

309 – RISK MANAGEMENT AND RECOVERY PLAN

309.1 Plan Purpose:

This Risk Management and Recovery Plan (RMRP) is intended to address significant adverse events in the existence and operation of the Barrie Curling Club (BCC) that may impact the legal and financial status or the quiet enjoyment of the BCC by its members. Its purpose is to minimize the impacts of any such event to ensure that the BCC may continue its operation in a relatively seamless manner and to ensure appropriate actions are taken in cases of threats to life and limb, the plant and equipment of the BCC or the continuous operation of same to the benefit of its members

309.2 Plan Authorities:

Reference: BCC Bylaws section IV Governance; BCC Strategic Plan.

Plan Authority: Director of Risk Management

Plan Execution: Risk Management Committee.

309.3 Special Resources:

1. Establishment of a Risk Management Committee, chaired by Director of Risk Management. Committee membership shall include: Directors of Bylaws and Procedures; Health and Safety; and, Infrastructure.

309.4 Plan Details:

309.4.1 Plan Objectives

1. The Risk Management and Recovery plan is pertinent to all aspects of the plant, equipment and operation of the club throughout the calendar year including but not limited to:
 - a. Threats to life and limb encountered in the day to day operation of the BCC;
 - b. Threats to plant and equipment of the BCC;
 - c. Threats to the daily operation of the BCC;
 - d. Threats to the quiet enjoyment of the BCC, its plant, equipment and operation by its members; and
 - e. Threats to the future existence of the BCC
2. Annex A details, in tabular form, identified risks as well as their planned mitigation and recovery efforts. This Annex is intended to be a living document to be added to as risks are identified and is to be further enhanced with mitigation and recovery processes and procedures as time elapses so as all threats are addressed. This Annex is reviewed annually or more frequently, should the Director of Risk Management require Board oversight of new additions.

309.4.2 Key Activities and Milestones

1. Board of Directors
 - a. Sets RMRP goals and adopts annual operating goals, long term strategic plan and budgets with risk management included;
 - b. Adopts annual capital budget with risk management included;
 - c. Reviews operational reports to determine compliance and future priorities;
 - d. Ensures compliance with policies and standards of accrediting bodies (CurlOn);
 - e. Adopts and establishes policies, procedures and standards;
 - f. Annually reviews the BCC insurance policies and program; and

- g. Reviews the RMRP annually.

2. RISK MANAGEMENT COMMITTEE

- a. Champions organization wide effort to protect the well being of the members and the property of the BCC and to engage the members in same;
- b. Convenes semi annually to review the RMRP and agree on changes to present to the Board as a whole
- c. Oversees the development, implementation and monitoring of the loss prevention program;
- d. Oversees and evaluates the BCC insurance program; and
- e. Reviews significant undertakings, commitments and contracts, prior to their adoption, in light of risk mitigation.

3. GENERAL MANAGER

- a. Ensures all staff, contractors and operators of BCC facilities are aware of the RRMP and periodically monitors same;
- b. Ensures all visitors to the BCC are adequately supervised during their visit and not subjected to risk; and
- c. Contributes on a daily basis and during Board Meetings to the implementation of the overall objectives of the RMRP.

309.4.3 Critical Activities or Decision Points

- 1. 30 Sep/30 Nov: review of the Safety Briefing (6101 – Session Safety Briefing.docx). Risk Management Committee
- 2. 15 Jan: submit review of RMRP for annual BCC Board review and budgeting purposes. Director Risk Management
- 3. 15 Jan: submit insurance program budget figure. Director Risk Management
- 4. 15 Jan: submit budget figure for any stand alone Risk Management projects, issues. Director Risk Management

309.5 Plan Dates:

- 1. Plan: BCC Board of Directors Approval Date: TBD Plan Review Date: Annual – February
- 2. Annex A: Board Initial Approval Date: TBD Annex A Review Date: Annual - February



309 – Risk Management and Recovery Plan.docx

ANNEX A to RISK MANAGEMENT AND RECOVERY PLAN

See File: 309A - BCC Risk Template.xlsx