



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

72.0 Parks & Recreation

72.0.1

Title Recreation Zone Committee Structure

1. Policy Statement:

- 1.1. This policy establishes the roles, responsibilities, and governance framework for Recreation Zone Committees, Administration, and Council to ensure grant funding is reviewed consistently, recommended equitably, and approved in a manner that reflects the recreational needs and priorities of each Recreation Zone.
- 1.2. Committee Members shall consider the recreation needs of their respective zone and promote a broad range of recreation opportunities that encourage participation by residents of all ages and abilities.

2. Responsibilities – Council:

- 2.1. Appoint members to Recreation Zone Committees for Zone 1 and 5.
- 2.2. Consider recommendations from the Recreation Zone Committees and make all final grant funding decisions by Council resolution.

3. Responsibilities – Director of Leisure and Community Services:

- 3.1. Oversee the administration of the Recreation Grant Program, including advertising, application intake, grant processing, and the preparation of recommendations to Council based on the recommendations of the Recreation Zone Committees.
- 3.2. Provide the Chair of each Recreation Zone Committee with the annual funding allocation for their respective zone by January 31 of each year.
- 3.3. Provide recommendations to Council regarding the allocation of any uncommitted Recreation Zone funding to the applicable Recreation Zone operational or capital reserve.
- 3.4. Act as a liaison between the Recreation Zone Committees and Council.

4. Responsibilities - Recreation Zone Committees 2, 3 and 4:

- 4.1. Establish and publicly advertise its meeting date(s) with the assistance of County Administration no later than January 31 of each year.
- 4.2. Review all eligible grant applications submitted within its respective recreation zone.
- 4.3. Provide written funding recommendations to the Director of Leisure and Community Services for consideration by Council.

5. Recreation Committee Guidelines:

- 5.1. For the purpose of administering recreation grants, the County is divided into five geographic Recreation Zones as identified on Schedule “A”:
 - 5.1.1. Zone1: City of Wetaskiwin and surrounding area.
 - 5.1.2. Zone 2: Battle Lake, Westeros, Falun, Mulhurst Bay, Wizard Lake, Pipestone, and surrounding areas.

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5.1.3. Zone 3: Winfield and surrounding area.

5.1.4. Zone 4: Alder Flats, Buck Lake, and surrounding areas.

5.1.5. Zone 5 Town of Millet and surrounding area.

6. Zone Committee Composition:

6.1. Recreation Zone Committees for Zones 2, 3, and 4 shall consist of a minimum of three (3) and a maximum of seven (7) members elected at a public meeting of electors. Notice of the public meeting shall be provided at least fourteen (14) days in advance.

6.2. Recreation Zone Committees for Zones 1 and 5 shall each consist of three (3) members of Council as identified in the County's annual Board and Committee Appointments.

6.3. Committee members shall be residents of the Recreation Zone they represent.

7. Recreation Zone Committee Meetings:

7.1. Hold a minimum of one (1) meeting annually.

7.2. Maintain accurate minutes of each meeting and submit a copy of the approved minutes and recommendations to the Director of Leisure & Community Services within (15) days of the meeting.

7.3. A quorum shall consist of a majority of the appointed committee members.

8. Recreation Zone Committee Authority:

8.1. Recreation Zone Committees serve in an advisory capacity only.

8.2. Recreation Zone Committees and their individual members shall not pledge the credit of the County, enter into agreements on behalf of the County, authorize expenditures, or otherwise commit the County to any financial or legal obligation.

8.3. All grant funding recommendations are subject to approval by Council through resolution.

9. Additional Pages:

9.1. Recreation Zone Committee Map "Schedule A".

10. Related Documents:

10.1. Annual Community Facilities Operating Grant Funding Policy 72.0.2

10.2. Recreation, Event and Activity Grant Policy 72.0.3

10.3. Recreation Capital Grant Funding Policy 72.0.4

10.4. Recreation Operating Grant Funding Policy 72.0.5

Previously Signed

Scott MacDougall, CAO

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Council Resolution

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