

TOWN OF GRAND COULEE

Recreation Committee Operations

<i>Section</i>	<i>Classification</i>
Recreation	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
July 8, 2025	Resolution # 2025-158

1. POLICY PURPOSE The purpose of this policy is to establish clear operational standards and procedures for the Recreation Committee of the Town of Grand Coulee, ensuring compliance with all applicable municipal policies, provincial legislation (The Municipalities Act, LAFOIP, Occupational Health and Safety Regulations, etc.), and relevant federal laws and financial standards (including PSAB – Public Sector Accounting Board).

2. SCOPE This policy applies to all members of the Recreation Committee, including appointed Council members, public representatives, volunteers, and any persons involved in recreation-related programming, services, events, and operations under the committee’s advisory scope.

3. COMMITTEE MANDATE The Recreation Committee is an advisory body established by Bylaw No. ____-2025. It is responsible for:

- Recommending recreational programming and capital improvements to Council;
- Supporting public engagement and volunteer coordination for recreation initiatives;
- Promoting inclusive, accessible, and safe recreation activities within the Town;
- Providing input on recreational facility use and improvements;
- Supporting fundraising and event planning activities.

All decisions and expenditures must receive formal Council approval before implementation.

4. GENERAL OPERATIONAL PRINCIPLES The Recreation Committee shall:

- a) Operate transparently and in accordance with the Town's bylaws, administrative policies, and Council direction;
- b) Maintain neutrality and fairness in all decisions affecting public programs;
- c) Conduct all meetings in accordance with municipal procedural policies and submit accurate minutes to the CAO;
- d) Ensure all Committee members and volunteers are familiar with relevant legislation and policies affecting their duties, including:
 - The Municipalities Act
 - The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)
 - The Saskatchewan Employment Act and Occupational Health and Safety Regulations
 - Provincial food safety legislation and Safe Food Handling Certification requirements

- Volunteer screening policies aligned with the Saskatchewan Human Rights Code, Criminal Records Checks, and Vulnerable Sector Checks under provincial and federal workplace and safety regulations
- Municipal Conflict of Interest and Code of Ethics policies
- PSAB financial reporting requirements

5. FINANCIAL MANAGEMENT All financial activities of the Recreation Committee are under the Town's financial authority and oversight. The Committee does not have independent financial authority. All funds, transactions, and assets must be accounted for and consolidated within the Town's municipal records.

5.1 Budgeting & Approvals:

- The Committee shall prepare budget proposals annually for submission to the CAO and Council.
- No purchases, commitments, or projects may proceed without Council's formal resolution of approval.
- All purchases must follow the Town's Purchasing and Procurement Policy.

5.2 Revenue Collection:

- Any monies received from fundraising, events, canteen sales, or rentals must be recorded, receipted, and deposited directly into the Town's designated recreation account at the municipal office.
- A cash log must be maintained for all income-generating activities.
- No funds are to be held in personal accounts or used for discretionary spending.

5.3 Petty Cash:

- The use of petty cash must be approved in advance by the CAO and is subject to strict reconciliation and receipt documentation.
- Petty cash for canteen operations, if required, must be issued by the Town office and tracked using a petty cash ledger.
- The maximum petty cash float for any purpose shall not exceed \$200. Reconciliation must be completed and submitted to the CAO within five (5) business days of issuance.

5.4 Reimbursements:

- Committee members must submit original receipts with an expense claim form to the CAO for review and approval.
- No reimbursement will be issued without pre-authorization and documented proof of expense.

5.5 Audit:

- All financial records, including canteen operations, shall be reviewed as part of the Town's annual audit process by a licensed municipal auditor.
- Records must be submitted in full and on time upon request by the CAO or auditor.

6. CANTEEN OPERATIONS The operation of the canteen, if managed by the Recreation Committee or its volunteers, is subject to the following requirements:

6.1 Inventory Control:

- An inventory list must be created and maintained before and after each operating period (e.g., season, tournament).

- All purchases for inventory must be pre-approved and receipted.

6.2 Cash Handling:

- A designated cash box with float must be signed out from the municipal office and returned with a full accounting at the end of each shift or day.
- Two individuals (volunteers or committee members) must be present during opening and closing cash counts.
- All revenues must be reconciled daily, recorded in a log, and submitted to the municipal office no later than the next business day.

6.3 Deposit Procedure:

- Funds are to be deposited into the Town's account either directly by Town staff or under Town staff supervision.
- Volunteers and Committee members may not deposit cash independently unless authorized in writing by the CAO.

6.4 Safe Food Handling:

- All individuals working in the canteen must adhere to provincial food safety standards and possess valid Safe Food Handling Certification, as required under Saskatchewan Public Health legislation.

7. VOLUNTEER ENGAGEMENT

- Volunteers shall sign a waiver/acknowledgment form outlining their responsibilities, code of conduct, and relevant policies.
- Any volunteer managing funds, records, or equipment must be approved by the Committee Chair and be subject to background/reference checks, including Criminal Records Checks and Vulnerable Sector Checks, as required by applicable Town policy and provincial safety legislation.

8. REPORTING & ACCOUNTABILITY

- The Chair of the Recreation Committee, or their designate, shall provide regular reports to Council through the CAO, including updates on programming, finances, and public engagement.
- Reports must include financial summaries, attendance figures, and evaluation of events or activities.
- Any issues, incidents, or violations must be reported immediately to the CAO.

9. POLICY REVIEW This policy shall be reviewed every two (2) years or as required by changes in legislation, administrative policy, or Council direction.

Authorized by Resolution No.: 2025-158

Date of Council Approval: July 8, 2025

Signed:

Mayor: _____

Chief Administrative Officer: _____

TOWN OF GRAND COULEE

RECREATION COMMITTEE

Approved July 8, 2025, Resolution #: 2025-158

VOLUNTEER WAIVER AND ACKNOWLEDGEMENT FORM

SECTION 1: VOLUNTEER INFORMATION

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

SECTION 2: ACKNOWLEDGEMENT OF RESPONSIBILITIES

As a volunteer for the Recreation Committee of the Town of Grand Coulee, I acknowledge and agree to the following:

1. I have received, read, and understood the **Recreation Committee Operational Policy** and all applicable Town of Grand Coulee policies relevant to my volunteer duties.
 2. I agree to comply with the Town's policies, including those related to:
 - Code of Conduct and Ethics
 - Conflict of Interest
 - Workplace Health & Safety
 - Financial procedures (e.g., cash handling, canteen operations)
 - Privacy and confidentiality (as required under LAFOIP)
 3. I will act in a respectful, inclusive, and professional manner while volunteering and will not engage in conduct that may harm the reputation or operations of the Town or Recreation Committee.
 4. I understand that I may not speak on behalf of the Town or Recreation Committee in any official capacity unless explicitly authorized.
 5. I will follow all safety protocols and report any hazards, incidents, or injuries to the Committee Chair or Town CAO immediately.
 6. I understand that I am **not an employee** of the Town and will not receive compensation for volunteer duties.
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SECTION 3: LIABILITY WAIVER

I acknowledge and agree that:

- I am volunteering at my own risk and will not hold the Town of Grand Coulee, its employees, officers, Council, or agents responsible for any injury, loss, or damage to person or property that may occur during my volunteer duties.
 - I waive all claims of liability or compensation in the event of personal injury, illness, death, or property damage while volunteering.
 - I understand that the Town maintains general liability insurance, but it may not cover all circumstances of volunteer activity.
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SECTION 4: CONFIDENTIALITY AGREEMENT

I acknowledge that as a volunteer, I may be exposed to confidential or sensitive information. I agree to:

- Keep such information confidential during and after my volunteer service;
- Not disclose any confidential information without express authorization; and
- Return any documents or materials upon request or at the end of my volunteer term.

SECTION 5: DECLARATION AND SIGNATURE

I certify that the information provided above is accurate and complete. I have read and understood all the terms of this waiver and acknowledgement form and agree to comply with them fully.

Volunteer Signature: _____

Date: _____

Witness Name (print): _____

Witness Signature: _____

Date: _____

FOR OFFICE USE ONLY

Approved by Recreation Committee Chair:

☐ Yes ☐ No

Signature: _____

Date: _____

Approved by Chief Administrative Officer (CAO):

☐ Yes ☐ No

Signature: _____

Date: _____