



PURPOSE

The purpose of this policy is to document that the municipality when appropriate will partner with community groups under the “Adopt a Park” initiative to develop recreation, tourism or culture related facilities on Municipal property with the intent that, at the end of the project, the Municipality will take over liability and maintenance for the finished project.

OBJECTIVES

The objectives of the *Policy on working with “Adopt a Park” for recreation facility development* are to:

1. Provide support to volunteer groups who take on recreation, tourism or culture related facility construction
2. To increase the community recreation facility offering within the Municipality of East Hants; and
3. To create an environment that encourages, volunteering, community ownership and positive health outcomes for residents of East Hants.
4. To be consistent with Municipal strategic directions in terms of recreation, culture and tourism facility development.

SCOPE

This policy covers recreation, tourism, and culture related facilities valued at less than \$250,000.00, developed on municipal property and that are consistent with current strategic directions and approved by the CAO’s office.

DEFINITIONS

Term	Definition
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Term	Definition
Not for Profits	A group of residents formally registered and in good standing with the Nova Scotia Registry of Joint Stocks as a Society
Recognized group	Also known as a “not for profit”
Standard	Refers to CSA standards or equivalent depending on the structure.
Municipal property	Includes but is not limited to, Open space as defined in the subdivision by-laws or other municipal property deemed appropriate for community development
Adopt a Park agreement	This is a memorandum of understanding that outlines the roles and responsibilities of the group who is taking on the role of “steward” of a particular facility and the role and responsibility of the Municipality as the owner.

POLICY

It is the policy of the Municipality of East Hants to when appropriate, partner with a recognized community group to see the development and long term maintenance of a community recreation, tourism or culture related facility on municipal property and upon completion of the facility to accept responsibility for the liability and ongoing maintenance the facility.

POLICY STATEMENTS

1. It is a policy of the Municipality to seek public consultation before proceeding with development of Open Space or park land.
2. It is a policy of the municipality that groups who enter into the adopt a park program be registered under the Registry of Joint Stocks as a society.
3. It is a policy of the Municipality that projects that are undertaken on Municipal property be consistent with approved and current strategic directions.

Process (summary)

Step 1 -A community group comes forward with a request to access a piece of municipal land for the purpose of developing a recreation, tourism or culture related project. Again community consultation would take place and relationship to the strategic direction approved by Council would be established. If the project was consistent with the strategic direction and had community support then a recommendation would be presented to the CAO that a partnership be established.



Step 2- A project plan is established that includes funding scenarios, volunteer involvement, grant applications and formalization of the adopt-a-park agreement. ****Note:** there may be times when a community group wishes to be autonomous and wish to operate independently. If this is the case and the group appears sustainable it would most likely be the recommendation to let them proceed in this manner as long as the project qualifies based on the policy criteria.

Step 3 - the community group proceeds with the development of the project with staff support as required. (all projects would be subject to Municipal grant guidelines)

Step 4 - project completion, with formal turnover to the municipality.

Step 5 - Ongoing maintenance and support based on “Adopt -a -park agreement.

Not for Profit responsibilities	Municipal Responsibilities
<ul style="list-style-type: none"> • To identify a need for a particular recreation, tourism or culture development. 	<ul style="list-style-type: none"> ○ To identify a need for a particular recreation, tourism or culture development.
<ul style="list-style-type: none"> • To establish a society under the Registry of Joint Stock. 	<ul style="list-style-type: none"> ○ To support the NFT through the Registry of Joint Stocks process
<ul style="list-style-type: none"> • To enter into an adopt a park agreement with the municipality for the development and maintenance of the proposed project 	<ul style="list-style-type: none"> ○ To enter into an agreement with the not for profit for the development and maintenance of the proposed project
<ul style="list-style-type: none"> • To fundraise for and promote the project and to participate in the project design 	<ul style="list-style-type: none"> ○ To work with the community group on funding options and promotion
<ul style="list-style-type: none"> • To celebrate to completion of the project 	<ul style="list-style-type: none"> ○ To celebrate the completion of the project. (Opening ceremony)
<ul style="list-style-type: none"> • To turn ownership over to the Municipality of the finished project 	<ul style="list-style-type: none"> ○ To accept ownership of the finish project.
<ul style="list-style-type: none"> • The NFP remains together to provide ongoing support as identified in the Adopt a park agreement. 	<ul style="list-style-type: none"> ○ To include the property in the Municipal insurance, and to work with the NFP to maintain the property up to standard
<ul style="list-style-type: none"> • The NFP remains as the first point of contact to monitor any problems with the site 	<ul style="list-style-type: none"> ○ The Municipality provides supports as requested and applicable



GOVERNANCE

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
CAO	The CAO will sign off when appropriate on the Adopt-a-park agreement which will see the formal partnering of the Municipality and a not for profit for the purpose of seeing the development of a recreation, tourism or culture relate project
Directors & Supervisors	To prepare the recommendation that the municipality enter into a partnership with a community not for profit to see the development of a recreation ,tourism or culture related project on municipal land and to maintain an inventory of all such relationships under the adopt a park program.
Employees	To work with Not for Profits in a manner consistent with the current Municipal Strategic Plan
Policy Owner	The policy owner (see Version Log) is responsible for reviewing the policy on a yearly basis for relevancy and potential updates.



RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Adopt-a-park agreement	<to be determined>	Contract
Nova Scotia Trails Federation Standards		Standards Manual
Canadian Playground standards		Standards Manual
May 2005 report to then CAO Ian Glasgow		Staff report
On the motion of Councillors Helpard and Canavan, <i>it was passed that Council direct Leisure Services’ staff to establish and administer an Adopt-a-Park program.</i> Question called. MOTION CARRIED.	C05(239)	Motion of Council
Park and Play space inventory	TBD	Report record

VERSION LOG

<MANDATORY SECTION>

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
<XX.XX>	Establishment of the Policy	Director of Recreation and Culture	Council	12/18/2013