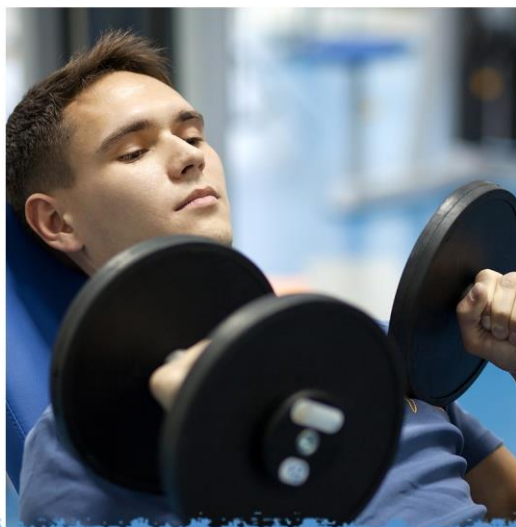




Proposal For Municipal Support YMCA Summer Camp

Municipality of South Huron

YMCAs across Southwestern Ontario



Building healthy communities

Exeter, ON
June 2018



YMCAs across Southwestern Ontario

Submitted To:

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Dan Best, CAO
Municipality of South Huron
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June 4, 2018



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EXECUTIVE SUMMARY

The YMCA, an existing provider of Child Care services within South Huron, is pleased to respond to community need for children's summer camp programming within the Huron Park community of South Huron. In consultation with South Huron Community Services, the County of Huron, the Healthy Kids Community Challenge, Exeter Library, Early ON, and the New Outlook Group of Huron Park the YMCA proposes to launch a YMCA Summer Camp at South Huron's Stephen Arena, 69625 Airport Line, Huron Park. The proposed program would provide an enriching summer camp experience for up to 30 children.

Today the Y is established in more than 275 communities around the country and has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change. With a commitment to nurturing the potential of children, teens and young adults, promoting healthy living, and fostering social responsibility, the YMCA ensures that every individual has access to the essentials needed to learn, grow and thrive.

The YMCA delivers programs and services that are reflective of community need and ensure high quality, life enriching programs are available to all. In fact, the YMCA has already responded to need within the South Huron community through the provision of children's Before and After School programming at both Our Lady of Mt. Carmel, 69220 Bronson Line, Mt. Carmel, and Stephen Central School, 70042 Goshen Line, CREDITON.

Specifically, in the case of this proposal for Municipal support – this guide should serve to provide an overview of our YMCA and our qualification for and experience in the delivery of high quality children's programming. In this proposal the YMCA wishes to highlight its request of the Municipality to:

- Grant permission to the YMCA to conduct a Children's Summer Camp on the grounds of the Stephen Arena including authorization to erect a tent on green space surrounding the arena.
- Provide access to the Arena for use of washroom, storage, and refrigeration facilities in support of the Summer Camp.
- Provide full day access to Arena spaces during periods of inclement weather when programming may not be conducted outside.
- Provide the above at no charge to the YMCA.

Our YMCA is a proven leader in Child Care and Camp programming. Municipal Council and the community can count on the YMCA as a sustainable provider; one who employs local staff and volunteers, and one that empowers people to contribute to the health of their community.

The YMCA respectfully requests Municipal support as outlined in this proposal in order that identified community need for a YMCA Summer Camp program in Huron Park can be addressed. The YMCA looks forward to building upon our current programming offerings within South Huron and is appreciative of Municipal Staff and Council consideration of this proposal.



SECTION 1: COMPANY PROFILE

1.1 Legal Name and Form

YMCAs across Southwestern Ontario (herein after referred to as “YMCA”) is a registered charity incorporated in Ontario in 1949; a charity dedicated to strengthening the foundations of communities. The YMCA does this by nurturing the potential of children, teens and young adults; promoting healthy living; and fostering social responsibility. Focus on inclusiveness and accessibility means the YMCA serves people of all ages, backgrounds and abilities through all stages of life. Through YMCA financial assistance programs, the YMCA is accessible to all. YMCA core offerings include: Licensed Child Care, Health, Fitness & Aquatics, Employment, Settlement & Community Initiatives and Financial Development.

The YMCAs across Southwestern Ontario serve 9 communities across a region that features major membership centres located in Chatham-Kent, Goderich-Huron, Sarnia-Lambton, Lambton Shores, North Middlesex, Central Huron, and Petrolia launching in April 2018.

Legal Name:	YMCAs across Southwestern Ontario
Business Address:	1015 Finch Drive, Sarnia, ON N7S 6G5
Telephone:	519-336-9622 Fax: 519-336-6676
Website:	www.ymcaswo.ca
Email:	ymca@ymcaswo.ca
Board Chair:	Shawn Zettel
Interim President & CEO:	Kathi Lomas-McGee
Charity Registration:	11913 9400 RR0001
Incorporation #:	000067644

1.2 Mission, Vision and Values

Our Mission

Our YMCA is a charity dedicated to the enrichment of community through the growth and development of people in spirit, mind and body.

Our Vision

We empower the potential in each person to contribute to a strong healthy community.

Core Values

CARING - we can be trusted to do the right thing.

HONESTY - we keep our promises, and do what we say we will.

RESPECT - we believe in the good within people.

RESPONSIBILITY - we are leaders, and set an example for others.

INCLUSIVENESS - we create a place for everyone at the YMCA.



1.3 Strategic Plan

Together We Can is the theme of the Strategic Plan outlining YMCA's vision toward 2020 at the YMCAs across Southwestern Ontario.

In the development of this vision, the YMCA arrived at three key strategic initiatives through an extensive process of discovery. Staff spoke in-depth with members across many YMCA communities within the region to discover their greatest needs and priorities. The YMCA asked, listened, researched, and analyzed the data, then went into planning mode to develop a cause-based strategic vision to meet the needs.

Within this process, the YMCA is committed to delivering these programming solutions to the most critical needs identified by families, individuals and communities throughout the region.

Specifically, in response to the social changes and the current health challenges we are all facing, the YMCA's work for the next four years focuses on three social issues. YMCA goals are to:

- Strengthen families.
- Address challenges facing children and youth.
- Improve the personal health of individuals.

1.4 Governance

YMCA Board Members serve as policy volunteers, acting as stewards on behalf of the YMCA. The YMCA actively recruits directors who exhibit a commitment to community development and possess a range of knowledge and experience to strategically affect significant change in our community.

The Interim President and CEO, Kathi Lomas-McGee, has been a leader in our YMCA since 2002. In her role, Kathi liaises with YMCA Canada, the Board, community partners throughout our region and numerous other stakeholders. She also guides the strategic and tactical planning processes and talks regularly with staff in both formal and informal meetings. Kathi is supported by an Executive Management Team, which in turn works with the local leadership to operationalize and track progress against the YMCA's plans.

1.5 The YMCA in Canada

YMCA Canada is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and the global community.

Statement of Purpose

YMCAs in Canada are individually and jointly committed to achieving and upholding the following shared vision:

Together, across Canada;

- We are building stronger kids, families and communities.
- We are making our communities better places for everyone to live.
- We have more people joining with us as participants, members, volunteers, staff, donors and partners.
- We are a thriving and vibrant network that exchanges ideas, information and expertise in faster and better ways.



- We help and support each other more than ever.
- We are a leading Canadian charity.
- We are the YMCA.

YMCA Canada's current priorities include increasing the capacity of member associations and core YMCA programs through training and development and measuring social impact; significantly increasing the value of the brand through fundraising, strategic collaboration and advocacy; modernizing governance and developing leaders with a national outlook and deep local roots; standardizing service levels and creating capacity to support and provide HR, legal and IT services; harnessing technology to communicate more effectively; and fostering dialogue, transparency and accountability. YMCAs across Southwestern Ontario benefits from these priorities in staff and volunteer training and development, enhanced brand recognition and communications/marketing support, leadership in the Imagine Canada Standards accreditation process, collaboration with colleagues across the country on communications, finance, HR, legal, procurement and other initiatives, improved website design, and sharing of policies and procedures.

1.6 Core Service Areas

The YMCA has 4 core services:

- **Health, Fitness & Aquatics:** Improving the health and fitness of families and adults through membership centre facilities.
- **Child Care:** providing early childhood education in licensed environments including schools.
- **Community Initiatives:** providing an ability to address emerging community needs through education, training and programs for young adults and newcomers to Canada.
- **Opportunities to Give:** Encouraging engagement with the YMCA and opportunities to give.

1.7 Support Services (Association Services, Sarnia)

Association Services supports the YMCA mission by providing administrative leadership and services to all service areas and branches of the YMCA. Accounting and Finance, Communications, Human Resources, IT, Business Development and Marketing professionals provide technical expertise, advice, coaching and tools to build strength and capacity across the association. Administrative and technical staff provides specialized accounting, IT and other administrative services.

Accounting for the YMCA is provided by an accounting team including the Chief Financial Officer, two qualified accountants, accounts payable, accounts receivable and payroll administrators. This staffing level provides for efficient centralized transaction processing, separation of duties, and management accounting support for all service areas and branches.

Using a common computer network across all locations, all transactions are processed using a single point-of-sale software that is fully integrated with the general ledger and provides extensive reporting capabilities. Payroll is outsourced to Ceridian, providing a file for each payroll period that is automatically interfaced with the general ledger.



The IT Manager and technical support staff maintain a variety of functional, secure systems to handle all data processing needs and connect employees across the region, as well as providing online services to members and participants.

Effective Human Resources leadership provides oversight of all legal and regulatory employment requirements, while coaching supervisors and strategically managing our most important resource.

Business Development works to define and improve the Association's market position and achieve financial growth, focusing on long-term strategic goals and identifying business opportunities.

Communications and Marketing professionals ensure that our message is on point and effective in reaching its intended audience through a wide and evolving variety of media.

Comprehensive policies and procedures based on the YMCA's by-laws are widely distributed and applied for finance, human resources, information technology and other key functions. This includes health & safety, child protection, privacy, financial controls, data security, the full range of human resources, and other key policies to minimize risk. An enterprise risk management plan has been approved by the Board and implemented. The YMCA's internal controls and practices are supported by the annual external audit, conducted by PWC.



SECTION 2: EXPERIENCE & QUALIFICATION

2.1 YMCA Child Care and Camp Experience and Qualification

The YMCAs across Southwestern Ontario is an experienced provider of service and programs which strengthen community health. The YMCA's ability to deliver its mission in rural communities while filling an existing gap in providing programming that is affordable and accessible to local populations relies upon the support of partners and local communities. The YMCA provides expertise in the delivery of programs and services that focus on outcomes that build healthy communities. The YMCA's proven ability to collaborate and partner to create innovative models that evolve with the changing needs of communities and YMCA partners, has positioned the YMCA as a leader locally and provincially.

Heather Forbes, Vice President of Child Care, manages the operations of the department and is the direct Supervisor for all Child Care Supervisors. Heather completed an Early Childhood Education program at Lambton College in 1990 and is currently pursuing a Bachelor of Applied Science in Early Childhood Studies through the University of Guelph Humber. Heather has proven ability to lead the establishment of new programs, ensure quality delivery and develop rich relationships with school administration. Both the full day and school age programs under Heather's supervision has consistently both met and exceeded quality targets under our Parent Survey and Playing to Learn Curriculum audits along with all Ministry of Education licensing requirements. Heather has been working for the YMCAs across Southwestern Ontario for 18 years.

Debbie Wingrove, Supervisor of Child Care in Huron County, specifically School Age. Debbie completed her Early Childhood Education studies through Georgian College in 1995 and is currently Registered with the College of ECE. Debbie provides support and guidance within her School Age Team of 15 staff throughout Huron County. YMCA school age programs currently operate in 5 schools in the county and with 3 new programs being added for Fall 2018. Debbie's supervision of programs and staffing ensures quality and consistency in meeting Ministry and YMCA policies. Debbie has also worked as a lead School Age and Camp staff. She currently works with the school board to provide a Literacy/Numeracy Camp for children of Huron County each summer. Debbie is passionate about Healthy Child Development and Poverty in Huron County and sits on a number of committees that deal with those topics. Debbie also lives in Huron Park and therefore shares an interest in provision of high quality, affordable programs for children in this area. Debbie has been with the YMCA across Southwestern Ontario for 5 years.



SECTION 3: REQUEST FOR MUNICIPAL SUPPORT

3.1 YMCA Summer Camp Program Summary

The Huron Park YMCA Summer Camp would serve 15 to 30 children in an environment licensed by the County of Huron under the Ontario Day Nurseries Act. The program would operate between the hours of 9 a.m. and 4:30 p.m. also providing Before and After Care during the hours of 7:30 to 9 a.m. and 4:30 to 5:30 p.m. for those families requiring extended care. The program would operate Monday to Friday between July 3 and August 24, 2018. The program will employ 2 to 4 local individuals in the delivery of programming and will be supervised by Debbie Wingrove, School Age Supervisor.

Each day participating children will experience an enriching Summer Camp program that creates experiences that last a lifetime. Our intentional approach to day camp is based on the principles of YMCA Healthy Child Development, and the YMCA values of Caring, Honesty, Respect Responsibility and Inclusiveness. YMCA Day Camps focus on participant outcomes that prioritize play, building relationships, and developing a healthy lifestyle.

3.2 Subsidized Program Access

Financially disadvantaged families will be able to access fee subsidy support through funds provided both by Huron County and the YMCA Recreation, Arts, and Sports Program (YRASP).

Families living in the County of Huron may qualify to have the full or partial amount of their childcare costs paid by the County of Huron if funding permits. Childcare subsidies are available to families living in Huron County that meet certain employment and financial qualifications. Eligibility is determined by guidelines set by the Ministry of Education – Early Learning Division.

The YMCA Recreation, Arts & Sports Program provides financial assistance for children and youth to participate in organized sport and recreational activities. This program has numerous community partners across Southwestern Ontario who are committed to providing accessible sport, recreation and arts programs for all children and youth in each of their communities. This growing network helps match personal interests of each child with opportunities so that kids can participate in multiple programs all year. All partners are committed to child protection practices that help provide safe environments.

3.3 Municipal Support Requested

The YMCA requires the support of the Municipality in order to respond to identified community need in Huron Park for YMCA Summer Camp programming. The YMCA respectfully requests the Municipality of South Huron:

- Grant permission to the YMCA to conduct a Children's Summer Camp on the grounds of the Stephen Arena including authorization to erect a tent on green space surrounding the arena.
- Provide access to the Arena for use of washroom, storage, and refrigeration facilities in support of the Summer Camp.



- Provide full day access to Arena spaces during periods of inclement weather when programming may not be conducted outside.
- Provide the above at no charge to the YMCA.

3.4 Risk Mitigation - Insurance

The YMCA is fully committed to safeguarding the welfare of all children, young people, and vulnerable adults in its care. It recognizes its responsibility to promote safe practices and to protect children, young people and vulnerable adults from harm, abuse and exploitation.

The YMCA is committed to ensuring that it:

- Provides a safe environment for children, young people and vulnerable adults
- Identifies children, young people and vulnerable adults who are suffering, or likely to suffer, significant harm; and
- Takes appropriate action to see that such children, young people and vulnerable adults are kept safe at the YMCA.

In pursuit of these aims, the YMCA will annually review and approve policies and procedures with the aim of:

- Promoting and implementing appropriate procedures to safeguard the well-being of children, young people and vulnerable adults and protecting them from abuse while participating in Y activities and programs;
- Recruiting, training, supporting and supervising staff and volunteers to adopt best practices to safeguard and protect children, young people and vulnerable adults from abuse and to reduce risk to themselves;
- Requiring staff and volunteers to adopt and abide by Child Protection Policy and procedures;
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff and volunteers; and
- Monitoring and evaluating the implementation of Child Protection policy and procedures and adapting them whenever there is a significant change in the Association or if there are any legal changes.

The YMCA shall obtain and keep in force during the term of its proposed occupancy of the lands and facilities of the Stephen Arena Commercial General Liability Insurance satisfactory to the Municipality and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$10,000,000/occurrence with an aggregate of not less than \$10,000,000.00
- Add the Municipality as an additional insured with respect to the operations of programming on Municipal lands and within Municipal facilities
- The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- Products and completed operations coverage
- Broad Form Property Damage
- Contractual Liability