

THE RURAL MUNICIPALITY OF PINEY

“Recreation Commission Policy”

Subject: Recreation Commission

Effective Date: January 1, 2013

Replaces Policy: Recreation Commission Policy of March 13, 2012

Resolution No.: 397 **Resolution Date:** November 13, 2012

A. DEFINITION :

Recreation: For the purpose of this policy, recreation is defined as infrastructure or services that improve resident’s quality of life by providing ever-greater access to a range of sports, cultural and social activities. Recreation promotes the organization of events that build community spirit and use recreational facilities for all residents of the Rural Municipality of Piney.

Capital Improvements: Capital improvements are costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets. Capital improvements may be structural improvements or other renovations to a building, or they may enhance usefulness or productivity.

These items are considered capital improvements:

- installing new doors or windows or replacing doors and windows
- replacing a roof
- installing an air conditioning or ventilation system
- installing a protection system

Eligible Organizations: An eligible organization must have a charter, mission statement, elected board of directors and independent funds. The organization must have long standing merit with the greater interest of the community at large in mind. They must be open for all residents of the RM and provide broad benefit. All eligible organization must have a plan for solvency and disposal of community funded asset whereby the assets remain in the RM.

B. PURPOSE:

This policy provides for the framework necessary to establish a Recreation Commission within the Rural Municipality of Piney. The purpose of the Recreation Commission is recreation & event coordination, recreation infrastructure development and promotion. The Recreation Commission is community driven, focusing on the needs of the residents of the municipality and the future needs of the next generation of residents.

C. EXPECTATIONS:

The expectations of this policy are for the coordination and development of recreational services and facilities within broad geographical and demographical areas within the Rural Municipality of Piney. The Policy and funds associated with the implementation of this policy are 100% recreational based to benefit recreational activities, divided between a minimum of 90% capital development and a maximum of 10% program delivery. Results of this policy will be meaningful recreational capital improvements that have a broad benefit to all ratepayers of the RM, available to all ratepayers of the RM and for all age ranges, from young to old.

D. ROLES AND RESPONSIBILITIES:

Roles and responsibilities of the various parties involved in this Recreational Policy are as follows:

1. Rural Municipality of Piney: provide funding to the various recreation organizations within the municipality. Provide a final review of the projects approved by the Recreation Commission, ensuring they follow the purpose and expectations of this policy. Council to ensure policy review, revision and implementation.
2. Recreation Commission: Provide coordination and discussion among the three Community Committee Districts. Provide further requirements for eligibility of funding. Review and approve for final submission of recreation projects for the proposed year.
3. Community Committee: Review and prepare a yearly local project list that meets the terms and condition of the Policy. Reduce the project list to a maximum of 6 local projects. Prepare and review a 4 year capital plan. Spend funds for approved projects within the terms and conditions of the Policy.

E. POLICY:

Community Committees

Three Recreation Districts have been developed for the Rural Municipality of Piney, here attached as Schedule “A”. Each Recreation District is to have an appointed Community Recreation Committee comprised of a minimum of 5 voting members. The Community Committee is to hold a minimum of 4 meetings per year; the meetings are open to the public. Minutes of each meeting are to be recorded, posted locally and provided to the Recreation Commission.

The Community Committee will prepare a yearly local project list by *November 15th of preceding year* for presentation to the Recreation Commission. A maximum of six projects may be funded yearly in each Community Recreation District and only eligible organization may apply for funding. The Recreation Commission will determine the required details to be presented by the Community Committees, but each project must list the project value, cost breakdown, a minimum of 15% supporting cash funds and community benefit. All Community Recreation projects must be recreation based and contain a 90% or better capital improvement component.

Yearly, the Community Committee will prepare and review a 4 year capital plan for presentation to the Recreation Commission. The 4 year plan is intended as a planning tool and allows the Recreation Commission to determine future needs within the three recreation districts.

Recreation Commission

The Recreation Commission is a 5 member board, comprising of one member from each of the three Community Committees and two members from council. Yearly a chair shall be elected from the Community Committee representatives. The Recreation Commission will meet a minimum of 2 times per year, correlating with the meetings of the Community Committees. The meetings are open to the public and minutes will be recorded for each meeting, posted at the municipal office and provided to the municipality for distribution to council and on the RM of Piney Website.

By December 15th of the preceding year, the Council of the RM of Piney will award a grant to the Recreation Commission for distribution to the Community Committees. The grant must be balanced for equal distribution

over a three year period; this allows for larger projects to be completed but does not remove the equal rights of the other community committees. A maximum of 10% of the funding may be dedicated to program delivery, with the remaining 90% dedicated to recreation capital development. Programs can include festivals, community celebrations and organized sports.

Funds may be provided in advance to the Community Committees to assist with the completion of community projects. All Community Committee accounts are to have two signing officers and any withdrawal will require two signatures. Accounts will be administered in a manner that provides supporting documentation for all expenditures. Accounts should be managed to General Accepted Accounting Principles.

By December 31 of the current year, all funds allocated for the current year must be expended on the projects proposed, in the manner proposed. Supporting material is to be provided by the Community Committees to the Recreation Commission who in turn must provide the supporting material to the RM of Piney. If a Community Committee fails to provide the necessary supporting documentation to the Recreation Commission, they will not be eligible for future funding.

F. RECREATION COMMISSION CHART

