



COMMUNITY GROUP CONTACT ROLE

Recreation and Parks requires that all organizations requesting services and/or facilities designate one representative to serve as a Recreation and Parks contact person. This individual will need to be available in person and/or by phone during office hours Monday to Friday 8:30 a.m. to 4:30 p.m.

An individual with fax and/or email access would be beneficial. In the event the Recreation and Parks is unable to reach this person, a back up person is to be designated by the organization.

Responsibilities

1. Ensure all submissions are forwarded to Recreation and Parks by the date(s) required e.g. requests for facility use, application for special event, Municipal Assistance Program, payments etc.
2. Has authority to deal with all facility permits, other required documents and be responsible for the organization's compliance of all conditions, regulations, policies and procedures as specified therein. An approved designate (i.e. Executive member) may be assigned the signing authority on behalf of the organization.
3. To attend all Recreation and Parks "User Group" meetings and distribute departmental information (including correspondence) to their members e.g. permit changes, cancellations, maintenance request forms, upcoming special events, etc.
4. Must inform the appropriate Recreation and Parks staff person of schedule changes, maintenance and/or special requests or any other pertinent information on behalf of the organization within the required time frame.
5. To notify Recreation and Parks immediately of any changes regarding your organization's Contact Person e.g. name, phone numbers, addresses etc. This will ensure communication with your organization is maintained.

As the Contact Person for your organization you play a very important role in assisting our department to provide timely service to your member.

Your support is sincerely appreciated. Thank you.