



Southwest New Brunswick Service Commission Regional Recreation Master Plan Policy: RMP1

POLICY NUMBER: RMP1

REFERENCE:

Southwest New Brunswick Recreation Master Plan Study (April 9, 2018)

Eastern Charlotte Recreation Cost-Sharing Feasibility Study June 17, 2019

Section 5 (c) of the *Regional Service Delivery Act*

ADOPTED BY:

SNBSC Board of Directors

XX XX 2021

SUPERSEDES:

N/A

PREPARED BY: Southwest New Brunswick Service Commission

DATE: 1 February 2021

TITLE: **Regional Recreation Master Plan Policy
(herein referred to as the “Plan”)**

DIVISION(S): Corporate,
Cooperative & Regional Planning

1. PLAN OVERVIEW:

This Plan and its policies are the tool to advance the region toward recommendations developed in the Recreation Master Plan Study (2018); being the enhancement of individual, environmental, and societal wellbeing for community members of Southwest New Brunswick. As outlined in the Study, addressing the region’s shifting demographics, while improving existing recreation facilities and program delivery, are the key recreation planning priorities in the region. This Regional Recreation Master Plan (RMP1) provides a policy framework for the Southwest New Brunswick Service Commission to work collaboratively and pool resources to help address the region’s recreation priorities.

1.1 PLAN OBJECTIVES

1. Provide a framework for member communities of the Southwest New Brunswick Service Commission to work collaboratively and cooperatively towards the goals outlined in this Plan – RMP1,
2. Improve recreation service delivery in the region.
3. Provide a mechanism for which Municipalities, Local Service Districts, and Rural communities can financially contribute to recreation facilities and recreation service delivery in a cooperative manner, by means of Cost-Sharing such expenses.



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1.1. DEFINITIONS

- 1.1.1. **“Southwest New Brunswick”** refers to the defined boundaries as seen in Schedule A.
- 1.1.2. **“The Commission”** refers to the Southwest New Brunswick Service Commission.
- 1.1.3. **“Members”** refers to the Directors on the Board of the Southwest New Brunswick Service Commission.
- 1.1.4. **“Staff”** refers to the Southwest NB Service Commission staff members.
- 1.1.5. **“Reasonable standards for use and participation”** means that a facility is accessible for community and user groups meaning both casual users of facilities such as recreation and cultural groups and organized/professional user groups such as sports leagues; recreation service delivery is responsive to the sub-region’s needs, facilities are operated in a financially sustainable way and resources are allocated for the ongoing investment, renewal and development of recreation service delivery.
- 1.1.6. **“Zone”** refers to a specific sub-region of the Southwest New Brunswick Region as seen in schedule B, and as determined by the Anglophone South and West High school catchment areas.
- 1.1.7. **“Recreation Director”** refers to person responsible for direction, leadership and oversight of a zone’s cultural, recreational, athletic, and health & fitness programs and carries forward the goals and vision of the Southwest New Brunswick Recreation Master Plan.

1.2. APPLICATION

This Plan is informed by the guidance of, and modifies the policies recommended by, the Southwest New Brunswick Recreation Master Plan Study (2018). This Plan applies to SNBSC’s Divisions when dealing with regional recreation matters. It may be cited as the official policy and position of SNBSC when dealing with regional recreation matters. Through the oversight and control of the Executive Director, in accordance with approved budgets and all other Provincial legislation, staff of SNBSC are charged with implementing and administering this Plan.

2. VALUES, REGIONAL DEMOGRAPHICS & EQUAL REPRESENTATION

- 2.1 The Southwest Regional Service Commission and its members shall collaborate to provide recreation facilities and services that enhance the well-being of residents and the communities in which they live.
- 2.2 The Commission shall monitor demographic change in Southwest New Brunswick with particular attention to the region’s evolving age and gender profile, the needs of the mentally and physically challenged, and the distribution of population among communities in the region.



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- 2.2.1 The Commission shall encourage the development of recreation facilities and programs suitable to meet the needs of all age groups and persons with differing physical and mental capacities in Southwest New Brunswick.

- 2.3 Pursuant to above-mentioned Policies of this section, the Commission will organize an annual summit or equivalent consultation to conduct an audit of the following four (4) categories of recreation service delivery in the region:
 - a. Active living
 - b. Inclusion and Access
 - c. Marketing & Awareness of recreation programs and services
 - d. Recreation Capacity

- 2.3.1 The recreation director in each zone shall participate in the annual summit or equivalent consultation, and serve as their zone's delegate, but the event will be open to public participation from across the Southwest New Brunswick, and be specifically advertised to recreation stakeholders, with an overall aim to encourage constructive feedback from municipal and local service district communities.

- 2.3.2 Pursuant to 2.3 and 2.3.1 each zone delegate shall provide a report to the Commission at the summit, or equivalent consultation, to give an update on progress of their Zone in achieving compliance with this Plan and how they are responding to the recreation needs of their Zone.

- 2.3.3 Pursuant to policy 2.2 and 2.3.2 and using the facility inventory, program inventory, demographic analysis and trend insights, staff of the Commission shall put forth proposals and recommendations to members of the Board for consideration regarding recreation facility investment in the Zone, including budget and facilities receiving financial contribution within each Zone.

- 2.3.4 The Commission, with the support of Recreation Directors, shall maintain and annually update the recreation facility and programming inventory of the region.

- 2.3.5 The Commission shall review its recreation facility inventory after each annual summit to identify priorities for maintenance and upgrading, as well as emerging gaps in recreation facility provisions and facilities that may be deemed unnecessary that should be repositioned or decommissioned.



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3. NEW FACILITIES DEVELOPMENT

- 3.1 As a condition of support and cost-sharing administration of a newly proposed regional recreation facility, the Commission shall assess and require the proponent to submit a feasibility study that shall, among other matters, address the following:
- a. The general views of community, stakeholders, and recreation organizations.
 - b. The commitment-level from municipalities and recreation stakeholder groups to support and utilize the facility.
 - c. The demand for the offerings of the proposed facility based on the catchment area, the findings of the Commission's regional facility inventory, program inventory, and a demographic analysis.
 - d. The impact of the proposed facility on existing facilities within the region.
 - e. The proposed capital cost and ongoing operating costs of the facility.
 - f. The feasibility and sustainability of the proposed funding and revenue sources.
- 3.1.1 When considering applications for funding to support a feasibility study for any proposal, the Commission shall have regard to the consistency between the proposal and the priorities of this Plan.
- 3.1.2 In addition to consistency with this Plan, the Commission shall have regard to the detail provided for any proposal submitted considering the definition of project elements, preliminary design work, other available facilities, and cost estimation.
- 3.1.3 In keeping with Policy 3.1.1, the Commission shall not be obliged to provide or seek funding assistance for any proposal deemed not to be consistent with this Plan.
- 3.1.4 Notwithstanding Policies 3.1.1, 3.1.2, and 3.1.3, the Commission shall receive and consider any complete feasibility study of a proposed recreation facility, although it shall not be obliged to support any such proposal wholly based on the study conclusions.
- 3.1.5 Pursuant to Policy 3.1.1 and 3.1.2, the Commission shall work with its members, the Anglophone South and Anglophone West School Districts, and other organizations that own structures and facilities suitable for recreation use, to maximize the availability of such assets for public recreation use prior to considering applications for funding to support a feasibility study.



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- 3.1.6 The Commission and its members may establish ad hoc sub-regional recreation committees involving representatives of all incorporated and unincorporated areas within each zone created pursuant to Policy 3.1 when the feasibility of a new cost-shared facility is being studied for the sub-region.

4. PARKS AND TRAIL DEVELOPMENT

- 4.1 The Commission shall support and encourage the development of local trail networks in communities within the Southwest New Brunswick Region.
- 4.2 The Commission shall support and encourage the development of a regional trails network to connect communities, tourist destinations, ferry landings, and points of interest within the Southwest New Brunswick Region.
- 4.2.1 Pursuant to Policy 4.2, the Commission shall prepare a regional trail plan that shall define a comprehensive system of trails connecting existing trails networks and providing safe and accessible trail options for a full range of trail users.
- 4.2.2 The Commission shall encourage the formation of trail user groups and support their efforts to assist with the development of trails, the formulation of guidelines and regulations for trails operation and use, and the organization of trail activities and events.

5. COLLABORATIVE AND COOPERATIVE FRAMEWORK

- 5.1 The Commission shall provide a forum within which its members shall discuss, debate, and resolve regional recreation issues.
- 5.1.1 With the support of its members, the Commission shall seek to build the capacity to provide regional recreation services to its membership as a whole.
- 5.1.2 The Commission shall support collaborative initiatives between Commission members.
- 5.2 For the purposes of recreation planning and cost-sharing, the Commission shall divide the Southwest New Brunswick Region into seven Zones based on high school catchments, as outlined in Schedule B, to reflect communities of interest within which access to recreation facilities and programs is commonly shared.
- 5.2.1 Notwithstanding Policy 5.2, the Local Service District of St Patrick, which has boundaries in three high school catchments, will be evenly divided into two (2) and distributed among the Fundy High School and Sir James Dunn Academy catchments and respective Zones.

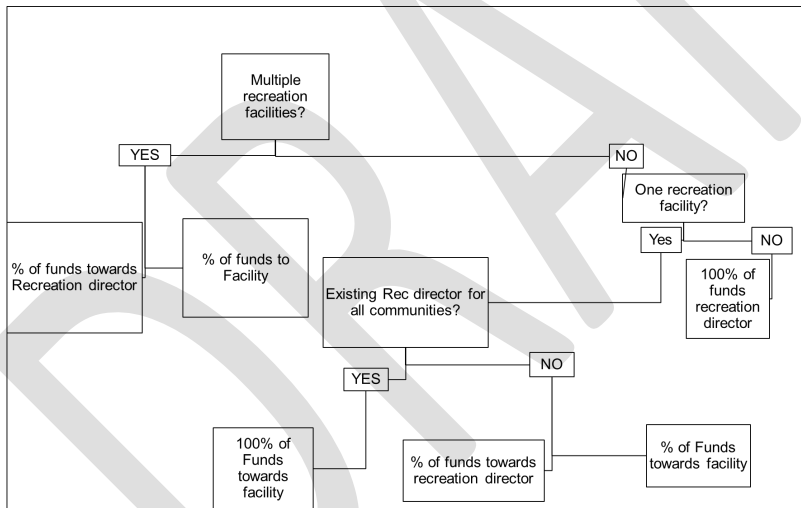


5.2.2 The Commission shall facilitate a mutual service contract between all members within each Zone, as per Schedule B, and such mutual service contract shall define at a minimum: particulars of section 6 “Cost-share administration”, Section 8 “Recreation Staffing”, as well as any other contract particulars deemed necessary to carry forth this Plan’s policies, purpose and objectives.

6. COST-SHARE ADMINISTRATION

6.1 Pursuant of Policy 5.2, the Commission and its members shall charge two-cents per one-hundred dollars of assessment to all municipalities and unincorporated areas through the Cooperative and Regional Planning Budget. The collected funds shall be re-distributed to the major recreation facility(s), human resource (Zone Recreation Director) or a combination of both within the respective sub-region from which the funds were collected from, as shown on Figure 1.

Figure 1- Decision Matrix for Fund distribution



6.2 Pursuant of Policy 6.1, if a Zone has more than one (1) major facility, at the time of its adoption, the cost-shared funds will be divided between the facilities based on a weighted per-cent (%) contribution of the total combined property values divided by the number of facilities, as shown on Figure 2.



Figure 2. Cost-distribution example calculation

[d] Total Zone Fund Collection = \$100,000				
Zone Major Facility Listing	Tax Year Property Assessment Value	Weighted % of total facility Assessment	Weighted Calculation	Fund Contribution to facility based on % weight
Facility A	[a] \$1,500,000	70% [a] / [c]	[d] x 70%	\$ 70,000
Facility B	[b] \$500, 000	30% [b] / [c]	[d] x 30%	\$ 30,000
Total Zone Major Recreation Facility Assessment value	[c] \$2,00,000	100%		\$ 100,000

- 6.2.1 Pursuant of Policy 6.1, if a Zone does not have a regional recreation facility as outlined in schedule C at the time of the adoption of this Plan, the cost-sharing funds may be allocated to a recreation director position for the Zone, as per Figure 1.
- 6.3 The Commission and its members may establish ad hoc sub-regional recreation committees involving representatives of all incorporated and unincorporated areas within each Zone created pursuant to Policy 3.1, pursuant to Policy 2.3.3 in circumstances where an increased rate is being proposed for a Zone.
- 6.4 Where lack of use or participation may call into question the continuation of existing facilities and shared recreation director allocations, the Commission and its members shall assess expected trends in participation, and staff shall make recommendations to the Commission, Councils and stakeholders in terms of promoting, adjusting, or repositioning facilities, allocations and programs.
- 6.5 Notwithstanding Policy 6.4, the Commission and its members shall reduce or eliminate facilities from the cost-sharing program that do not meet reasonable standards for use and participation. In the interest of preserving and reallocating funds it will be evenly distributed to the remaining regional recreation facilities until it is determined by the Commission that the aforementioned facility meets reasonable standards for use, or a new regional cost-shared facility is built to better meet the needs of the community.
- 6.6 Any facility that receives cost-sharing funds through the Commission may not impose different rates or fees on residents from a different Zone or sub-region of Southwest New Brunswick.



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- 6.7 Any facility that receives cost-sharing funds shall use the funds for operational costs and/or capital cost for the facility.
- 6.8 Notwithstanding Policy 6.2 the Commission can make the decision to allocate all or a portion of cost-sharing funds for a Zone to a recreation director position, where support is required to assist with the development and/or management of sport, recreation, or active living in the Zone, or by similar criteria as determined by the Commission.
- 6.9 Any facility that receives cost-sharing funds will provide the facility budget, operational costs, and user information on an annual basis to the Commission, so the information can be made available publicly through the Commission's website.
- 6.10 Pursuant of Policy 2.2.3, any facility that receives cost-sharing funds that do not meet reasonable standards for use and participation two (2) years in a row, will not receive the funds for the following year. Funds may be re-established by the Commission if the facility can demonstrate reasonable standards of use by the community.
- 6.11 Any municipality or other entity seeking the involvement of other Commission members in the development and cost-sharing of a new or existing recreation facility shall require the approval of the Commission.
- 6.11.1 Should a facility approved under Policy 6.9 be established in a Zone or there is already a facility receiving funds pursuant to Policy 6.2, and a larger contribution is necessary to sustain the recreation services and/or the facilities, the Commission may authorize a cost-sharing increase where a feasibility study has been conducted, pursuant to Policy 3.1 and Policy 6.2.1 or they can appeal to the Minister of Local Government and Local Governance Reform to approve an increase for the Zone.
- 6.11.2 The Commission will use the facility and program inventory as well as the recommendations from recreation stakeholders to inform its decision as it applies to the Zones.
- 6.12 In order for a new facility to be considered to receive cost-sharing contribution it has to be considered a regional recreation facility which includes having the capacity to cater to multiple recreation activities and serve the broader community in terms of ability, age and place of residence.



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7. RECREATION PROGRAMING

- 7.1 The Commission, with support of its members, shall work with recreation providers to document all recreation services and programs available in the Southwest New Brunswick Region.
- 7.2 The Commission shall prepare a directory of available programs online to share recreation information with the residents of Southwest New Brunswick.
- 7.3 Municipalities and other recreation providers with cost-shared facilities shall assist the Commission to assemble and verify program information.

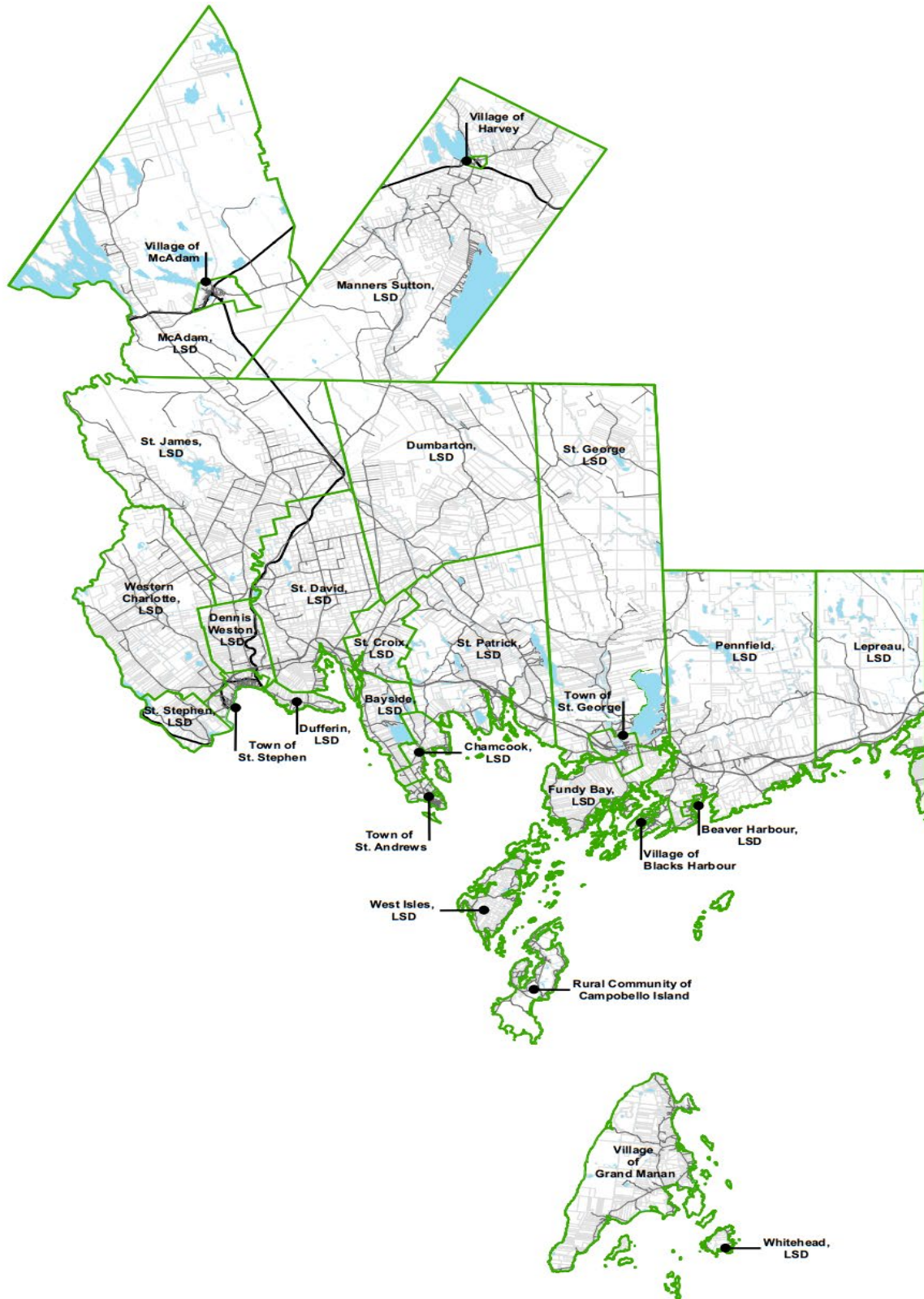
8. RECREATION STAFFING

- 8.1 The Commission with the support of its members shall apply for available funding to hire a staff person to implement the initiatives of this Plan.
- 8.2 The Commission will assist members to expand and enhance the efficiency of recreation service delivery through the engagement of recreation staff either within the Commission or as employees of collaborating members.
- 8.3 Pursuant to Policy 8.2, the Commission shall work with its members to establish a Recreation Division with a long-term staff person whose roles shall include the promotion of recreation participation, monitoring of recreation facilities and programs, facilitation of member collaboration, and administering member cost-sharing in accordance with this Plan.
- 8.4 The Commission will work with its members to recruit, coordinate, and deploy volunteers willing to assist with the delivery of recreation services.
- 8.5 Pursuant to Policy 8.1, Commission staff may be made available to member municipalities or unincorporated areas on a fee for service basis sufficient to recover all direct staff costs and overheads incurred by the Commission for provision of said services.
- 8.6 Where there is no current recreation staff person providing recreation director activities in the Zone, the Commission and municipalities within a Zone may develop an agreement to hire a recreation director upon mutually agreed terms.



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Schedule A- Defined Boundaries of Southwest New Brunswick





Schedule B

Zone identification based on Sub-regional high school catchment boundaries defined by Anglophone South and Anglophone West school districts.

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
<ul style="list-style-type: none"> •Harvey •Manner Sutton LSD 	<ul style="list-style-type: none"> •Beaver Harbour LSD •Fundy Bay LSD •Lepreau LSD •St George LSD •St. Patrick East •West Isles LSD •Bonny River-Second Falls •Town of St. George •Village of Black Harbour 	<ul style="list-style-type: none"> •Dufferin LSD •St David LSD •Dumbarton LSD •St James LSD •St Stephen LSD •Western charlotte LSD •Dennis Weston •Town of St. Stephen 	<ul style="list-style-type: none"> •Chamcook LSD •St Croix LSD •St Patrick-West LSD •Bayside LSD •Town of St Andrews 	<ul style="list-style-type: none"> •Village of McAdam •McAdam LSD 	<ul style="list-style-type: none"> •Grand Manan Island •Whitehead Island 	<ul style="list-style-type: none"> •Campobello Island

Schedule C

Major Recreation facilities and their respective zones with in Southwest New Brunswick Service Commission’s Boundaries:

Zone 1	1. Harvey Memorial Community Centre, Village of Harvey
Zone 2	1. Patrick Connors Recreational Complex, Village of Black Harbour 2. Magaguadavic Place, Town of St. George
Zone 3	1. Garcelon Civic Centre, Town of St. Stephen
Zone 4	1. W.C. O’Neill Arena Complex, Town of Saint Andrews
Zone 5	None
Zone 6	1. Grand Manan Community Arena, Grand Manan Island
Zone 7	None