

## Provincial Properties MGMT Committee: OVERSIGHT LEAD

Properties: Camp Cumberland, Camp Hardwood Lake, Camp Kanada, Camp Lewis Lake, Camp WoHeLo

June 2025

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### MISSION

To be a catalyst for girls empowering girls

### PURPOSE

Support the respective Provincial Properties Oversight Leads in upholding various Government Regulations and Girl Guides of Canada Bylaws and Policies.

### ACCOUNTABILITY

Provincial Council via Elected Member: Property Management.

### RESPONSIBILITIES

- Ensure the respective Provincial Camp Oversight Leads hold a current (within the past 5 years) Food Handlers Course approved by the Nova Scotia Department of Environment – Food Protection.
- Maintain knowledge of current trends and issues within the food protection industry.
- Liaise with the respective respective Provincial Camp Oversight Leads to ensure:
  - inspections of kitchens are performed to ensure facilities adhere to standards set out by the Dept of Environment, ensuring any deficiencies that impact food storage and preparation are addressed in a timely manner.
  - refrigeration units are operating properly ensuring temperature standards are maintained for storage of foods during event.
  - water / sewage services adhere to Dept of Environment Guidelines: water testing, adequate pressure, compliance with Regulations and Codes.
  - any issues with cleanliness of facilities ensuring proper recycling / composting regulations are followed.
  - Fire Safety equipment (where appropriate) is reviewed on a scheduled basis to ensure all Codes are followed.
  - ventilation (mechanical and exhaust fans) are maintained and operating properly.
- Maintain a summary of all issues and actions taken and make available to Governmental Agencies and Elected Member: Property Management upon request.
- Support the Provincial Camp Oversight Lead, or delegate, as they coordinate and implement remedial actions should issues arise from Dept of Environment Water Testings: ensure appropriate signage, further water testing, etc.
- Ensure that planned activities are aligned with GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC
- Comply with the “Fundamental Principles for All Committees”

### TERM

The term of office will be as outlined by the By-laws of Girl Guides of Canada.