

POLICY 2022-01

TOWN OF CROSSFIELD CROSSFIELD AND DISTRICT RECREATION BOARD POLICY

Purpose

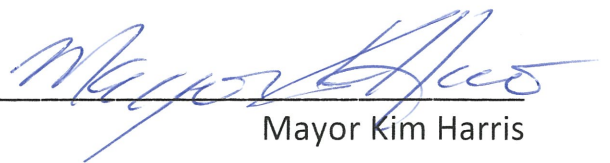
The purpose of this policy is to establish duties, responsibilities and requirements for the Crossfield and District Recreation Board.

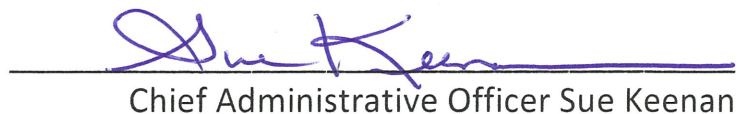
Policy

As attached and titled Policy 2022-01 Crossfield and District Recreation Board Policy.

This Policy supersedes all Crossfield and District Recreation Board policies including policy 2020-04.

Adopted this 18 day of January, 2022



Mayor Kim Harris

Chief Administrative Officer Sue Keenan

1.0 Definitions

- a. **Capital Funding:** means funding for the acquisition or maintenance of fixed assets and/ or a tangible item creating future benefits.
- b. **Chief Administrative Officer:** means the person appointed by Council to carry out the powers, duties and functions of the position of the chief administrative officer, or the person appointed by the chief administrative officer to act as his/her designate.
- c. **Council:** means the elected Mayor and Councillors of the Town of Crossfield, also described as Elected Officials.
- d. **Director of Finance and Administration:** means the person employed by the Town of Crossfield to carry out the power, duties and functions of the Finance Officer or his/her delegate.
- e. **District:** shall mean the Crossfield Recreation District within Rocky View County as described on section 3.0 below.
- f. **Local and District Non-Profit:** shall mean a group or organization registered under the Alberta Societies Act with the purpose of organizing or operating recreation, culture or leisure-based programs, services or facilities within the Town of Crossfield and/or the Crossfield Recreation District.
- g. **Operating Funding:** means funding for the ongoing cost of running a facility or program.
- h. **Town:** means the Town of Crossfield and, where the context so requires, means the area contained within the boundaries of the Town of Crossfield.

2.0 Purpose of the Crossfield and District Recreation Board

- 2.1 The purpose of the Crossfield and District Recreation Board, hereinafter referred to as the "Recreation Board", is to promote quality of life by encouraging and sustaining growth in recreation and cultural facilities, activities, projects and programs that meet the needs of all members of the community.

3.0 Crossfield Recreation District Boundaries

- 3.1 The Crossfield Recreation District consists of the following divisions of land within the jurisdiction of Rocky View County, within which is the Town of Crossfield:

- i. Township 28, Range 27, Sections 28 to 33 inclusive, west of the 4th Meridian;
- ii. All of Township 28, Ranges 28 and 29, west of the 4th Meridian;
- iii. Sections 1 to 4, 9 to 16, 21 to 28, 33 to 36 inclusive, in Township 28, Range 2, west of the 5th Meridian;
- iv. In Township 29, Range 28, west of the 4th Meridian, Sections 1 to 8 inclusive, Sections 17 and 18;
- v. In Township 29, Range 29, west of the 4th Meridian, Sections 1 to 3 inclusive, Sections 10 to 15 inclusive;
- vi. In Township 29, Range 1, west of the 5th Meridian, Sections 1 to 15 inclusive, and;
- vii. In Township 29, Range 2, west of the 5th Meridian, Sections 1 and 2, Sections 11 and 12.

4.0 Board Composition

- 4.1 The Recreation Board shall be composed of the following members, appointed by resolution of the Town of Crossfield Council as follows:
 - i. The mayor and one councillor from the Town of Crossfield Council;
 - ii. Five to seven members at large from the Town of Crossfield, and;
 - iii. Two members at large from Rocky View County.
- 4.2 Chairperson and a Vice-Chairperson shall be chosen by the Recreation Board members.
- 4.3 The Town of Crossfield shall provide one regular staff member as the Recording Secretary to take minutes for all meetings of the Recreation Board.

5.0 Conduct of Meetings

- 5.1 Regular meetings of the Recreation Board shall be held as required and any additional meetings at the call of the Chairperson, at the time and place of such regular meetings to be determined by the Board.
- 5.2 Quorum for the Recreation Board shall be 50% of the members and must include at least one of the Chairperson or Vice-Chairperson.

- 5.3 Special meetings may be called on three days' notice by the Chairperson or at the request of any three members of the Recreation Board. The Recreation Board may, by unanimous consent, waive notice of a special meeting and hold a special meeting at any time if every member of the Board is present, and has signed a waiver of notice.
- 5.4 Minutes of all regular and special meetings shall be recorded by the Recording Secretary and kept on file at the Town of Crossfield Administrative Office.

6.0 Terms of Office

- 6.1 All Recreation Board members shall be appointed for a three-year term.
- 6.2 The members appointed to the Board shall be appointed for staggered terms or at the pleasure of Council in order that continuity exists.
- 6.3 New appointments to the Board shall be named at the annual organizational meeting of the Town of Crossfield Council. Members will be given the opportunity to request that their name stand for reappointment to the Board prior to the organizational meeting.
- 6.4 New appointments may also be made at any time throughout the year as necessary to fill vacant Board positions.
- 6.5 Any regular member of the Recreation Board who is absent from three consecutive meetings, unless such absence be caused by illness, or he/she be authorized by resolution of the Board entered upon its minutes, shall forfeit his/her office, and another regular member shall be appointed by the Town of Crossfield Council for the remainder of his/her term of office.
- 6.6 With mutual consent, the Recreation Board and the Town of Crossfield Council may, with reason, request the resignation of any member of the Recreation Board at any time prior to the expiry date of the member's term of office.
- 6.7 Any member may resign from their position on the Recreation Board at any time upon sending written notice to the Chairperson and/or the Recording Secretary of the Recreation Board.
- 6.8 All members appointed to the Recreation Board shall reside within the Town of Crossfield or the surrounding Crossfield Recreation District.
- 6.9 The Recreation Board may recruit and recommend candidates for Board membership to the Town of Crossfield Council.

7.0 Powers and Duties of the Board

- 7.1 As described in Section 8.0 below, the Recreation Board shall receive and consider funding requests from non-profit organizations that provide recreation and cultural programs, activities or facilities to residents of the Town of Crossfield and the surrounding Crossfield Recreation District. Funding recommendations (operating and capital) shall not exceed the yearly allocated municipal contributions and shall be provided to the Town of Crossfield Council for final approval.
- 7.2 The Recreation Board shall hear and consider representation by any individual, organization or delegation of citizens with respect to recreation and/or culture, and provide recommendations to the Town of Crossfield Council that are in the best interest of the residents and community.
- 7.3 The Recreation Board shall have the power to make recommendations regarding rules, regulations and policies, as it may deem necessary from time-to-time, provided such rules, regulations and policies are not inconsistent with the powers herein conferred. Draft copies and amendments of such rules, regulations and policies must be filed with the Town of Crossfield Administrative Office and approved by council.
- 7.4 The Recreation Board shall be concerned with the growth and development of a broad range of recreation and cultural activities and the co-ordination of facility development and use, to provide activities that will provide opportunity for people of all ages to use in their leisure time in a wholesome and satisfying manner.
- 7.5 The Recreation Board shall be consulted on all major matters affecting the development, operation, maintenance and use of recreation or cultural facilities within the Town of Crossfield and surrounding Crossfield Recreation District.
- 7.6 The Recreation Board shall be consulted for recommendations whenever it is proposed to lease or to sell or to otherwise dispose of any land that is held for park, community or other public purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes. This information will be reviewed by Council and taken into consideration when making these decisions.
- 7.7 As necessary, the Recreation Board may appoint a temporary or ad-hoc committee as a sub-committee, which may include members that do not sit on the Recreation Board:
 - i. The Chairperson of the sub-committee shall be a regular member of the Recreation Board;

- ii. The Chairperson of the Recreation Board cannot be appointed Chairperson of the sub-committee, but shall be an ex-officio member of all sub-committees with the same rights, powers and duties as other members when in attendance.
- 7.8 Neither the Recreation Board nor any member thereof shall have the power to pledge the credit of the Town of Crossfield in connection with any matters whatsoever, nor shall the Recreation Board or any member thereof have any power to authorize any expenditure to be charged against the Town of Crossfield.

8.0 Board and Community Funding

- 8.1 To finance the operation and expenditures of the Recreation Board, there shall be levied a municipal mill rate (i.e., property tax rate) as is designated each year by the Councils of the Town of Crossfield and Rocky View County, which shall be forwarded to the Town of Crossfield and allocated to the Recreation Board.
- 8.2 There shall be two funding periods in which non-profit organizations may request funds for operating expenses and/or capital expenses:
 - i. Spring Funding: applications will be due and reviewed in **March** of each year.
 - ii. Fall Funding: applications will be due and reviewed in **October** of each year.
- 8.3 The Recreation Board may accept funding applications outside of the above periods on an emergency basis and at the discretion of the Board.
- 8.4 Organizations applying for funding must be not-for-profit in nature and shall not use the funds for personal benefit or gain of the organization's members.
- 8.5 Capital funding requests should be submitted on a cost sharing basis where the group or organization agrees to share up to 50% of the project cost. This requirement may be reduced or waived at the discretion of the Recreation Board and/or the Town of Crossfield Council.
- 8.6 Organizations applying for \$3,000 or more are required to make an in-person presentation to the Recreation Board.
- 8.7 Groups or organizations that receive funding must provide a Project Completion Report when their project is concluded. Project Completion Reports are required prior to receiving any future funds.

8.8 Unspent funds must be returned to the Recreation Board prior to being approved for any future funding. Groups or organizations with unspent funds may work with the Recreation Board to find alternative ways to spend the funds on other eligible programs, activities or projects offered by that group/organization.

8.9 In-eligible projects and/or expenses include:

- i. Retroactive expenses – i.e., expenses for projects, activities, programs, facility upgrades, etc. that have taken place or were completed prior to the funding application;
- ii. Reimbursement of employee hourly wages or salaries;
- iii. Volunteer hours that are not directly associated with the project;
- iv. Projects on private property without a public interest to the land;
- v. Projects that do not allow reasonable access to the public.

8.10 The Recreation Board may request that an organization or group return any amount of funding received if it is found that the organization or group has used the funds inappropriately or for purposes other than was originally approved.

9.0 Signing Authority

9.1 Signing authority shall be assigned to:

- i. The Chief Administrative Officer of the Town of Crossfield;
- ii. The Director of Finance and Administration of the Town of Crossfield;
- iii. The Chairperson of the Recreation Board, and;
- iv. The Vice-Chairperson of the Recreation Board.

9.2 Two signatures shall be required on all cheques issued from the Recreation Board.