



City of Moose Jaw

LETTER OF COMMUNICATION

TITLE: Yara Centre Booking and Usage Policy

TO: Parks & Recreation Advisory Committee

FROM: Parks & Recreation Department

DATE: November 12, 2019

PUBLIC: This is a Public Document.

IN-CAMERA: Not applicable to this Report.

RECOMMENDATION

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Yara Centre Booking and Usage 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 the Yara Centre Booking and Usage Policy.

BACKGROUND

On November 26, 2018, City Council adopted the following resolution as part of the DFFH Strategic Directions discussion:

"THAT Yara Centre and staff transfer to the Parks and Recreation Department of the City of Moose Jaw."

The Parks and Recreation Department is responsible for scheduling recreation facilities including the arenas and pools. A Yara Centre Booking and Usage Policy has been created to provide administration direction and a guideline for bookings and usage of Yara Centre. The policy was created similar to the Ice Allocation Policy used for booking and usage of ice arenas.

DISCUSSION

The following items are included in the Policy;

- Turf allocation timelines and booking processes for prime tenants, regular users and new users.
- General usage and booking conditions for activity at Yara Centre.
- Payment, refund and cancellation policies to be acknowledged at time of bookings.
- Rights and responsibilities of user groups and the City of Moose Jaw.

OPTIONS TO RECOMMENDATION

The Parks & Recreation Advisory Committee may offer changes to the proposed policy.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Policy was developed through consultation with the City's recreation staff, engagement with prime tenants, review of best practices and review of other Cities policies.

COMMUNICATION PLAN

The Parks & Recreation Department will work closely with the Communications Manager to promote the Yara Centre Booking and Usage Policy and publish the policy on the City's website.

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 Community Recreation objective in the Official Community Plan of providing 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. Yara Centre Booking and Usage Policy

Respectfully Submitted By,



Scott Osmachenko, Recreation Services Manager

APPROVAL OF REPORT RECEIVED



Derek Blais, Director of Parks & Recreation

COMMENTS RECEIVED

Jim Puffalt, City Manager

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____