared to take on all camp properties booking requests as of September 1, 2010.
- c) Ensure that all property rental data is current and on the website.
- d) On a monthly basis, ensure that the Property Booking Clerk sends out a report to the LPESC designate to define the rentals for the upcoming month.
- e) On a weekly basis, ensure that the Property Booking Clerk sends out a report to the LPESC designate updating any changes to bookings for that week or month. This should include any 'special' requests within the rental that the LPESC needs to be aware of.
- f) Make any adjustments to the rental agreement that may have been identified by the LPESC when the group was on site.
- g) On a monthly basis, ensure that the Property Booking Clerk has sent out a summation of the previous month's rentals for their information.

2) Compliance:

- a) Identify any legislative (federal, provincial, municipal) requirements that properties must adhere to.
- b) Identify any Girl Guides of Canada-Guides du Canada by-laws/policy requirements that properties must adhere to.
- c) Identify any Girl Guides of Canada, Ontario Council ways of work that properties must adhere to.
- d) Ensure that education is provided at least annually to the LPESC Chairs to their responsibilities for these requirements. Develop a resource library for the LPESC to refer to.
- e) When new requirements are brought to the attention of the Provincial Property Community, develop the plan of action to ensure compliance is met. Ensure that Ontario Council is aware of any changes and the relevant actions they may be required to undertake.

- f) Develop a monitoring system to ensure that compliance is being met. When it is brought to the attention of the Provincial Property Community that there may be non-compliance, they are to speak directly to the individuals involved for resolution. Should resolution not be achieved through those means, then the issue is to be referred to the Provincial Commissioner for further action.
- g) Ensure that current copies of all keys and pass words for each facility are on file at the Provincial office.

3) Site Promotion/Marketing:

- a) Maintain the content of property section web pages on the provincial website. Ensure that no independent websites as they relate to Guiding property in Ontario are in existence.
- b) When provided with updated information for a LPESC webpage ensure that it is uploaded in a timely, effective manner.
- c) In partnership with the provincial website team, define the needs of the LPESC pages and how they can best serve the Guiders using them.

4) Budget:

- a) Develop systems that provide the appropriate supports to the LPESC to be able to provide to the Provincial Property Community by May 1 of each year:
 - Definition of the Plan of Action: based on the cyclical and long range plans that have been developed what is applicable to the upcoming budget year.
 - Definition of Cost to Implement Plan of Action: based on the definition of 4a) what costs are associated to make the plan of action a reality.
 - Definition of Sources of Revenue: what is the projected revenue from use, from donations, from fundraising activity? Are any changes to fees required? What are known plans for the use of the site?
 - Fixed Costs: these costs will be applied to each LPESC budget by the Provincial Property Manager. The only role the LPESC needs to undertake in regards to these types of costs is to identify any plans that have been identified that may affect these from previous years. Examples of fixed costs are: Hydro, Fuel, Phone, Water Testing.
- b) Once the submissions have been received for the LPESC, review each budget submission to ensure that:
 - They are meeting the financial benchmarks defined by Ontario Council.
 - That the method in which they are meeting those benchmarks does not jeopardize the safety or maintenance needs of the site. The costing should be looked at in partnership with the action plans that have been submitted.
 - That the revenue projections are realistic based on both the benchmarks and the historical use of the site. If deviation from historical use, the property should be providing a plan of action to define how that the deviation will become reality.
 - Apply any fixed costs to the budget plan if they have not already been provided to the LPESC.
 - Apply any salary costs based on the plan of action discussed between the LPESC and the Provincial Property Community.
- c) Prior to June 1, the Provincial Property Community will have discussed and come to agreement with the LPESC for the final budget submission. They will provide an opportunity for the LPESC to sign off on the final submission to the Finance Department.

- d) Submit a budget to the Provincial Finance Department for the upcoming year for each property (camp, office, meeting hall) and the provincial property operations by June 1 of each year. The budget must include:
- Adherence to the financial benchmarks provided for each camp. Should the LPESC identify a budget that exceeds the benchmark, then the provincial property community must work with them to adjust their plans prior to the final submission date.
 - Action plan for the upcoming year that coincides with the costing that has been provided. These should come from the 5 & 10 year cyclical plans that have been developed by the LPESC.
 - Assurance that the LPESC has had input and final sign off on their budget submission.
 - All capital requests with both costing and rationale for consideration.
- e) Upon review by the Provincial Finance Department, review any requested changes or questions with the LPESC for resolution or input. Provide a revised document to the Provincial Finance Department within the timeframe provided with the feedback.
- f) The Provincial Finance Department will submit an overall budget to Ontario Council in September of each year. Any additional changes to the budgets at that time will come back to the Provincial Property Community for further discussion with the LPESC.
- g) Once the Ontario Council budget is approved, the budget is then submitted to the National Board for final approval on/about October 31 of each year. Ontario will provide interim permission to the LPESC for the publication of rates prior to the National Board approval to ensure that rental opportunities are not held.

5) Financial Process Management:

The Provincial Property Community is responsible to ensure that all operations within their section is compliant with the process and ways of work established by Ontario Council. They are further responsible to ensure that the LPESC are also in compliance. Follow up on any outstanding issues or data is the responsibility of the Provincial Property Community.

- a) Centralized Banking: Ensure that all LPESC are on centralized banking and fully compliant with the financial ways of work in Ontario.

When it is noted that an LPESC is not in full compliance to the ways of work, it is the responsibility of the Provincial Property Community to immediately identify this concern, speak to the LPESC to become compliant and where required do the appropriate follow up with other departments.

- b) Bill Payments: The Provincial Property Community will ensure that:
- All LPESC deposits are coded properly for the appropriate accounts they are associated to. They will follow up with any codes that are not identified and ensure that the finance department has clarification on a monthly basis.
 - All invoice and expense payments are processed within one week of receipt of the documentation unless there is a question outstanding to the invoice. All financial procedures will be adhered to for the processing of these payments.
 - All purchase card transactions are submitted appropriately with accompanying back up. They will be processed in accordance to the established financial procedures. Should a transaction record not be provided by the 30th of each month, follow up with that LPESC will be undertaken.
- c) Operating Statements: The Provincial Property Community will ensure that:

- By approximately the 15th of each month, provide to the LPESC the prior month's financial activity detailed on the operating statement. Develop a system for the LPESC to provide within one week of the send out:
 - Verification of review and sign off on activity.
 - Notification of any discrepancies or questions.
- Notify the Finance Department of any changes that may be required upon immediate receipt of the changes.
- On an annual basis the LPESC will be provided with their final year end statements upon approval of the provincial audited financial statements.

6) Human Resource Management:

The Provincial Property Manager is responsible to ensure that all employees within the property section are managed in accordance to the ways of work of Ontario Council. These ways of work are identified in both the contractual agreements and the Employee Manual of the Council.

The Provincial Property Manager is responsible to foster relationships between the LPESC and the property employees. It is recognized and understood that there needs to be a strong partnership between the employees at a specific site and those LPESC members. In turn, it is expected that a relationship of respect, trust and feedback is provided from both sides to ensure that the work being done is always in the best interest of the property.

The Provincial Property Manager will be responsible to ensure the following processes are in place on behalf of the Provincial Property Community:

- In the planning process of each year, the LPESC will identify to the Provincial Property Manager what employee support is required to achieve the work results that are required at the site. They will indicate the type of work, the number of hours envisioned that the work will undertake and what the specific job responsibilities of the employee may be. (i.e. cleaning, grass cutting, general maintenance).
 - The Property Manager will then engage in the recruitment and contracting of these individuals under the direction of the Human Resources Manager.
 - Ensure that the LPESC is providing the appropriate equipment and supplies for the employee to do their job effectively.
 - Assign work to the employees following input from the LPESC. The LPESC identifies to the Provincial Property Manager any work that may be required that was not initially identified on the yearly plan to ensure they can assign the appropriate personnel at the site to have the work completed.
 - Ensure that the LPESC is aware of the work assignments that the employees are undertaking on a weekly basis.
 - Take action on any concerns identified by the LPESC.
 - Implementation of appropriate performance management systems in accordance to the Ontario Council practices.
- 7) In the absence of a LPESC, the Provincial Property Community will take over the tasks of the LPESC until such a team can be formed. The Provincial Property Community will conduct a search for the LPESC.**