



TOWN POLICY NAME:

Recreation Facility Access Policy

POLICY NO:

014/2024

RESOLUTION:

2024-579

ADOPTED BY:

Town Council

SUPERSEDES:

RESCINDS:

PREPARED BY:

Administration

EFFECTIVE DATE:

December 3, 2024

REVIEWED BY:

Council

REVIEW DATE:

December 2028

1. PURPOSE OF POLICY

- a. The purpose of this Policy is to provide a Recreation Facilities Access Program (RFAP) for Families or Individuals who are residents of the Town of Rocky Mountain House or Clearwater County that are facing financial barriers to participate in leisure opportunities and facilities offered and operated by the Town of Rocky Mountain House Recreation & Community Services Department.
- b. Instilling and developing wellness in individuals and families will contribute to their quality of life and strengthen a community both economically and socially. Some Families or Individuals that would like to access leisure facilities and programs may not be able to do so for economic reasons. The implementation of this policy will help to:
 - i. Ensure access to leisure activities resulting in improved health in individuals and a healthier community;
 - ii. Encourage families to become involved in leisure activities to promote wellness and create a balanced lifestyle; and,
 - iii. Reduce financial barriers to participation providing individuals and families the opportunity to participate, with dignity, in leisure activities.

2. DEFINITIONS

"Access Card" means a card distributed by CRFCSS to eligible Families and Individuals indicating they are eligible for the Recreation Facilities Access Program (RFAP) for the stated calendar year.

"Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO).

"CAO" the chief administrative officer of the Municipality or their delegate.

"CRFCSS" means the Clearwater Regional Family and Community Support

Services.

"CVITP" means Community Volunteer Income Tax Program. CRFCSS is a participating organization offering CVITP tax preparation services. CVITP income thresholds are determined by the Canada Revenue Agency. The CVITP table of suggested total Family income provided by the Canada Revenue Agency used in the implementation of this Policy shall be the current year, or if not available, shall be the most recently published.

"Family" means one (1) or two (2) parents or legal guardians of the same household and all other members under the age of eighteen (18) of the same household under the legal guardianship of the aforementioned parents or legal guardians.

"Individual" means an individual person eighteen (18) years of age and over or a person under the age of eighteen (18) living independently of a parent or guardian.

"Town" means the Town of Rocky Mountain House.

3. RESPONSIBILITIES

- a. Town Council to:
 - i. Approve by resolution this Policy and any amendments; and,
 - ii. Consider the allocation of resources for successful implementation of this Policy in the annual budget process.
- b. CAO to:
 - i. Implement this Policy and establish Administrative Policies and Directives for carrying out the Policy.
- c. CRFCSS to:
 - i. Administer the Terms of Eligibility for a Family or Individual; and,
 - ii. Distribute Access Cards for an approved Family or Individual.
- d. Administration to:
 - i. Provided updated fees and charges; and,
 - ii. Process the Access Cards as per this Policy.

4. GUIDELINES

- a. Families or Individuals must be approved by CRFCSS by having a total Family income less than the most recently published Community Volunteer Income Tax Program (CVITP) or have children supported by 'Child and Youth Support (CYS) Program' funding. Family income is determined on line 150 of the most recent income tax return. It is the responsibility of the referral agency to confirm this information.
- b. Each approved Family or Individual will be given one (1) Access Card per person with an expiry one year from time of issue.
- c. Access Cards are not transferable.
- d. Access Cards may be used for all Town of Rocky Mountain House directly managed, full price:

Type	Allotment	Options	Notes
Drop-in admissions	Twenty-four (24) drop-in admissions	Purchase single daily admissions Or Purchase the 10 Time admission	A 10 Time admission requires 10 allotments to be used.
Program / Lesson	Three (3) program / lesson registrations		See Schedule G for available Program / Lessons
Aquatic Centre Membership Or Recreation Membership	One (1) membership	Monthly Or 3 Month* Or Annual	

**only available for Aquatic Centre Membership*

- e. Access Cards may not be used for any fees on sale or promotion.
- f. Individuals will be required to:
 - i. Pay 50% of the appropriate fee per drop-in admission, program / lesson, or membership purchased; and,
 - ii. Have one associated allotment marked as used per drop-in admission, program / lesson, or membership purchased.
- g. Allotments of one type of fee / service cannot be used for a different type of fee / service. For example:
 - i. Drop-in admission allotments can only be used for drop-in admissions;
 - ii. Program / lesson allotments can only be used for programs / lessons;
 - iii. Membership allotment can only be used for memberships.

5. SCHEDULE FOR REVIEW OF POLICY

- a. This Policy shall be reviewed every four (4) years by Town Council.

6. SCOPE


- a. This Policy is applicable to Families or Individuals who are residents of the Town of Rocky Mountain House or Clearwater County.
- b. This program is not applicable to groups or organizations.

7. REPORTING

- a. CRFCSS will report to the CAO once per calendar year detailing how many Families have been approved in the year for this program.



 Acting Mayor Len Phillips



 CAO Dean Krause