

## POLICY #901C

4512 – 46 Street, Olds, AB Canada T4H 1R5  
T 403-556-6981 F 403-559-6537  
[www.olds.ca](http://www.olds.ca)



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<b>Policy Title:</b>	<b>Recreational Facilities and Sports Fields Use</b>
<b>Number:</b>	<b>901C</b>
<b>Approval:</b>	<b>Town Council Motion #<u>23-353</u></b>
<b>Effective Date:</b>	<b>September 11, 2023</b>
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<b>Supersedes Policy No.:</b>	<b>New</b>

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### Policy Statement:

The Town of Olds provides residents and visitors with accessible, inclusive, affordable, and safe access to Town operated Recreational Facilities and Sport Fields.

### Purpose:

To provide a standard for Town owned and/or operated Recreational Facilities and Sports Fields that is fair and equitable for all existing and potential users.

### Scope:

This policy applies to all users, user groups, patrons, organizations, and individuals wishing to access Town owned and/or operated Recreational Facilities and Sports Fields.

### Standards:

#### 1. General

- 1.1. The Chief Administrative Officer, or designate, is responsible for administering this policy within the terms and conditions established herein.
- 1.2. The CAO has the authority to temporarily adjust the service level. Temporary adjustments to the service level shall be communicated to Council.
- 1.3. Complaints shall be responded to as per Council Policy 105C Communication and Response, as amended from time to time.
- 1.4. It is recognized that needs vary between facility users and allocation of facility use must balance such needs with the economics of operating facilities and sports fields.
- 1.5. The Town will:
  - 1.5.1. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site-specific activity.
  - 1.5.2. Establish and maintain ongoing preventative maintenance programs for facilities.
  - 1.5.3. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.

1.5.4. Maintain appropriate standards of behaviour at Town Recreational Facilities and Sports Fields.

1.5.5. Establish a set of fees for charges that are fair and equitable for users.

1.5.6. Provide guidelines for the use and scheduling of activities.

## **2. Prioritization of Booking**

2.1. Regular Season prioritization for facility booking shall be as follows:

2.1.1. Town programs and/or services that are endorsed by the Town of Olds Council and/or are directly funded by the Town.

2.1.2. Regular Season Programs and/or services provided by Primary User Groups.

2.1.3. Programs and/or services provided by schools within Chinook's Edge School Division and/or Red Deer Catholic Regional Schools within the Olds Recreation Area.

2.1.4. Programs and/or services provided by registered non-profit organizations and societies in good standing with the Town and where majority of participants reside in the Town Recreation Boundary and are under the age of 18; and where rental end time is prior to 9:30 p.m.

2.1.5. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial, or regional governing body.

2.1.6. Participant use by local groups or individuals for not-for-profit recreational activity and where majority of participants reside in the Olds Recreation Area.

2.1.7. Programs and/or services offered by private groups, organizations, or individuals whose primary purpose is to make a profit (i.e., commercial users).

2.2. Off Season prioritization for facility booking shall be determined by Town administration and be based on the goal of maximizing facility utilization.

2.3. Users that cancel bookings may lose their right to secure future space and the loss of priority consideration.

2.3.1. The Town does not guarantee the renewal of annual rental time.

2.3.2. The Town will not be held responsible for any failure to provide space due to circumstances beyond its control.

2.3.3. Loss of facility space due to unforeseen circumstances (i.e., maintenance and closures) following the initial facility allocation will not be borne by user and will not impact other user's allocation.