

Wheatland County  
**RECREATION POLICIES**

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<b>Policy Name:</b>	Memorial Bench Program
<b>Policy Number:</b>	14.1
<b>Policy Owner:</b>	Community Services
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	May 5, 2020
<b>Date Last Reviewed:</b>	May 5, 2020

**PURPOSE**

To enable community members to honor the memory of loved ones in a lasting and meaningful way.

**The purpose of this policy is to:**

Enable community members, visitors with an opportunity to honor the memory of loved ones in a lasting and meaningful way. An important date, a personal message or the name of a loved one can accompany park benches or site amenities in designated Wheatland County Cemeteries, or Parks.

**Policy Guidelines/Procedures:**

- Groups or individuals may request to purchase a memorial bench to be placed on municipal owned land. See Schedule “A” form.
- Site Locations:
  1. Sites are chosen in consultation with Wheatland County Staff;
  2. Benches will not be permitted in hazardous or environmentally sensitive areas,
  3. Sites will also be reviewed for maintenance accessibility, for appropriate spacing from other benches, or amenities, and in accordance with existing and anticipated County Bylaws, policies and directives.
- All Benches, Plaques will be purchased through Wheatland County and meet County Specifications.
- The applicant is responsible for the cost of the bench, plaque, and all associated installation costs, charged and collected in accordance with the Wheatland County Master Schedule of Fees; Bench \$1,500-\$3,000

- Replacement of a memorial bench will be at the discretion and the cost of the applicant; efforts will be made to contact and notify the applicant of pending removal of a memorial bench.
- The commemorative plaque will be placed on the back of the bench. The plaque shall be a standard size of 5 cm. x 20 cm. (2 in. x 8 in.)
- All wording for commemorative plaques must be approved by the County.
- The replacement of a memorial plaque for whatever reason is the responsibility of the memorializing individual or group.
- The County reserves the right to:
  1. deny any memorialization.
  2. move a bench that has become damaged or to accommodate for any unforeseen future events.
  3. determine the style of bench taking into consideration maintenance requirements, the wishes of the applicant and the design of the area where the bench is to be installed.
  4. remove the bench at the end of its useful life.
- No person shall tamper with or relocate a memorial bench or the area immediately surrounding it.

Schedule "A"

**Wheatland County  
Application Form for Memorial Bench Program**

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Town:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Number of Benches to be ordered:** \_\_\_\_\_

**Briefly identify the location you wish to have your memorial bench/tree located.** *(You may wish to identify your 1<sup>st</sup> and 2<sup>nd</sup> choices for location. You are reminded that your choice may not be granted depending on the County's ability to prepare the site for the bench.)*

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**Indicate the wording you wish on the plaque. Remember the plaque will be 2" x 8"**

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Example:

2018 *(year placed)*  
In Memory of John Doe  
Our Loving Father

**Applicant's  
Signature:** \_\_\_\_\_

<b>Policy Name:</b>	Public Tree Policy
<b>Policy Number:</b>	14.2
<b>Policy Owner:</b>	Community Services
<b>Adopted Date:</b>	December 4, 2018
<b>Effective Date:</b>	December 4, 2018
<b>Date Last Amended:</b>	May 5, 2020
<b>Date Last Reviewed:</b>	May 5, 2020

**PURPOSE**

To protect and replace trees in Hamlet communities.

**The purpose of this policy is to:**

Provide a framework for Wheatland County staff to manage trees on County property within Hamlet Communities.

**Policy Statement:**

Wheatland County is committed to managing the quality of trees within the County’s Hamlets. The County’s primary concerns are the impact of private development, construction, and general public use on the quality and quantity of trees on County property and the overall impact of any reduction in the number of trees with in the County will have on the environment and aesthetic benefits, health and well-being of the citizens, the health of the environment and availability of habitat for birds, and the aesthetic value of County properties.

The County will maintain a comprehensive tree management program that will include:

1. Planting new trees
2. Monitoring the condition of trees on County property; and
3. Seeking out alternative solutions to removing trees that hinder infrastructure or development projects.

**County Staff Responsibilities:**

The County, its staff and contracted firms are responsible for the monitoring and ensuring the provisions of this Policy are followed.

The Community Services Department shall develop tree planting plans on an annual basis that will detail the number and areas where new trees are to be planted in the County. These plans will take into consideration the following:

1. Where the trees were removed, and if possible to relocate new trees back to the same site; or
2. Close proximity to within the community; and/or
3. In conjunction with a community public consultation to determine a suitable location and species of trees.

**Considerations:**

When no reasonable alternatives exist, Public Trees may be removed for the following reasons:

1. Public safety concerns such as un-repairable damage, traffic visibility and safety setbacks
2. Tree is dead or in declining health, or is proven to have a disease or infestation or pests as defined by Alberta's Pest and Nuisance Control Regulation, Alta. Reg. 184/2001 as amended from time to time
3. Tree has a condition rating of less than 40% based on International Society of Arboriculture (ISA) assessment criteria
4. Utility repairs above ground or below ground, overhead utility clearance, or repeated history of utility conflicts
5. Capital construction of roads, utility infrastructure or development, provided that the County receives adequate compensation for the loss of the tree(s)

Removal of Public Trees need to be approved by the Manager of Community Services.

All pruning on Public Trees requires written authorization from the Community Services Department, and is required to follow:

- accepted Arboricultural practices, ISA Standards'
- will be completed to further the health and structure of the tree
- major pruning activities should be conducted by a certified arborist.

Tree pruning and removal of a Public Tree is not permitted for:

1. Mitigation of minor nuisances such as fruit, seeds, fluff, pollen, sticky bud caps, leaves, minor pest infestation, etc;
2. Mitigation of landscape damage; or
3. Creation of views i.e. advertising signs, residential lot views

As part of the Public Tree Policy, a Tree Protection Plan will be required when a development or construction occurs within six (6) meters of a County owned tree (Public Tree) with in a *hamlet*. The intent of this Tree Protection Plan is to eliminate or reduce damage to County trees.

**Tree Protection Plans must:**

1. Be complete;
2. Signed by an Arborist when required by the Manager,
3. Adhere to the Public Tree Policy;
4. Include photographs of the site including all Public Trees that are located within 6 meters of the property line where the proposed development will take place;

5. Indicate the location of all Public trees located within 6 meters of the property line where the proposed development will take place;
6. Include a full description of the Public Trees including but not limited to the species, diameter at 1.4 meters from the ground, height, condition and existing flaws, damage, pests and diseases;
7. Identify what work to the Public Tree is being proposed;
8. Identify a Tree Protection Zone;
9. Identify staging, hoarding, and storage areas for construction;
10. Identify limits of land disturbance, excavation, trenching and grade changes, routing of utilities, irrigation systems, sidewalks, driveways, and construction access roads, changes to street lighting, fire hydrants and utility boxes;
11. Identify construction methods and equipment to be utilized on the Public place;
12. Identify measures to ensure that the branches, trunk and roots of the Public Trees are protected during construction; and
13. Provide contact information for a designated individual who will be responsible for ensuring that all construction and other work adhere to the approved Tree Protection Plan (see Schedule "A")

**Compensation:**

Wheatland County requires compensation for damage to Public Trees.

The standard for assessing the value of trees is the Council of Tree and Landscaping Appraisers' "Guide for Plant Appraisal" (As updated from time to time by the International Society of Arboriculture) All compensation requirements for damage or loss of Public Trees by private development, construction, and the general public shall be based on this assessment.

**Notification to the Public:**

County staff shall notify the public when performing planned major tree maintenance or removals on County owned trees that may affect adjacent landowners or when performing necessary maintenance on trees owned by other landowners (i.e.: Sidewalk clearance).

**County Owned Land Definition:**

Includes County titled lands, County Road Right of Ways, County Easements, Lands lease to or by the County.

Public trees are any trees on County Owned Land as defined above.

## **Schedule “A” Tree Protection Plan**

### **Overview**

County owned trees represent a significant investment and are highly valued by residents. The new Public Tree Policy will help preserve and protect trees on County land.

Community trees have come under increased stress in recent years due to redevelopment and construction activities. These trees are suffering damage as a result and these neighbourhoods are in danger of losing the mature trees that attract people to them in the first place.

As part of the Public Tree Policy, a Tree Protection Plan will be required when a development occurs within six (6) meters of a County owned tree within a *hamlet*. The intent of this tree protection plan is to eliminate or reduce damage to County trees.

Permit application forms will indicate when a Tree Protection Plan is required. On receiving the plan, the County will review and advise the applicant of any omissions in their plan. The application will not be approved until all of the required information is provided. The Tree Protection Plan will be rejected if information is:

- Missing;
- Incorrect;
- The plan does not adequately address the protection of the trees.

It will be the responsibility of the applicant to supply the required information and submit a revised Tree Protection Plan. Once an approved plan is completed, the County will issue an approval letter for the Tree Protection Plan.

### **Tree Protection Plan Requirements**

#### **1. Map Requirements**

The plan must be submitted with the following map information included, created as per the Alberta Land Surveyors Association of Alberta:

- Minimum scale of 1:100
- Trunk center point for each Public Tree
- Outline of the driplines (outer reach of branches) for each tree
- Existing and known proposed utilities
- Retaining walls and grade changes, barriers, both temporary and permanent
- Surface and subsurface drainage
- Tree Protection Zones
- Access points for construction traffic that crosses County lands

#### **2. Tree Inventory**

The Tree Protection Plan must include the following information for each Public tree:

- Species identification
- Trunk diameter measured at 1.4 meters above ground (caliper)
- Tree height (to the nearest meter)
- A minimum of two (2) photographs of each tree, taken from two different aspects
- Tree shall be identified as protected, removed, or transplanted



### 3. Tree Protection

The Tree Protection Plan must show how the Public tree will be protected during construction. The tree's roots, trunk, crown and tree protection zone must be adequately protected for the County to approve the plan. The plan must include the following:

- Location of barriers or fences erected to prevent access to the tree protection zone.
- That fencing or barrier material shall be a bright, contrasting colour and be durable. Fence posts shall be comparable to metal T- posts or heavier. Fence will be maintained in an upright position throughout the duration of the project.
- A warning sign will be displayed on each fence or barrier. The sign shall be a minimum of 30.5 cm x 40.5 cm and clearly state: "Warning – Tree Protection Zone" and indicate a contact telephone number.
- Provide information on how contractors will inform and educate workers in regards to Tree Protection
- Under certain circumstances extra tree protection will be required, for example:
  - ❖ Tree canopy is in jeopardy of being damaged;
  - ❖ Extreme soil compaction adjacent to tree protection zone;
  - ❖ Grade changes adjacent to tree protection zone;
  - ❖ Extra protection may include the following:
    - A tree watering schedule when development is to last more than two weeks
    - Mulch – untreated wood chips shall be spread to a 5 cm depth, and at least 5 cm from the trunk of the tree; out to the edge of the tree protection zone.

### 4. Tree Transplant Requirements

Where it is not practical to retain trees, transplanting should be considered as an alternative. The trees that are to be transplanted must be identified in the Tree Protection Plan.

To qualify for transplanting the following conditions must be met:

- The Public tree must be 10 cm in diameter or less measured at 1.4 meters above ground
- Have a root ball size of 25 cm to 3.8 cm of trunk caliper, evenly established on all sides from the centerline of the trunk
- Trees are to be in good health

Applicant will be responsible for the cost of hiring a County approved contractor for the transplant process.

Trees are to be planted according to Landscape Alberta Nursery Trades Association specifications.

### 5. Damage to Trees

The permit holder shall notify the County within two working days of any suspected damage to trees resulting from their development disturbance.

## 6. Tree Removal Requirements

The removal of a Public Tree may only be undertaken with the written permission of Wheatland County, Community Services Department. Trees to be removed must be identified in the Tree Protection Plan and reasons for the removal must be stated. A brief analysis of the feasibility of the alternative to tree removal must be included. The applicant will be responsible to compensate the County for Public trees that are removed.

Some alternative that applicants should consider before the removal of a County tree are:

- Modifying building design
- Modifying sidewalk or driveway design
- Limiting size of excavation
- Alternative shoring
- Alternative excavation techniques
- Trenchless technologies
- Alternative site access

## 7. Compensation

- Damage occurring to the landscape or trees on public lands resulting from construction will require rehabilitation/restoration at the cost of the applicant
- Trees removed or damaged, as a result of work, shall be compensated as per methodology from the Council of Tree and Landscape Appraisers (published by the International Society of Arboriculture)
- In addition a replacement tree shall be planted at the removal site or at a location determined by Wheatland County Community Services Department at a cost to the applicant
  - The Applicant may either hire a County approved contractor for the purchasing and planting of the replacement tree at the cost of applicant; or
  - The applicant may have the County plant a replacement tree at the cost of the applicant.
- In either case, species of the replacement tree and location will be determined by County Community Service Department  
Replacement tree will be planted within the next growing season.

<b>Policy Name:</b>	Playground Equipment Funding
<b>Policy Number:</b>	14.3
<b>Policy Owner:</b>	Community Services
<b>Adopted Date:</b>	June 16, 2020
<b>Effective Date:</b>	June 16, 2020
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

## **PURPOSE**

To provide:

- a framework to manage funding requests for playground equipment on Wheatland County property;
- funding guidelines for communities, groups, or organizations for playground equipment.

## **OBJECTIVE**

Wheatland County is committed to quality recreation opportunities within the County area. The primary concerns are to ensure responsible utilization of tax dollars, community support for purchasing and installing playground equipment on County property.

## **POLICY**

1. Site selection for playground projects shall be approved by the County.
2. Playground equipment shall meet the applicable Canadian Standards Association (CSA) guidelines.
3. The County may match up to 50% of the playground costs per eligible project, pending the annual Community Services capital budget. Community organizations must ensure that they have raised, at a minimum, 50% of the total project cost to be eligible for a contribution of up to 50% project cost by the County.
4. Community Enhancement Regional Board (CERB) funds are not eligible for the organization's matching budget amount.

5. Playground equipment will be the property of Wheatland County. Maintenance will be completed by the County, as required to preserve the asset and address liability issues. If the Community Organization selects a maintenance intensive option of play equipment the following may apply:
  - a) The County may approve all, part or deny any request received;
  - b) A maintenance agreement may be required between the parties to address those additional costs.
6. Playgrounds have a reasonable lifespan of 20 years. County administration will begin the process of community engagement 3-5 years before amenity end of life. Engagement objective is to inform the community that the structure is nearing the end of life. This will allow time for the community to mobilize fund raising efforts, if so desired by the Community. Without community fundraising support the playground equipment will be removed once it no longer meets CSA requirements; which could exceed the 20 year lifespan timeframe.
7. This policy may not apply to sites where there are lease/license agreements in place.

<b>Policy Name:</b>	Community Facilities Funding Grant Program
<b>Policy Number:</b>	14.4
<b>Policy Owner:</b>	Community Services
<b>Adopted Date:</b>	February 16, 2021
<b>Effective Date:</b>	February 16, 2021
<b>Date Last Amended:</b>	February 20, 2024
<b>Date Last Reviewed:</b>	February 20, 2024

**PURPOSE**

This policy establishes the Community Facilities Funding Grant Program, which is to provide financial support to non-profit organizations operating community facilities within the hamlets, and other residential communities of Wheatland County.

This policy outlines funding sources, eligibility criteria, application requirements, and evaluation guidelines.

**POLICY**

Wheatland County Council values the volunteers and resources that non-profit organizations operating community facilities provides for residents within our hamlets and residential communities.

Wheatland County will provide operational and capital assistance to non-profit organizations operating community facilities, programs, or services, that provide a public benefit to County residents via the Community Facilities Funding Grant Program.

The Community Facilities Funding Grant will be allotted annually as a part of the Wheatland County operating budget process.

**Grant Eligibility**

To be considered for funding under this grant program, the organization must adhere to the criteria listed below.

The organization shall:

1. Be a registered, or incorporated, non-profit organization under the *Agricultural*

*Societies Act, the Alberta Societies Act, or Part 9 of the Companies Act, in good standing.*

2. The organization must be operating a community facility, or delivering programs or services that are publicly accessible, that provide a direct benefit to County residents (example: community halls or recreation facilities).
3. The organization shall operate within a hamlet, or residential community, listed below:
  - a. Carseland
  - b. Cheadle
  - c. Cluny
  - d. Dalum
  - e. Gleichen
  - f. Lyalta
  - g. Namaka
  - h. Nightingale
  - i. Rosebud
  - j. Any other area deemed appropriate by the majority of Council
4. The organization shall submit an application for the grant before the program application deadline. The grant application must include the following information:
  - Current corporate financial statements, audited if available;
  - Detailed information of the project and funding requirements;
  - Three quotes for each project component for which funding is being requested, where possible;
  - How the County's contribution will be recognized and promoted;
  - The number of County and non-County residents benefitted by the facility, program, or service, and;
  - Progress or completion reports for any projects or initiatives for which the organization previously received grant funding from the County, whether under this, or any other County grant funding program.
5. If the facility or land location associated with the grant application is leased from the County, the lease agreement shall be current and in good standing, and there shall not be any outstanding or unresolved issues in relation to the performance of the terms of the lease agreement.
6. If requested by the County, the non-profit organization shall conduct a comprehensive facility audit and lifecycle assessment, and submit the resulting report, which will be included as part of the original grant application. Funding to support the costs associated with these audits is eligible under this grant program. The primary goal of the facility assessment and report submission is to identify any repair, maintenance, or upgrade items for the facility that demands prioritized attention. This process also aims to aid the operator in formulating a long-term capital replacement and maintenance plan.

Regarding the facility assessment and the submitted report:

- a. The County will thoroughly review the completed reports to verify that the funding requests for the facility adequately addresses the highest recommended priority needs, and;
- b. Funding requests may experience delays until the necessary reports are commissioned, and an agreement is reached between the County and the organization regarding the funding priorities essential for the long-term sustainability of the facility.

The following organizations and services are ineligible for funding under this policy:

1. Religious societies registered under the *Religious Societies' Land Act*;
2. Registered charitable organizations;
3. Professional associations;
4. Medical providers;
5. Research institutes, and;
6. Schools, school boards, or other groups or teams affiliated with educational institutions.

The following expenditures are ineligible for funding under this policy:

1. Expenditures funded by another County grant program, such as the Community Enhancement Regional Board (CERB) funding grant;
2. Retroactive expenses, unless in the case of emergency funding requests;
3. Honoraria;
4. Promotional materials;
5. Goods and Services Tax (GST), and;
6. Fundraising activities.

### **Conflict of Interest**

At the discretion of the Chief Administrative Officer, if Wheatland County determines that an organization's board or any of its directors, officers, or employees have a conflict of interest in the grant application received, and it is not corrected to the satisfaction of the County, the County may withhold or withdraw approved funding without notice.

Shareholders, directors, officers, employees, and contractors associated with a corporation receiving grant funding under this policy are prohibited from engaging in activities that may result in personal or financial gain for themselves, their family, friends, associates, businesses, or any other entities. This includes refraining from actions that could create the perception of benefiting personally or financially.

### **RESPONSIBILITIES**

Administration will complete the following:

- Collect applications;
- Review and determine if the applicant has met the grant requirements of this policy;

- Prioritize requests based on:
  - Operational needs to support programs and services;
  - Community benefits, as follows:
    - Creates a new or enhanced recreational or cultural amenity;
    - Enhances accessibility;
    - Contributes to community's physical attributes;
    - Expands or creates more local volunteer opportunities;
    - Contributes to safer communities;
    - Provides diversity, or inclusion, for County residents;
    - Provides public use facilities, and;
    - Sound stewardship of public resources.
- Prepare "Request for Decision" reports for Council's consideration and approval of grant funding recommendations.

## REFERENCES

- *Agricultural Societies Act*, RSA 2000, c A-11
- *Companies Act*, RSA 2000. c C-21
- *Societies Act*, RSA 2000, c S-14
- *Religious Societies' Land Act*



<b>Policy Name:</b>	Library Funding
<b>Policy Number:</b>	14.5
<b>Policy Owner:</b>	Community and Development Services
<b>Adopted Date:</b>	September 6, 2022
<b>Effective Date:</b>	September 6, 2022
<b>Date Last Amended:</b>	N/A
<b>Date Last Reviewed:</b>	N/A

**PURPOSE**

In recognition of libraries as community hubs, Wheatland County supports literacy by contributing to the operating of libraries throughout the County. This policy establishes a framework for Wheatland County to provide funding to libraries within the communities throughout the County.

This policy applies to the approved list of libraries operating within communities throughout Wheatland County, including but not limited to, libraries that are also members of the Marigold Library System. The current list of approved libraries is found in the table below in Policy Section 1.

**POLICY**

In May 2013, Resolution CM-2013-05-44 stated to make contributions to the libraries within the County to be funded from the Library Reserve set up from the Community Enhancement Tax Levy. The resolution indicated that Wheatland County Administration should forward contributions to libraries located within Wheatland County, upon receipt of confirmation of the number of library cardholders residing within the County, as indicated below:

<b>Library</b>	<b>Base Grant</b>	<b>\$/County Cardholder</b>
Carseland Community Library	\$8000.00	\$15.00
Gleichen and District Library	\$8000.00	\$15.00
Hussar Community Library		\$15.00
Rockyford and District Municipal Library		\$15.00
Rosebud Library	\$2000.00	
Standard Municipal Library		\$15.00
Strathmore Municipal Library		\$15.00

- 1) These amounts will be funded from the library reserve set up from the Community Enhancement Tax Levy.
- 2) Qualified libraries are subject to continual operation as a library within Wheatland County for the designated year.
- 3) Consistent with prior years, funding has been included in the operating budget to fund library contributions.

## **RESPONSIBILITIES**

- 1) Following the confirmation of the number of cardholders residing within Wheatland County provided to staff annually by Marigold Library, the Library Contribution is calculated according to the table in Policy section 1 above.
- 2) Eligible libraries will be provided with a letter indicating the County's 2022 contribution, as well as a cheque for the approved amount, as directed by the Chief Administrative Officer.
- 3) A copy of the approved contributions will be provided to Financial Services to record the funding from the reserve.

## **REFERENCES**

### **Policies**

- Corporate and Financial Services Policy Section 2.9.17 - Library Reserve