



Recreation and Facilities

Title: Recreation Facilities and Public Spaces Policy	Policy Number: RF-01
Authority: Resolution 2026-224 - July 21, 2026 Council Minutes	Next Review: February 2031

Purpose:

To outline expectations and responsibilities of governing bodies, Town Staff, and User Groups for the use and enjoyment of municipal facilities and public spaces regulated by the Town.

Definitions:

For the purpose of this policy, the following definitions apply:

- **Booking** means the reservation or scheduled use of a municipal recreation facility or public space approved by Town Administration.
- **Council** means the Council of the Town of Carrot River.
- **Facility User** means any individual, organization, business, or group using or accessing a municipal recreation facility or public space, whether through a rental agreement, organized program, public use, or special event.
- **Ice-In Season** means the period during which Kearns Arena is operated with installed ice, generally from **September 1 through April 15**, unless otherwise determined by Town Administration.
- **Ice-Out Season** means the period during which Kearns Arena is operated without installed ice, generally from **April 16 through August 31**, unless otherwise determined by Town Administration.
- **Municipal Recreation Facilities and Public Spaces** means those facilities and outdoor spaces owned, operated, or designated by the Town of Carrot River for recreation, sport, culture, leisure, or community use, including any future facilities assigned under this policy.
- **Organization** means any incorporated or unincorporated group, association, club, business, school, or other entity using or booking a municipal recreation facility or public space.
- **Policy** means the Town of Carrot River Municipal Recreation Facilities and Public Spaces Policy.
- **Recreation Board** means the Carrot River and District Recreation Board established by bylaw as an advisory board to Council.
- **Responsible Adult** means a parent, guardian, coach, instructor, teacher, chaperone, or other individual eighteen (18) years of age or older who has accepted responsibility for the supervision and conduct of a minor.
- **Special Event** means an organized activity, tournament, competition, festival, fundraiser, celebration, exhibition, or other event approved by Town Administration that may require additional operational planning, staffing, or facility accommodations.
- **Town Administration** means the Administrator, Community Development Manager, Facilities Manager, or any employee or designate authorized by the Town of Carrot River to administer this policy.



Governance:

The Town of Carrot River owns and operates municipal recreation facilities and public spaces to provide safe, accessible, and welcoming opportunities for recreation, sport, culture, community events, and public gathering.

Town Administration is responsible for the day-to-day operation, maintenance, scheduling, staffing, financial administration, risk management, and enforcement of policies governing municipal recreation facilities and public spaces.

The Carrot River and District Recreation Board is an advisory board appointed by Town Council under the Carrot River and District Recreation Board Bylaw. The Board serves as a community representative body by providing advice and recommendations to Council and Administration regarding recreation priorities, facility policies, user fees, programming, capital planning, and the long-term development of recreation opportunities within the community. The Board also supports recreation through community engagement, fundraising initiatives, and the identification of grant opportunities.

The Town of Carrot River Recreation Facilities and Public Spaces Policy establishes the rules governing the use of municipal recreation facilities and public spaces. Town Administration is responsible for administering and enforcing these policies and may approve, deny, suspend, or revoke facility use where activities do not comply with this policy, municipal bylaws, applicable legislation, or where use may pose a risk to public safety, municipal property, or the enjoyment of other users.

Any individual, organization, or group proposing repairs, renovations, construction, or permanent improvements on municipal public property shall submit a written proposal to Town Administration for review. Administration may seek input from the Recreation Board where appropriate before making a recommendation to Council, depending on the nature of the work.

Municipal recreation facilities and public spaces governed by this policy includes, but are not limited to:

- Kearns Arena
- Community Hall
- Community Square
- Lions Ball Park
- Outdoor Rink
- Old School Gymnasium
- Any other recreation facility or public space designated by the Town of Carrot River.

These facilities exist to serve residents and visitors by providing opportunities that enhance recreation, wellness, community connection, and quality of life.

Priority of Use and Scheduling:

To maximize the effective use of municipal public facilities, all bookings must be made through Town staff, as directed by the Town Administration.



Town Administration is responsible for scheduling facility use in accordance with this policy, approved user fees, operational requirements, and recreation priorities established by the Carrot River and District Recreation Board.

Priority for facility bookings shall generally be assigned in the following order:

- Municipal operations and emergency requirements.
- Recreation programs and community events sponsored or delivered by the Town of Carrot River.
- Local minor sport organizations and community-based non-profit organizations.
- Local schools and educational programming.
- Community organizations, businesses, and private rentals.
- Regional or non-local organizations, tournaments, and special events.

Town Administration may vary the order of priority where required to accommodate significant community events, operation requirements, or circumstances that are determined to be in the best interest of the community.

Regular user groups may request recurring bookings before the start of their operating season. Town Administration will establish booking deadlines each year and will make every reasonable effort to accommodate returning user groups while ensuring fair and equitable access to all facility users.

Town Administration reserves the right to adjust, relocate, postpone, or cancel bookings when necessary to:

- accommodate municipal operations or emergency situations;
- protect the condition of the facility;
- address maintenance or safety concerns;
- accommodate significant community events; or
- ensure the fair and efficient use of municipal facilities.

Facility users shall not exchange, transfer, or assign booked times to another individual or organization without prior approval from Town Administration.

Town Administration reserves the right to refuse or cancel any booking that does not comply with these policies, municipal bylaws, applicable legislation, or the terms of the facility rental agreement.

Management:

Management of municipal recreation facilities and public spaces is the responsibility of Town Administration. Administration is responsible for the day-to-day operation, maintenance, scheduling, staffing, implementation of Council-approved policies and fees, and the safe and efficient operation of municipal recreation facilities.

The Recreation Board provides advice and recommendations respecting recreation priorities, facility policies, user fees, programming, capital planning, and community recreation initiatives in accordance with its governing bylaw and policy.



Public Facility Code of Conduct:

The Town of Carrot River is committed to providing recreation facilities and public spaces that are safe, welcoming, inclusive, and enjoyable for all users. Every individual using a municipal recreation facility or public space is expected to conduct themselves in a respectful and responsible manner and comply with this policy, applicable legislation, municipal bylaws, posted facility rules, and the lawful direction of Town staff.

Expectations of Facility Users:

All facility users shall:

- Treat other users, volunteers, officials, contractors, and Town staff with courtesy and respect.
- Conduct themselves in a manner that does not interfere with the safe enjoyment of municipal facilities by others.
- Maintain the cleanliness of facilities by disposing of waste appropriately and leaving spaces in a reasonable condition following use.
- Respect municipal property and equipment and use facilities only for their intended purpose.
- Comply with all posted facility rules and the lawful direction of Town staff.

The following behaviours are prohibited:

- Disorderly, abusive, threatening, or harassing behaviour.
- Physical violence or intimidation.
- Vandalism, theft, or deliberate damage to municipal property.
- Any unlawful activity.
- Any conduct that creates an unsafe environment for others.

Supervision of Minors:

Parents, guardians, coaches, instructors, teachers, and other responsible adults are responsible for the conduct and supervision of minors while using municipal recreation facilities and public spaces.

Children under twelve (12) years of age must be supervised by a responsible adult unless participating in a supervised recreation program or organized activity.

Organizations booking municipal facilities are responsible for ensuring appropriate supervision is provided throughout their rental period.

Alcohol, Smoking and Controlled Substances:

Smoking, vaping, cannabis use, and the use of other controlled substances are prohibited within municipal recreation facilities and in areas where prohibited by legislation or municipal bylaw.



Alcohol is prohibited unless authorized through a valid permit and all applicable municipal approvals have been obtained. Users shall comply with all conditions established by the applicable licensing authority.

Authority of Town Staff:

Town staff are responsible for administering this policy and maintaining the safe operation of municipal recreation facilities and public spaces.

Town staff may provide direction to facility users, refuse access, require an individual to leave a facility, suspend an activity, or take any other reasonable action necessary to:

- protect public safety;
- protect municipal property;
- maintain orderly facility operations; or
- ensure compliance with this policy.

Facility users are expected to comply with the lawful direction of Town staff.

Disciplinary Action:

Failure to comply with this policy or the lawful direction of Town staff may result in one or more of the following actions:

- verbal or written warning;
- removal from the facility;
- suspension or cancellation of a booking;
- temporary or permanent suspension of facility privileges;
- recovery of costs for damages or extraordinary cleaning;
- referral to law enforcement where appropriate.

When determining appropriate disciplinary action, Town Administration will consider the severity of the incident, previous incidents, the safety of other users, and the risk to municipal property.

Any person engaged in criminal activity may be immediately removed from the facility and referred to the appropriate law enforcement agency.

Facility Rentals

General Rental Requirements:

Municipal recreation facilities may be rented for recreation, cultural, educational, social, commercial, and community purposes, provided the proposed use is compatible with the facility and complies with this policy.



Town Administration may approve, deny, or place conditions on any rental request to ensure public safety, protect municipal property, minimize conflicts with other users, and support the intended purpose of the facility.

Applicants may be required to complete a rental agreement and provide payment, deposits, proof of insurance, or other documentation before a booking is confirmed. Town Administration reserves the right to refuse any rental application where the proposed use is inconsistent with this policy or where previous use has demonstrated a failure to comply with rental conditions.

Rental Conditions:

Rental groups are responsible for:

- Complying with this policy and all applicable legislation;
- Ensuring participants conduct themselves appropriately;
- Supervising minors where applicable;
- Leaving the facility in a clean and orderly condition;
- Reporting damage or maintenance concerns promptly; and
- Restoring the facility to its original condition following use.

Insurance:

Town Administration may require renters or event organizers to provide proof of liability insurance naming the Town of Carrot River as an additional insured where the nature of the event or activity presents an elevated level of risk.

Insurance requirements will be determined by Town Administration in accordance with the Town's insurance provider, risk management practices, and the proposed use of the facility.

Security Deposits:

Town Administration may require damage deposits, cleaning deposits, or security deposits where appropriate.

Deposit amounts and applicable conditions shall be established within the approved municipal fee schedule.

Alcohol Services:

Any renter wishing to serve alcohol must obtain all required permits and comply with all applicable legislation and municipal requirements.

Approval to serve alcohol does not exempt renters from complying with this policy.

Fees

The Recreation Board shall regularly review user fees and make recommendations to Council regarding facility rental rates.

Council shall establish and approve the municipal recreation fee schedule by resolution.



Town Administration may establish administrative procedures respecting payment deadlines, deposits, invoicing, refunds and cancellations.

The current fee schedule forms an appendix to this policy and may be amended by Council without requiring revision of the policy.

Recognition and Memorials

The Town of Carrot River recognizes the important contributions of individuals, teams, organizations, and volunteers who have enhanced recreation and community life through outstanding achievement, exceptional service, or lasting community impact.

Municipal recreation facilities may include recognition displays, championship banners, memorials, plaques, or other commemorative features that celebrate significant accomplishments or honour individuals who have made meaningful contributions to recreation and the community.

Requests for permanent recognition or memorial installations on municipal recreation property shall be submitted to Town Administration for review. The Recreation Board may review requests and provide recommendations to Council where appropriate. Final approval rests with Council.

Recognition and memorial installations shall be appropriate to the facility, consistent with the purpose of the space, and designed to preserve the dignity, appearance, and long-term integrity of municipal facilities.

Recognition Criteria:

Recognition may be provided to individuals, teams, organizations, or volunteers who have demonstrated exceptional achievement or made significant contributions to recreation or community life.

Recognition may include, but is not limited to:

- Championship banners: league, provincial, national or international
- Provincials, national, or international athletic achievements
- Significant coaching or officiating accomplishments
- Exceptional volunteer service
- Lifetime contributions to recreation
- Hall of Fame or honour displays
- Other forms of recognition approved by Council

Recognition shall reflect accomplishments that bring distinction to the individual, organization, or community and align with the values of the Town of Carrot River.

Memorial Criteria:

Memorial recognition may be considered for individuals who have made a significant and lasting contribution to recreation or community life within the Town of Carrot River.



Memorial recognition may include plaques, benches, commemorative features, or other permanent installations, subject to Council approval.

When evaluating memorial requests, consideration may be given to:

- The individual's contribution to recreation or community development;
- The duration and significance of their service;
- The relationship between the individual and the proposed location; and
- The appropriateness of the proposed form of memorial within the facility.

Interpretation

Where this policy is silent on a matter, Town Administration may make decisions consistent with the intent and purpose of this policy. Any matter requiring policy direction may be referred to the Recreation Board for recommendation and Council for consideration.

Policy Review

This policy shall be reviewed by Town Administration and the Carrot River and District Recreation Board at least once every five (5) years, or sooner where legislative, operational, or organizational changes warrant.

Recommended amendments shall be presented to Council for consideration and approval.