



**PUBLIC MINUTES**  
**PARKS & RECREATION ADVISORY COMMITTEE**

**Wednesday, June 5, 2019, 5:20pm**  
**Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall**

- PRESENT:** Mr. John Parsons, Citizen-at-Large  
Ms. Marianne Mann, Citizen-at-Large  
Ms. Nicole Walchuk, Citizen-at-Large  
Mr. Brian Sykora, Citizen-at-Large  
Mr. Mark Hanson, Citizen-at-Large
- ABSENT:** Councillor Chris Warren, Council  
Mr. Kim Robinson, Citizen-at-Large  
Mr. Dave Richards, Citizen-at-Large  
Mr. Rece Allen, Citizen-at-Large
- ALSO PRESENT:** Derek Blais, Director of Parks & Recreation  
Scott Osmachenko, Recreation Services Manager  
Kendra Watterson, Recording Secretary

**PART 1 - NO APPROVAL OF CITY COUNCIL REQUIRED**

**Re: Call to Order**

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Nicole Walchuk assumed the role of Chairperson and called the meeting to order at 5:20 pm.

**PART 2 - NO APPROVAL OF CITY COUNCIL REQUIRED**

**Re: Adoption of Agenda**

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Moved by John Parsons  
THAT the agenda be adopted as presented.

Carried.

**PART 3 – NO APPROVAL OF CITY COUNCIL REQUIRED**

**Re: Adoption of the Minutes – March 20, 2019**

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Moved by John Parsons  
THAT the March 20, 2019 minutes of the Parks & Recreation Advisory Committee be received as presented.

Carried.

**PART 4 – NO APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Quarterly Report January 1 - March 31, 2019**

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Considered was the Parks and Recreation Quarterly Report January 1 – March 31, 2019.

Moved by Brian Sykora

THAT the Parks and Recreation Parks and Recreation Quarterly Report January 1 – March 31, 2019, be received and filed.

Carried.

**PART 5 – APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Outdoor Rink Assessment**

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The Advisory Committee reviewed a report dated May 31, 2019 regarding the Outdoor Rink Assessment. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by Marianne Mann**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Rink Assessment attached hereto and forming part of these minutes be approved.**

Carried.

**PART 6 – APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Outdoor Events Policy**

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The Advisory Committee reviewed a report dated May 30, 2019 regarding the Outdoor Events Policy. The Committee discussed and agreed that Crescent Park should be utilized for single day civic events or smaller private events such as wedding ceremonies but not for larger multi-day private bookings and festivals. Larger, exclusive bookings should be arranged in a park suited for those types of events such as Happy Valley.

The Committee also requested that administration review the types of fees that are charged for a park booking and possibly investigate waiving the fees (at the Dept's discretion) for Non-Profit organizations holding public events. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by Mark Hanson**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the new Outdoor Events Policy attached hereto and forming part of these minutes be approved.**

Carried.

**PART 7 – APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Community Project – Capital Grant Program**

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The Advisory Committee reviewed a report dated May 30, 2019 regarding the Community Project – Capital Grant Program. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by John Parsons**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the revised Community Project – Capital Grant Program attached hereto and forming part of these minutes be approved.**

**Carried.**

**PART 8 – NO APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Updates**

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Mr. Scott Osmachenko, Recreation Services Manager, provided verbal updates on the following:

- Perfect Mind recreation software went live May 29<sup>th</sup>. Yara Centre and Sportsplex using same database
- Outdoor pool opens Monday June 10<sup>th</sup>. Sportsplex annual maintenance is June 10<sup>th</sup> – July 1<sup>st</sup>
- Summer recreation guide is available now
- The new Recreation Pass, which provides access to all city facilities with one pass, is now available. Includes family, adult, senior, youth and child rates
- New East End spray park will have a grand opening this month

Mr. Derek Blais, Director of Parks & Recreation, provided verbal updates on the following:

- The City has submitted an expression of interest to the Investing in Canada Infrastructure Program for a new outdoor pool. New pool would be either be rebuilt in existing location in Crescent Park but designed separate from the Natatorium. Alternatively, the new pool could be built to the South of the Kinsmen Sportsplex which would allow the Dept. to utilize the existing changerooms and mechanical area with the Sportsplex. New pool would include features to make it user friendly and accessible with spray features, slides, beach entry and toddler features.
- The Department has received \$425,000 in Gas Tax funding for upgrades to the Sportsplex. We will update changerooms and reception areas. Also complete roof repairs and replace fire suppression systems. Work to begin in 2019 and be fully completed in 2020.

- City will be meeting with the local senior groups next week to discuss their financial concerns brought forward.

**PART 9 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Next Meeting and Adjournment**

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Moved by Marianne Mann

THAT the next meeting will be at the call of the chair, tentatively in **September 2019**.

Carried.

The meeting adjourned at 6:53 pm.

*Nicole Walchuk*

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Chairperson

**CITY MANAGER'S COMMENTS:**

*Jim Puffalt*

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City Manager

**MAYOR'S COMMENTS:**

Fraser Tolmie

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Mayor



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Outdoor Rink Assessment

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 31, 2019

**PUBLIC:** This is a Public Document.

**IN-CAMERA:** Not applicable to this Report.

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### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Rink Assessment attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on the Outdoor Rink Assessment before forwarding it to City Council.

### **BACKGROUND**

On February 25, 2019, City Council adopted the following resolution at Budget Committee:

*"THAT an assessment of rinks be undertaken by the Parks and Recreation Department to include recommendations for rinks that are to be maintained ice surfaces, rinks that are to be converted to other uses (i.e., basketball/pickleball courts) and rinks that are to be removed; and*

*THAT Administration report back to Council with these findings in the spring of 2019; and further*

*THAT the report be presented first to the Parks and Recreation Advisory Committee."*

The Parks & Recreation Department's Outdoor Rink Master Plan will address locations, programming, maintenance standards, capital plans and multi-year use of outdoor rinks.

## **DISCUSSION**

Moose Jaw Parks and Recreation has a total of 16 outdoor ice surfaces ranging from boarded rinks, crockicurl, skating pads or a speed skating oval. All skating surfaced include lights and 10 facilities include a heated shack with washroom facilities. Each outdoor rink or pad is unique in size ranging from 120'x 50'to 185' x 80'. See Attachment City of Moose Jaw – Outdoor Rink Inventory and Capital Planning for a summary of each outdoor ice surface demographics, amenities and potential capital plans. The Oval is operated in partnership with Wakamow Valley Authority. The following is a summary of the 2019 outdoor rink program;

<b>Park</b>	<b>Type</b>	<b>2019 Program</b>
Eastend	Boarded Rink	Yes
Hillcrest	Boarded Rink	No
Kinfield	Boarded Rink	Yes
Moose Square	Boarded Rink	Yes
Clark Gilles	Boarded Rink	Yes
Smith	Boarded Rink	Yes
Sunningdale	Boarded Rink	Yes
West End	Boarded Rink	Yes
Regal Heights	Boarded Rink	Yes
VLA	Boarded Rink	No
Westheath	Boarded Rink	Yes
Wood Lily	Boarded Rink	Yes
Elgin	Crockicurl	Yes
Henleaze	Skating Pad	Yes
Oxford & 4 <sup>th</sup>	Skating Pad	No
Wakamow	Oval	Yes

A total of 14 ice surfaces will be available for 2019/2020 with a Priority 1-3 system implemented. This provides almost all residents a skating surface within 1000m of their home (Attachment “ii” Outdoor Rinks 2020). 1000m radius was chosen as the designated walking distance which mirrors the Prairie South School Division Transportation policies. 2018 population data was also used to address locations of ice surfaces with a 1000m radius.

<b>Park</b>	<b>Type</b>	<b>Priority</b>
Eastend	Boarded Rink	1
Sunningdale	Boarded Rink	1
Moose Square	Boarded Rink	1
West End	Boarded Rink	1
Smith	Boarded Rink	1
Regal Heights	Boarded Rink	1
Wakamow	Oval	1
Kinfield	Boarded Rink	2
Clark Gilles	Boarded Rink	2
Westheath	Boarded Rink	2
Wood Lily	Boarded Rink	2

Elgin	Skating Pad	3
Henleaze	Skating Pad	3
Kinsmen Sportsplex	Crockicurl	Arena Attendants
Hillcrest	Boarded Rink	Decommissioned
VLA	Boarded Rink	Decommissioned
4 <sup>th</sup> & Oxford	Skating Pad	Decommissioned

- Priority 1 ice surfaces will have scheduled times for the heated shacks to be open. The Department will work with Community Associations, Service Clubs, Community Organization, Schools and volunteers to offer this program. This program will be offered through honorariums and also include holiday hours.
- Maintenance standards by the Department will be as follows;

**Priority 1** - Snow removal, scrape and flood every Monday to catch up after the weekend and every Friday to prep for the weekend. Wednesdays Priority 1 rinks will be scraped. Shacks can be cleaned and stocked on the same scheduled maintenance days. Rink/shack lights and rink boards are to be inspected and maintained regularly. This schedule is to be maintained regardless of use or if it snows or not. (Exception could be made if it has not been used at all, it has not snowed and the ice is deemed to be in "excellent" shape. This decision would be made by the Parks Supervisor or Crew Lead). Quality of surface should be rated high.

**Priority 1:** East End, Sunningdale, Moose Square, West End, Smith, Regal and Wakamow Oval

**Priority 2** - Snow removal, scrape and flood every Thursday. These rinks could also get scraped anytime the Priority 1 rinks are completed early on Mondays & Fridays. Priority 2 rinks with shacks will be cleaned and stocked on the same scheduled maintenance day. Rink/shack lights and rink boards are to be inspected and maintained regularly. This schedule will be maintained regularly unless it snows, then the Priority 1 rinks will be maintained first then Priority 2 rinks will be completed. (Exception could be made if it has not been used at all, it has not snowed and the ice is deemed to be in "good" shape. This decision would be made by the Parks Supervisor or Crew Lead). Quality of surface should be rated moderate/good.

**Priority 2:** Kinfield, Clark Gillies, Westheath & Woodlily

**Priority 3** The skating pads will be cleaned and flooded once a week on a variable schedule based on the completion of maintenance on the Priority 1 and Priority 2 rinks and shacks. Quality of surface shall be rated recreational use.

**Priority 3:** Elgin and Henleaze

**CrokiCurl** – This surface at the Kinsmen Sports Plex will be maintained on a daily basis by the Arena staff. Quality of surface shall be rated high.

- Crockicurl will be moved from Elgin Park to the Kinsmen Sportsplex patio to increase programming, availability and mitigate damage. The Department has

identified Elgin Park as a possible site for a skating trail to support the current skating pad.

- Attachment City of Moose Jaw – Outdoor Rink Inventory and Capital Planning has a list of potential capital upgrades that have been identified for each site and will be included in future capital budget deliberations. Public and Community Association Consultation will occur to identify which of the potential amenities would be selected for each site. The attachment also has locations for year round use such as basketball and pickleball.
- Parkhill Shack would be moved to Regal Heights to create a permanent shack that would increase year round participation for outdoor rink, playground program and soccer.
- Westheath will be operated until the property has been subdivided and the outdoor rink has been decommissioned. Outdoor recreational amenities will be included in the Westheath Subdivision Park Development as per the concept plan.
- The Department will also enter into discussions with Wakamow Valley Authority related to cross country ski trail maintenance responsibilities.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed outdoor ice surfaces.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The revised 2019/2020 outdoor ice surfaces recommendations were developed through consultation amongst the City's Recreation Staff and conversations with the Community Associations.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will also work closely with the Communications Manager and Wakamow Valley on developing a marketing strategy for the outdoor ice surfaces.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.



## **FINANCIAL IMPLICATIONS**

The 2019 Outdoor Ice Surface Program budget was \$92,241. By implementing the priority based ice surfaces, all residents will have the ability to participate in outdoor ice surface in their neighbourhood.

## **OTHER CONSIDERATIONS/IMPLICATIONS**

There are no bylaw, policy, or privacy implications associated with the report.

## **PUBLIC NOTICE**

Public Notice pursuant to the Public Notice Policy as incorporated into the City Administration Bylaw No. 5175 of 2016 is not required.

## **PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

Parks and Recreation will provide a verbal presentation relating to the report.

## **ATTACHMENTS**

- i. Outdoor Rink Inventory and Capital Planning
- ii. Outdoor Rinks 2020
- iii. Outdoor Rinks – Priority 1
- iv. Outdoor Rinks – Priority 2
- v. Outdoor Rinks – Priority 3

Respectfully Submitted By,

*Scott Osmachenko*

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Scott Osmachenko, Recreation Services Manager

## **APPROVAL OF REPORT RECEIVED**

## **COMMENTS RECEIVED**

*Derek Blais*

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Derek Blais, Director of Parks and Recreation



## City of Moose Jaw – Outdoor Rink Inventory and Capital Planning

### Priority Scale

High = 1 to 2 years

Medium = 3 to 5 years

Low = 6 to 10 years

<u>Site</u>	<u>Demographics</u> (within 1 km radius)	<u>Rink Specs</u>	<u>Site Amenities</u>	<u>Potential Capital Upgrades</u>	<u>Estimated Costs</u>	<u>Priority</u>
<b>East End</b> (9th Ave NE & Ominica East)	Total Pop: 2,467 Ages 5-14: 271	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground Spray Park	Park Furnishings (benches, etc.)	\$5,000	Medium
<b>Sunningdale</b> (Daffodil Drive)	Total Pop: 4,483 Ages 5-14: 635	150' x 70' Heated Shack Boarded Rink Dirt Surface Lights	Playground Soccer Field Parking Lot	Park Furnishings (benches, etc.) Install Asphalt Base on Rink	\$5,000 \$80,000	High Medium
				<u>One of:</u> Basketball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$20,000 \$70,000	Medium
<b>Moose Square</b> (600 Block of Stad West)	Total Pop: 5,080 Ages 5-14: 611	190' x 85' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Shack Upgrades New Playground	\$5,000 \$30,000 \$120,000	High High Medium
<b>West End</b> (10 Ave & Athabasca West)	Total Pop: 4,893 Ages 5-14: 593	190' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Heated Shack Upgrades	\$5,000 \$20,000	High High
<b>Smith Park</b> (1200 Block of Hastings)	Total Pop: 5,631 Ages 5-14: 799	190' x 80' Heated Shack Boarded Rink Asphalt Surface Lights	Playground Soccer Fields Parking Lot Basketball Backstop	Park Furnishings (benches, etc.) Replace Rink Asphalt Base on Rink	\$5,000 \$90,000	Medium Low
				<u>One of:</u> In-Line/Box Lacrosse (requires asphalt base)	\$5,000	Low

				Pickleball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$8,000 \$70,000	
<b>Regal Heights</b> (1400 Block of 13th Ave NW)	Total Pop: 4,917  Ages 5-14: 646	150' x 70' Heated Shack Boarded Rink Dirt Surface Lights	Playground Soccer Field	Park Furnishings (benches, etc.) Relocate Shack from Parkhill Install Asphalt Base on Rink Cricket Pitch  <u>One of:</u> Basketball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$10,000 \$15,000 \$80,000 \$40,000  \$20,000 \$70,000	High High Medium Low  Medium
<b>Wakamow Oval</b>	Total Pop: 666  Ages 5-14: 64	600' x 230' Heated Shack Oval Skating Loop Dirt Surface Lights	Playground Washrooms Parking Lot	No Upgrades Recommended		
<b>Kinfield</b> (100 block of Grandview E)	Total Pop: 2,693  Ages 5-14: 293	130' x 60' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Beach Volleyball Courts	\$5,000 \$30,000	High Low
<b>Ross Wells - Clark Gillies</b> (Ross & 3 <sup>rd</sup> Ave NE)	Total Pop: 5,494  Ages 5-14: 512	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground Parking Lot	Park Furnishings (benches, etc.) New Playground Shack Upgrades Basketball Pad	\$5,000 \$120,000 \$20,000 \$8,000	High High Medium Low
<b>Westheath</b> (Wellington & Spadina)	Total Pop: 4,893  Ages 5-14: 593	150' x 70' Dugouts Boarded Rink Dirt Surface Lights	Playground	Temporary Location – No Upgrades Recommended		
<b>Woodlilly</b> (Woodlilly Drive)	Total Pop: 3,654  Ages 5-14: 525	150' x 70' Boarded Rink Dirt Surface Lights	None	Park Furnishings (benches, etc.) Beach Volleyball Courts	\$5,000 \$30,000	Medium Low

<b>Elgin Park</b> (8 <sup>th</sup> Ave NW & Hall)	Total Pop: 6,675 Ages 5-14: 826	Croki curl moving to Sportsplex	Heated Complex Washrooms Lights Playground Spray Park	Basketball Courts	\$130,000	Low
<b>Henleaze</b> (1100 Block Henleaze Ave)	Total Pop: 5,856 Ages 5-14: 704	150' x 70' Leisure Pad No Boards Dirt Surface Lights	Playground	Park Furnishings (benches, etc.)	\$5,000	High
<b>Hillcrest</b> (1200 Block of Willow)	Total Pop: 3,752 Ages 5-14: 383	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Remove Rink Install Pickleball Courts	\$10,000 \$130,000	High High
<b>VLA</b> (1600 Block of Admiral)	Total Pop: 3,968 Ages 5-14: 550	150' x 70' Boarded Rink Dirt Surface Lights	Playground Soccer Fields	Remove Rink Install Pickleball & Basketball Courts	\$10,000 \$160,000	High Low
<b>Oxford &amp; 4<sup>th</sup> Ave West</b>	Total Pop: 7,331 Ages 5-14: 841	120' x 60' Leisure Pad No Boards Dirt Surface Lights	Playground	Remove and Re-Purpose Lights	\$10,000	High

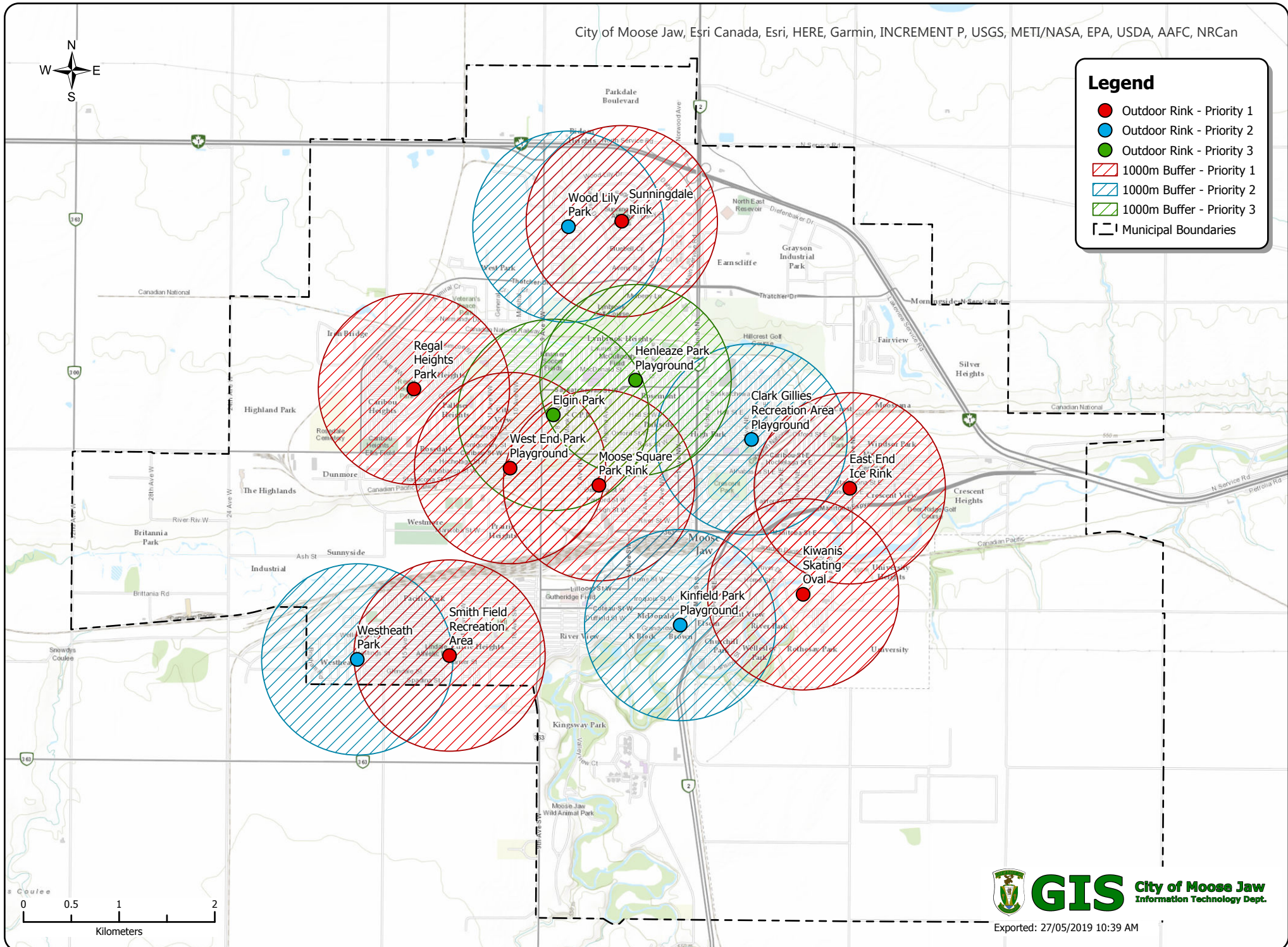
# Outdoor Rinks - 2020

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

- Outdoor Rink - Priority 1
- Outdoor Rink - Priority 2
- Outdoor Rink - Priority 3
- 1000m Buffer - Priority 1
- 1000m Buffer - Priority 2
- 1000m Buffer - Priority 3
- Municipal Boundaries



**GIS** City of Moose Jaw  
Information Technology Dept.

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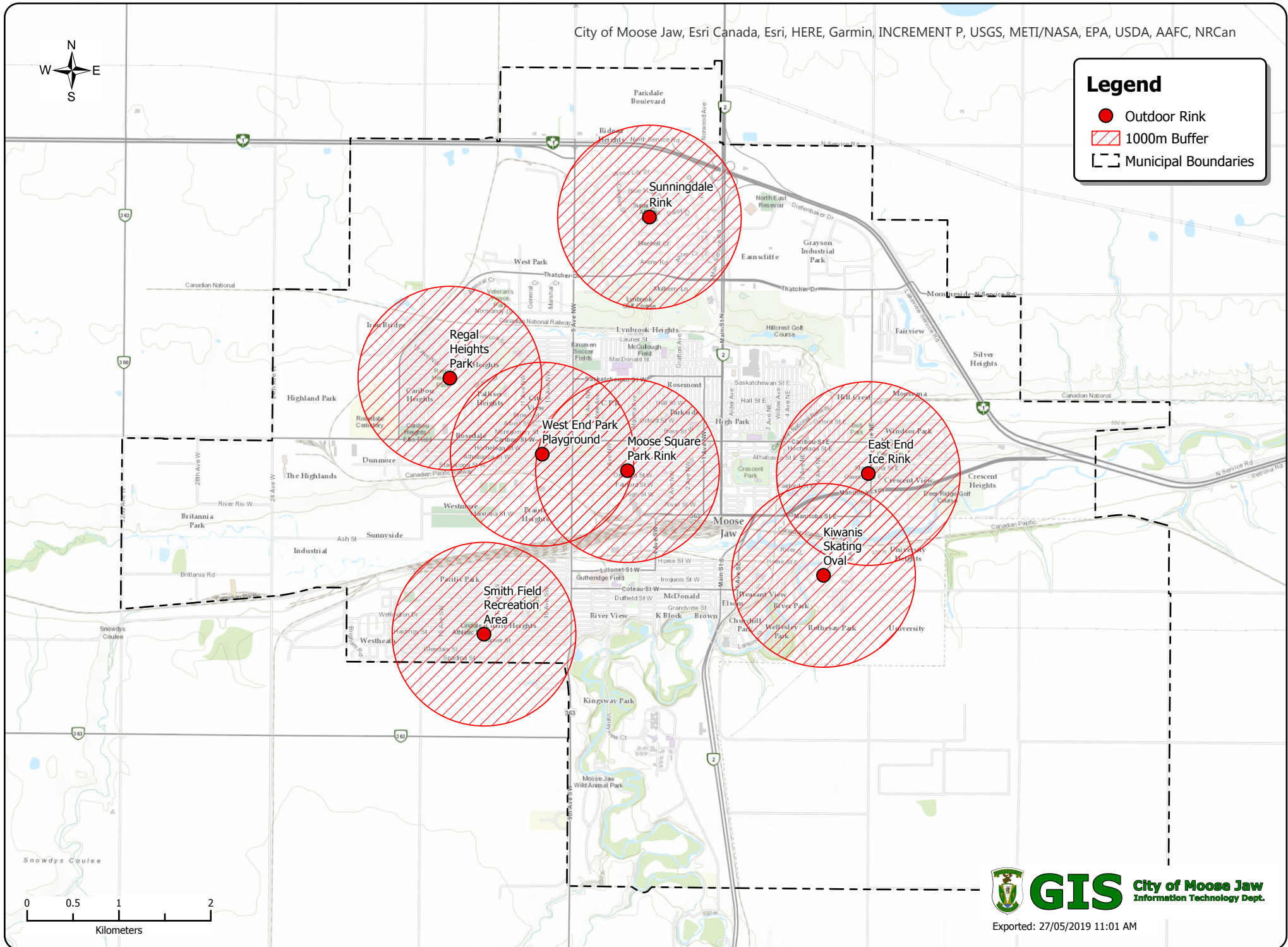
# Outdoor Rinks - Priority 1

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

- Outdoor Rink
- ▨ 1000m Buffer
- ▭ Municipal Boundaries



**GIS** City of Moose Jaw  
Information Technology Dept.

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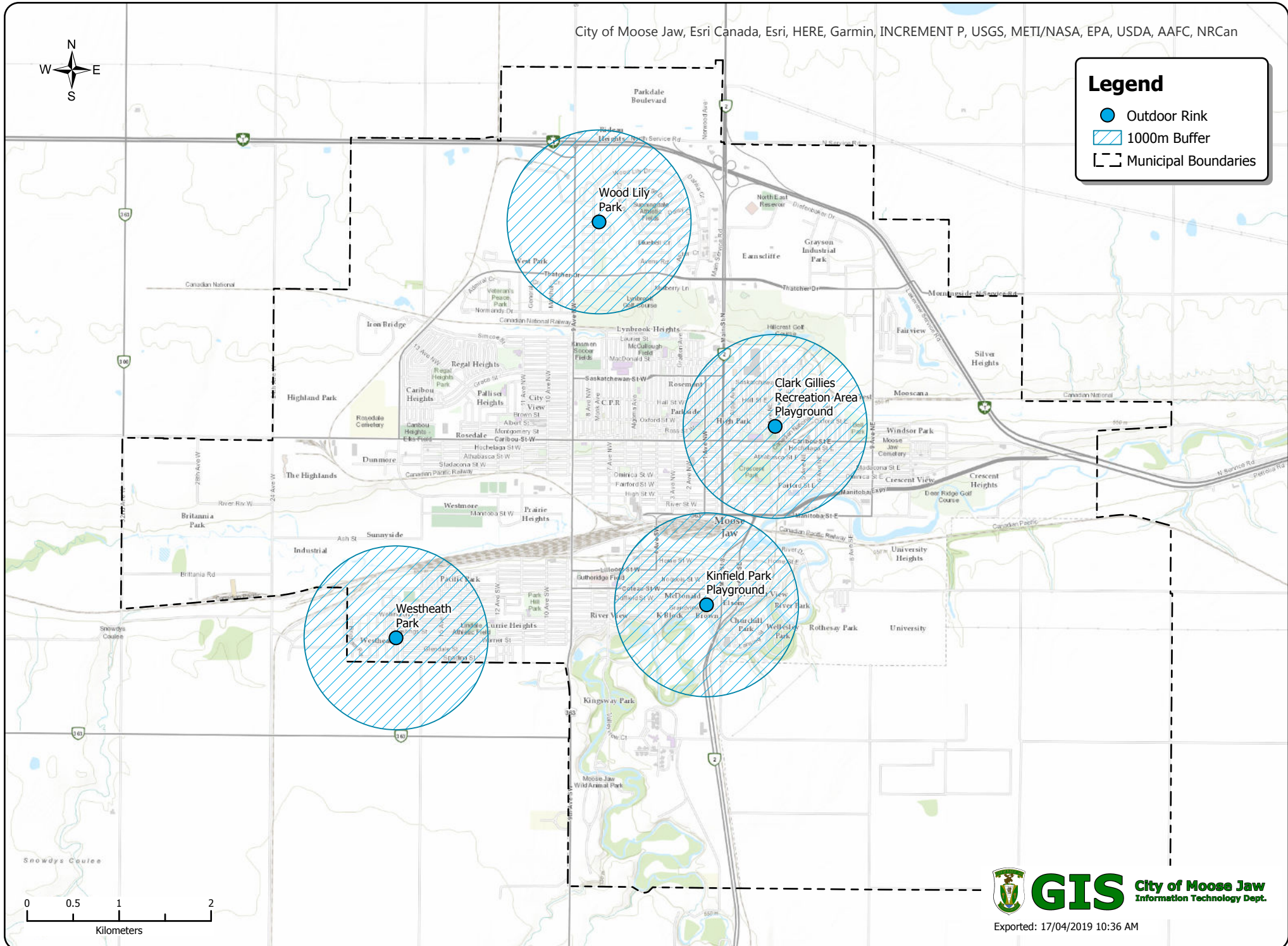
# Outdoor Rinks - Priority 2

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

- Outdoor Rink
- 1000m Buffer
- Municipal Boundaries



**GIS** City of Moose Jaw  
Information Technology Dept.

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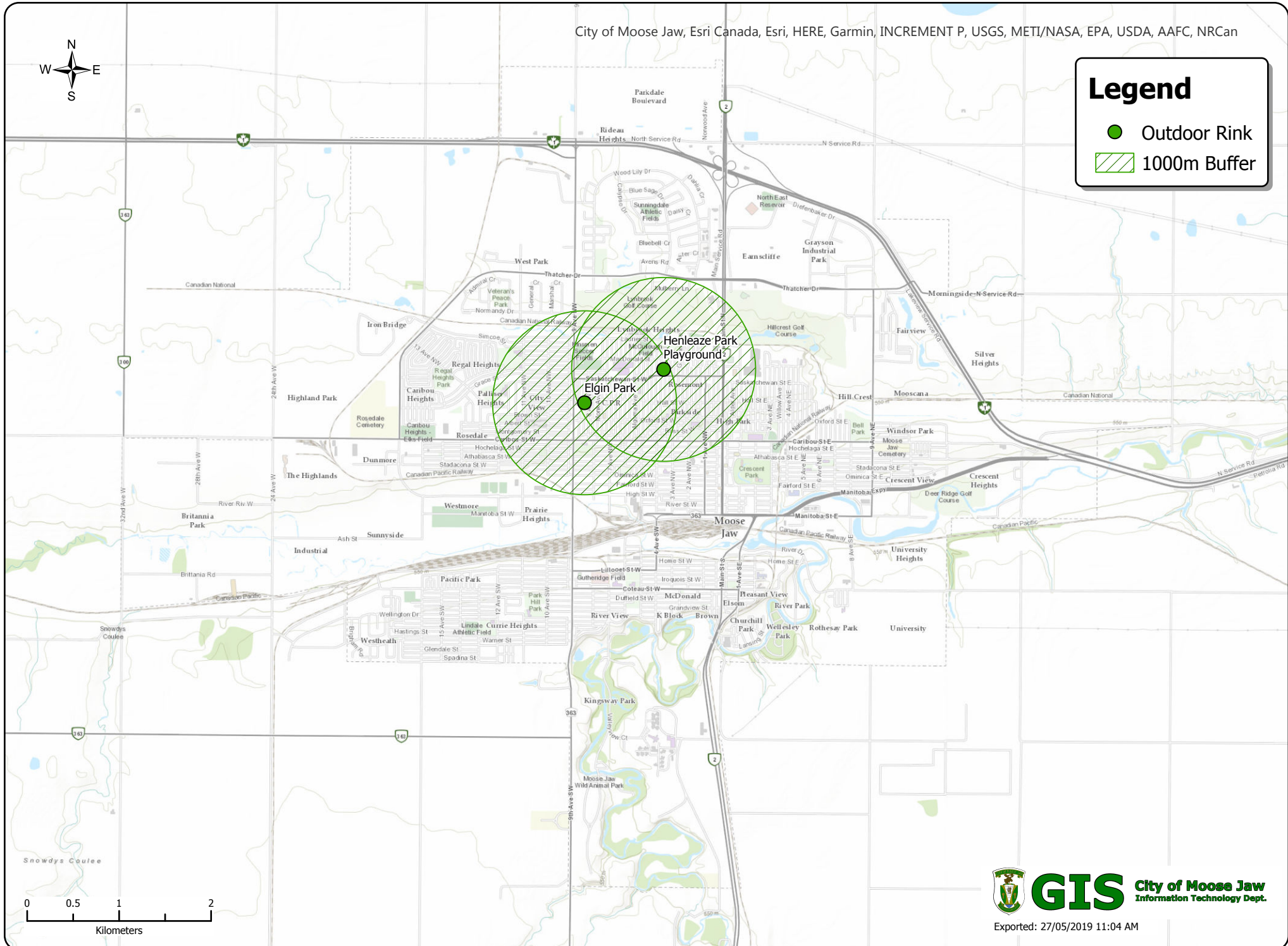
# Outdoor Rinks - Priority 3

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

- Outdoor Rink
- ▨ 1000m Buffer



**GIS** City of Moose Jaw  
Information Technology Dept.

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# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Outdoor Events Policy

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 30, 2019

**PUBLIC:** This is a Public Document.

**IN-CAMERA:** Not applicable to this Report.

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### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Events Policy attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on updates to the Outdoor Events Policy.

### **BACKGROUND**

Moose Jaw Parks and Recreation is responsible for the maintenance and programming of outdoor parks, green space and facilities. The Department has also received multiple requests for tatawâw park. With an increasing amount of inquiries each year, administration has identified the requirement to formalize a policy to assist with the approval and organization of these types of events.

The purpose of the new policy is to provide administration direction and guidelines to host Outdoor Special Events in City parks, sports fields and open spaces. The policy will further assist with approving outdoor events in which the sale or consumption of alcohol is included.

### **DISCUSSION**

The following items are included in the Policy;

- Application forms are available and used as a planning document for requests.

- To ensure that all costs are the responsibility of the applicant.
- To confirm the Insurance requirements and coverages are adequate.
- To outline the process for Special Occasion Sales Permit applications for outdoor events requiring a Saskatchewan Liquor and Gaming Authority permits.
- To confirm the terms of usage and conditions.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed changes.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Policy was developed through consultation amongst the City's Recreation Staff.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will work closely with the Communications Manager on promoting the use of Outdoor Spaces in Moose Jaw.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.

### **PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

Parks and Recreation will provide a verbal presentation relating to the report.

### **ATTACHMENTS**

- i. Outdoor Events Policy

Respectfully Submitted By,

*Scott Osmachenko*

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Scott Osmachenko, Recreation Services Manager

**APPROVAL OF REPORT RECEIVED**

**COMMENTS RECEIVED**

*Derek Blais*

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Derek Blais, Director of Parks and Recreation

## Outdoor Events Policy for the City of Moose Jaw

<b>POLICY:</b>  <b>Outdoor Events Policy</b>	<b>EFFECTIVE DATE:</b>
<b>SECTION:</b>  <b>PARKS AND RECREATION</b>	<b>APPROVED BY</b>  <b>Council Resolution # _____</b>

### 1. **Purpose:**

- 1.1 The City of Moose Jaws Outdoor Events Policy is designed to allow eligible applicants the opportunity to utilize outdoor parks, green space and facilities. The City of Moose Jaw recognizes that Outdoor Events play an integral role in the community's spirit, health, and participation and strongly supports events in our community.

### 2. **Definitions:**

- 2.1 The City – means the City of Moose Jaw, its departments and staff.
- 2.2 Director – the Director of Parks & Recreation or his/her designate.
- 2.3 Outdoor Spaces – All outdoor facilities, parks and green spaces operated by the City of Moose Jaw.
- 2.4 Special Event – an event where many people are brought together to watch or participate, occurring for a limited or fixed duration that impacts the community as a whole. Activities that are part of a regular series or subscription are not deemed Special Events, unless they are an atypical activity outside the ordinary.
- 2.5 SLGA – Saskatchewan Liquor and Gaming Authority

### 3. **Policy**

#### 3.1 Outdoor Special Events Application Form

Permission is required for all Outdoor Events hosted on City of Moose Jaw property. All applications will be reviewed by the Parks & Recreation Department and approval is granted once the application is signed by the City. The signed copy of the application will serve as the Permit for the event.

### 3.2 Approvals

All approved events will take precedence over unapproved activities. It is mandatory that the Event Organizer is in attendance during the event and has the permit with them so it can be presented upon request.

Obtaining a Special Events Permit from the City of Moose Jaw does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place such as Business Licenses and Food Service Permits.

### 3.3 Insurance Requirements

Insurance is required for special events that have an impact on the community as a whole and require additional permits. Small ceremonies, weddings or performances may not require insurance as the discretions of the Director. Insurance requirements are per the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

- a) Outdoor Special Events (No Alcohol)  
Event Liability Coverage (\$5 Million) which includes:  
Commercial General Liability  
Third Party Property Damage  
City Listed as additional insurer
- b) Outdoor Special Events (With Alcohol)  
Event Liability Coverage (\$5 Million) which includes:  
Host Liquor Liability Coverage  
Commercial General Liability  
Third Party Property Damage  
City Listed as additional insurer

### 3.4 Alcohol Sales and Service

Process to obtain approval for Alcohol Sales and Service are outlined in the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

### 3.5 Event Restrictions

The City places priority on requests for Outdoor Special Events which are open to the public and which have a recreational, cultural, and environmental or community wellness mandate. Crescent Park has been identified as a one-day events site for Civic Events and Happy Valley has been identified as a multi-day festival site. Requests will be considered on a case by case basis. Private, commercial and larger functions will be considered on a case by case basis. All events at tatawâw Park must meet the terms in the 2001 Conservation Easement Agreement.

Activities not generally permitted include those which:

- a) May cause significant damage to the space or environment;
- b) Are specifically prohibited by bylaw, policy and/or law;
- c) Are distinctly incompatible with natural open space;
- d) Involve undue risk to individuals or the City.

### 3.6 Security

A minimum of 1 trained security personnel is required for every 200 persons up to 1,000 and 1 trained security personnel is required for every additional 250 persons.

For events serving alcohol, SLGA may request additional security be provided. Security will also be responsible for contraventions of *The Alcohol and Gaming Regulation Act* and its Regulations. The Event Organizer must ensure that they have the ability to access additional security personnel as required.

### 3.7 Fire Prevention Services

The Event Organizer is responsible for ensuring that all fire prevention codes, bylaws and policies are adhered to. This includes but is not limited to occupancy loads, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, and ensuring all required exits are clear of obstructions. Permits from the Fire Department may be required.

### 3.8 Concession & Food Service

When concessions and food service is permitted, food permit(s) must be obtained from the Saskatchewan Health Authority and displayed at the event. An applicable business license must also be obtained.

### 3.9 Business Licensing

Any business, trade, profession, industry, occupation, employment, calling or anyone providing goods or service in the City is required to hold a valid City of Moose Jaw Business License. This is also applicable for Outdoor Special Events and to the sale of Merchandise.

### 3.10 Amusement Activities

All amusement rides and bouncy castles are required to be licensed with the Technical Safety Authority of Saskatchewan and all regulations in *The Amusement Ride Safety Act* need to be adhered to. A copy of the Act can be provided upon request.

### 3.11 Public Access

Access to the parks and open space must remain open to the general public at all times unless exclusive use has been granted by the City. Activity sites and crowd flow patterns will be established in consultation with the City prior to the event and careful consideration will be given to minimize damage to plant material.

### 3.12 Vehicle Access

Vehicles may be allowed onto the event site to drop off and pick up equipment for the Special Event only during specified times and under the approval of City staff. The specified times and areas are to be established at the site meeting. Parking in parks and open space is discouraged and will only be allowed if the vehicle is necessary to accommodate the success of an authorized event and only where and when approval is given in advance.

### 3.13 Admission Charges

Event Organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the Event Organizer to enhance the range of public programs and services at the Special Event. These permissions are normally limited to events coordinated by Not For Profit organizations. Events with tobacco, cannabis or alcohol sponsorship are subject to additional restrictions and approval.

### 3.14 Sponsorship Signage

Sponsorship signs are limited to the event area and must be directed at event participants only. Signs should be discreet and kept to a minimal level. Sponsorship signs must be approved by the City prior to installation.

### 3.15 On-Site Promotions

Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

## **4. Event Planning Meetings**

Once application forms have been approved, the Event Organizer may be required to set the following meetings:

- a) In consultation with the Parks and Recreation Department, all groups assembling tents, rental items such as inflatable items, decorations, chairs, temporary washrooms or electronic equipment must obtain permission as to the locations of these items.
- b) After the application has been approved, The Parks and Recreation Department may request an introductory meeting to review all event details.



- c) All required documentation must be submitted to the Parks and Recreation Department before applications are approved.
- d) The day before the event, a site walkthrough may be conducted to review the condition of the site and to ensure no signs, tents or temporary structure will damage any underground infrastructure.
- e) Any setup requiring stakes or signage in the ground must have prior approval from the Parks and Recreation Department to ensure no damage is done to underground infrastructure.

## **5. City Bylaws**

All Outdoor Special Events must be in accordance with City of Moose Jaw Bylaws. Bylaws to consider include but are not limited to: Dog Bylaw, Fire Bylaw, Noise Bylaw, and Sign Bylaw. All bylaws are available on the City website at [www.moosejaw.ca](http://www.moosejaw.ca).

## **6 City Policies and Easements**

Outdoor Special Event requests may be directed to further City Policies and Easements. Policies that may come into effect include: Conservation Easement Agreements, Naming Rights and Sponsorship Policy, City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities or Mobile Concession Policy.

## **7. Fees**

All fees are subject to Council Approved Rates and Fees. The following fees/charges are the responsibility of the event organizer to coordinate:

- a) Portable Washrooms
- b) Site Set up and Clean-up
- c) Fire & Emergency Medical Services
- d) Security

## **8. Cancellation Policies**

Cancellation of the event by the Event Organizer must be made in writing 2 weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer's future right to book events and may also be subject to cancellation penalties if any costs have been incurred by the City. Refunds for events will be reviewed on a case by case basis.

The City of Moose Jaw may in its sole discretion cancel Outdoor Special Events where:

- a) The facility is required for City of Moose Jaw purposes;
- b) The application was secured by misrepresentation, or transferred without the City of Moose Jaw prior approval;
- c) The event is not being used for the purpose set out in the application;
- d) The event location is required for technical or emergency repairs, which cannot be performed at any other time;
- e) Inclement weather has created a circumstance that is unsafe for attendees of the event; The City of Moose Jaw reserves the right to cancel an event due to circumstances beyond its control. Every effort will be made to notify user groups within a reasonable time.



## **PARK/FACILITY BOOKING REQUEST**

- |  |  |
|--|--|
| <input type="checkbox"/> Crescent Park     | <input type="checkbox"/> Amphitheatre          |
| <input type="checkbox"/> Happy Valley Park | <input type="checkbox"/> Waterfall             |
| <input type="checkbox"/> tatawâw park      | <input type="checkbox"/> Other Location: _____ |

<b>Today's Date:</b>		<b>PM Inv. #</b>
<b>Name:</b>		<b>Date of Booking:</b>
<b>Address:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Time:</b> (set up to clean up complete)		
<b>Event time:</b>		
<b>Requesting Chairs? (Amphitheatre only)</b> <ul style="list-style-type: none"> <li>• Approx. 75 metal stacking chairs available for use</li> <li>• Require \$25.00 refundable cash deposit for key to access</li> <li>• Supervision of the chairs is required at ALL times</li> </ul>		<input type="radio"/> Yes <input type="radio"/> No
<b>Decoration or special requests</b> Serving or selling of food? (Requires insurance and Sask Health Authority Permits)		
Specific details of the event happening in the park.		
What materials will be brought in or set up in the park that are not normally there?		
Will to you setting up tents or driving stakes in the ground. This requires permission from Parks and Recreation and a site meeting		
Will Alcohol be served at this event? If <b>yes</b> please fill out the Special Occasion Permit Application.		

**Fee's - Crescent Park & Happy Valley**

- Single Event (less than 2 hours):      \$49.52 + GST = \$52.00 total
- Half Day (less than 5 hours):            \$98.84 + GST = \$103.78 total
- Full Day (5 hours or more):              \$176.87 + GST = \$185.71 total

**Other Fee's as per the terms of the City of Moose Jaw Facility Rental Rates**

I hereby acknowledge receipt of all the above named equipment/facility and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility that may occur while the equipment is in my possession, and further acknowledge that failure to return the key/equipment on the specified date may result in loss of deposit and privileges for the organization. I declare that I am eighteen (18) years of age or older.

I hereby acknowledge the terms of the City of Moose Jaw Outdoor Events Policy.

**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**APPLICATION SUBMISSIONS**

Applications must be completed, signed and submitted to:

**For events in City Parks and Open Spaces or outdoor events that serve alcohol please contact:**

*Parks and Recreation Administration*

Phone: (306) 694-4430

Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

**For Outdoor Sports Field events please contact:**

*Recreation Program Supervisor*

Phone: (306) 694-4481

Email: [recreationl@moosejaw.ca](mailto:recreationl@moosejaw.ca)

\_\_\_\_\_  
**Parks & Recreation**\_\_\_\_\_  
**Date****APPROVED (YES OR NO)** \_\_\_\_\_



## **SPECIAL OCCASION PERMIT APPLICATION**

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit. To obtain the City approval, the following ***Special Occasion Permit Application Form*** must be completed and submitted to the Parks and Recreation Department a minimum of **1 month prior to the event**. Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

<b><u>Name or Organization</u></b>	
<b><u>Phone and Email Address</u></b>	
<b><u>Purpose of Event:</u></b>	
<b><u>Proceeds from Event to be Used for:</u></b>	
<b><u>Event Date(s):</u></b>	<b><u>Event Times:</u></b>
<b><u>Event Location and Street Address:</u></b>	
<b><u>Projected # of Guests:</u></b>	
<b><u>Security Company (include contact name and #):</u></b>	
<b><u>Security Hours:</u></b>	<b><u>Number of Guards:</u></b>

**Please attach a site map identifying the following locations:**

- ☐ Alcohol Serving Area
- ☐ Washrooms
- ☐ Fencing and Fence Height (outdoors)
- ☐ Refreshments/Bar Area
- ☐ Food Serving Area
- ☐ Entertainment Area

**The Event Organizer accepts full responsibility for the following:**

1. Adhering to the terms and conditions of the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities
2. Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
3. Ensuring no glass containers are used on site.
4. Serving alcohol only in the area identified in the application submission.
5. Adhering to the security requirements for events with alcohol and access control.
6. Notifying any community group associations, businesses, or residents located within a 2-block radius of the event if excessive noise will be created from the event.
7. Obtaining Event Liability Insurance Coverage in the name of the event holder for \$5 million dollars with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured.
8. Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence.
9. Specify the event date and location.
10. Contain a seven (7) day notice of cancellation clause to provide the City written notice (7) days prior to any changes or cancellation of the policy.
11. Be provided no later than one month prior to the event.
12. Compliance with the Mobile Concession Policy
13. Compliance with the Provincial Food Safety Regulations.
14. Compliance with the Fire Bylaw and Noise Bylaw.

You will also need to apply to SLGA for a Special Occasion Permit. Please note our Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities Spaces also mentions that the area where alcohol is being served/consumed needs to be fenced off and have proper security. Further to this, SLGA policy dictates that the permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol and the conduct of guests.

**I confirm that all details in the application are said to be true and that I will notify the City of Moose Jaw of any changes made to the information provided in the application.**

_____ <b>Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
----------------------	---------------------------	----------------------

_____ <b>Director of Parks &amp; Recreation</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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**APPROVED (YES OR NO) \_\_\_\_\_**

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**Office Use:**

**Contract #** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**Invoiced:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Date**



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Community Projects – Capital Grant Program

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 30, 2019

**PUBLIC:** This is a Public Document.

**IN-CAMERA:** Not applicable to this Report.

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### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Community Projects – Capital Grant Program attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on updates to the Community Projects - Capital Grant Program before forwarding it to City Council.

### **BACKGROUND**

The Community Projects – Capital Grant Program criteria was last reviewed by the Parks and Recreation Advisory Committee in 2009. The framework for the grant has not changed however updates are required to reflect current practices and clarify expenses.

### **DISCUSSION**

During the past allocation of the Community Projects – Capital Grant Program adjudication, clarification on eligible expense was discussed and the Parks and Recreation Department did receive an inquiry to the appeal process on projects that were not funded. The following changes are being proposed to the Community Projects – Capital Grant Program.

- Organization may apply for projects in multiple phases however funding is not guaranteed from year to year.

- Small equipment such as tractors, trailers or mowers are not eligible for funding. The intent of the project is for capital upgrades associated with improvements to City owned facilities and spaces.
- Expand the eligible project location wording to include parks and green space.
- Applications can be received by email.
- The recommendations of the Advisory Committee and decision of City Council are final. There is no appeal process.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed changes.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The revised 2020 Community Projects – Capital Grant Program was developed through consultation amongst the City's Recreation Staff.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will work closely with the Communications Manager on promoting the Community Projects – Capital Grant Program.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.

### **PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

The Director of Parks and Recreation will provide a verbal presentation relating to the report.

### **ATTACHMENTS**

- i. Community Projects – Capital Grant Program



Respectfully Submitted By,

*Scott Osmachenko*

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Scott Osmachenko, Recreation Services Manager

**APPROVAL OF REPORT RECEIVED**

**COMMENTS RECEIVED**

*Derek Blais*

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Derek Blais, Director of Parks and Recreation

## Community Projects - Capital Grant Program for the City of Moose Jaw

<b>GRANT:</b>  <b>Community Projects - Capital Grant Program</b>	<b>EFFECTIVE DATE:</b>
<b>SECTION:</b>  <b>PARKS AND RECREATION</b>	<b>APPROVED BY</b>  <b>Council Resolution # _____</b>

### 1. PURPOSE

The purpose of the Community Projects - Capital Grant Program is to enable community groups to undertake capital development or renovation projects that will result in short and long term benefits to the community. The main focus of the project must be related to improvement of parks or facilities providing recreation, sport, arts, or cultural opportunities to the community. All developments must have a minimum life span of five years.

### 2. FUNDING AMOUNT

City Council will approve the annual funds in the Parks and Recreation Capital Budget. The Community Projects - Capital Grant Program will contribute up to 50 percent of the total cost of a project to a maximum of 50% of the available funding. The minimum grants request is \$500.00.

Priority will be given to groups that have not previously received funding from this grant program. Organizations may apply for projects in multiple phases, however funding is not guaranteed from year to year.

### 3. ELIGIBILITY CRITERIA

All of the following eligibility criteria must be met to qualify for funding.

#### **Non-Profit Corporation Status**

A copy of the Profile Report from the Corporations Branch, which verifies that the organization applying for funding is currently incorporated, must be attached to this application. The Profile Report lists the members of the Board of Directors.

#### **Capital Development Projects**

Capital projects that involve new construction, renovation, and/or expansion of recreation, sport, art or cultural facilities or open spaces are eligible for funding through this grant program. Capital projects, which will create or enhance existing programs or opportunities, are eligible. Facility equipment such as furnaces or air conditioners are eligible however small equipment such as tractors, trailers or mowers are not eligible.

The organization initiating the project will be responsible for all costs associated with project development. No bills or invoices are to be made out to the City of Moose Jaw.

If a project from a previously approved Capital Grant has not been completed, the organization is not eligible to request additional funding until the outstanding project is complete.

### **Eligible Project Locations**

Only projects on City of Moose Jaw property are eligible for grant funding. For the purposes of this grant, public property shall include:

- Buildings, parks, green space or land owned by the City of Moose Jaw

### **Public Support and Notification**

Applications must include letters of support from area residents or any other groups who will be affected by the project. Depending on the project, each organization may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input, and document community reaction to the project.

### **Retroactive Funding**

Project development may not be funded retroactively. However, expenditures relating to site surveying, landscape or engineering design services that are required and paid in advance to provide a complete and accurate grant application may be included within the project budget.

## **4. FINANCIAL REQUIREMENTS**

Each application must include a detailed project budget. Where possible, it is recommended that three written quotes be secured for expenditures to ensure the accuracy of the estimated budget. A contingency fund of approximately 10 percent of the total project budget is recommended to allow for fluctuations in pricing and unforeseen expenditures.

A letter from a financial institution stating that the organization has sufficient funding in place to proceed with the project should be attached to the application. If an organization has a substantial surplus (over \$10,000 surplus after contributing to the project), this organization will be given a lower ranking in terms of financial need.

An organization's cash contribution cannot include funds from any other City funding source. The Capital Grant only matches the community contribution.

Donations, volunteer labour or gifts in kind may be included as part of the organization's contribution to the project to a maximum of 1/8 of the total project cost. Volunteer labour costs are calculated at provincial minimum wage standards. Only volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution.

## 5. INELIGIBLE EXPENSES

Grant funds may not be used to purchase program supplies or program equipment. Program supplies and equipment are described as materials that are consumed or used during a program, including balls, volleyball or badminton nets, rackets or birdies, et cetera.

The grant funding cannot be used to purchase food, alcohol, gifts, or provide honorariums to instructors.

## 6. DON'T KNOW WHERE TO START?

If you need assistance or have questions about the grant program, please call 306 694-4447 for advice and background information to help you with the project planning and grant processes.

If you would like a working copy of the grant application package, visit the Parks & Recreation Department, 4<sup>th</sup> floor of City Hall or visit [www.moosejaw.ca](http://www.moosejaw.ca).

## 7. APPLICATION DEADLINE

The grant application deadline is **before noon January 31, of current year.**

Applications may be submitted the following ways

1. Mailed to; Community Projects - Capital Grant Program  
City of Moose Jaw, Parks and Recreation Department  
228 Main Street North  
Moose Jaw SK S6H 3J8
2. Delivered to the Parks and Recreation Department 4<sup>th</sup> floor of City Hall (228 Main St N)
3. Emailed to [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

**Late applications may not be accepted.**

## 8. APPLICATION PREPARATION

Applicants are responsible for providing the information listed below as part of their original grant submission.

### Site Plan

The site plan should be a drawing, which may be done by hand, and includes the following information:

- The drawing should include all existing amenities – site furniture, play structure, athletic field(s) and plantings. Include sizes, species, and quantities of existing plant material.
- Identify and plot landscape elements (fences or trees)
- Identify dimensions and spatial relationship of the proposed components to each other, and to existing site elements.
- The Project Location should be identified (street address)

The City of Moose Jaw encourages universal accessibility in all parks, playgrounds, and facilities. Consider access for strollers, individuals with walkers or wheelchairs, roller bladers, and bicycle riders when planning your development.

### **Project Development Plan**

A detailed written description of the project and an explanation of the work to be done must be included in your grant submission. Be sure to include project timelines.

If your organization's project will be phased in over a number of years, please ensure that the grant application shows the funding that your organization is requesting for the current year. In addition, please include the cost for each additional phase.

### **Specifications and Warranties**

The organization applying should provide copies of all applicable warranties for equipment or structures.

#### *Site Furnishings*

Only commercial quality site furnishings will be accepted for use on public property.

#### *Play Equipment or Structures*

Current CSA standards regarding safety must be met for all new playground installations.

### **Project Development and Maintenance**

The costs associated with the ongoing maintenance of the capital project proposed must be identified within each application. If your organization will be assuming responsibility for maintenance, you must include an operating budget to show that you have sufficient funding in place to provide short-term maintenance. Capital developments will not be approved unless there is a maintenance plan in place.

## **9. PROJECT REVIEW PROCESS**

All applications must be received on or before Noon on **January 31, of current year**. Applications that do not include all of the requested information or do not provide sufficient detail for a complete analysis of the project may be rejected.

City of Moose Jaw staff will review the technical elements of the project application to ensure the development plan is in accordance with community needs and adheres to all existing City policies and specifications.

Applications will be reviewed by the Parks and Recreation Department to ensure all required information is included. A summary of applications will be referred to the Parks and Recreation Advisory Committee, which includes several community volunteers. Applicants may be contacted if the Parks and Recreation Advisory Committee require additional information or details regarding the grant application.

**Applicants may be asked to attend a Parks and Recreation Advisory Committee meeting to make a presentation on their application.**

The Parks and Recreation Advisory Committee will present its recommendations for the allocation of the Community Projects - Capital Grant Program budget to City Council,

after the current year's budget has been approved. **Available funding may vary year to year depending on the amount approved by City Council.** Once approved by City Council, each organization will be notified in writing of the status of their grant application. The decision of City Council is final. There is no appeal process.

### **Evaluation Criteria**

The following evaluation criteria will be used by the Parks and Recreation Advisory Committee to evaluate the grant applications:

#### **Impact**

Will the development or project be available for use by the general public or a specific client group?

#### **Financial Issues**

What is the financial need of the organization? Does the organization have the ability to complete the project without the grant? Explain fully why the organization is requesting grant money, rather than paying for the project out of its own budget. Organizations that have the financial ability to complete the project without the grant will be assigned a lower priority. Past funding may be considered in grant approval.

#### **Sweat Equity**

Are volunteers providing "sweat equity" by participating in the construction of the project and the ongoing maintenance of the development?

#### **Uniqueness**

Is the development unique? Is it an expansion or upgrade? Does it duplicate existing services? Why is it needed?

The following philosophical statements are considered when evaluating the uniqueness of projects.

- Priority is given to capital projects that create new opportunities in sport, recreation, art or cultural facilities, parks or open space. The need for the development must be explained and documented.
- Projects must benefit the community at large and remain accessible to a large number of residents. For example, if your project is to develop a sand volleyball court; provide information on whether the general public could use this facility or whether it is reserved only for use by your organization.
- Projects should not duplicate existing facilities or services presently available to the public. If the project is duplication, an explanation regarding the need for the development is required.
- Projects that enhance the safety or reduce the maintenance costs associated with a facility or park will receive favorable consideration.

## **10. PROJECT IMPLEMENTATION**

The Parks and Recreation Department will assist the organizations applying for funding by providing consultative services regarding the project approval and inspection processes.

Prior to commencement of any work on any project, all final detailed development plans and construction specifications shall be submitted to the Parks and Recreation Department for approval. The project must proceed in accordance with the final plans and specifications as approved. Any revisions must receive the prior approval of the Parks and Recreation Department. The applicant will be required to obtain all necessary permits and to comply with any and all applicable codes, regulations, standards, etc.

Projects for which funds are granted must be completed within 12 months of the date the grant funding is released. Any unspent grant funds must be returned to the City of Moose Jaw at the completion of the project.

The City of Moose Jaw must be recognized for its funding contribution. All grants applications must address this matter.

## **11. PAYMENT OF GRANT AND FOLLOW-UP REPORT REQUIREMENTS**

Fifty percent of the approved grant will be released after the grant is approved and all required documentation is received. The Parks and Recreation Department should be contacted directly if any problems arise during construction/installation. Construction or installation may begin once a work schedule has been approved.

The final report is due one month after the final inspection has been completed. The report must include financial documentation (cancelled cheques, invoices, etc.) to verify the expenditures supported by the grant funds.

If the full grant amount is not required, any surplus funds must be returned to the City of Moose Jaw.

The remaining fifty percent (50%) of the grant will be released after the project has received final approval and has passed the final inspection and the follow up report has been submitted.

For information on this grant program or if you have questions, please call 306 694-4447.

**Application Deadline is Noon on January 31, of the current year.**

**Late applications may not be accepted.**

<https://citymj.sharepoint.com/sites/Depts/parks/Shared Documents/1. Administration/A-4-b-CapitalProj/Forms/Grant Application Form 2020.doc>

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM  
APPLICATION FORM**

(Please attach additional paper as required)

ORGANIZATION NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ALTERNATIVE CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1) Non-profit Organization Corporation # \_\_\_\_\_

3) Project Name \_\_\_\_\_

4) Dates Project to Occur \_\_\_\_\_

5) Location of Project: \_\_\_\_\_

6) Street Address of Project \_\_\_\_\_

7) How will the City of Moose Jaw be recognized?

8) Please Attach the following:

- Project Description
- Site Plan
- Project Development Plan
- Specifications and Warranties
- Project Development and Maintenance
- Partners in the project and letters of support

9) Project Budget – Provide as much detail as possible (attach a separate sheet if required)



## CAPITAL PROJECT BUDGET

### INCOME

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services). Attach letters to confirm values of each	\$
Volunteer Labour ("x" hours @ provincial minimum wage standards) If Volunteer labour is provided, please attach a detailed list of the tasks and the number of hours to complete each task performed by volunteer. (Can only account for 1/8 of total budget)	\$
<b>TOTAL OF ALL ELIGIBLE CONTRIBUTIONS (amount of four above lines)</b>	\$
Capital Grant Program Request (cannot exceed figure in the above column)	\$
<b>TOTAL REVENUE BUDGET</b>	\$

### EXPENSES

Expenditures (materials, supplies, services, equipment rental, professional fees)	
	\$
	\$
	\$
	\$
	\$
Other Purchases (please provide details)	\$
<b>TOTAL PROJECT EXPENSES (SHOULD EQUAL LINE TOTAL REVENUE BUDGET)</b>	\$

A copy of the operating budget for the upcoming year and totals of all bank accounts, term deposits, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR PARKS &amp; RECREATION STAFF</b>	<b>DATE RECEIVED -</b>
---	------------------------

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM  
CHECKLIST**

- ☐ Have you provided proof of your Non-Profit Corporation Status from the Corporations Branch?
- ☐ Have you attached a detailed commentary that describes your project? What the objectives are of the project? Who will use it? Why it is needed? How many people will benefit? Is the project a duplication or unique? What is the impact of the development?
- ☐ Have you attached a detailed description of the project development, including specific technical information on the construction process or installation process? Include timelines. Who is responsible for maintenance?
- ☐ Have you included one copy of the manufacturer's specifications (shop specifications) for the item or piece of equipment included in your project proposals?
- ☐ Do you have a detailed site plan, which provides all of the information requested?
- ☐ Have you reported all previous approved Capital Grant dollars received?
- ☐ Is your project on public property and do you have approval of the project? Is it for recreation, sport, art or cultural facilities or open space?
- ☐ Have you attached letters of support from the citizens or area residents affected by the project or from the groups or individuals that will use the new area or structure?
- ☐ Have you provided a detailed project budget? Including both Revenue and Expenses.
- ☐ Have you provided financial information to verify that your organization has sufficient funding in place to match the grant request? A letter or financial statement from a financial institution.
- ☐ Have you partnered with another organization, and if so have you described the partnership?
- ☐ Have you recognized the City of Moose Jaw for its funding contribution?

PROJECT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

(Print Name) (Signature)

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

TOTAL AMOUNT OF FUNDING FROM GRANT: \$ \_\_\_\_\_

PROJECT SUMMARY:

**See Over →**

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM**

**Follow-Up Report**

**INCOME**

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services).	\$
Volunteer Labour ("x" hours x provincial minimum wage standards and can only account for 1/8 of the total budget)	\$
Other	\$
Capital Grant Program Grant	\$
<b>TOTAL REVENUE BUDGET</b>	\$

**EXPENSES** (materials, supplies, services, equipment rental, professional fees)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	\$

**Note:** Receipts, or copies of receipts must be attached to this form in order to receive funding.

**SURPLUS (DEFICIT)**      \$\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date