



**Policy No.: 7100.01**

Topic: <p style="text-align: center;"><b>Recreation Services</b></p>	Effective Date: January 01, 2008
	Approved By: Res 446-09-25-07
Subject Area: <p style="text-align: center;">Recreation and Parks</p>	Date of Next Review: September 2012
	Date(s) Revised:

**Policy Statement:** Yellowhead County sees the provision of recreation services and facilities as a necessary and desirable part of developing and maintaining safe and viable communities.

**Purpose:** To provide guidelines and direction to Council, staff, Yellowhead County Recreation Board and community groups in the provision of recreation services and funding.

**Council Philosophy:**

1. Recreation services will provide leisure time activities that enhance individual, family and community life.
2. Volunteers and non-profit organizations play a strong role in the delivery of recreation services and Yellowhead County desires to support those activities.
3. The municipality has a role both in the direct delivery of recreational opportunities for the citizens of Yellowhead County and in the funding of recreational opportunities provided by other groups.
4. A County-wide Recreation Board will provide “visioning” and advice on future development, assess regional/community need and review the operations of facilities and programs.
5. Recreation zones need for a base level of service for the residents.
6. Yellowhead County will not be the sole means by which recreational opportunities are provided and/or funded.



**Council Guidelines:**

1. A Yellowhead County Recreation Board bylaw will be adopted and board members appointed to provide advisory direction to County Council and administration with respect to recreation facilities, services and community funding.
2. The Recreation Policy will be reviewed every 5 years and amended where amendments are necessary.
3. A base level of services goal for each recreation zone will be approved to provide direction for future development and maintenance of existing resources.
4. The Recreation budget will be considered annually and will provide for both operational and capital funding within the limitations of the County's fiscal situation.
5. Agreements negotiated with non-profit groups for the operation of County owned facilities require Council approval.
6. Agreements negotiated with other municipalities and school boards for provision of services to County residents require Council approval.
7. All leases issued for to allow for community facilities on County owned land require Council approval.
8. Funding levels for operational grants to community organizations will be approved by Council resolution.
9. Appeals regarding grant awarded or denied by the Recreation Board will be held at Council's discretion, and only after an appeal has been considered by the Yellowhead County Recreation Board.

**Managerial Guidelines:**

1. The Recreation Policy will be administered in accordance with the directions of Council and with this policy.
2. Administrative support will be provided to County Council, the Yellowhead County Recreation Advisory Board and other County Departments with respect to this policy.

3. An annual budget for recreation facilities, services and community grants will be developed with recommendations from the Yellowhead County Recreation Board. The budget will provide funding support for internal and community projects. The projects may include but are not limited to:
    - Development and maintenance of green spaces, sports fields and playgrounds on County owned lands
    - Development, maintenance and operation of all County owned facilities on County owned lands
    - Community hall operations and capital
    - Outdoor rink/playground operational and capital
    - Indoor and outdoor arena operations and capital
    - Community programs and events
  4. All agreements for the operation of County owned facilities by non-profit groups will be negotiated and submitted to Council for approval.
  5. All agreements with other municipalities and school boards for provision of services to County residents will be negotiated and submitted for Council approval.
  6. All funding levels and guidelines for grants to community organizations will be developed with the Recreation Board and submitted for Council approval.
  7. All operational and capital grant requests and subsequent approvals by the Yellowhead County Recreation Board will be monitored to ensure they are managed within the limits of the annual budget.
  8. Administration of grant requests will be dealt with in a timely manner in accordance with this policy, the annual budget and with applicable Council resolutions.
  9. Community groups will not be funded to provide for financial support to individuals, gifts or donations or programs and/or equipment that is primarily used for school mandated activities.
  10. Volunteers with non-profit groups providing recreation services and facilities will be supported with information on board development, grant funding options and operational issues resolution.
  11. An orientation package will be provided to all community groups receiving funding support through the Yellowhead County Recreation Board to ensure an understanding of roles, responsibilities and accountability.
  12. All County owned recreational facilities and lands will be monitored to ensure that they are maintained for both safety and efficiency of operation.
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13. A management plan for undeveloped municipal reserve land will be developed and will include the provision of signage that identifies permitted uses.
14. Long term strategic plans will be developed with input from the Yellowhead County Recreation Board and will outline County financial requirements and outcomes.

**Yellowhead County Recreation Board Guidelines:**

1. An annual budget for recreation facilities, services and community grants will be developed with administration for presentation to Council. The budget will provide funding support for both internal and community projects.
2. The recommended base level of service for all recreation zones will be provided for Council approval.
3. Recommendations on funding levels and guidelines for operational grants to non-profit groups will be submitted to Council for final approval prior to implementation.
4. Grant allocations will be provided to community groups based on the funding levels and guidelines approved by Council and within the limits of the annual budget.
5. Long range planning for recreation facility and program development, incorporating the base level of services as a target in the planning process, will be completed for future development and maintenance of existing facilities.
6. Feasibility analysis and business planning will be conducted for the development of new County facilities and there will be:
  - i) Public engagement in the planning process
  - ii) A market assessment for component service delivery functions
  - iii) A thorough and transparent site/ locational analysis
7. Presentations regarding recreation services and/or appeals regarding grant funding will be heard from individuals, organizations or delegations of citizens.



**Recreation Society/ Community Association Guidelines:**

1. Community groups will apply for annual and special project funding from Yellowhead County under the conditions laid out in this policy, in the annual County budget and by Council resolutions regarding funding levels.
2. Community groups will apply for designated funding for community hall operations and capital, outdoor rink and playground operations and capital, indoor and outdoor arenas and/or community programs and events.
3. Community groups may enter an agreement with Yellowhead County to operate County owned facilities and/or facilities on County owned lands. Approval must be received from the applicable Board of Directors prior to submission to the County Council.
4. Funded groups will be required to submit grant applications along with an annual financial statement, proof of societal status and proof of insurance coverage.
5. Funded groups will access provincial and federal funding for major maintenance and capital projects for their facilities when possible.
6. Each recreation zone will be eligible to have one member on the Yellowhead County Recreation Board to provide advice to County Council and Administration.
7. Funded groups will be encouraged to support the volunteers involved in providing services to the community.

**Cross Reference to Other Policies and Bylaws:** Policy #CP 71.01 will be rescinded effective December 31<sup>st</sup>, 2007.

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Mayor, Gerald Soroka

September 25, 2007

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Date

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Chief Administrative Officer, Jack Ramme

September 25, 2007

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Date