

Policy

POLICY TITLE: MUNICIPALLY OWNED COMMUNITY FACILITIES

POLICY NO.: REC-72-01

RESOLUTION: 384-13

EFFECTIVE DATE: 2013-12-11

DEPARTMENT RESPONSIBLE: Community Services

NEXT REVIEW DATE: -

POLICY STATEMENT:

The Municipal District values recreational, social, cultural, educational and athletic opportunities and initiatives throughout the municipality.

As a foundation, the Municipal District owns community access points in the form of community complexes. These community complexes are located in the Hamlets of Widewater, Smith and Flatbush.

The Municipal District will provide, operate, repair and maintain these Community Complexes to encourage community wellness programming, inspire volunteer spirit and pride and to provide a foundation from which the rural communities can build upon.

PURPOSE:

To define the Municipal District's responsibility for the operation, repair and maintenance of the Widewater, Smith and Flatbush Community Complexes.

1.0 Utilities & Services

1.1 The Municipal District will be responsible for the following utilities and services:

- 1.1.1 natural gas;
- 1.1.2 electrical power;
- 1.1.3 security and fire alarm system;
- 1.1.4 water and waste water;
- 1.1.5 telephone; and
- 1.1.6 internet.

2.0 Maintenance & Repair

2.1 The Municipal District will be responsible for the following:

- 2.1.1 janitorial services;
- 2.1.2 garbage collection and removal (inside facility and on the grounds);
- 2.1.3 light bulb replacement, furnace filter replacement and other like maintenance items;

- 2.1.4 capital and non-capital repairs and projects;
- 2.1.5 snow removal around the front doors and other emergency exit doors;
- 2.1.6 weekly inspections of the facility and grounds;
- 2.1.7 snow removal on access roads and parking lots;
- 2.1.8 grading and graveling of access roads and parking lots;
- 2.1.9 mowing of grass in turf and rough turf areas;
- 2.1.10 vegetation management around the facility, parking lots and playground areas;
- 2.1.11 annual fire extinguisher inspection;
- 2.1.12 annual security alarm and fire alarm inspection;
- 2.1.13 annual auto-extinguishing/suppression system inspection; and
- 2.1.14 annual kitchen ventilation hood cleaning and inspection.

3.0 Facility Rental & Tenancy

- 3.1 The Municipal District will be responsible for the rental and tenancy of the Complex, grounds and any other building or structures on the property.
- 3.2 The Municipal District will be responsible to set the rental and tenancy rates for the Complex, grounds and any other building or structure on the property.
- 3.3 The Municipal District will receive all of the rental and tenancy income.

4.0 Insurance

- 4.1 The Municipal District will be responsible to maintain property and liability insurance for the Complex, grounds and any other building or structure on the property.
- 4.2 Tenants in the Complex or in any other building or structure on the property will be responsible to maintain content insurance.
- 4.3 Tenants and renters will be responsible to obtain special events liability insurance and party alcohol liability insurance as required.

5.0 Community Complex Property

- 5.1 The following contents within the Community Complexes and other buildings and structures will become the property of the Municipal District:
 - 5.1.1 tables and chairs;
 - 5.1.2 kitchen and bar appliances and equipment;
 - 5.1.3 kitchen utensils, dishes, glasses and cookware;
 - 5.1.4 audio, video and lighting systems;
 - 5.1.5 facility maintenance equipment; and
 - 5.1.6 arena and grounds maintenance equipment.



_____"Original Signed"_____
Chief Administrative Officer

_____"December 11, 2013"_____
Date

_____"Original Signed"_____
Reeve

SPECIAL NOTES/CROSS-REFERENCE: REC-72-01 Reformated 1.3

AMENDMENT DATE: -

