



JOINT USE AGREEMENT

Field Strategy 2005 – 2015

A vision for sports fields within the city of
Edmonton.

Approved by the Joint Use Agreement Steering Committee
for Recommendation to the Partners

March 11, 2005



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Executive Summary - Field Strategy 2005 - 2015

The changing field requirements of sport groups, along with new strategic direction stimulated the Joint Use Agreement Steering Committee to review the field strategy. Two working committees were established with representation from the 10 core field sports, the community, and the Joint Use Agreement partners. The working committees met over the past year to review the existing strategy and suggest the changes embodied in this document.

The revised strategy's "Communication and Partnership Model" provides a strong mechanism for field users to engage in a participatory decision making process to improve the sport field delivery system.

Field development or redevelopment is now centralized and all projects will be evaluated on; current and future shortfalls, support from both local and citywide stakeholders, and the level of partnership involvement.

The fair and equitable allocation model has been modified to include the allocation of fields by user committees. Each committee (including the joint use partners) will allocate fields through their own agreed-upon process.

The strategy incorporates the principle of stewardship to field users. Groups will be given information on how to reduce stress to field turf and encouraged to maximize their use on the minimum number of fields. By engaging field users in sharing the responsibility to provide sport fields to their participants, we can, together improve the quality of fields to Edmonton residents.

The Field Strategy 2005 – 2015 gives Edmontonians preferential access to sports fields. It also recognizes the limited ability of youth to travel and continues to support the subsidized cost of sport fields for Edmonton's youth.

The revised strategy is not the end, but rather the common starting point where stakeholders and the joint use partners can begin to work together to improve the delivery of sports fields. It is designed to evaluate the field delivery system yearly, which encourages stakeholders to continuously improve the strategy to meet the changing need of users.

Overview

Under the authority of the Joint Use Agreement, the City of Edmonton maintains and allocates all fields within the city that are owned by the City of Edmonton, the Edmonton Catholic School Board, or the Edmonton Public School Board.

Vision

A positive and clear relationship between the Partners of the Joint Use Agreement, field user groups, and the community - working together to provide quality, affordable sport field venues that meet the requirements of all concerned.

Outcomes

- A fair and equitable allocation process.
- Base level maintenance on all fields (see Appendix 4).
- Field users will contribute to the operation and maintenance of fields above the base level.
- Field users will have a process to address their field needs.
- The City of Edmonton will work with field user groups to develop and operate their own fields and facilities.
- Ensure an equitable level of service to all field user groups.

Purpose

The Field Strategy 2005 – 2015 seeks to provide a process to manage the city's sports fields in an efficient manner that considers the needs of all stakeholders. Field management includes all activities associated with sport field operation including, but not limited to, development or re-development, allocation, stewardship, and financial strategies.

Background

Why Redo the Field Strategy?

The existing field strategy "Total Quality Sports Fields" approved in March 1996 directed the provision of sports fields to Edmonton residents. Since that date, changing user needs, and new strategic direction, stimulated the review of the exiting strategy.

Current Issues

- New outdoor field sports are emerging.
- Sport equipment is improving and field sizes need to reflect this increased technology.

- Edmonton is growing, in terms of the number of neighbourhoods, and the total population.
- The composition of Edmonton's population is changing.
- There is a desire to maintain and/or enhance services.
- Public expectations for recreational opportunities are expanding.
- Edmontonians want more high quality facilities and services.

Strategic Direction

Joint Use Agreement

The partners in the Joint Use Agreement are the City of Edmonton, the Edmonton Public School Board, and the Edmonton Catholic School Board. The City of Edmonton has a separate agreement with the Conseil scolaire Centre-Nord. The agreements outline the philosophy and procedures for shared use of the facilities including sports fields.

Plan Edmonton

Plan Edmonton, the City of Edmonton's municipal development plan, guides Edmonton's growth and development into the future. The plan manages Edmonton's physical, economic, and social development. It provides direction for the development and implementation of more specific detailed plans by all departments and agencies over a 10-year planning horizon.

Long Range Financial Plan and Corporate Business Plan

The Long-Range Financial Plan for the City of Edmonton represents the principles and policies that guide prudent financial decision-making in City Council approved plans, programs and projects. It is part of a new approach to financial management that is being implemented to shift the emphasis from bottom line financial concerns to service delivery, within a longer term financial planning horizon. The Corporate Business Plan and Long Range Financial Plan help City Council establish strategic direction, resource allocation, and guidelines to develop individual business plans for departments and services.

Integrated Service Strategy

The Community Services Department prepared its Integrated Service Strategy to guide the department's efforts until 2010. It outlines six core service themes to define future departmental direction. Briefly summarized, they are:

- **Citizens First** – improve citizen access to the department and enhance opportunities for citizens to become involved in policy, planning, and decision-making.
- **Community Building** – take a partnership and coaching approach towards making Edmonton's communities vibrant and safe, with strong skills and a sense of caring for each other.
- **Focused Efforts** – deliver fundamental services, while targeting resources to defined areas of need.
- **Urban Wellness** – ensure our essential services make Edmonton a better place to live, work and play.

- **Ribbons of Green and Blue** – preserve and enhance the natural beauty of Edmonton's river valley, parks, and natural areas.
- **Community Places** - protect our investment in facilities and find new ways to maintain, redevelop and improve access to them; create community hubs, or central places that bring citizens together for services, to gather, meet, and to share information.

Urban Parks Management Plan

The Community Services Department is developing a long-range plan for the acquisition, design, construction, preservation maintenance, and use of parks, open spaces. Once approved by City Council, this document will provide the framework for the development of all new parkland within the city of Edmonton including sports fields.

Overview of Redesign Process

Sports fields are located on City of Edmonton parkland and school board land. To manage sports fields for the residents of Edmonton all fields (excluding stadium facilities) are under the jurisdiction of the Joint Use Agreement. The Joint Use Agreement Steering Committee is responsible for overseeing all aspects of this agreement and created the Sports Field Working Sub Committee to oversee the operation of sports fields.

To review and update the existing strategy the Sports Field Working Sub Committee created two temporary committees with the following representation:

Staff Working Committee:

- Edmonton Public School Board
- Edmonton Catholic School Board
- City of Edmonton

Sports Field Users Committee:

- 10 core outdoor sports
 - Soccer
 - Football
 - Rugby
 - Lacrosse
 - Ultimate Frisbee
 - Baseball
 - Softball / Fastball
 - Slo-pitch
 - Cricket
 - Track and Field
- Partners
 - Edmonton Public School Board
 - Edmonton Catholic School Board
 - City of Edmonton, Community Services Department
- Edmonton Sport Council
- Edmonton Federation of Community Leagues

The committees met over the last year to review and discuss each of the major components of the strategy.

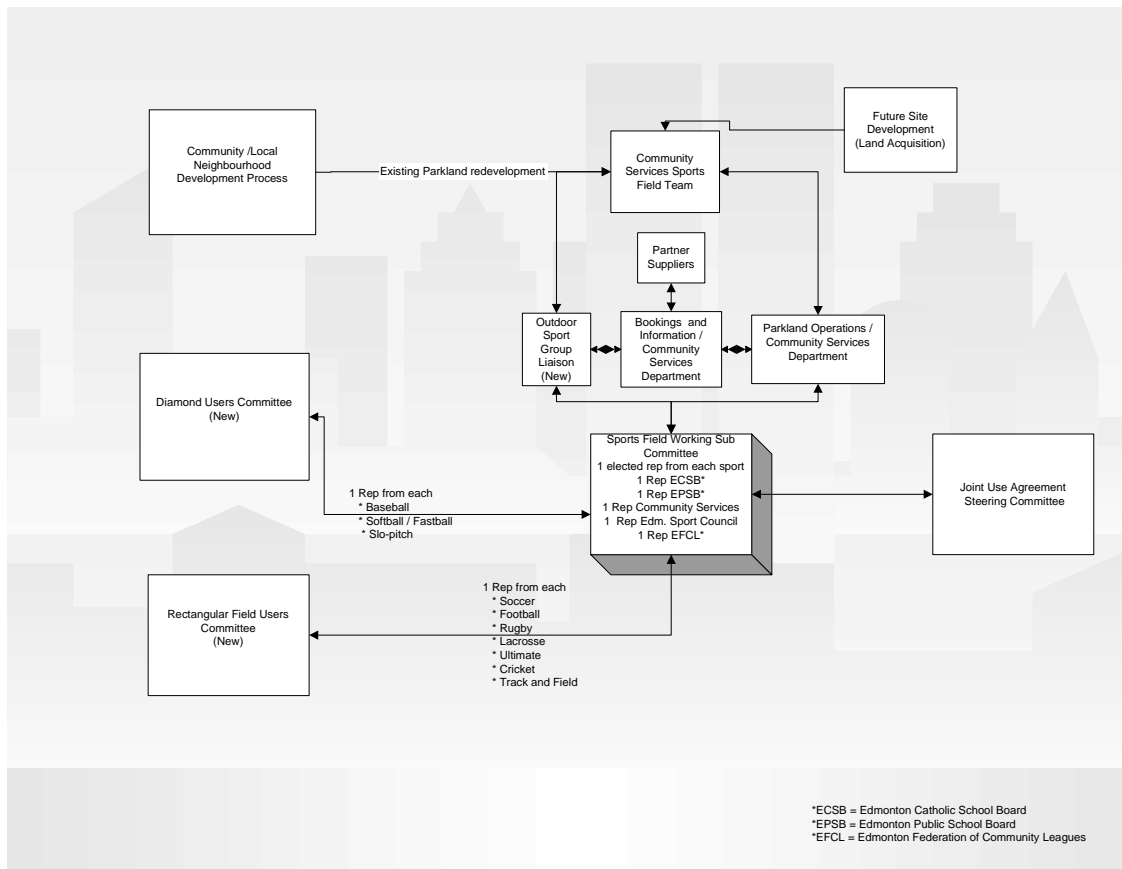
Scope

This strategy addresses the process of managing all sports fields (excluding Stadium facilities) owned or jointly owned by the City of Edmonton, the Edmonton Catholic School Board, the Edmonton Public School Board, the Conseil scolaire Centre-Nord and partnership facilities.

The field strategy is consistent with the partners of the Joint Use Agreement and the corporate direction provided through Plan Edmonton, City of Edmonton Corporate Business Plan, City of Edmonton Long Range Financial Plan, Community Services Integrated Service Strategy, and the Urban Parks Management Plan.

Communication and Partnership Model

This model details the communication and reporting relationships for the provision of sports fields to residents of Edmonton. The field strategy is an organized series of communication steps that will deal with all aspects of field management.



Joint Use Agreement Steering Committee

The Joint Use Agreement Steering Committee is comprised of two representatives from each of the partners of the Joint Use Agreement. This committee oversees all aspects of the Joint Use Agreement including disputes from the sub committees.

Sports Field Working Sub Committee

The Sports Field Working Sub Committee will:

- assist the Joint Use Agreement Steering Committee in addressing ongoing and emerging sport field issues; and
- represent field users on City of Edmonton, and/or school boards issues that relate to or potentially affect sports fields; and
- provide input into the major school board and corporate plans, as part of the public input process; and
- work with the Joint Use Agreement Steering Committee to identify and measure the benefits, community outcomes and associated performance measures related to sport fields; and
- present an annual report to the Joint Use Agreement Steering Committee, and stakeholders on the above; and
- review and approve the standards of play for new sport groups.

Refer to Appendix 2 - Committee Terms of Reference

Rectangular Field Users Committee

Membership in this committee is comprised of all rectangular sport groups that book more than 29 hours per week during their playing season. Each sport in this committee will elect one member to represent their sport on the Sports Field Working Sub Committee. The sports included in the committee are:

- Soccer
- Football
- Rugby
- Lacrosse
- Ultimate
- Cricket
- Track and Field

The Rectangular Field Users Committee is responsible for the allocation of field time to its members and the recommendation of development or redevelopment projects to the Sports Field Working Sub Committee through each sport representative. Specific sports and their elected representative to the Sports Field Working Sub Committee may meet individually to discuss sport specific issues. Each organization as a member of the Rectangular Field Users Committee is responsible to negotiate its annual field allocation within this committee.

Refer to Appendix 2 - Committee Terms of Reference

Diamond Users Committee

Membership in this committee is comprised of all diamond sport groups that book more than 29 hours per week during their playing season. Each sport in this committee will elect one member to represent their sport on the Sports Field Working Sub Committee. The sports included in the committee are:

- Baseball
- Softball/Fastball
- Slo-pitch

The Diamond Users Committee is responsible for the allocation of diamond time to its members and the recommendation of development or redevelopment projects to the Sports Field Working Sub Committee through each sport representative. Specific sports and their elected representative to the Sports Field Working Sub Committee may meet individually to discuss sport specific issues. Each organization as a member of the Diamond Users Committee is responsible to negotiate its annual diamond allocation within this committee.

Refer to Appendix 2 - Committee Terms of Reference

Seasonal Users Committee

Membership in this committee is comprised of all sport groups that regularly book 2 to 29 hours per week during their playing season. It is responsible for the allocation of field time to its members. Development or redevelopment initiatives from committee members must be initiated through the Community/Local Neighbourhood Development process. Each group as a member of the Seasonal Users Committee is responsible to negotiate its annual field allocation within this committee.

Field Development or Redevelopment

Sport field development or redevelopment includes the redesign or addition of new fields to the inventory of sports fields within the City of Edmonton. All sport field development or redevelopment is evaluated and ranked by the Community Services Sports Field Team.

Development or Redevelopment Alternatives

Joint Use Sites

Fields that the City of Edmonton will develop or redevelop, maintain, and administer.

Upgrade Sites

A user upgrades an established site. A formal agreement is developed that details the responsibilities of the user and the City of Edmonton. There are two levels of upgrades:

Home Base Agreement (see Appendix 3)

- Minimum requirements for a home base agreement:
 - Diamonds ----- shale infield.
 - Rectangular Field ----- irrigated field.
- The City of Edmonton books the fields giving priority bookings to the home base partner.

Maintenance Agreement

- No minimum upgrade requirements.
- The City of Edmonton books the fields and there are no priority bookings.

Lease Sites

Undeveloped City of Edmonton land is leased to an organization to build, maintain, and administer. The City of Edmonton will actively pursue the procurement of land for partners to develop leased sites.

Entry Point for Development or Redevelopment Projects

Groups interested in a development or redevelopment project must initiate the project at one of the entry points listed below:

- At the local level ----- Through the Community/Local Neighbourhood Development Process.
- At the citywide level - Through the Diamond Users Committee or the Rectangular Field Users Committee.

Field Allocation Principles

Every team or individual will have a place to play and practice.

The principle of every team having a place to play and practice will achieve two important goals:

1. Accurate forecast of the need for sports fields in the city currently, and into the future. This will enable the Joint Use Agreement partners to react to future field shortages and take steps to minimize the impact on the participants.
2. Every team will have a field allocated for all their games and practices. This will reduce the number of teams looking for unused field to practice on and enable the City of Edmonton to rest and rehabilitate fields that may otherwise be over used.

Fair and equitable allocation of sports fields

The Standards of Play will determine all groups' (including partners) fair share of the total demand for field time. Groups will be entitled to field time equal to their proportion of the demand. Within the allocation committee, groups are free to negotiate time and location for their specific organization.

Refer to Appendix 1 – Fair and Equitable Allocation Process

Field Operating Season

The operating months of sports fields are divided into three time blocks for the purposes of establishing rental fees and field allocation:

Spring Season -----	April 15 - June 30
Summer Season -----	July 1 - August 31
Fall Season -----	September 1- November 30

The seasons are approximate and may vary slightly.

Access for Edmontonians

Edmonton Based Group

To participate on one of the allocation committees or to receive subsidized field time, the group must be comprised of at least 75 percent Edmonton residents. Organization's that have a reciprocal interlocking schedule with other areas, will not count the out of town interlocking teams as part of their membership nor will those out of town teams count in the 75% residency calculation.

Minor Group

A group is considered minor when:

- at least 75 percent of participants are residents of Edmonton; and
- at least 75 percent of participants are under the age of 18; and
- membership is unrestricted and the program is open to all residents of Edmonton, within the normal program parameters; and
- the group is registered as a not-for-profit organization in good standing, under one of the following:
 - the Societies Act
 - part 9 of the Companies Act
 - part 21 of the Business Corporations Act
 - special act of the Parliament of Canada
 - special act of the Alberta Legislature

New Groups

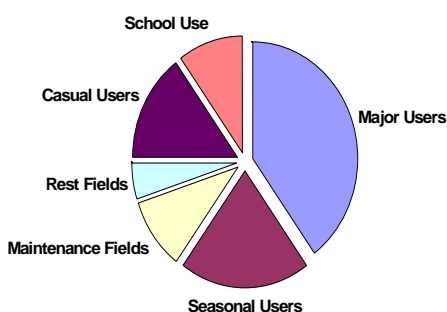
A field entitlement is given to new groups based on their projected participation levels and the standard of play for their sport or activity. The Joint Use Agreement Steering Committee will assign new groups to membership in one of the field allocation committees.

Non Residents Groups

Once the needs of all Edmonton groups have been satisfied, anyone can book the remaining available field time. Groups who do not meet the residency criterion may still apply for field time in the city of Edmonton, but first priority is given to Edmonton based groups.

Stewardship

The City of Edmonton will encourage users to maximize field usage on the minimum number of fields.



To encourage the stewardship of sport fields, users must have access to the number of fields needed and share in the responsibility for their field(s). To ensure there is a sufficient supply of fields the needs of schools, seasonal, major, and casual users will be met before maintenance and rest fields are identified.

Field usage patterns will be set based on the location, frequency, and intensity of use. An integral aspect of stewardship is providing the user group with the knowledge and equipment to better care for the facilities in which they have agreed to share responsibility. The City of Edmonton as part of its user education process will host training sessions to teach user groups how to identify and minimize stress on field turf. The allocation process will incorporate replacement fields for users to access once a stressed field has been identified.

Financial Strategies

Field User Fees

City Council adopted the Long-Range Financial Plan to guide financial strategies for all aspects of the City of Edmonton. Each year, City Council approves the successive year's guidelines for tax allocation, expenses, and revenue. Typically, the plan has directed the administration to develop budgets based on a percentage increase in user fees.

Sport field stakeholders will have the opportunity to provide feedback on the Long-Range Financial Plan and annual budget process through the Sports Field Working Sub Committee. City Council remains responsible for directing the financial plan for the citizens of Edmonton.

When establishing field fees, consideration is given to key factors, such as:

- sufficient time for field groups to include the new fees into their annual budget process.
- the incremental cost of the field sport activity; and
- public good.

Conclusion

Strategy Review Process

The Sports Field Working Sub Committee will conduct an annual review to assess the field delivery system. This review process will evaluate the impact the strategy had on the provision of sports fields to Edmonton residents. The review will also provide recommendations for improvements to the strategy. A major review is scheduled for the 5th year of the strategy.

Appendix 1– Fair and Equitable Allocation Process

Allocation Categories

Major Users

Groups in this category will have an entitlement of one field usage or more than 29 hours per week for at least 1 season or be one of the Joint Use Agreement Partners.

Seasonal Users

Groups in this category regularly use a field each week but do not have an entitlement large enough to be classed as a major user. Groups in this category will book 2 to 29 hours per week.

Casual Users

Groups in this category are irregular users of a sport field.

Maintenance Fields

Fields that have been taken out of play for repair and/or redevelopment.

Rest Fields

Fields that are not currently allocated but are available for users to request for the replacement of a stressed field currently within their allocation.

Field Categories

- *Stadium Sites (This class of sport field is not part of the allocation process.)*
 - Telus Field
 - Commonwealth Stadium

- *Staffed Sites (This class of sport field will have a separate parallel allocation process.)*
 - Clark Park
 - Coronation Park
 - Goldstick Park
 - John Bright Park
 - Bob White Field
 - John Fry Park
 - Rollie Miles Park

- *Premier Fields*
 - Non-staffed site
 - Irrigated rectangular fields
 - Shale infield or base path on diamonds

- *Standard Fields*
 - Any field not classed Stadium, Staffed, or Premier

Fair and Equitable Allocation of Sports Fields.

Standards of Play

The Standards of Play identify the number of games, the number of practices, and the playing field requirements for each level of a sport, or activity, that will ensure a quality program for Edmonton residents including partner programs. Working through the “Communication / Partnership Model” user groups and the joint use partners will develop standards of play for each sport or activity using the fields. These standards will be reviewed on an annual basis to ensure accuracy and will be used in the calculation of the demand for fields.

Demand

The demand for fields is the sum of the number of teams (at each level) times the standard of play for that sport. For non-team activities, the number of participants is used. The sum of the demand for all sports and activities when added to the school use equals the demand for sports fields.

$$\begin{aligned} \text{“Standard of Play”} \times \text{“Number of Teams”} &= \text{“Groups Demand”} \\ \text{“Sum of All Groups Demand”} + \text{“School Use”} &= \text{“Total Demand”} \end{aligned}$$

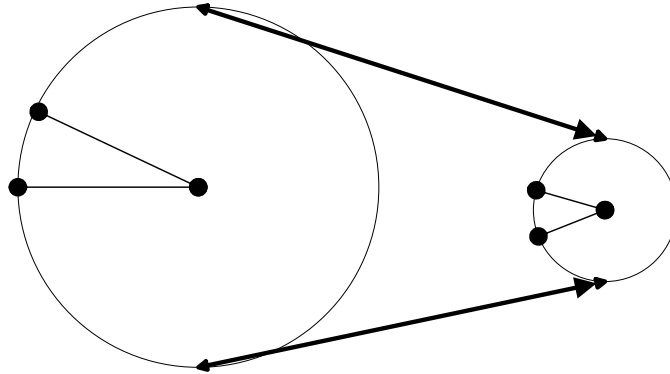
Supply

Two major factors determine the supply of fields:

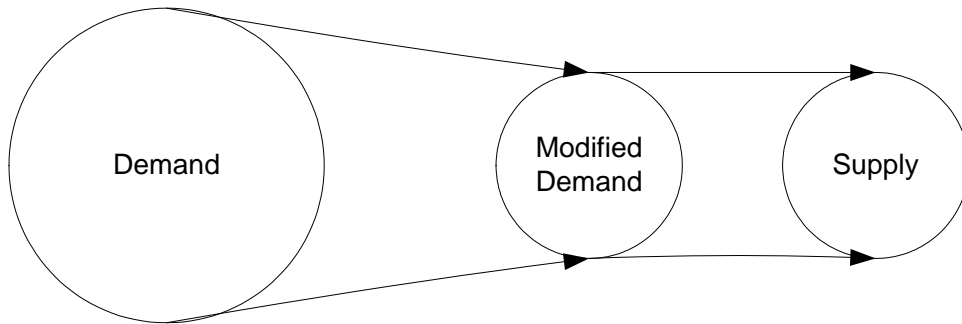
1. current inventory
2. field requirements of users

Entitlement

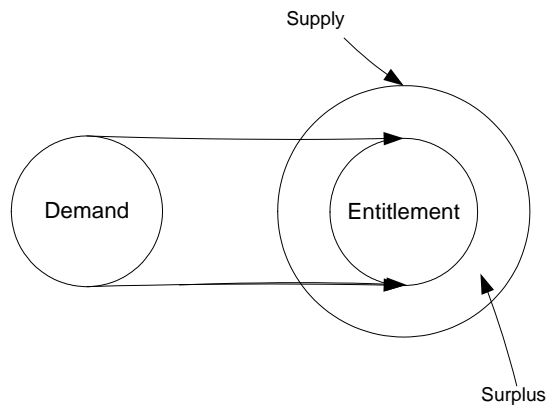
The entitlement of field time for a group is equal to that group's demand compared to the total demand, i.e. if a group is 5 percent of the total demand, their entitlement would be 5 percent of the total availability of fields. The entitlement only identifies the number of hours of field time. The day, time, and field location is determined by the allocation committees. A group's entitlement may fluctuate from year to year, as its entitlement is directly proportional to its increase or decrease in participants when compared to the overall demand for all groups.



If the demand for a category of fields is greater than the supply, the group's demand will be decreased to meet the supply. Their percentage of the demand will remain the same. The allocation committee will determine how the demand will be reduced for a field type. For example, they may decide that a certain age group will play on a smaller field where there is sufficient supply.



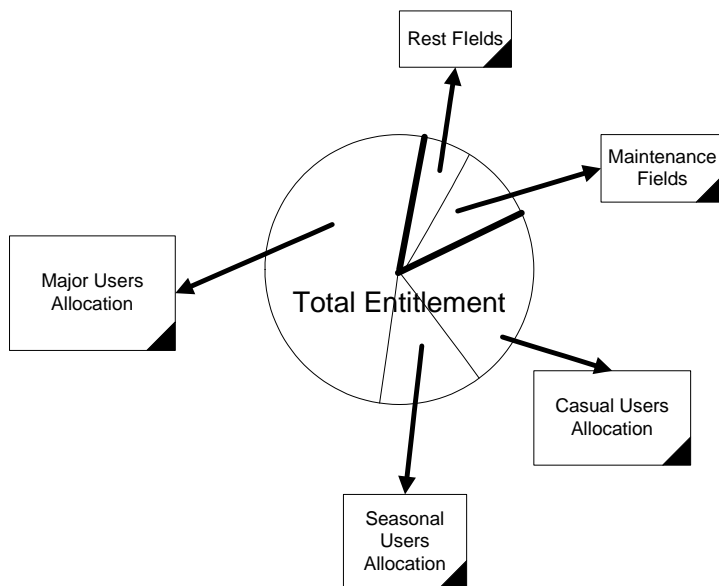
If the demand for a specific category of field is less than the supply, the entitlement will stay the same as the demand and any surplus fields will then be made available to the allocation committees.



The format of the annual allocation meeting(s) will allow the confirmation of bookings at the completion of each meeting. Generally, the allocation meetings will take place after groups have completed their registration. Groups may count the number of teams in the current registration and any anticipated increase for the current year.

Allocation of Time

Total entitlement will be distributed to the allocation categories. Each category will have their fair share of the field time according to their membership.



Major Users

The entitlement for this category will be distributed to the rectangular field and diamond user committees according to the entitlement of the collective membership in each of the user committees. Each committee then allocates fields in accordance with their approved allocation process. Groups may negotiate within the allocation committee for more or less time in each field category. For example, some teams may want to practice on a lesser field to get the days of the week that work best for them making available better fields for other teams if they wish on the weekends.

Groups who do not wish to negotiate can book their calculated entitlement. The day of the week and the location of the field will be selected by their allocation committee.

A dispute resolution process will be developed by the groups to resolve issues where negotiations have been unsuccessful. In this dispute resolution process, the needs of the joint use partners will be honoured (as identified in the Joint Use Agreement).

Seasonal Users

The entitlement for this category will be assigned to the Seasonal Allocation Committee that is coordinated by the Community Services Facility Booking Unit. Seasonal users will approve the allocation process prior to allocating fields. Groups may negotiate within the allocation committee for more or less time in each field category. For example, some teams may want to practice on a lesser field to get the days of the week that work best for them making available better fields for other teams if they wish on the weekends.

Groups who do not wish to negotiate can book their calculated entitlement. The day of the week and the location of the field will be selected by their allocation committee.

A dispute resolution process will be developed by the groups to resolve issues where negotiations have been unsuccessful.

Casual Users

The Community Services Facility Booking Unit will coordinate the allocation of fields to casual users.

Appendix 2 Committee Terms of Reference

Sports Field Working Sub Committee - Terms of Reference

1. Background

The Joint Use Agreement Steering Committee established the Sports Field Working Sub Committee to deal with matters within the scope of the Field Strategy 2005 – 2015.

2. General Purpose

The purpose of the Sports Field Working Sub Committee is to:

- Provide recommendations to the Joint Use Steering Committee on all matters that impact the operation of sports fields in Edmonton.
- Resolve allocation, development or redevelopment and stewardship issues brought forward by the rectangular field, and diamond users committees.

3. Key Duties and Responsibilities

The committee has the following duties and responsibilities:

- Make recommendations to the Joint Use Agreement Steering Committee as it relates to ongoing and emerging sport field issues.
- Represent field users' views to the City of Edmonton, and the school boards on issues that relate to or potentially affect sports fields.
- Provide field user input into the school board and corporate strategies, as part of the public input process.
- Review and approve the standards of play for new sport groups.
- Ensure that allocation of field time by the allocation committees is within the fair and equitable principle of the Field Strategy 2005 – 2015.
- Provide recommendations to the Joint Use Agreement Steering Committee on the operation and/or revision to the field strategy.
- Identify issues, offer advice, and/or develop strategies related to the Field Strategy 2005 – 2015.

4. Composition and Appointment

The committee consists of:

- A chairperson appointed by the Committee from the partner representatives
- One representative from each of:
 - Community Services Department
 - Edmonton Public School Board
 - Edmonton Catholic School Board
 - Edmonton Sport Council
 - Edmonton Federation of Community Leagues
- Outdoor Sports - One representative from each of:

- Soccer
- Football
- Rugby
- Cricket
- Baseball
- Softball / Fastball
- Slo-pitch
- Ultimate
- Track and Field

Each sport in the rectangular field or diamond users committee will elect their representing member to this committee.

- Sport representatives shall have a term of two years.
- Representatives or members who are absent for two or more consecutive meetings of the committee, unless excused by the committee, will be requested to submit their resignation.

5. Meetings

- The committee shall hold a minimum of four meetings each year.
- The chairperson can call special meetings of the committee, on his/her own initiative or at the request of two members of the committee, provided he/she gives 48 hours written notice and states the reason for the request.
- The most recent version of *Modified Robert's Rules of Order* will define a quorum at all committee meetings. (50% of entitled members/representatives)
- Every effort will be made to reach consensus (a decision that all can support) when making decisions. It is important that members listen to and consider different points of view as they work towards consensus decisions. If consensus cannot be reached, members shall vote. When necessary, the most recent version of *Modified Robert's Rules of Order* will be used as a guide for procedures and decision-making processes.
- Committee members who are unable to attend a meeting may supply a written proxy vote to any other member of the committee to register their vote.
- In the course of the decision making process where a member has a concern regarding decisions made, recourse would be to the Joint Use Steering Committee.

6. Review and Evaluation

- The Sports Field Working Sub Committee will provide an evaluation of the Field Strategy 2005 – 2015 to the Joint Use Steering Committee annually.
- The Sports Field Working Sub Committee and the Joint Use Steering Committee will identify and measure the benefits, community outcomes and associated performance measures related to sports fields.
- The Sports Field Working Sub Committee may recommend changes to their terms of reference to the Joint Use Steering Committee.

Rectangular Field Users Committee - Terms of Reference

Background

The “Field Strategy 2005 – 2015” established the Rectangular Field Users Committee to deal with matters within the scope of the allocation, development, or redevelopment of rectangular sports fields.

General Purpose

The purpose of the Rectangular Field Users Committee is to:

- Allocate rectangular sport fields to its membership.
- To review and submit field development or redevelopment proposals from its members.

Key Duties and Responsibilities

- Ensure that allocation of field time by the Rectangular Field Users Committee is within the terms of the fair and equitable allocation process identified in the Field Strategy 2005 – 2015.
- Conduct a complete review at the end of each yearly allocation cycle.
- Identify issues, offer advice, and/or develop strategies related to the Field Strategy 2005 – 2015.
- Provide recommendations to the Sports Field Working Sub Committee.

Composition and Appointment

- The committee consists of:
 - one non-voting department representative
 - Major Users of rectangular fields
- The committee shall elect a chairperson for a term of two years.
- The committee shall elect a vice-chairperson for a term of two years.
- The chairperson and vice-chairperson shall alternate election years to provide continuity in the committee. To launch the committee, the chairperson shall be elected for a one-year term and the vice-chairperson for a two-year term.
- The committee chairperson and vice-chairperson shall not be from the same sport organization.

Meetings

- The committee shall hold a minimum of three meetings each year.
- The chairperson can call special meetings of the committee, on his/her own initiative or at the request of two members of the committee, provided he/she gives 48 hours written notice and states the reason for the request.
- The most recent version of Modified Robert’s Rules of Order will define a quorum at all committee meetings.
- Every effort will be made to reach consensus (a decision that all can support) when making decisions. It is important that members listen to and consider different points of view as they work towards consensus decisions. If consensus cannot be reached, members shall vote and, in the event of a tie vote, the motion shall be considered lost. Each member of the committee, except the department representatives, is entitled to one vote. . When necessary, the procedures and decision-making processes will follow the most recent version of Modified Robert’s Rules of Order. Where necessary during meetings, a motion followed by a second, and then majority approval will be required before a decision is carried. Where an issue is raised with respect to meeting

procedure, the most recent version of Modified Robert's Rules of Order will be followed.

- Committee members who are unable to attend a meeting may supply a written proxy vote to any other member of the committee to register their vote.
- In the course of the decision making process, where a member has a concern regarding decisions made; recourse would be to the Sports Field Working Sub Committee.

Review and Evaluation

- The Rectangular Field Users Committee will evaluate the Field Strategy 2005 – 2015 processes to the Sports Field Working Sub Committee annually.
- The Rectangular Field Users Committee may modify their terms of reference by recommending the changes to the Sports Field Working Sub Committee.

Diamond Users Committee – Terms of Reference

Background

The “Field Strategy 2005 – 2015” established the Diamond Users Committee to deal with matters within the scope of the allocation, development, and redevelopment of diamonds.

General Purpose

The purpose of the Diamond Users Committee is to:

- Allocate diamonds to its membership.
- To review and submit field development or redevelopment proposals from its members.

Key Duties and Responsibilities

- Ensure that allocation of field time by the Diamond Users Committee is within the terms of the fair and equitable allocation process identified in the Field Strategy 2005 – 2015.
- Conduct a complete review at the end of each yearly allocation cycle.
- Identify issues, offer advice, and/or develop strategies related to the Field Strategy 2005 – 2015.
- Provide recommendations to the Sports Field Working Sub Committee.

Composition and Appointment

- The committee consists of:
 - one non-voting department representative
 - Major Users of diamonds
- The committee shall elect a chairperson for a term of two years.
- The committee shall elect a vice-chairperson for a term of two years.
- The chairperson and vice-chairperson shall alternate election years to provide continuity in the committee. To launch the committee, the chairperson shall be elected for a one-year term and the vice-chairperson for a two-year term.
- The committee chairperson and vice-chairperson shall not be from the same sport organization.

Meetings

- The committee shall hold a minimum of three meetings each year.

- The chairperson can call special meetings of the committee, on his/her own initiative or at the request of two members of the committee, provided he/she gives 48 hours written notice and states the reason for the request.
- The most recent version of Modified Robert's Rules of Order will define a quorum at all committee meetings.
- Every effort will be made to reach consensus (a decision that all can support) when making decisions. It is important that members listen to and consider different points of view as they work towards consensus decisions. If consensus cannot be reached, members shall vote and, in the event of a tie vote, the motion shall be considered lost. Each member of the committee, except the department representatives, is entitled to one vote. . When necessary, the procedures and decision-making processes will follow the most recent version of Modified Robert's Rules of Order. Where necessary during meetings, a motion followed by a second, and then majority approval will be required before a decision is carried. Where an issue is raised with respect to meeting procedure, the most recent version of Modified Robert's Rules of Order will be followed.
- Committee members who are unable to attend a meeting may supply a written proxy vote to any other member of the committee to register their vote.
- In the course of the decision making process, where a member has a concern regarding decisions made; recourse would be to the Sports Field Working Sub Committee.

Review and Evaluation

- The Diamond Users Committee will provide an evaluation of the Field Strategy 2005 – 2015 processes to the Sports Field Working Sub Committee annually.
- The Diamond Users Committee may modify their terms of reference by recommending the changes to the Sports Field Working Sub Committee.

Appendix 3 Homebase Program

Home Base Program

Community Services Department Operating Principles:

Known as the People, Parks and Places Department, the City of Edmonton's Community Services Department has an uncompromising commitment to providing a better quality of life for individuals, families, and communities. To achieve this vision, the department has adopted the following core operating principles, as a means of guiding our work:

- We will achieve our vision, goals, and objectives through collaboration and partnerships.
- We will focus on community-based service delivery using a community development approach.

What is the Home Base Program?

The Home Base Program is a partnership between an organization and the City of Edmonton. As part of this agreement, the organization agrees to develop or upgrade desired sports fields to a "premier level" or better.

Benefits

In return for entering into this agreement, partnering organizations will receive the following benefits:

- Priority booking status on the allocation of the upgraded field.
- The partnering organization can provide a higher level of field maintenance than the City of Edmonton currently provides. This may include above premier-level maintenance or an irrigation system as an example.
- The opportunity to develop a home site in an area of the city that meets the organization's needs.

Program Rationale

In many cases, the City of Edmonton is unable to develop and maintain sports fields to the standard desired by the field users. The Home Base Program allows community organizations to assume the responsibility of maintaining the field at a level that best suits their needs, while enjoying the improved access they receive through their priority booking status.

In return, the City receives superior sport field(s) for play that can be booked to users, when the home base organization is not using the field(s).

History

The Home Base Program began in 1986 as a pilot project. At that time, it was anticipated that a number of organizations would be interested in developing a “home base” however; it was not clear just how popular the program would be. By the spring of 1987, the program had attracted an overwhelming number of applications from community organizations and was well on its way to becoming an established program.

Home Base Program Overview

- All home base sites are covered under a standard licence and are subject to a three-year term, managed by the Community Services Department.
- The Home Base Program licence addresses the sport field, amenities, and fixtures located on City of Edmonton parkland. All Home Base Program development proposals must be approved by the community services’ parkland development process and booked through the facility bookings section.
- If the community/sport organization has or desires to build a clubhouse or building, a separate lease is required, and will be managed by the Asset Management & Public Works Department.
- If the partnering community/sport organization pays the current City of Edmonton sport field rental fee, they will receive priority booking and will be entitled to premier (enhanced) field maintenance services on the upgraded sport field(s).
- A community/sport organization will not pay the current City of Edmonton sport field rental fee if they choose to provide the premier (enhanced) field maintenance service themselves. The City of Edmonton will only provide maintenance service at a standard level. The community/sport organization will be responsible for increasing the maintenance of the sport field(s) from the standard level to the premier level of maintenance. In return, the organization will receive priority-booking privileges for the upgraded field(s).
- Only district and citywide parks will be considered for the Home Base Program. Enhancements to neighbourhood sports fields are not eligible. However, enhancements may be considered to neighbourhood sports fields through the regular planning and development process as a community-initiated (funded) project, and are subject to City of Edmonton Community Services’ approval.
- New Home Base Program developments are no longer permitted in the river valley.

Home Base Program —Roles and Responsibilities

The charts on the following pages outline the four main components of the Home Base Program in relation to the responsibilities for community/sport organizations and the City of Edmonton:

1. Field Upgrade
2. Priority Booking
3. Field Use Fees
4. Maintenance Services

For more information about the Home Base Program, contact your organization’s assigned Community Recreation Coordinator or call 496-4999.

Field Categories

Stadium Sites (This class of sport field is not part of the home base program.)

- Telus Field
- Commonwealth Stadium

Staffed Sites (This class of sport field is not part of the home base program.)

- Clark Park
- Coronation Park
- Goldstick Park
- John Bright Park
- Bob White Field
- John Fry Park
- Rollie Miles Park

Premier Fields

- Non-staffed site
- Irrigated rectangular fields
- Shale infield or base path on diamonds

Standard Fields

- Any field not classed Stadium, Staffed, or Premier

Home Base Program - Diamond Fields

	Field Upgrade	Priority Booking	Field Use Fees	Maintenance/Repair Services
Community/ Sport Organization	Must upgrade to Premier Field (diamond)	YES (not exclusive use)	YES - current City of Edmonton sports field prices	<ul style="list-style-type: none"> The organization is responsible for all maintenance services to developed upgrades (i.e. bleachers, fencing, irrigation system, lighting, etc.). The organization can choose to provide additional turf mowing, field marking, aerating, fertilizing and minor turf repair.
			NO	<ul style="list-style-type: none"> The organization is responsible for all maintenance and repair to the developed upgrade(s) (i.e. shale, fencing, backstop, dugouts, mounds, bullpen, batting cage, irrigation system, lighting, etc.). The organization must provide the upgrade in maintenance from the standard level to premier (enhanced) turf mowing and floating. The organization can choose to provide line marking and/or additional turf mowing, floating, and home plate maintenance.
City of Edmonton	Must be approved by the Community Services Department	All field bookings through City of Edmonton Booking, Information and Registration Unit.	YES	City of Edmonton will provide the approved premier (enhanced) service level of turf mowing, floating and home plate maintenance.
			NO	City of Edmonton will provide the approved standard level of turf mowing, floating and home plate maintenance.

Home Base Program - Rectangular

	Field Upgrade	Priority Booking	Field Use Fees	Maintenance Services
Community/ Sport Organization	Must upgrade to Premier Field (rectangular field)	Yes (not exclusive use)	YES - Current City of Edmonton sports field prices	<ul style="list-style-type: none"> The organization is responsible for all maintenance services to developed upgrade(s) (i.e. bleachers, fencing, irrigation system, lighting, etc.). The organization can choose to provide additional turf mowing, field marking, aerating, fertilizing and minor turf-repair.
			NO	<ul style="list-style-type: none"> The organization is responsible for all maintenance and repair to developed upgrade(s) (bleachers, fencing, irrigation system, lighting, etc.). The organization must provide the upgrade in maintenance from the standard level to premier (enhanced) turf mowing, aerating, and fertilizing. The organization can choose to provide additional turf mowing, field marking, aerating, fertilizing and minor turf-repair.
City of Edmonton	Must be approved by the Community Services Department.	All field bookings through City of Edmonton Bookings, Information and Registration Unit.	YES	City of Edmonton will provide the approved premier (enhanced) service level of turf mowing, field marking, aerating, fertilizing and minor turf repairs.
			NO	City of Edmonton will provide the approved standard service level of turf mowing, field marking, aerating, fertilizing and minor turf repair.

Appendix 4 Base Level Maintenance Service

ACTIVITY	SERVICE LEVEL	QUALITY STANDARD
<p>GRASS CUTTING</p> <p>Power Mowing</p> <p>Trimming</p>	<p>10 cuts per season on Neighbourhood/School Sites. 18 cuts per season on Premier Rectangular Fields.</p> <p>4 times per year.</p>	<p>Turf height cut at 5-cm. Maximum height at 12 cm., on average. Turf cut even.</p> <p>Turf height 5 cm. Reduce to 2 times per year.</p>
<p>TURF QUALITY</p> <p>Fertilizing</p> <p>Herbicide</p> <p>Misc. Turf</p> <p>Aerating</p>	<p>Up to 3 times per year on Premier Fields, depending on need. Once per year on priority fields (high use fields identified by users).</p> <p>As per standards recommended in IPM Premier Parkland – 3 weeds per square meter. Neighbourhood/School Sites – 6 weeds per square meter.</p> <p>As required.</p> <p>As required.</p>	<p>Application is even, uniform and free of burn spots.</p> <p>Turf height 5 cm. No over spray or drift on non-target area.</p> <p>Top dressing - uniform application not to exceed 10mm thickness. Irrigation - thorough soaking to the depth of root zone. De-thatching - uniform throughout, thatch removed. Edging - curbs free of overgrowth. Clippings removed to prevent the killing of grass.</p> <p>Uniform coverage to required depth.</p>
<p>PLAYING SURFACE</p> <p>Major Turf Repair Seeding</p> <p>Major Turf Repair Sodding</p>	<p>As required.</p> <p>As required.</p>	<p>Seed application even and uniform. Repaired areas to be at grade and flush with surrounding turf.</p> <p>Turf established to compatible level of surrounding area.</p>

Line Marking	Up to 6 markings on premier fields (paint only). City wide total not to exceed allocated budget .	Fields marked with clearly visible white paint - 4" lines. Dimensions as per regulations or site limitations.
FIXTURES		
Sports Field Furniture and Fixtures	As required.	Sports fixtures safe and free of damage. Goal posts are painted white and have numbers. Bleachers/benches installed on a shale base. Backstops have numbers and bottom safety rail.
Jump Pit Maintenance	As requested.	Sand free of debris including grass, weeds, etc. Up to 2 jump pits per school. No installation or maintenance of take off boards.
1/4 Mile Track Maintenance	As required to a maximum of 6 times per year.	Ensure surface is free of all debris. Surface must remain firm underfoot when complete.
DIAMOND MAINTENANCE		
Line Marking	Pay per mark only.	Fields marked with clearly visible white paint - 4" lines. Dimensions as per regulations or site limitations.
Premier Diamond Maintenance	Float shale diamonds up to 10 times per year. Edged as required once per year. Top up shale as required.	Playing surface are in a safe, level playing condition and all areas free of debris or glass. Surface must remain firm underfoot.
Standard Diamond Maintenance	All standard diamonds 2 times per year.	Playing surface is free of debris/glass and all area are in safe, level playable condition. Use shale material to fill depressions, etc.
Home Plate	All home plates checked in early spring	All home plates installed level with

Maintenance	prior to season start up. All subsequent repairs as required.	existing ground surface. All home plates aligned with optimum outfield clearances along first and third base lines. Rubber plate is attached to plywood base.
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Appendix 5 Implementation Strategy

