

COMMUNITY SERVICES FRAMEWORK

POLICY NO.:	CP-188.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 This framework Policy is designed to guide and structure the development, management, and the overarching goals for the provision of recreational programs, events and services within the Town of Blackfalds.

2. POLICY STATEMENT

- 2.1 Council is committed to fostering a vibrant, inclusive, and accessible recreational environment that enhances the well-being of all community members. Through the provision of diverse, high-quality recreational programs, services, and facilities, we aim to support physical health, mental well-being, and social connectivity. We strive to create opportunities for all individuals, regardless of age, background, or ability, to engage in recreational activities that enrich their lives. Our approach will prioritize sustainability, innovation, and collaboration to ensure long-term success and equitable access for current and future generations.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer”** means the individual appointed by Council to the position as per the *Municipal Government Act*, as amended.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council and Administration.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:
- 5.1.1 Adopt and support this Policy by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.3 Director of Community Services to:

5.3.1 Review and make recommendations for amendments to any applicable Council Policies and Administrative Policies and Procedures as they relate to this Policy.

6. COMMUNITY SERVICES FRAMEWORK

6.1 By virtue of this Policy, the Town of Blackfalds Community Services strives to:

6.1.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.

6.1.2 Promote environmentally responsible practices in the development and maintenance of recreational spaces and programs.

6.1.3 Focus on community-driven priorities, preferences, and needs and supporting community-based initiatives.

6.1.4 Build partnerships with local organizations, schools, and businesses to maximize resources and impact.

6.2 The goals and objectives of Community Services in relation to this framework Policy are to:

6.2.1 Ensure programs are accessible to all demographics, including marginalized or underserved groups.

6.2.2 Promote physical and mental health through active recreation and social interaction.

6.2.3 Ensure that recreational opportunities are accessible to all members of the community, regardless of socioeconomic status or physical ability.

6.3 This framework Policy provides the foundation for a well-rounded, sustainable, and effective recreation program that meets the needs of the community and fosters a healthy and active lifestyle. Through this framework Policy and through all supporting and related policies, Community Services aims to:

- 6.3.1 Provide recreational and cultural programs, events and services that meet the needs of our community.
- 6.3.2 Design and develop infrastructure that meets the needs of the community.
- 6.3.3 Develop guidelines for operating, maintaining and improving public recreation facilities.
- 6.3.4 Ensure parks, trails and recreation facilities are safe, accessible and well-maintained.
- 6.3.5 Establish funding priorities for recreation services, including government budgets, grants, partnerships, and other revenue sources.
- 6.3.6 Maximize the use of available resources (space, staff, volunteers) to ensure the sustainability and growth of recreational offerings.
- 6.3.7 Engage the community in the planning and decision-making process through surveys, forums, and public consultations and collect feedback to assess community satisfaction and adjust services as necessary.
- 6.3.8 Set benchmarks and performance indicators to evaluate the success and impact of recreation programs, events and services.
- 6.3.9 Identify potential risks in recreation programs, events and facilities and establish preventive measures that meet health and safety requirements.
- 6.3.10 Promote recreation programs, events and services to the community, including advertising, print material, social media and digital platforms.
- 6.3.11 Keep the community informed about program, events, services, policies, bylaws and any changes through clear communication.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

- 8.1 Other forms of recognition may be considered as determined by Council.

9. RELATED DOCUMENTS

- 9.1 *Municipal Government Act*, R.S.A., 2000, Chapter M-26
- 9.2 Framework for Recreation in Canada 2024

- 9.3 Pine Crescent Park Plan 2013
- 9.4 Recreation, Culture and Parks Needs Assessment and Master Plan 2015
- 9.5 All-Star Park Master Plan 2016
- 9.6 2018 Town of Blackfalds Civic Facilities Development Strategy and Master Plan
- 9.7 Arts & Culture Master Plan 2021
- 9.8 Cemetery Bylaw 1313/24
- 9.9 Rate Bylaw, “Schedule C” Community Services Facilities Fee Schedule 1318/24
- 9.10 Community Standards Bylaw 1220/18
- 9.11 Activities & Membership Refund Policy 153.22
- 9.12 Community Initiatives Grant 185/24
- 9.13 Special Event Permit Policy 181/24

10. END OF POLICY

-Original Signed-

 Mayor

-Original Signed-

 Chief Administrative Officer

-Original Dated-

 Date

-Original Dated-

 Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 050/25	February 25, 2025
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description