

**MPMP FOR PARKS AND RECREATION  
QUESTIONS AND ANSWERS  
March 18, 2005**

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The following questions and answers are designed to supplement the instructions provided by the Ministry of Municipal Affairs and Housing (available on the website: <http://oraweb.mah.gov.on.ca/fir/Welcome.htm>) as well as the information provided in training sessions sponsored by Parks and Recreation Ontario (PRO), the Ontario Parks Association (OPA) and the Ontario Recreation Facilities Association (ORFA) in January and February 2005.

**Note:** The first year in a performance measurement program is always the toughest. For some municipalities it may be fairly easy to complete the MPMP for Parks and Recreation. For others it will be challenging. In this section we provide some answers to questions the MPMP Working Group has already been asked, and some tips and strategies that might help ease the transition in the first year. We will add to this list and maintain an online source of questions and answers on the websites of PRO, OPA, and ORFA.

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**General Questions**  
 (in alphabetical order related to primary subject)

**Help**

**Q. Who can I go to for more help?**

A. *The answer to this question may vary, but here's a start:*

For Questions About...	Consider...
<b>The FIR and MPMP in general:</b>	Start with your municipal treasurer – they have been working with the program for many years. It is important for you to understand how your municipality has been allocating costs in the past. That is your starting place. Other sources include the Ministry of Municipal Affairs and Housing's Municipal Service Offices
<b>Specific MPMP definitions:</b>	Ministry's Municipal Performance and Accountability Branch and Municipal Service Offices
<b>Sector views on the performance measures and future plans</b>	Parks and Recreation Ontario Ontario Parks Association Ontario Recreation Facilities Association

**Lack of Information**

**Q. What if we don't have accurate information at this time?**

A. Informed estimates, based on reasonable and informed assumptions and calculations, can be utilized. A good test of whether an estimate is informed is whether someone else, using the same assumptions would come to the same number. "Guesstimates" which require subjective judgment should not be utilized. If for some reason informed estimates cannot be made, then a municipality should not complete this section, but put in place processes to enable it to answer this question next year.

**Q. What if we don't have any 2004 data for program registration or facility permitting?**

A. As noted earlier, informed estimates, based on reasonable and informed assumptions and calculations, can be utilized. A good test of whether an estimate is informed is whether someone else, using the same assumptions

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could come to the same number. “Guesstimates” which require subjective judgment should not be utilized. If for some reason informed estimates cannot be made, then a municipality should not complete this section, but put in place processes to enable it to answer this question next year.

### **Population**

- Q. Can our municipality include seasonal residents in its calculation of population?
- A. Population data is collected in Schedule 90 of the FIR and is based on the municipal enumeration conducted every three years. The seasonal population that is subject to enumeration will be included. Please use the population figure from SLC 90 0020 02.

### **Sources of Information**

- Q. **What sources might help me in calculating the amount of open space we have?**
- A. Most municipalities have an inventory of parks and/or open space. Sources include Parks and Recreation Master Plans, Official Plans, and Geographic Information Systems.

### **Special Circumstances**

- Q. **Our municipality has some unique features or experienced some unique issues in 2004. These unique features or issues will skew our efficiency and effectiveness measures. What do we do?**
- A. Schedule 93 entitled “Performance Measurement: Notes (Optional)” provides space for your municipality to highlight this unique information. For example, your costs might increase significantly in one year due to the opening of new facilities. You can type this information into the relevant part of Schedule 93 (see Appendices D and E).

**Parks, Trails and Facilities-Related Questions**  
(in alphabetical order related to the primary subject)

**Attractions**

- Q. We run a **carousel and miniature train** in one of our parks. How do we account for these?
- A. These would likely be considered part of your recreational facilities. Check with your treasurer to see where they have been reported previously in Schedule 40 (Revenue Fund Expenditures) of the FIR.
- Q. We run an **outdoor theatre** (amphitheatre) and concert series in one of our parks. How do we account for these programs?
- A. These would likely be considered part of your recreation program costs. However, in some municipalities this information may be included in a separate line in Schedule 40 called Cultural Services. Check with your municipal treasurer on how this cost has been allocated in the past.

**Boulevards**

- Q. We maintain **boulevards** along major roadways – including tree and shrub plantings and grass cutting in order to enhance the “green” nature of our community. Are the costs to do this included in our parks costs?
- A. No – these costs would generally be reported elsewhere in the FIR under roadways. The Ontario Good Roads Association considers the following roads maintenance: “Vegetation management including roadside mowing, weed control, tree planting & removal, tree trimming; sidewalks; debris collection including leaves; curb & gutter; guide rail maintenance; fencing.”
- Q. Is the **maintained boulevard space** included in our hectares of open space per 1,000 persons?
- A. No – not if they are part of the municipal right of way.

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#### **Camps**

- Q. We operate a **large camp** on a lake within our municipality. We incur significant costs to maintain the lands/open space, maintain the facilities and run the camp program, and many children attend the camp each year. How should these be accounted for?
- A. If this is a large operation we suggest you allocate the costs to the relevant categories – i.e. parks, recreation programs and facilities. The children attending the camp should be included in your calculation of program participant hours.

#### **Cemeteries**

- Q. Our parks department maintains 2 **cemeteries**. Are the operating costs of maintaining these cemeteries included in our parks operating costs?
- A. No – these are reported elsewhere in the Financial Information Return (under Health Services) and should not be included as part of the parks operating cost.
- Q. We have three large cemeteries in our municipality that we maintain. Should this space be included in our hectares of open space?
- A. No these lands should not be included as their primary purpose is not considered to be recreational.

#### **Community-Run Facilities (Maintenance Costs & Space)**

- Q. We lease out some community centre facilities to community groups (e.g. Community Hall Boards, Non-Profit Gymnastics Clubs) who run programs from these facilities but we cover the utility operating costs and our staff do regular monitoring, maintenance work and checks (including water testing, etc.). Where do these costs get captured?
- A. These costs would be part of your facility operating costs.
- Q. We lease out some community centre facilities to community groups who run programs from these facilities but we cover the utility operating costs and our staff do regular maintenance work and do checks including water testing, etc. Should these facilities be included in our square metres of facility space?
- A. Yes – they should be included in your calculation of square metres.

## **Concessions**

- Q. We run some small concession stands in our parks. Where would the costs of running these concessions be?
- A. These costs would generally be assumed to be part of your parks operating costs.
- Q. We run some small concession stands in our facilities. Where would the costs of running these concessions be?
- A. These costs would generally be assumed to be part of your facilities operating costs.

## **Environmentally Sensitive Areas**

- Q. A number of the areas within our open space designation are **environmentally sensitive areas**. We don't encourage use of them, but they are accessible to the public. Should we include them in our open space hectares?
- A. Yes.

## **Facilities in Parks**

- Q. There are a number of facilities in some of our parks. One park has a few washrooms in it. Another park has a large parks centre in it. Do we have to subtract the size of these facilities from the hectares of open space?
- A. If the facilities are very small (e.g. less than 250 sq. ft.) then we would suggest you don't worry about it. If these facilities are large, the footprint should be subtracted from the parks cost and included in the square metres of facilities.

## **Farmers Market**

- Q. We run a farmers market and incur costs for its operations. How should this be treated?
- A. While the parks and recreation department may be responsible for running the farmers market, it is unlikely that its purpose is recreation. For this reason we expect that it should be excluded. Check with your treasurer to see where it has been reported previously in Schedule 40.

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#### **Forestry**

- Q. We run a forestry operation that is responsible for the renewal, planting maintenance and management of our urban forest (as well as public education). Are these costs included in parks costs?
- A. Yes.

#### **Greenhouses, Operations Yards and Conservatories**

- Q. We operate and maintain a number of **production greenhouses** and a few operations yards adjacent to our largest parks to support our parks operations. Are the costs to run these considered part of parks or facilities?
- A. These costs would be considered part of the parks operating costs – assuming that they are predominantly a parks support function. (See also the next question)
- Q. We operate a **conservatory** in one of our local parks. The conservatory is a local tourist attraction, it is run in a partnership with a local horticultural society and we charge admission for entry. How should the conservatory be treated?
- A. We suggest you treat it as a facility in terms of operating costs and square metres.

#### **Hydro and Utility Corridors**

- Q. We make use of a large amount of land in a **hydro corridor** for recreational purposes. While it is owned by Hydro, we maintain it under an agreement with them. Should these costs be included?
- A. Yes – as long as there is a formal agreement signed by both parties.
- Q. Should these Hydro lands be included in our hectares of open space?
- A. Yes – as long as there is a signed agreement in place making these lands accessible to the public and intended for recreational use.

#### **Joint Ownership of a Facility**

- Q. We share a building with a neighbouring municipality. The building is jointly owned by the two municipalities (75%/25%) and run by an arms-length board. How should the costs, space and participation be calculated?
- A. Your municipality's share of the costs should be included in your facility operating costs. The whole space should be included in the square metres of space since the whole space is available for use by your residents. If you are able to track your residents' use of the facility separately then only include these program

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participant hours. If not, then we suggest you use the same percentage split as your costs.

### **Joint Use Agreements and Schools**

- Q. We are partners in joint-use facilities that are "open to the public". If we are partners and sit on a Board but are not accountable for the budget and operations, can we include the operating costs, space, etc.
- A. Yes – as long as there is a formal agreement signed by both parties and the facilities are made available for public use.
- Q. We maintain school board lands and/or facilities under a **joint use agreement** with our school board. Should the costs we incur to maintain these lands and facilities be included in our operating costs?
- A. Yes – as long as there is a formal agreement signed by both parties and the lands and/or facilities are made available for public use.
- Q. We maintain school board lands and/or facilities under a **joint use agreement** with our school board. Should the hectares of open space that these lands represent and/or the square metres of facilities be included?
- A. Yes – as long as there is a formal agreement signed by both parties and the lands and facilities are made available for public use. Only the recreational land or facility space should be included (i.e. not the whole school – just the relevant spaces)

### **Leased Facilities**

- Q. Our municipality leases space for recreational purposes from other commercial or not-for-profit uses – particularly in communities where we cannot yet justify building a permanent large facility. Are the lease costs included in the facility operating costs?
- A. Yes.
- Q. Our municipality leases space for recreational purposes from other commercial or not-for-profit uses – particularly in communities where we cannot yet justify building a permanent large facility. Can we include this space in the square metres of facility space?
- A. Yes – as long as you have a formal lease or agreement for the use of this space.

### **Library Facilities**

- Q. We maintain a local building that is used by the County library system to deliver library services. Where do these costs get counted?
- A. These costs will be accounted for in a separate MPMP reporting process for libraries.

### **Multi-Purpose Facilities**

- Q. We have some large multi-purpose facilities which include recreation facilities and other types of facilities such as schools, libraries and performing arts centres. What should be included?
- A. Only recreation facility space should be counted. Shared spaces such as multi-purpose rooms can be included if they are used for recreation purposes.

### **Offices**

- Q. Are parks and recreation office spaces included in the total square metres of facility space?
- A. In general no – i.e. you should not add in parks and recreation office space in municipal buildings. But it is not necessary for you to deduct small amounts of office space located within large recreation complexes. Note: The costs for office space for parks and recreation should be reported as expenditures for parks, or recreation programs, as appropriate.

### **Parking Lots**

- Q. Where do you include operating costs and space (i.e. hectares) associated with **parking lots** in parks?
- A. In your parks and open space measures – if these are managed and maintained as part of your parks function.

### **Provincial Parks/Crown Land/Federal Lands**

- Q. We maintain a **provincial park as part of our parks system**. Are the operating costs we incur to maintain that park part of our operating costs for parks per capita?
- A. Yes – as long as you are doing this under a written agreement with the Province and this land is made available for public recreational use.

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- Q. We maintain a **provincial park under a lease or written agreement with the Province**. Do we include the hectares of this park in our open space per 1,000 persons?
- A. Yes – as long as you are doing this under a written agreement with the Province and this land is made available for public recreational use.
- Q. We maintain a **managed forest** on crown land within our municipality. Are the operating costs we incur to maintain that park part of our operating costs for parks per capita?
- A. Yes – as long as you are doing this under a forest management agreement with the Province and this land is made available for public recreational use.
- Q. We maintain a managed forest on crown land within our municipality. Do we include the hectares in our open space per 1,000 persons?
- A. Yes – as long as you are doing this under a forest management agreement with the Province and this land is made available for public recreational use.
- Q. We maintain lands owned by the National Capital Commission within our municipality. Are the operating costs we incur to maintain these park lands part of our operating costs for parks per capita?
- A. Yes – as long as you are doing this under a written agreement with the National Capital Commission and this land is made available for public recreational use.
- Q. We maintain lands owned by the National Capital Commission within our municipality. Do we include the hectares in our open space per 1,000 persons?
- A. Yes – as long as you are doing this under a written agreement with the National Capital Commission and this land is made available for public recreational use.

### **Reciprocal Agreements**

- Q. We have a **reciprocal agreement** with our local school board. No money changes hands, but students use our facilities (e.g. rinks, courts) and the public uses school facilities (e.g. pools, gymnasiums, soccer fields). Should the school facilities and spaces be included in our square metres of facilities and hectares of open space.
- A. Yes – as long as there is a formal agreement and the facilities and lands are made available for public use.

## **Skateboard Park**

- Q. We run a mobile skateboard park. How should we account for it?
- A. The actual facility – i.e. the mobile skateboard park – should likely be treated as a facility in terms of its operating costs and square metres. The participation in the skateboard park would likely be treated as a drop-in program.

## **Special Types of “Parks and Open Space” – Ski Hills & Golf Courses**

- Q. **What kinds of special types of parks and open space are not included in the parks and open space measures?**
- A. **Ski hills** and **golf courses** are not included. It was felt that including these types of lands might skew the results. They are reported in a separate line newly created this year.
- Wading pools** are not considered part of open space, but instead are considered as part of the facility measure.

## **Tennis Courts**

- Q. We have **open access tennis courts** in our parks that are open to the public at all times – i.e. there is no control on access and no permitting. Are these considered parks or facilities?
- A. They would be considered part of your parks.
- Q. Would open access tennis courts be considered parks or facilities for space/effectiveness measures?
- A. They would be considered parks.
- Q. We have **controlled access tennis courts** in our parks that are only accessible to members or individuals who book courts, in fact we lease them to a local club and maintain them for them. Are these costs part of our operating costs for parks or facilities?
- A. These would be considered operating costs for facilities.
- Q. How would we count these **controlled access tennis courts** in terms of space?
- A. They would be counted in with your facilities.

### **Third Party – P3 Agreements**

- Q. We have a purchase of service agreement with a third party organization. We pay them a management fee to operate their facility and deliver recreation programs to our community. How do we account for this?
- A. Account for it in the same way as if it was your own operation. These expenditures would be reported as contracted services in Schedule 40 of the FIR and are carried forward and used in the calculation of the numerator for the efficiency measure.

### **Trails Questions**

- Q. What kinds of trails should be included?**
- A. Trails owned by private or not-for-profit organizations should be included if they are available for public use **and** there is a formal lease agreement whereby the trail is managed and controlled by the municipality.
- Q. What kinds of trails should not be included?**
- A. Privately owned trails for private use should not be included.
- Q. When is a trail not a trail?**
- A. A piece of land which may be used informally as a trail or footpath is not considered a trail if: the land is not designated for trails use; the trail is not mapped; and there is no signage indicating it is a trail.
- Q. Are bike lanes considered to be trails?**
- A. No – not if they are considered part of the municipal roadway (i.e. within the municipality's road allowance). Yes – if they are separate bike paths or trails.
- Q. Are snowmobile trails considered to be trails?**
- A. Yes – if they are available for public use **and** there is a formal lease agreement whereby the trail is managed and controlled by the municipality. No – if they are private (i.e. only accessible to snowmobile club members).
- Q. We use unopened road allowances as trails. Should these be counted in our kilometers of trails?
- A. They may be counted if they are currently designated for trails use and there is mapping and signage.

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- Q. Some major trails run through our community (e.g. the Ganaraska Trail). Parts of the trail are maintained by the municipality and part by volunteer-based organizations. Can we include the whole length of the trail running through our municipality?
- A. They may be counted if they are currently designated for trails use and there is mapping and signage.

### **Waterfront Areas**

- Q. We don't have a marina, but we do maintain **docks and a boat ramp**. Would these be considered facilities or parks/open space?
- A. They would be considered part of your parks/open space.
- Q. We maintain a **beach and waterfront area**. We incur costs for beach cleaning, seaweed removal, etc. Where would these costs be?
- A. Those costs would be in your parks operating costs.
- Q. We maintain a **beach and waterfront area**. Do we count this area including the maintained part of the waterbody in our open space?
- A. Yes.
- Q. We operate a number of "**fishing parks**" on designated areas of local rivers and lakes. Individuals must pay access fees to use these areas. We maintain these and operate the permitting system. How do we account for the operating costs of these?
- A. The operating costs would be included in your parks measure.
- Q. We operate a number of "**fishing parks**" on designated areas of local rivers and lakes. Individuals must pay access fees to use these areas. We maintain these and operate the permitting system. How do we account for the space?
- A. The area would be included in your open space measure.
- Q. There is a small **lake** in the middle of our regional park. Should the area of the lake be included in our hectares of open space?
- A. Yes – as long as it is available for recreational purposes.
- Q. Our municipality **borders on a large lake** that is used for recreational purposes. Should we include the area of the lake in our hectares of open space?
- A. No – this would skew the numbers.

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- Q. We operate a **water park** facility – including splash pads and other water features. It is a limited access supervised facility and we charge for access to it. Should this be treated as a park/open space or a facility?
- A. While generally we consider splash pads to be part of parks, under these circumstances (controlled access, supervised) it would be considered a facility.

**Miscellaneous**

- Q. Our city owns **land in another municipality**. It is designated open space in their municipality. What do we do with this?
- A. It should be excluded as a unique item since it is not in your municipality.

**Recreation Program Questions**

**Calculations**

- Q. **How do we calculate participant hours?**
- A. If you have a sophisticated program registration system you may be able to utilize it to help you calculate participant hours. If you are unsure you may wish to contact your vendor. The most straight forward way to calculate participant hours is to collect and summarize the following data in a spreadsheet:

		<b>A</b>	<b>B</b>	<b>C</b>	<b>TOTAL</b>
<b>Program Category</b>	<b>Program</b>	<b>Total Number of Participants in 2004</b>	<b>Number of Classes in each Section</b>	<b>Duration of each Class</b> (expressed in hours or decimals of hours)	<b>A X B X C = TOTAL</b>
Aquatics	AquaQuest 1	124	9	0.5	= 558

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**Q. How can we estimate participant hours for programs when we don't deliver them, but the programs are delivered through permitted facilities (and we don't have data on the number of participants)?**

A. Use your facility permit data and appropriate averages to estimate the number of participant hours. See below:

Recreation/ Sport Type	Facility Type	Total Hours Facility is Permitted Out for that Sport	Average Number of Participants Using the Facility in an Hour	Total Participant Hours
Little League or T-Ball	Baseball diamond	600	30	18,000
Minor Hockey	Indoor rink	1080	30	32,400
Soccer	Soccer field	900	30	27,000
Football	Football field	300	60	18,000

**Child Care and Babysitting**

Q. We have a **child care** program in one of our community recreation centres. Should the operating costs of this program be included in our costs?

A. No – if the child care program is a licensed day care (i.e. under the Day Nurseries Act), the costs of this should be reported under the child care part of the Financial Information Return. However if the program is really supervised care or babysitting run as part of your recreation program then the answer would be yes. See the next answer.

Q. We operate a **babysitting play program** “Play for Tots” in our recreation centre? Should the operating costs of this program be included in our costs?

A. Yes – this program can be considered a recreation program.

**Collecting Participants Data**

Q. A town wants to start collecting information on participants hours for next year (FIR 2005). However, their programming runs from September to April. Do they need to collect information by calendar year?

A. Yes – they should be collecting information on a calendar year basis. IF they will only have partial information for the first year, they should wait and not report until the following year on this measure.

### **Community Organizations – Funds, Grants and Subsidies**

- Q. We provide **funds to community organizations** like curling clubs, yacht clubs, seniors recreational centres and many other types of organizations so that they in turn will provide recreation to the community. Can these funds be included in our recreation program costs?
- A. These would be included in your recreation program costs if they are reported as contracted services (and not as external transfers) and if there is a formal agreement that the organization will provide recreation programs for the public.
- Q. We give a **discount to youth organizations** permitting our facilities. This represents a significant opportunity cost for our municipality. Can this opportunity cost be included in our recreation program or facility operating costs?
- A. No – foregone revenue cannot be counted as a cost. To be included as a cost, there would need to be a clear flow of funds to the organization (e.g. a grant).
- Q. We make a large **grant payment to our local YMCA** to provide recreation services to our community. The conditions of this grant require the YMCA to make their facilities available for public use at certain times. Can this cost be included? Where would it be included?
- A. Yes – this cost can be included if it is reported as contracted services (and not as an external transfers) and if there is a formal agreement that the organization will provide recreation programs for the public.
- Q. We make a large **grant payment to our local YMCA** to provide recreation services to our community. The conditions of this grant require the YMCA to make their facilities available for public use at certain times. Can the recreation program participant hours that are supported by this grant be included?
- A. Yes – these participant hours can be included if you can collect reliable data on them and municipal staff play a role in monitoring, advising, facilitating, etc.

### **Community-Run Facilities (Program Participation)**

- Q. We lease out some community centre facilities to community groups (e.g. to Community Hall Boards, Non-Profit Gymnastics Clubs) who run recreation programs from these facilities. These groups permit out these facilities for community recreation on our behalf. We work with these groups and collect data from these groups about the usage of the facilities. Can we include the program participant hours generated within these leased out facilities?
- A. Yes – these participant hours can be included.

### **Drop-in Programs**

- Q. The definition says that drop-in programs must be "**supervised**". We have many Clubs at our seniors centre that meet (have a terms of reference and possibly an organizing committee or executive) but they are not "supervised" by staff when the meeting occurs. Does the word 'supervised' refer to active supervision while the activity is taking place?
- A. Supervision can be broadly interpreted. It does not mean staff need to be in the room all of the time.

### **Health Education and Nutrition Programs**

- Q. We are running a number of health education and nutrition programs in our community centres. These are our own programs and not part of the Public Health program. Can we count these as recreation programs and program participant hours?
- A. Yes – if these programs fit within your community's definition of recreation, the participant hours can be included.

### **Involvement of Municipal Staff**

- Q. For the participant hours measure, what does municipal staff involvement in planning of a program mean?
- A. The definition of planning can be interpreted broadly. Planning should involve more than just scheduling or permitting out the space to a community group. Planning and facilitation could include for example any or all of the following activities: joint needs assessment; consultation; planning sessions; visioning sessions; negotiation of service levels and agreements; standard-setting; training; organizational development, etc.

### **Joint Use Agreements**

- Q. The definition says that recreation programs must take place in a municipally owned or **leased** facility. We have joint -use agreements with the school boards and other private organizations for time on their fields or rinks but there is no formal "lease". Would these qualify?
- A. Yes – these should qualify.

### **Multi-Use Facilities**

- Q. We have a large multi-use facility. Individuals pay a fee to access multiple areas – e.g. a pool, weight room, running track, ice rinks, etc. On any given visit a participant could access 6 to 8 areas of the facility. We track the number of users entering the facility each day but don't track individual usage, except for those who are participating in registered programs. How do we calculate program participant hours?
- A. You may wish to consider conducting a sample survey of users and finding out how long they used the facility and for what purposes. One method could be to separate out your registered program participants from your total users and then multiply the number of remaining users daily times the average hours of use per user per day based on the survey.

### **Permits and Hours**

- Q. We permit some of our facilities out for an entire season. If we use the method of calculating program participant hours based on permits do we base our calculation on the total hours permitted or the total hours used.
- A. Your calculations should be based on the total hours used.
- Q. We permit out our facilities for a variety of uses – including for example family picnics in parks, banquets, weddings, and WeightWatchers classes. Should these hours of use be included in our program participant hours?
- A. Uses which are not considered community recreational uses should not be included. You need to have a clear and consistent policy regarding what constitutes recreational use in your community.
- Q. Does a permit have to be written?
- A. Yes.

### **School Use of Facilities**

- Q. We permit out our facilities for school use during the day. Can these hours be included in our program participant hours?
- A. No – if the use of the facilities is for core academic purposes. Yes – if the use of the facilities is for extra-curricular recreational purposes.

## **Seniors Programs**

- Q. Should the participant hours measure include recreation programs for seniors if expenditures are reported in SLC 40 1220, the line for assistance to aged persons?
- A. No – if the municipality is currently reporting in Line 1220, the hours would not be included because the expenditures are not reported on the line for recreation programs (SLC 40 1620).  
But – if the municipality is reporting its costs on seniors recreation as part of its recreation program (Line 1620), the participant hours should be included.

## **Special Events**

- Q. We operate a number of **annual special events** for the general public and visitors like the Santa Claus Parade, Winterfest, etc. Are the costs of running these events included in recreation program costs?
- A. Yes.
- Q. Can we include **participants in special events** as part of our recreation program participant hours (e.g. participants in the Santa Claus parade, visitors to Winterfest)?
- A. No – in general these figures should not be included as they have significant potential to skew results and many municipalities lack an accurate way of measuring this kind of participation. If registered recreation programs take place as part of these events and you are able to accurately calculate the level of participation in these events, then the program participant hours can be included.
- Q. We run a number of **annual recreational activities** to help get our community more active such as “Fun Runs”, “Sneaker Days”, and “Dog Walks”? Can we include the program participant hours generated by these activities?
- A. Yes – if people have to register and you are able to accurately calculate the level of participation in these events.
- Q. We run a lot of **tournaments** (as part of our hockey, baseball and soccer programs). These tournaments run in our facilities at times that would normally be scheduled programs and classes. Can we include the program participant hours generated at tournaments?
- A. Yes – if these tournaments are part of your municipality’s regular community recreation program and municipal staff are actively involved in the planning, facilitation and/or monitoring of the events. For the most part local and regional tournaments are really just an extension of the regular season. However if these are one-time provincial, national or international tournaments that the

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municipality for example must bid on they should not be included as such numbers could skew the results and do not really reflect local participation.