City of Cold Lake

Cold Lake and District FCSS Equipment Loan Program Policy

POLICY NUMBER: 248-FC-26

Approval Date: October 13, 2026	Revise Date:
Motion Number: CRM20261013.1009	Repeal Date:
Supersedes:	Review Date:

1.0 Policy Intent

The Cold Lake and District Family and Community Support Services (FCSS) promotes and enhances the well-being of individuals and families. Cold Lake and District FCSS is committed to supporting large events by encouraging the promotion of community engagement, fostering a sense of belonging, promoting social inclusion, and developing healthy relationships by loaning equipment.

2.0 Purpose

The purpose of the Cold Lake and District FCSS Equipment Loan Program Policy is to provide guidelines on eligibility criteria and approved uses of the FCSS equipment, and to provide a transparent process for booking.

3.0 Policy Statement

3.1 This policy shall:

3.1.1 Provide support to community organizations, registered societies, and other community groups in delivering initiatives that promote community engagement, inclusion, and a sense of belonging. Through access to shared equipment, the program enables organizations to undertake activities that strengthen social connections and contribute to the overall well-being of individuals and families in the community;

3.1.2 Put in place a standardized application process; and

3.1.3 Ensure transparent and consistent administration of the Cold Lake and District FCSS Equipment Loan Program:

3.1.3.1 Eligibility criteria;

3.1.3.2 Application process; and

3.1.3.3 Terms and conditions of booking.

4.0 Managerial Guidelines

4.1 Eligibility criteria

To be eligible for the Cold Lake and District FCSS Equipment Loan Program, applicants must meet the following criteria:

4.1.1 Must be a community organization, registered society, or community group hosting a community event within the City of Cold Lake or within Wards 5 or 6 of the M.D. of Bonnyville;

4.1.2 The event must be for the purpose of building community engagement, fostering a sense of belonging, promoting social inclusion, and developing healthy relationships;

4.1.3 The event must be free to attend;

4.1.4 The event must be non-revenue generating or non-fundraising;

4.1.5 The event must be for members of the community;

4.1.6 The applicant must provide a copy of their Government Issued Photo Identification and must be 18 years of age or older; and

4.1.7 The applicant must be an individual with legal signing authority if signing on behalf of the community organization or group applying.

4.2 Application Process

4.2.1 Interested individuals must submit their complete application and Government Issued Photo Identification for the Equipment Loan Program to Cold Lake and District FCSS.

4.2.2 Applications must be submitted at least ten (10) days prior to event.

4.2.3 Applications will be accepted on a first come, first served basis.

4.2.3.1 If there are multiple bookings for equipment by different community groups, registered societies, or community organizations on the same day, then section 4.2.4 will govern priority for equipment bookings.

4.2.4 Cold Lake and District FCSS shall schedule equipment loan bookings in best interest of the community. Priority scheduling is as follows, in order from highest priority to lowest:

4.2.4.1 Cold Lake and District FCSS, organizations operating under the Ministry of Assisted Living and Social Service, the Ministry of Children's Services, and registered societies furthering the mandate of FCSS in accordance with the FCSS Accountability Framework, youth groups, nonprofit organizations, and all community groups.

4.2.5 Applications submitted will be reviewed for eligibility and availability of requested items, after all FCSS programs or co-sponsored programming.

4.3 **Terms and Conditions of Booking**

4.3.1 A waiver must be completed and signed by the person or entity borrowing the equipment prior to the release of equipment.

4.3.2 Equipment must be returned clean and in good working order. Any damaged or lost items, or failure to return items, will be the responsibility of the applicant to pay for the cost of replacement.

4.3.3 Equipment loan availability is subject to change.

4.3.4 Pick-up and drop-off of the equipment is available during regular business hours from Monday to Friday 8:30 a.m. to 4:30 p.m. Equipment must be returned the next regular business day after the event.

4.3.5 The applicant will acknowledge Cold Lake FCSS for the free equipment loan by displaying a sign at their event. Signage will be provided by Cold Lake and District FCSS.

4.3.6 Cold Lake and District FCSS will not be held responsible for personal injury caused by the equipment.

4.3.7 Cold Lake and District FCSS retains all rights to decline applications, limit the frequency of use, and cancel bookings.

5.0 References

5.1 Equipment Loan Program for Community Events Form No. 51-00-23

5.2 FCSS Accountability Framework

5.3 Ab.gov.ca

6.0 Persons Affected

- All individuals applying for the Equipment Loan Program under this Policy
- FCSS Staff

7.0 Revision/Review History

Oct. 19, 2026
Date

Chief Administrative Officer

Oct 20/2026
Date

Mayor

CITY OF COLD LAKE CORPORATE SEAL