



City of Moose Jaw

COMMUNICATION # PRF-2022-0106

TITLE: Yara Centre Booking and Usage Policy

TO: Parks, Recreation and Facilities Advisory Committee

FROM: Department of Parks and Recreation

DATE: May 11, 2022

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the Parks, Recreation and Facilities Advisory Committee recommend to City Council:

THAT the amended Yara Centre Booking and Usage Policy attached hereto as Attachment 'A' and forming part of these minutes be approved.

EXECUTIVE SUMMARY

The Yara Centre Booking and Usage Policy outlines the annual process taken by the Parks and Recreation Department for the allocation and use of the Yara Centre. The policy is reviewed annually to ensure that the processes identified within the policy remain applicable based on current usage.

The purpose of this report is to provide the Parks, Recreation and Facilities Advisory Committee an opportunity to review and provide feedback on the proposed amendments to the Yara Centre Booking and Usage Policy prior to forwarding to City Council for final approval.

BACKGROUND

The Parks and Recreation Department is responsible for the programming and maintenance of the Yara Centre. The purpose of the policy is to provide guidance on scheduling practices and programming that occur at the Yara Centre in conjunction with the current Rates and Fees Schedule.

It is important that the policy be reviewed and updated on a regular basis to ensure that the existing practices align with the intent of the policy and use of the facility. The existing policy was

approved by City Council on June 14, 2021. Prime tenant agreements have been renewed with Moose Jaw Minor Soccer and Saskatchewan Selects Football since the policy was last reviewed.

DISCUSSION

The updated Yara Centre Booking Usage Policy is included as Attachment 'A' with all proposed changes highlighted in yellow.

The following is a short summary of the proposed changes:

- Renamed to Yara Centre Booking and Usage Policy. (Previously called the Field House Booking and Usage Policy)
- Updated the 'Scheduling Timelines' section to reflect new indoor turf seasons and allocation timelines.
- Added wording in the 'Programming Priority' section to note that bookings must be made prior to April 15th to qualify as a regular user.
- Updated the 'General Usage and Booking Conditions' section as follows:
 - Organized and Drop-in Use – added 'game activity that does not allow for other drop-in activities to occur' to the criteria for bookings that are considered practices, games, or organized activities.
 - Turf Use, Setup and Clean up – added 'actual staff, equipment or lift costs for set up and takedown will be charged for groups requiring staff assistance' and further clarification on what changeroom access is included with rentals.
- Added a section regarding meeting space which states that meeting space usage is subject to the Department Rates and Fees and not included with bookings.
- Updated the annual policy review timelines so that City Council approves any policy changes in February of each year to allow any changes to be implemented well before the start of the next booking season.

OPTIONS TO RECOMMENDATION

The Parks, Recreation and Facilities Advisory Committee may choose to provide alternative direction or feedback on any of the proposed changes.

COMMUNICATION PLAN

Detailed timelines have been included in the policy to address the communication of deadlines, reviews, rates, and fees. The Department will work closely with user groups on scheduling the use of the Yara Centre based on the approved timelines.

STRATEGIC PLAN

The Yara Centre Booking and Usage Policy supports the following City of Moose Jaw Strategic Objectives:

- Core Amenities and Services – the policy ensures that consistent processes are implemented for residents accessing Yara Centre programs and services.
- Entrepreneurial Civic Administration – the annual review of the policy ensures that it continues to meet the needs of the communities while being reactive to current trends.
- People and Culture – the policy is customer/people-focused in our deliberations and actions.

PRESENTATION

Mr. Scott Osmachenko, Recreation Services Manager will provide a brief overview of this report.

ATTACHMENTS

- A. New Yara Centre Booking and Usage Policy
- B. Previous Fieldhouse Booking and Usage Policy

REPORT APPROVAL

Written by: Scott Osmachenko, Recreation Services Manager

Reviewed by: Derek Blais, Director, Parks and Recreation
Tracy Wittke, City Clerk

Approved by: Jim Puffalt, MBA, CMMA, RMA, City Manager

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

Resolution No. _____

Report Approval Details

Document Title:	Yara Centre Booking and Usage Policy - PRF-2022-0106.docx
Attachments:	- Attachment A. New Yara Centre Booking and Usage Policy.pdf - Attachment B. Previous Fieldhouse Booking and Usage Policy.pdf
Final Approval Date:	May 13, 2022

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt