



Department <b>Recreation and Culture</b>	Policy No. <b>RC(2)</b>	Page <b>1 of 6</b>
Policy Title <b>OPERATING SUPPORT OF RECREATION AND CULTURAL FACILITIES</b>	Date: <b>June 12, 2014</b>	Resolution No. <b>C/321/14</b>

**Policy Statement:**

Lacombe County is committed to enhancing the quality of life and well-being of its citizens. To accomplish this, the County will ensure that its citizens have access to quality recreation and cultural facilities and programs through partnerships and by providing financial support to organizations operating community, public-use recreation facilities. While Lacombe County recognizes that these facilities may require operating support from the County, it is expected that the community and users will contribute to a significant portion of the costs.

**Policy Guidelines/Procedures:**

**1. Organizations Eligible for County Support**

- (a) Urban municipalities within and adjacent to Lacombe County.
- (b) Agricultural Societies.
- (c) Organizations registered under the Societies Act.
- (d) Volunteer, community groups operating a community, public use recreation or cultural facility.

**2. Facilities Located in Urban Municipalities**

- (a) Facilities that may be considered for County support:
  - i. Arenas (single or multi-sheet)
  - ii. Baseball Diamonds
  - iii. Community Halls (limit of one per urban municipality)
  - iv. Curling Rinks
  - v. Indoor/Outdoor Multi-Purpose Facilities
  - vi. Indoor/Outdoor Swimming Pools
  - vii. Soccer Fields
  - viii. Skateboard Parks
  - ix. Water Parks
  - x. Visual and Performing Arts Centers
- (b) Facilities not eligible for County support:
  - i. Private or commercial sector facilities.
  - ii. Facilities or components thereof that have restricted or extremely limited public use.

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(c) Form of support:

- i. Curling rinks - payment of an annual grant in the amount outlined in Schedule "A".
- ii. All other facilities - sharing of the annual operating deficit based on County resident user-ship of the facility, or payment of an annual grant in the amount outlined in Schedule "A".
- iii. Facility operating grants shall be indexed annually for inflation in an amount as determined by Council.

(d) Conditions of County support:

- i. To qualify for operating support the recreation facility must be approved by the County in advance of its construction or grandfathered by Council.
- ii. The owner or operator of the facility must enter into a Facilities Operating Support Agreement with the County which shall include the following provisions:
  - 1) County residents shall be granted the same access and pay the same user and/or registration fees as residents of the urban municipality in which the facility is located in.
  - 2) The urban municipality or community organization receiving operating support shall provide the County with a report by May 31<sup>st</sup> of each year which identifies the financial and general activities of the facility, and the number of County and urban municipality users of the facility for the previous year. Note: the requirement to report County and urban municipality user-ship of the facility only applies if the facility operator chooses to receive County support based on sharing of the net operating deficit.
  - 3) Municipal inter-departmental charges, as well as administrative overhead charges of 5% of the total operating costs of the facility, excluding those costs referred to in subsection (5) below, shall be considered in the calculation of the net operating deficit.
  - 4) Facility repairs or upgrades up to a unit or item cost of \$5,000 may be included in the calculation of the net operating deficit.
  - 5) Facility capital costs, including borrowing and/or debenture payments and reserve contributions may not be included in the calculation of the net operating deficit.

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6) The criteria used for determining County resident user-ship of facilities shall be:

- I. Arenas - Minor Hockey, Pond Hockey, Figure Skating, Ringette and Lacrosse Registrations
- II. Soccer Fields - Minor Soccer Registrations
- III. Ball Diamonds - Minor Ball Registrations
- IV. Community Halls - Private Hall/Room Bookings (i.e., weddings, funerals, family reunions)
- V. Skateboard Parks - Total Users
- VI. Swimming Pools and Water Parks - Total Users

iii. As a guideline the percentage of facility costs recovered through user fees and rentals should be:

<u>Facility</u>	<u>Cost Recovery Rate</u>
Arena	75% - 90%
Community Hall	75% - 90%
Curling Rink and Community Hall	75% - 90%
Indoor Swimming Pool	60% - 75%
Outdoor Swimming Pool	50% - 65%
Indoor/Outdoor Multi-Purpose Facility	75% - 90%

iv. As a guideline the percentage of prime and non-prime time facility usage should be: (Prime Time: 4:00 p.m. - 11:00 p.m. Monday - Friday and 7:00 a.m. to 11:00 p.m. Saturday and Sunday. Non-prime Time: 7:00 a.m. to 4:00 p.m. Monday to Friday)

<u>Facility</u>	<u>Prime Time</u>	<u>Non-Prime Time</u>
Arena	100%	25%
Curling Rink	90%	25%
Community Hall	90%	25%
Indoor/Outdoor Multi-Purpose Facility	90%	25%
Indoor/Outdoor Pool	90%	25%

v. Facilities must have a life cycle plan and facility operation guidelines in place. As well, facilities must undergo a periodic analysis of the Cost Recovery Rate and Utilization performance standards identified above.

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### **3. Facilities Located In Lacombe County**

- (a) Facilities that may be considered for County support:
- i. Outdoor Skating Rinks
  - ii. Community Halls
  - iii. Ball Diamonds
  - iv. Skateboard Parks
  - v. Playgrounds
  - vi. Public Lakeshore Areas
- (b) To qualify for operating support the recreation facility must be approved by the County in advance of its construction or grandfathered by Council.
- (c) To qualify for operating support the community organization that operates/maintains the facility must be recognized by Lacombe County.
- (d) Lacombe County support shall be in the form of payment of an annual grant in the amount outlined in Schedule "A".
- (e) Facility operating grants shall be indexed annually for inflation in an amount as determined by Council.
- (f) The community organization receiving operating support shall provide the County with a report by May 31<sup>st</sup> of each year which identifies the financial and general activities of the facility for the previous year.
- (g) The owner or operator of the facility must enter into a Facilities Operating Support Agreement with the County.
- (h) A principle of a one-price user system shall be maintained for all local users of recreation facilities supported by the County.

### **4. Payment**

- a) Lacombe County support shall be provided by June 30<sup>th</sup> of each year provided the reporting requirements of this policy have been met.
- b) The County Commissioner is authorized to issue payment for operating support to urban municipalities and community organizations provided such support has been included in the County's operating budget.

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- c) Notwithstanding this policy, the County Commissioner is authorized to adjust the amount and payment dates of County support to recognize the spirit and intent of the policy.

**5. General**

- a) Notwithstanding this policy, Council retains the right to provide operating support:
- i. For projects which do not meet the requirements of this policy, and
  - ii. At levels exceeding the limits of this policy.

Approved: October 9, 2003  
Revised: June 26, 2008  
Revised: February 12, 2009  
Revised: August 27, 2009

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Schedule "A"

**Facilities Located In Urban Municipalities**

Arenas (per ice surface)	\$40,000
Community Halls	\$ 3,500
Curling Rinks	\$ 5,000
Skateboard Parks	\$ 1,250

**Facilities Located in Lacombe County**

Outdoor Skating Rinks	\$ 2,000
Community Halls	
• Year Round	\$ 3,500
• Seasonal	\$ 2,500
Ball Diamonds	\$ 1,250
Playgrounds	\$ 750
Skateboard Parks	\$ 1,250
Public Lakeshore Areas	\$ 2,500



Lacombe County Policy RC(2)  
Operating Support of Recreation Facilities  
Annual Reporting Form

Reporting Year: \_\_\_\_\_

Facility (please check): Outdoor Skating Rink  Ball Diamond  Playground   
Skateboard Park  Community Hall – Year Round  Community Hall – Seasonal   
Public Lakeshore Area  Indoor Arena  Curling Rink

Information:

Organization Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact Phone No. \_\_\_\_\_  
Contact E-mail Address \_\_\_\_\_

Brief Description of Facility Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Information:

Revenue \_\_\_\_\_  
Expenditures \_\_\_\_\_  
Surplus or Deficit \_\_\_\_\_

Signature of Organization Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to Lacombe County by May 31<sup>st</sup> of each year