

RECREATION BOARD DEVELOPMENT



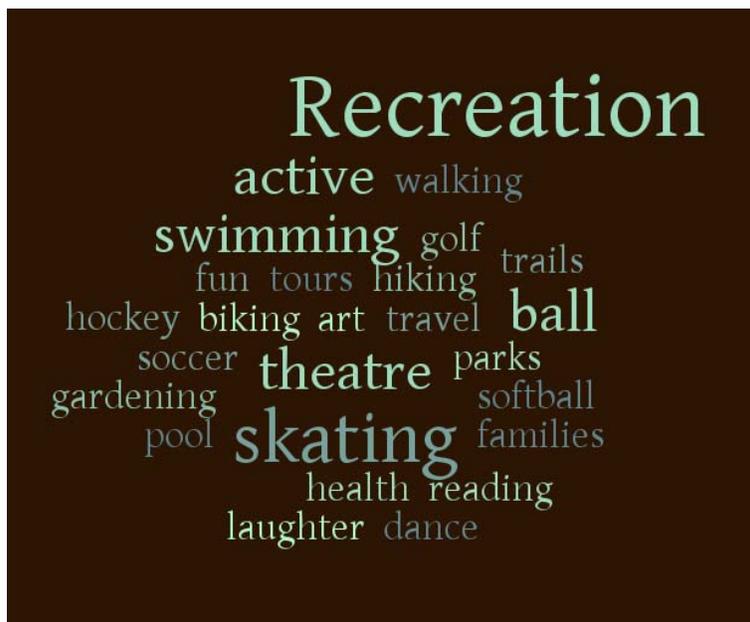
Expression of Interest Recreation Board Development



OVERVIEW

Rural area communities in Saskatchewan have utilized volunteer recreation boards for over 50 years to manage recreational services in their respective communities. The growth, development and changes in our society that have transpired over the last five decades have had an enormous impact on how we manage our resources. The recreation community, from an organizational development perspective, has not kept pace with these changes. As a result of this, many rural area municipal Councils and their recreation boards are facing the challenge of self-examination and re-organization. This process of *Recreation Board Development* is a large task that requires tools and resources to complete.

Southeast Connection Sport, Culture & Recreation District (Southeast Connection), in collaboration with the Saskatchewan Parks and Recreation Association (SPRA), is pleased to offer south east communities an opportunity to participate in *Recreation Board Development*. This service is provided at no cost.



EXPRESSION OF INTEREST (EOI)

In order to apply to Southeast Connection's Recreation Board Development initiative, a prospective applicant must submit an EOI. An EOI is an indication that your community would like to be considered to participate. All EOI requirements must be submitted prior to the closing date of **January 15, 2018**.

An EOI is used to evaluate the readiness and commitment of your community to successfully participate in the Recreation Board Development process. Communities are encouraged to contact Southeast Connection by phone prior to submitting an EOI submission. There is limited capacity for delivery of the initiative at one time, so not all submissions will be accepted. There will be additional calls issued for expression of interest in 2018.

Recreation Board Development

THE PROCESS- Ten steps to successful Recreation Board Development.

There are several steps included in the *Recreation Board Development* process. Each process differs from community to community, as we tailor it to meet your specific needs!

- Step 1** ⇒ **Community establishes a need for the review**
Community completes checklist to determine if recreation board development is a good idea!
- *Are bylaws up to date?*
 - *Are things working?*
 - *Do you have a vision/ mission statement?*
 - *Do committee/ board members know their roles and legal responsibilities?*

- Step 2** ⇒ **Community background review**
- *Questionnaire to be completed by designated community representative(s) regarding current conditions, gathering bylaws and information on facilities, programming and operations.*

- Step 3** ⇒ **Southeast Connection and SPRA meet with local contact(s)**
- *Chance to go over information gathered in community background review and ensure it is accurate to what is actually happening in community.*
 - *Opportunity to assess if additional engagement is required prior to interactive workshop.*

- Step 4** ⇒ **Research community and surrounding district**
- *Southeast Connection/SPRA gather more information and identify gaps.*
 - *Follow up on initial meeting where required.*

- Step 5** ⇒ **Development of agenda and presentation for interactive workshop**
- *Southeast Connection/ SPRA in cooperation with designated community representatives.*

- Step 6** ⇒ **Determine logistics of interactive workshop**
- *Resources and space available for interactive workshop.*
 - *Times and dates of workshop(s).*
 - *Number of participants.*
 - *Name and contact information for participants.*

- Step 7** ⇒ **Recreation board development interactive workshop**
- *Facilitated by Southeast Connection and SPRA.*
 - *One - six hour session or two - three hour sessions.*

- Step 8** ⇒ **Written follow-up report to Municipality and Recreation Board**
- *Based on input during interactive workshop Southeast Connection and SPRA will illustrate outcomes and potential action items.*
 - *Recommendations are created through community input. It is up to the municipality in cooperation with volunteers to approve and act on recommendations.*

- Step 9** ⇒ **Continued support to Municipality and recreation board (two-three follow-up calls/ meetings as required)**
- *Southeast Connection and SPRA are here to answer questions, share best practices and help you work through potential transition.*

- Step 10** ⇒ **Enjoy the Process!**
- *Your time and commitment to this program is appreciated.*
 - *You are making a difference in the lives of every community member.*

WHO SHOULD BE INVOLVED?

Community will provide Southeast Connection and SPRA with at least one (1) point person and one (1) back up volunteer who are available to meet with the facilitation team prior to the workshop to provide background information that will assist with the development of an agenda. Ideal individuals to act as point person will either be a representative of the Town/Recreation Board or the Recreation Director.

The interactive workshop will require a minimum four (4) people and maximum eight (8) people to actively participate. Participants should include representation from Town Council and recreation committees (i.e. Park, Pool, Rink and Golf Course)

ABOUT THE INTERACTIVE WORKSHOP

The day long interactive workshop includes educational pieces, as well as facilitated working components, that will be tailored to suit your community needs and may include the following topics:

1. What is Recreation?
2. What are the benefits of Recreation?
3. What is a Recreation Board?
 - History of Recreation Boards/ How they evolved
 - Role of Recreation Board
 - Types of Recreation Boards
 - Vision/ Mission/ Values of Recreation Board
4. What model do you currently have? What does it mean?
 - Legislation
 - Bylaws
 - Insurance
5. Community Recreation Checklist:
 - What you have
 - Where you want to go
6. Develop Recreation Model:
 - What you would like to achieve for a model

ADDITIONAL INFORMATION

- The workshop will take place in the evening or on a weekend to accommodate volunteers' schedules.
- Local meetings and research of community prior to workshop will be an integral part of success.
- Community will be responsible for providing the facility for the interactive workshop.

PROJECT OUTCOMES

- Participants will have increased access to tools and resources for effective board management and operations.
- Participants will have an understanding of roles and functions relating to recreation services in the community.
- Participants will have direct input into a proposed operating model for recreation services for the community.
- Participants will have developed mission, vision and values statements pertaining to recreation in the community.
- Participants will have increased awareness of liability insurance for volunteers working in community recreation service.
- Participants will have had some fun throughout the recreation board development process.

Southeast Connection provides support and assists with the skill development and ongoing learning of community volunteers to manage their boards, operate facilities and deliver programs. The goal of *Recreation Board Development* is to equip community leaders with the information and support they need to help their boards grow and prosper.

Services that Southeast Connection will provide:

- Provide the committee with a one day interactive recreation board development workshop, specifically covering the: review of current bylaw, mission and vision, implementing the checklist for change community tool, development of a community recreation model, discussion on risks and liability and insurance for programming/services purposes.
- Work with the committee to confirm a date, time and location for the session that works for both parties.
- Cover the costs coffee/snacks for the session.
- Provide all a/v requirements and appropriate materials for the session.
- Guide/coach/lead the community through process.
- Provide resources and information to the community, to assist in finding answers and solution towards making educated decisions.
- Maintain regular and consistent communications with the community's appointed contact.
- Educate the community regarding recreation practices using resources available.
- Exercise and encourage due diligence to ensure the development is indeed what the municipality and volunteers need and want.
- Provide a written report to the committee from the session (including vision/mission, recreation operating model, bylaw information and any other pertinent information derived from the session).
- Conduct an evaluation of the session.
- Offer ongoing support (may include follow up meetings as required).

Recreation Board Development

The Community is responsible to:

- Seek and secure attendees to actively participate in the session (*Southeast Connection recommends four (4) to a maximum of eight (8) participants which may include individuals such as Town Administrator, Recreation/ Economic Director, Rink Committee, Pool and Park Committee, R.M. representative/town council, other Recreation Committee members*).
- Book a facility/meeting room appropriate for the number of people attending the interactive workshop (*tables and chairs set up in a u-shape with table at front for a projector/screen*).
- Commit to contributing time and effort towards working with the facilitation team members in planning, establishing outcomes and allocating tasks.
- Adhere to timelines and requests made of the community during the process as much as possible.
- Understand that the process is guided by a facilitation team, but the final outcomes and decisions rest entirely with the community.
- Provide to Southeast Connection the number of attendees one (1) week prior to the workshop.
- Provide Southeast Connection with at least one (1) point person and one (1) back up volunteer who are available to communicate required information for the session and who will be available to meet with the facilitation team prior to the workshop. One (1) Town Representative and one (1) Recreation Board Representative.

EXPRESSION OF INTEREST
APPLICATION FORM

Please return following form, along with letters of support, to
Southeast Connection Sport, Culture & Recreation District

- Call for Expression of Interest – Closing Date: January 15, 2018
- Selection of community- January 29, 2018. Recreation Board Development Process will occur between February 2018 - May 2018.
- Not all submissions will be accepted. Please note: Applicants not selected in this round may submit an expression of interest in 2018 for a fall delivery of services.

Recreation Board Development

1) Please explain why your municipality and/or recreation board has interest in undertaking recreation board development? (for example; bylaw review, revisit structure of organization, lack of roles and responsibilities) *Please attach page if space is not adequate.*

2) COMMUNITY ORGANIZATIONAL REVIEW (Please check all that apply to your organization)

- When recreation committee members are asked, what the role of the board is and what legal responsibilities they have, they do not know the answer.
- No written organization Vision/ Mission/ Values for the recreation board exist.
- No written strategic plans as a Recreation Board exist.
- The Recreation Board does not have a financial budget.
- The Recreation Board bylaw is over ten years old or no bylaw exists for the Board (or the bylaw cannot be located).
- The existing recreation bylaw does not include any partnerships.
- There are no recreation service policies and procedures clearly written and distributed.
- When Recreation Board members are asked what their personal role is on the Rec Board, they do not know.
- There are 13 seats on the Recreation Board and are only able to fill six or seven of them.
- Recreation Board meetings are not regular and not well attended by members.
- A large percentage of the Recreation Board membership have served for over ten years.
- There is a high turnover of volunteers on the Recreation Board.
- The community has experienced significant population / demographic changes (immigrant workers, industry boom, school closure).
- The Board tends not to have any involvement or interaction with other communities/ the Recreation District of recreation related agencies.
- There have been no 'recent' changes or adjustments to the recreation service model in the community.
- The community has hired a Recreation Director recently.
- There are high levels of frustration with recreation board operations.
- Some Board decisions are made outside the Board meetings.

3) Please include two letters of support which illustrate the Municipality and Recreation Board interest and commitment to undertaking this process. (Please note specific reasons Municipality and/or recreation board wishes to undertake recreation board development).

Municipality Name

Organization Name

Contact Name (Municipal Representative)

Contact Name (Organization)

Email

Email

Phone

Phone

Letters of support are attached.

Please check this box in lieu of signature indicating the information contained in this form is true and accurate and that you understand and comply with all requirements.

Name and Title

Date

Please email or fax this signed form to:

Tara-Leigh Heslip, Coordinator- Community Development
Southeast Connection Sport, Culture & Recreation District
Email: theslip@southeastconnection.ca
Phone: 306.695.2006
Fax: 306.695.2008