

## RECREATION GOVERNANCE COMMITTEE MEETING AGENDA

Date: Wednesday, December 6, 2023

Time: 9:00 AM

Location: Council Chambers

262075 Rocky View Point

Rocky View County, AB T4A 0X2

			Pages
A.	CALL	. MEETING TO ORDER	
	1.	Appointment of Acting Chair	
	2.	Appointment of Vice-Chair	
В.	UPDA	ATES/APPROVAL OF AGENDA	
C.	APPR	OVAL OF MINUTES	
	1.	September 27, 2023 Recreation Governance Committee Meeting Minutes	2
D.	APPC	DINTMENTS	
	1.	Fall 2023 Community Presentations	6
		Presenters: Springbank Park For All Seasons	
		Bragg Creek Trails Association	
E.	GENI	ERAL BUSINESS	
	1.	Community Grant Funding: Operational Requests	23
	2.	Community Grant Funding: Capital Requests	177
	3.	Dartique Community Association Emergency Funding Request	271
	4.	Beiseker & District Agricultural Society Emergency Funding Request	283
	5.	Springbank Park for All Seasons – Three Year Operational Funding Agreement	319
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F.	ОТНІ	ER BUSINESS	
G.	ADJC	DURN THE MEETING	



#### RECREATION GOVERNANCE COMMITTEE MEETING MINUTES

Wednesday, September 27, 2023 9:04 a.m. Council Chambers 262075 Rocky View Point Rocky View County, AB T4A 0X2

Present: Deputy Reeve S. Samra, Chair

Councillor G. Boehlke, Vice-Chair

Councillor K. Hanson Councillor D. Kochan Councillor A. Schule Councillor S. Wright

Absent: Reeve C. Kissel

Also Present: M. Boscariol, Executive Director, Recreation, Parks, and Community Support

D. Lang, Manager, Recreation, Parks, and Community Support

J. Lee, Manager, Capital and Engineering Services

A. Cairns, Community Project Coordinator, Recreation, Parks, and Community Support

T. Naji, Community Services Coordinator, Recreation, Parks, and Community Support

G. Rafih, Community Services Coordinator, Recreation, Parks, and Community Support

T. Andreasen, Legislative Officer, Legislative and Intergovernmental Services

K. Tuff, Legislative Officer, Legislative and Intergovernmental Services

#### A <u>Call Meeting to Order</u>

The Chair called the meeting to order at 9:04 a.m. with all members present, with the exception of Reeve Kissel who did not attend the meeting.

#### B Updates/Approval of Agenda

MOVED by Councillor Hanson that the September 27, 2023 Recreation Governance Committee meeting agenda be approved as presented.

Carried

#### C-1 June 14, 2023 Recreation Governance Committee Minutes

MOVED by Councillor Wright that the June 14, 2023 Recreation Governance Committee meeting minutes be approved as presented.

Carried



#### D-1 All Divisions - Community Presentation - City of Airdrie

Presenter: Brad Anderson, City of Airdrie

MOVED by Councillor Wright that the City of Airdrie's presentation be received as information.

Carried

The Chair called for a recess at 9:46 a.m. and called the meeting back to order at 9:52 a.m. with all previously mentioned members present.

#### E-1 All Divisions - Community Recreation and Culture Grant Program Policy C-317

MOVED by Councillor Wright that the Recreation Governance Committee endorses the proposed Community Recreation and Culture Grant Program Policy C-317 and directs Administration to present the policy to Council for consideration and approval.

Carried

#### E-2 <u>Division 7 – Langdon Recreation Centre Project Update</u>

MOVED by Councillor Schule that the Recreation Governance Committee receives the report for information and directs Administration to proceed with the next steps in the project, pending funding approval in the 2024 Capital Budget discussions.

Carried

The Chair called for a recess at 10:47 a.m. and called the meeting back to order at 10:55 a.m. with all previously mentioned members present.

#### E-3 Divisions 1 & 2 - South Springbank Community Facilities Project Update

MOVED by Councillor Hanson that Karin Hunter of the Springbank Community Association be allowed to address the Recreation Governance Committee on item E-3 for 10 minutes in accordance with section 116 of the *Procedure Bylaw*.

Carried

Presenter: Karin Hunter, Springbank Community Association

Councillor Hanson left the meeting at 12:00 p.m. and returned to the meeting at 12:03 p.m.

#### Main Motion

MOVED by Councillor Kochan that the Recreation Governance Committee receives this report for information and directs Administration to proceed with preliminary studies pending funding approval in the 2024 Capital Budget discussions.



#### Amending Motion

MOVED by Councillor Boehlke that the main motion be amended to read:

THAT the Recreation Governance Committee receives this report for information and directs Administration to proceed with preliminary studies pending funding approval in the 2024 Capital Budget discussions with the following additional preliminary study:

Comprehensive site plan

Carried

The Chair then called for a vote on the main motion as amended.

#### Main Motion as Amended

MOVED by Councillor Kochan that the Recreation Governance Committee receives this report for information and directs Administration to proceed with preliminary studies pending funding approval in the 2024 Capital Budget discussions with the following additional preliminary study:

Comprehensive site plan

Carried

The Chair for a recess at 12:13 p.m. and called the meeting back to order at 12:14 p.m. with all members present, with the exception of Councillor Schule and Councillor Boehlke.

The Chair called for a recess at 12:14 p.m. Councillor Schule and Councillor Boehlke returned to the meeting during the recess. The Chair called the meeting back to order at 1:00 p.m. with all previously mentioned members present.

#### E-4 <u>Divisions 1 & 2 – Springbank Recreation Funding Policy C-706</u>

MOVED by Councillor Hanson that Karin Hunter of the Springbank Community Association be allowed to address the Recreation Governance Committee on item E-4 for 5 minutes in accordance with section 116 of the *Procedure Bylaw*.

Presenter: Karin Hunter, Springbank Community Association

MOVED by Councillor Kochan that the Recreation Governance Committee endorses the Springbank Recreation Funding Policy C-706 and directs Administration to present the policy to Council for consideration and approval.

Carried

Chief Administrative Officer or Designate



#### G Adjourn the Meeting

MOVED by Councillor Boehlke that the September 27, 2023 Recre neeting be adjourned at 1:29 p.m.	ation Governance Committee
	Carried
	Chair or Vice-Chair



## **Recreation Governance Committee**

Subject: Fall 2023 Community Presentations	
Date:	December 6, 2023
Presenter:	Ghada Rafih, Community Services Coordinator
Department:	Recreation, Parks and Community Support

#### REPORT SUMMARY

The purpose of this report is to allow the Recreation Governance Committee (RGC) to hear presentations from the County's community partners.

#### **ADMINISTRATION'S RECOMMENDATION**

THAT the Springbank Park For All Seasons presentation be received for information.

THAT the Bragg Creek Trails Association presentation be received for information.

#### **BACKGROUND**

The purpose of RGC is to foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, parks, and open spaces. The Committee acts as an approving body regarding matters pertaining to recreation, parks, and cultural services.

#### **DISCUSSION**

The purpose of the community organizations' presentations is to provide RGC with a more in-depth understanding of the organization's vision. The organizations presenting are:

- 1. Springbank Park For All Seasons
- 2. Bragg Creek Trails Association

#### **ALTERNATE DIRECTION**

Administration does not have an alternate direction for RGC's consideration.

#### **ATTACHMENTS**

Attachment A: Springbank Park For All Season Presentation Attachment B: Bragg Creek Trails Association Presentation



Date: Nov 7, 2023

Subject: Springbank Park For All Seasons – Facility Expansion Project Proposal

SPFAS Proposal – for a Multi-Use Gymnasium Facility, with Volleyball, Basketball, Pickleball Courts, a 10 ft wide indoor surrounding walking Track & Training Area for teams - that can all be developed in a cost-effective 20,000 sq/ft warehouse build style (with a 25 x 100 ft two story section on the front to serve for change rooms). Plus, the project entails adding Artificial Turf covering to the Park's existing outdoor Football Field.

The Springbank Park For All Seasons (SPFAS) proposes to build a Multi-Use Gymnasium Facility that would serve additional indoor recreation needs of the Springbank, Harmony and Bragg Creek areas but could also serve as a rentable Community Hall and Event Centre space when required. SPFAS Executive is hopeful RVC could support this much more cost-effective concept (vs the phased RVC's South Springbank Community Facilities – Business Case plan Dec. 2022 proposal - that RVC has been working toward).

**Location:** The Gymnasium (Multi-Purpose) facility is proposed to be located just east of the existing SPFAS hockey arenas on Springbank road. This is in close proximity to other community recreation facilities, utility services, etc. The Artificial Turf Football (Sports) Field would be located just north of the Springbank Community High School (where the currently only suitable for football field is), and it would serve as a multi-used sports field (which a number of communities and governing bodies including RVC are moving toward in other municipal areas).

This proposed multi-purpose facility will be a lasting legacy recreation facility like the existing SPFAS facilities. The existing curling rink and three hockey rinks have been constructed by the Springbank residents over the last 50 years. SPFAS proposes to operate the new facilities in the same constructive manner which it has done to date.

SPFAS could proceed to construct the new facilities in a timely manner (pending building approvals). This would better enable current residents to get a chance to realize the benefits, vs allowing the projects to succumb to complications and potentially drag on for an extended time.

SPFAS feels that going with this proposed option, vs what was laid out in the RVC commissioned December 2022 South Springbank Community Facilities Business Case, would provide Springbank and the West Rocky View recreation community with much better value for the \$ dollar. It would also allow RVC to continue to rely on one <u>proven facility operator</u>, that being the SPFAS, which has been successfully and fiscally responsibly operating recreation facilities in the Springbank area for the last 50 years.







In the HarGroup RVC's commissioned Dec 2022 Business Case it estimated (before the significant inflation) that a Community Event Centre could possibly be built for \$7.7 million, not including land servicing (considered a 1-5 years project), and it suggested an Indoor Turf Field/Track Facility could possibly be built for \$18.2 million (considered a 5-10 years project). By changing course and supporting this posed project and changing the scope to better meet the needs of the wider community, it could be built for a rough estimated \$3,500,000 - \$4,000,000 building/FFE + contingency & \$1,750,000 - \$2,000,000 Turf Field (which is a fraction of the Business Case plan's suggestions).

A detailed operating budget would be provided, upon request.

#### Estimated Business Operating Budget Proforma Years 1, 2 & 3

REVENUE	2025 Budget \$	<b>2026</b> (+ 15%) \$	<b>2027</b> (+10%) \$
Gymnasium & Courts, Hall Rentals & Events			
Turfed Field and Training area Rentals			
Schools including Edge			
Advertising			
Sponsorships			
Other			
TOTAL REVENUES			

EXPENSES	2025 Budget \$	2026 \$	2027 \$
Salaries/Wages/Benefits (2 added f/t employees, & or p/t additions)			
Program Materials & Marketing (with marketing lessening)			
Office Supplies			
Utility costs (gas, electrical, phone, internet, & custodial)			
Insurance			
Operating and Maintenance Expenses			
Other			
TOTAL EXPENSES			

Revenue Projections details -

#### **Facility Operating Subsidies**

Taking the HarGroup prepared Estimated Annual Financial Implications (refer P. 11-12) South Springbank Community Facilities Business Case December 2022 document), into partial account, it suggested - \$37,500 annually combined operating Subsidy for the Indoor Turfed Field/Track Facility and a Community Event Centre.

This still needs to be operationalized, and more exacting figures worked out; if the concept is deemed of interest to RVC and thought to be a worthwhile pursuit?

**Note:** The proposed facility's sizing and amenities are subject to change, with it only being in the conceptual stage, and pending if any other amenties were decided to be added on (e.g. meeting rooms, kitchen, etc.)

This concept really excites the SPFAS and it's active community members, and we feel that it for the cost will serve the broadest base of user groups imaginable. Thanks to the RVC Recreation Governance Committee for taking the time to hear our ideas, and for the support given by the Parks & Recreation staff.

Prepared, submitted, and supported by the Springbank Park For All Seasons c/o General Manager, Todd Muir..

**ATTACHMENT A: Springbank Park For All Seasons Presentation** 

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For all, outside, every season.



# TRAILBLAZING TOGETHER:

# FUNDRAISING FOR TRAILS 2025

Presentation for



December 6, 2023

## **CONTENTS**

- A World-Class Outdoor Recreation Asset
- Widely Used and Accessible
- Master Trails Plan 2023: Example Highlights
- Trail Capital Expansion Scope and Cost
- A Long History of Cooperation with Other Land Users
- A Bigger, Better, BCT Creates Value for the Region
- Building on Our Past Achievements
- Contact Info



## A WORLD-CLASS OUTDOOR RECREATION ASSET



## **Massive Area and Trail Network:**

56 km<sup>2</sup> (13,760 acres) with **166 km** of trails, vast future trail potential



TransCanada Trail travels through BCT, and two other regional networks (CAMBA & MMBTS) are immediately adjacent

## 4-Season, Multi-Activity Usage:

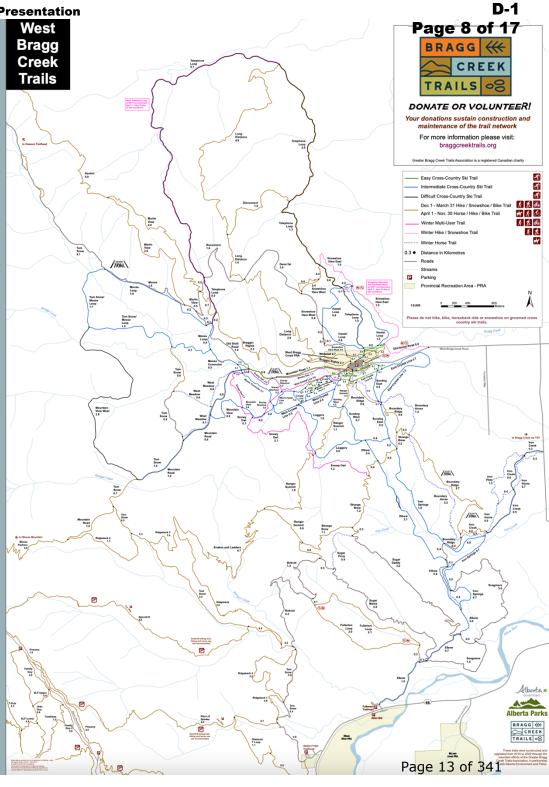
Hike, dog walk, mountain bike, trail run, equine pursuits, cross country ski, fat bike, & snowshoe (for *all* skill levels)

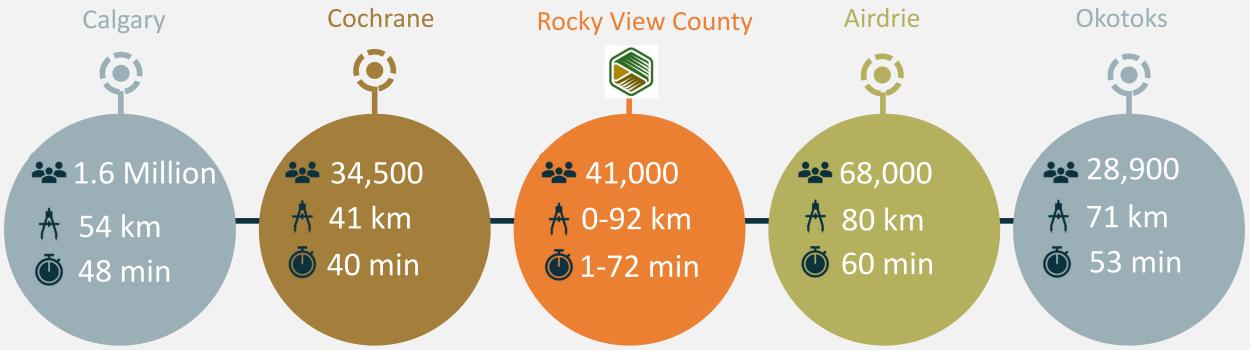
## 2 Major Trailheads:

West Bragg (475 parking spaces) and Fullerton (59 parking spaces)









## WIDELY USED AND ACCESSIBLE: **300,000** PERSON-VISITS PER YEAR

A day in the life of BCT:

West Bragg trailhead parking (475 spaces)

on a beautiful winter day



## 2023

## BRAGG (# CREEK TRAILS 08

## MASTER PLAN: SOME EXAMPLE HIGHLIGHTS

## **Indigenous Perspectives and Reconciliation**

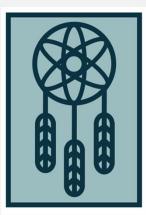
- Indigenous advisors from local Tsuut'ina Nations, Siksika and Kainai Nations were represented on the Planning Committee which produced the 2023 Master Plan.
- The plan sets out action items for indigenous youth in trail building, education and outreach, and commemoration structures of indigenous history and cultural significance features in the area.

## **Water and Riparian Health**

- BCT will build on the success of 2019 multi-party Collaborative Watershed Stewardship Project in riparian restoration, off-stream livestock watering, native species plantings, and invasive species removal.
- Design new trails and modify existing trails to minimize water table exposure and resulting erosion/ compaction potential, use bridges and culverts to protect riparian area where crossings are necessary.

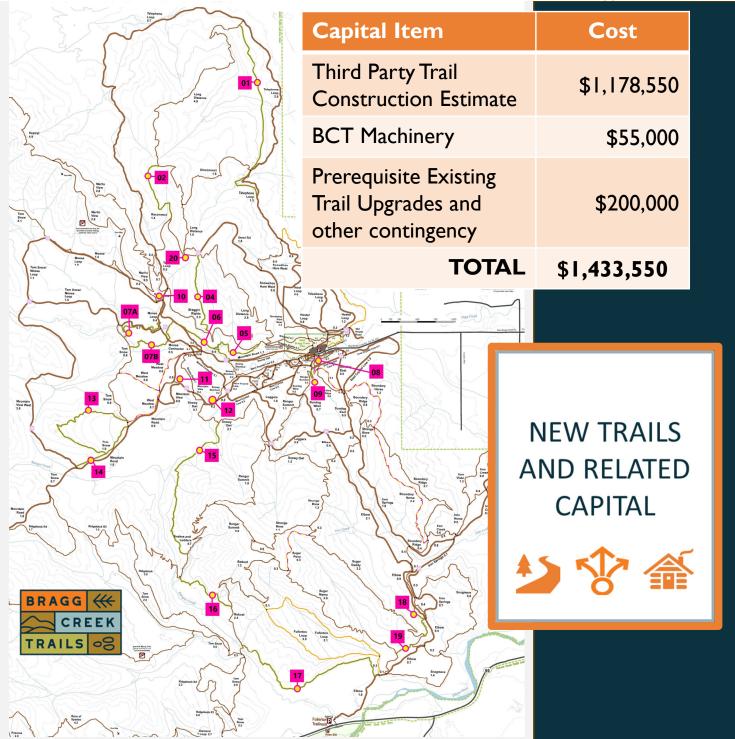
#### **Trail and Nature-based Education**

- Help people connect with nature, history, and culture, and provide information and news of on-site environmental stewardship initiatives (e.g. beaver habitat management)
- Deliver education and communication via multiple channels, session programming, interpretive signage, and guided tours, along with youth field trips and youth trail building skills workshops.









MA	MASTER PLAN PROPOSED NEW TRAILS			
index#	Length (m)	Activity Types		
1	2352.6	Hike/Bike/ Snowshoe/ Equestrian(1)		
2	1153.4	Hike/Bike/ Snowshoe/ Equestrian(1)		
3	382.5	Hike/ Snowshoe		
4	1303.8	Hike/Bike/ Snowshoe/ Equestrian		
5	1025.8	Hike/Bike/ Snowshoe/ Equestrian		
6	919.4	Hike/Bike/ Snowshoe/ Equestrian(1)		
7 a/b	1077.3	Hike/Bike/ Snowshoe/ Equestrian		
8	84.3	Hike/Bike/ Snowshoe/ Equestrian(1)		
9	219	Hike/Bike/ Snowshoe/ Equestrian(1)		
10	102.1	Hike/Bike/ Snowshoe/ Equestrian		
11	94.1	Hike/Bike (summer)/ Equestrian /Ski		
12	158.5	Hike/Bike/ Snowshoe/ Equestrian(1)		
13	1390	Hike/Bike/ Snowshoe/ Equestrian		
14	476	Hike/Bike/ Snowshoe/ Equestrian		
15	2550.2	Hike/Bike/ Snowshoe/ Equestrian(1)		
16	1177.3	Hike/Bike/ Snowshoe/ Equestrian(1)		
17	2414.3	Hike/Bike/ Snowshoe/ Equestrian		
18	355.6	Hike/Bike/ Snowshoe/ Equestrian		
19	302.8	Hike/Bike/ Snowshoe/ Equestrian		
20	51.5	Hike/Bike/ Snowshoe/ Equestrian(1)		
total:	17591			
		note (1) Equestrian is summer use only		



## A LONG HISTORY OF COOPERATION WITH OTHER LAND USERS

## Oil and Gas

- In 2021 a pipeline inspection road was repurposed into a double track winter ski trail -Mountain View West.
- Mountain Road, is a License of Occupation of an oil company which BCT now uses as both a summer and winter trail.



## **Forestry**

- Containment ('fire break') line logging reduces the risk of wildfire spreading in the area.
- Log hauling road segments have been converted to trails with upgraded culverts, and have also been used by BCT for our own trail construction access.



## **Cattle Grazing**

- BCT has studied and implemented several strategies to manage ongoing grazing to minimize trail and riparian impact.
- BCT assists grazers with information on injured animals, fencing / containment breaches and locating strays.



## A BIGGER, BETTER



## CREATES VALUE FOR THE REGION



## **IMPACT: TRAIL USER SPENDING**

\$32.93 / day average x 300,000 user-visits per year = \$9.9MM per year

An increase of 50,000 user visits per year creates \$1.6MM of new spending per year

Single-Day User Activity Analysis (1)	Spending per day
Hiking	\$37.51
Trail running	\$24.25
Climbing	\$42.92
Fishing, hunting, and horseback riding	\$44.77
Biking activities	\$18.67
Water activities	\$26.65
Winter activities	\$39.43



## **IMPACT: LOCAL REAL ESTATE VALUE**

increased interest from remote workers who place a high value on space and natural surroundings... has driven a remarkable increase in rural real estate demand. (2)

- 98% of workers want to work remote at least some of the time
- 57% of workers would look for a new job if their current company didn't allow remote work
- 16% of companies operate fully remote



## **IMPACT: EMPLOYMENT & INVESTMENT**

"recreation amenities that attract people ....improve [region] employee attraction and retention" (1)









- (1) The Economic Impact of Non-Motorized Recreation in Alberta April 11, 2018 Submitted to: Outdoor Council of Canada Submitted by: Nichols Applied Management Inc.
- (2) Pine Canada Financial Corp. Mortgage considerations for the remote worker 2023

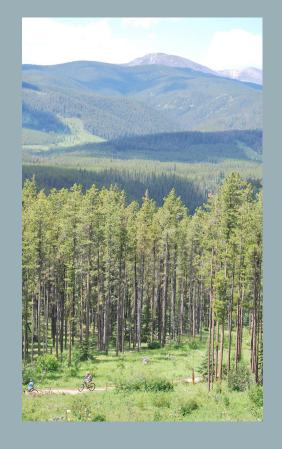
## ENABLING THE VISION FOR



• TRAILS 2025

Bragg Creek Trails is situated within extensive scenic mountain forest under public ownership and jurisdiction, and accessible for the enjoyment of nearly 2 million people in a 1-hour radius. This combination of attributes is very rare in the world.

Over the past 13 years, the BCT organization has built a remarkable 4-season outdoor recreation space. The new Master Plan sets out an exciting and achievable vision to further expand the rewarding outdoor experiences at BCT.



Bragg Creek Trails is a registered charitable organization and relies entirely on donations from government agencies, corporations, and individuals to build and maintain the trails.

**Trails 2025** is our one-time campaign to raise \$1.4 MM to build out the exciting new trails in the Master Plan and greatly enhance the existing trail network.

## TRAILS 2025 INVESTMENT RATIONALE FOR ROCKY VIEW COUNTY

**Trail User Spending**. An increase of 50,000 new person visits per year from the expansion would represent \$1.6MM per year of **new** trail user spending *in* perpetuity. RVC businesses are well positioned to get a fair share of this spending.

**Property Value and Property Tax.** Real estate experts agree that trails are a material part of the lifestyle "premium" that accrues to property values. A bigger and better BCT is a long-term value-add to all the neighbouring real estate.

**Regional Employers and Investment.** A world-class recreation asset like BCT can give the RVC region a unique competitive advantage in attracting new businesses and residents. *Example: February 6, 2023 - Garmin Canada Inc., expands Canadian headquarters in Cochrane, AB. to make room for 200 new local science, technology, engineering and mathematics (STEM) jobs.* 

## BUILDING ON OUR PAST ACHIEVEMENTS IN AND AROUND ROCKY VIEW COUNTY

The BCT organization has been recognized as leader in trails development for public benefit via the 2018 AB Lt. Gov. Award and 2023 QEII Platinum Jubilee Medal (E. Lloyd)

BCT, Rocky View County, and others, cooperated on the paving of a 7 km segment of the renowned **Trans Canada Trail** in RVC in October 2023, connecting Bragg Creek community to the trailhead, and improving public safety.

Following Trails 2025, the Master Plan has set a course to develop a permanent **Trails Centre** to serve as a trail information point, a warming hut, and to support trail hosts/volunteers, sales for BCT merchandise, and a space for educational programs.

Bragg Creek Trails wishes to put forward capital funding application to Rocky View County in <u>February 2024</u> for a small portion of the \$1.4MM required for Trails 2025 We would be happy to provide more details upon request on the Trails 2025 trail expansion plan to anyone at Rocky View County who is interested to learn more.

## CONTACT

## **Trails 2025 Information**



Gord: 403.829.5988



trails2025@braggcreektrails.org

## **Executive Director**



Michelle: 403.991.8301



executivedirector@braggcreektrails.org



www.braggcreektrails.org



PO Box 1379 Bragg creek, ab t0l0k0





#### **Recreation Governance Committee**

Subject:	Community Grant Funding: Operational Requests
Date:	December 6, 2023
Presenter:	Tanzeela Naji, Community Services Coordinator
Department:	Recreation, Parks and Community Support

#### REPORT SUMMARY

This report includes the operational funding requests from non-profit community organizations, including one late application, for the Recreation Governance Committee's (RGC) consideration.

#### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee receive the Strathmore Lacrosse Club's late application for consideration.

THAT the Recreation Governance Committee approve operational funding requests in the amount of \$173,685 from the 2023 Recreation Tax Levy, as per Attachment A.

THAT the Recreation Governance Committee approve Strathmore Lacrosse Club's operational funding request in the amount of \$11,130 from the 2023 Recreation Tax Levy, as per Attachment A.

#### **BACKGROUND**

Non-profit organizations provide a range of cultural, recreational, sports-based, and other community-based services and programs. Community Recreation and Culture Grant Funding Policy C-317 facilitates funding to support recreational and cultural development, ongoing partnerships, and enhancing access to community facilities, services, and programs.

RGC evaluates and approves grant applications based on Policy C-317, the Recreation and Parks Master Plan, and Administration's review. All operational funding applications, including the late submission, are evaluated in accordance with Policy C-317 and the Recreation and Parks Master Plan for RGC's consideration.

A total of approximately \$600,000 in operational funding is available in the 2023 Recreation Tax Levy to be distributed to eligible non-profit organizations. Administration is presenting 15 operational funding requests, including one late submission. All 15 applications total just over \$180,000.

#### **DISCUSSION**

Administration reviewed all 15 applications for compliance and worked with all applicants to ensure their applications contained key information to support their requests prior to information being presented for RGC's consideration.

Administration is recommending approval of all 15 applications received.

Community Grant Funding: Operational Requests

#### **ALTERNATE DIRECTION**

Administration does not have an alternate direction for the Committee's consideration.

#### **ATTACHMENTS**

Attachment A: Operational Funding Requests and Recommendations

Attachment B: Detailed Operational Application Overview Attachment C: Operational Funding Request Applications Attachment D: Three-Year Operational Funding History

Fall 2023 Operational Funding Requests & Recommendations					
Divison	Applicant	Opera	ational Requests		Recommended
1	Swamp Donkey Musical Theatre Society	\$	35,000	\$	35,000
2	Jumping Pound Community Hall	\$	7,100	\$	7,100
2	Springbank Heritage Club	\$	30,000	\$	30,000
3	Bike Cochrane	\$	1,500	\$	1,500
4	Dartique Community Association	\$	13,500	\$	13,500
5	Keoma Community Society	\$	8,500	\$	8,500
5	Meadowlark Trail Society	\$	5,000	\$	5,000
7	1st Bow Valley Scouts (Scouts Canada)	\$	20,000	\$	20,000
Airdrie	North Rocky View Community Links Society	\$	1,615	\$	1,615
Beiseker	Beiseker Minor Hockey Association	\$	17,870	\$	17,870
Chestermere	Chestermere Curling Association	\$	6,500	\$	6,500
Cochrane	Route 22 Artist Collective Ltd.	\$	7,500	\$	7,500
Crossfield	Crossfield Playschool Association	\$	1,600	\$	1,600
Irricana	Irricana Curling Club - 1978	\$	18,000	\$	18,000
	Sub Total (excluding late application)	\$	173,685	\$	173,685
Strathmore	*Strathmore Lacrosse Club	\$	11,130	\$	11,130
	Total Requested & Recommended	\$	184,815	\$	184,815

	Available	Recommended
Recreation Tax Levy Total	\$607,404	\$ 184,815

<sup>\*</sup>pending RGC's approval for consideration

#### **Detailed Operational Application Reviews**

#### Division 1

#### Swamp Donkey Musical Theatre Society

Swamp Donkey Musical Theatre Society is a non-profit performing arts organization in Bragg Creek that provides theatrical education and performance opportunities to foster skill development and build community. The Swamp Donkey Musical Theatre Society rents its own space within Bragg Creek.

The Society serves 1,619 County and 207 non-County residents.

#### **Application Review:**

An operational funding request of \$35,000 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$124,552, with a forecasted revenue of \$93,250, including the requested amount. The Society has noted a \$600 per month rental increase in accordance with the terms of their five-year lease agreement. The requested funds are approximately 28% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$35,000 in operational funds.

#### Division 2

## **Jumping Pound Community Hall Society**

The Jumping Pound Community Hall Society was formally established in 2010 to manage and operate the historical 95-year-old community hall. The community hall serves as a central gathering place for local residents and the general public for celebrations, recreational activities, and events. The Jumping Pound Community Hall is operated by the Jumping Pound Community Hall Society and is owned by the County.

The Society serves 510 County and 600 non-County residents.

#### **Application Review**

An operational funding request of \$7,100 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$17,685, with a forecasted revenue of \$16,800, including the requested amount. The requested funds are approximately 40% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation**:

Administration recommends approval of up to \$7,100 in operational funds.

#### Springbank Heritage Club

The Springbank Heritage Club provides community space for the social, cultural, educational, and recreational needs of seniors and other residents. The facility is operated by the Springbank Heritage Club and is owned by the County.

The Club serves 133 County and 45 non-County residents.

#### **Application Review:**

An operational funding request of \$30,000 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$55,400, with a forecasted revenue of \$46,300, including the requested amount. The requested funds are approximately 54% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### Recommendation:

Administration recommends approval of up to \$30,000 in operational funds.

#### Division 3

#### **Bike Cochrane Society:**

Bike Cochrane Society maintains local trails in the town of Cochrane and the west Rocky View County region. The trails are very popular and extensively used by County residents as a transportation corridor or passive recreation.

It is estimated that the trails are used by 4,000 County and 30,000 non-County residents every year.

#### **Application Review:**

An operational funding request of \$1,500 has been submitted to support the insurance costs.

The anticipated operational costs for 2024 are \$58,000, with a forecasted revenue of \$49,000. The requested funds are less than 2% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$1,500 in community enhancement funds.

#### Division 4

## **Dartique Community Association**

The Dartique Community Association operates the longstanding Dartique Community Hall that supports the immediate area through private event bookings and various community events throughout the year. The Dartique Community Hall is owned and operated by the Dartique Community Association.

The majority of users are Division 4 and surrounding County residents, with some also coming from the Town of Cochrane.

#### **Application Review:**

An operational funding request of \$13,500 has been submitted to support the operational expenses.

The anticipated operational costs for 2024 are \$18,800, with a forecasted revenue of \$24,500, including the requested amount. The requested funds are approximately 72% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$13,500 in operational funds.

#### Division 5

#### **Keoma Community Society**

The Keoma Community Society maintains the Keoma Community Hall, playground, and baseball diamonds for the use of the community and surrounding area. The Keoma Community Hall is owned and operated by the Keoma Community Society.

The Society serves 2,215 County and 220 non-County residents.

#### **Application Review:**

An operational funding request of \$8,500 has been submitted to support the operational costs for the community hall, ball diamonds, and playground.

The anticipated operational costs for 2024 are \$17,300, with a forecasted revenue of \$15,000, including the requested amount. The requested funds are approximately 49% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$8,500 in operational funds.

## Meadowlark Trail Society

The Meadowlark Trail Society operates and maintains a portion of the Trans-Canada Trail known as the Meadowlark Trail, in an effort to provide a safe, affordable, and accessible recreational asset within the community. Meadowlark Trail is maintained by the Meadowlark Trail Society and is owned by Alberta Trailnet.

The majority of visitors are County residents primarily from Division 5, with other visitors from the Village of Beiseker and the Town of Irricana. The Society serves approximately 2,768 County and over 2,000 non-County residents.

#### **Application Review:**

An operational funding request of \$5,000 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$11,268, with a forecasted revenue of \$6,450, including the requested amount. The requested funds are approximately 44% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$5,000 in operational funds.

#### Division 7

## 1st Bow Valley Scouts Club (Scouts Canada)

1st Bow Valley Scouts is part of Scouts Canada, which is the country's leading co-ed youth organization. The Club helps youth build resilience and life skills through a variety of experiences, adventures, and community connections.

The club serves 130 County and 5 non-County residents.

#### **Application Review:**

An operational funding request of \$20,000 has been submitted to support the costs of the Scouts' trip to the Pacific Jamboree 2024 to the West Coast.

The anticipated operational costs for 2024 are \$62,400, with a forecasted revenue of \$62,500, including the requested amount. The requested funds are approximately 32% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### Recommendation:

Administration is recommending approval of up to \$20,000 in operational funds.

## Adjacent Municipalities

## **North Rocky View Community Links Society**

North Rocky View Community Links Society offers a variety of services and programs that address community issues such as meeting basic needs, financial and/or emotional strain, employment issues, family violence, legal issues, etc.

The Society serves 100 County and 2,879 non-County residents.

#### **Application Review:**

An operational funding request of \$1,615 has been submitted to support the operational costs of the Fair Access Program for Rocky View County residents to access Genesis Place and Bert Church Theatre at a reduced cost. Equal access for County residents is identified in our inter-municipal cost-sharing agreement; however, the administrative cost to administer the Fair Access Program is outside of the agreement.

The anticipated operational cost for the 2024 Fair Access Program is \$1,615. The requested amount covers 100% of the program costs based on the estimated usage of 100 County residents.

The application meets the requirements of Policy C-317.

#### Recommendation:

Administration is recommending approval of up to \$1,615 in operational funds.

#### **Beiseker Minor Hockey Association**

The Beiseker Minor Hockey Association strives to provide a safe and enjoyable hockey atmosphere for players aged 5-18. The Beiseker Minor Hockey Association operates out of the Doug Hagel Arena (previously the Beiseker Arena).

The Association serves 86 County and 18 non-County residents.

#### **Application Review:**

An operational request of \$17,867 has been submitted to support the operational costs of the program.

The anticipated operational costs for 2024 are \$129,420, with a forecasted revenue of \$109,507, including the requested amount. The requested funds are approximately 14% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$17,867 in operational funds.

## Chestermere Curling Association

Chestermere Curling Association provides an inclusive space for all ages to curl and socialize. The Association sub-leases spaces from the Chestermere Regional Community Association's (CRCA) facility and operates independently from the CRCA.

The Association serves 230 County and 16 non-County residents.

#### **Application Review:**

An operational request of \$6,500 has been submitted to support the operational costs of the program.

The anticipated operational costs for 2024 are \$70,700, with a forecasted revenue of \$77,000. The requested funds are less than 2% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$6,500 in operational funds.

#### **Route 22 Artist Collective Ltd.**

Route 22 Artist Collective Ltd. is a volunteer-driven visual arts organization that operates a non-profit gallery, provides arts programming for its members and the community, and hosts special events and collaborative projects and presentations with other arts organizations.

The Organization serves approximately 10,000 County and 8,000 non-County residents.

#### **Application Review:**

An operational funding request of \$7,500 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$204,583, with a forecasted revenue of \$201,657, including the requested amount. The requested funds are less than 2% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$7,500 in operational funds.

#### **Crossfield Playschool Association:**

Crossfield Playschool is a non-profit parent volunteer-run playschool that offers engaging and playful learning opportunities to children ages 3-4. Through a variety of developmentally appropriate activities, the playschool helps children develop their social, physical, intellectual, creative, and emotional skills.

Crossfield Playschool Association serves 6 County and 43 non-County residents.

#### **Application Review:**

An Operational funding request of \$1,600 has been submitted to cover utility costs.

The anticipated operational costs for 2024 are \$101,047, with a forecasted revenue of \$96,711, including the requested amount. The requested funds are less than 1% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$1,600 in operational funds.

#### Irricana Curling Club

The Irricana Curling Club provides social and competitive curling opportunities for all age groups. The Club operates out of the Irricana Recreation Complex.

The Club serves 97 County and 7 non-County residents.

#### **Application Review:**

An operational funding request of \$18,000 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$46,720, with a forecasted revenue of \$38,900 including the requested amount. The requested funds are 39% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$18,000 in operational funds.

## **Strathmore Lacrosse Club**

The Strathmore Lacrosse Club offers an opportunity for young athletes in Strathmore, Chestermere, Siksika Nation, Langdon, and surrounding rural areas to learn and play box lacrosse.

The Club serves 57 County and 185 non-County residents.

#### **Application Review:**

An operational request of \$11,130 has been submitted to support the operational costs.

The anticipated operational costs for 2024 are \$213,351, with a forecasted revenue of \$216,911, including the requested amount. The requested funds are less than 2% of their anticipated operational expenses for 2024.

The application meets the requirements of Policy C-317.

#### Recommendation:

Administration recommends approval of up to \$11,130 in operational funds.



**Organization Information** 

## Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?
X Yes No
If yes, please explain:
The Society has applied for a small grant from the Alberta Foundation for the Arts Community Performing Arts
Organizations grant stream.
Please provide a brief description of your organization (e.g., mission and mandate):
Mission: Swamp Donkey Musical Theatre Society is a non-profit performing arts organization in Bragg Creek that
provides theatrical education and performance opportunities to foster skill development and build community.
Vision: Arts are foundational and valued in Bragg Creek: the epicentre of performing arts excellence.
Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):
Funds will be used to help offset costs of insurance, utilities, and rent at the theatre space.
Our monthly rent will increase by \$600 per month this year in accordance with the terms of our five year
lease agreement.
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).
Rocky View County residents: 1169
<ul> <li>Rocky View County non-residents:207</li> <li>Growth of your membership in the last year (%):20%</li> </ul>
Please describe the methodology used to quantify this number:
We included program participants, cast members (volunteers), crew (volunteers), and audience members in quantifying the numbers set out above. We used our membership lists to determine the percentage in growth in the last year.
Describe how the project will benefit your community and the County:  The project will benefit the community of Bragg Creek and Rocky View County by providing a space for musical theatre performance and educational opportunities that enable individuals of all ages and abilities to learn musical theatre skills such as acting, voice, dance, design, construction, and theatre tech. It will increase the community's understanding of and appreciation for musical theatre by providing musical theatre performances in a public space and inviting the audience to become a partner in a shared experience. Finally, it will provide a space where musical theatre can be used as a tool to teach life skills such as self-expression, cooperation, social interaction, collaboration, and self-esteem.
If your organization is successful in obtaining County funding, how will you recognize this contribution?
We would continue to recognize the County's contribution on our website, in social media posts, on posters,
and in printed programs for our performances.
FINANCIAI REPURTING = PRICIR YEAR



This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### **BUDGET**

Bank Balance:	\$5,052
Note: Our fiscal year  ("FY") is Aug	ust 1 to July 31. Form was revised to read 2023-2024 budget, 2022-2023 FY, & 2021-2022 FY.

EXPENSES 200	<b>2024-Budget</b> 23-2024 b <b>g</b> idget	<b>-2023</b> - 2022-2 <b>©</b> 23 FY	- <del>2022</del> 2021- <b>3</b> 022 FY
Salaries, wages, and benefits	\$8,000	\$6,956.67	\$9,250.00
Operating and Maintenance Expenses (lifecycle costs)	\$58,725	\$56,473.47	\$40,446.53
Program Materials	\$26,750	\$37,568.40	\$16,120.25
Office supplies	\$527	\$895.40	\$947.53
Utility costs (gas, electrical, phone, internet)	\$6,000	\$6,477.82	\$5,626.98
Insurance	\$3,250	\$6,003.00	\$2,600.00
Other	\$21,300	\$17,865.54	\$41,490.24
TOTAL EXPENSES	\$124,552	\$132,240.30	\$116,481.53

REVENUE	-2024 Budget 2023-202 <b>\$</b> budget	<b>2023</b> 2022-2 <b>\$</b> 23 FY	<b>2022</b> - 2021- <b>2\$</b> 22 FY
Memberships	0	0	0
Grants (please provide names and amounts) - below			
Donations	\$1,000	\$5,367.80	\$6,607.46
Other	\$47,250	\$62,376.10	\$63,540.33
Alberta Foundation of Arts Grant	\$10,000	\$10,470.59	\$2,116.49
RVC Operating Grant	\$35,000	\$35,000	\$30,170.00
RVC			\$7,500.00
Alberta Gov't REP Grant	TN		\$2,000.00
TOTAL REVENUE	\$ <del>138,250</del> \$93,250	\$113,214.49	\$111,934.28

#### SUPPORTING DOCUMENTS

The following documents MUST be attach	nea:	:
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Minimum of three quotes for any program materials that will be purchased.
Financial statements (audited if available) from previous year
Organization's Proposed Operating Budget to which requested County funding will contribute –
include contributions from other sources and detailed expenditures (if applicable).
List of organization's officers and directors (if applicable).
Society Bylaws (first time applicants only unless changes have been made since last submission)
Other documents required for further clarification, as requested.

#### **Obligations upon Receiving Grant**



Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

signing authority for the organization. Swamp Donkey Musica We, the two representatives, of <u>Theatre Society</u>	
(organization name) Name: Trisha Gizen	Name: Gordon Baux Janlan Baux
Title: President	Title:Treasurer
Date: September 22, 2023	Date: September 22, 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

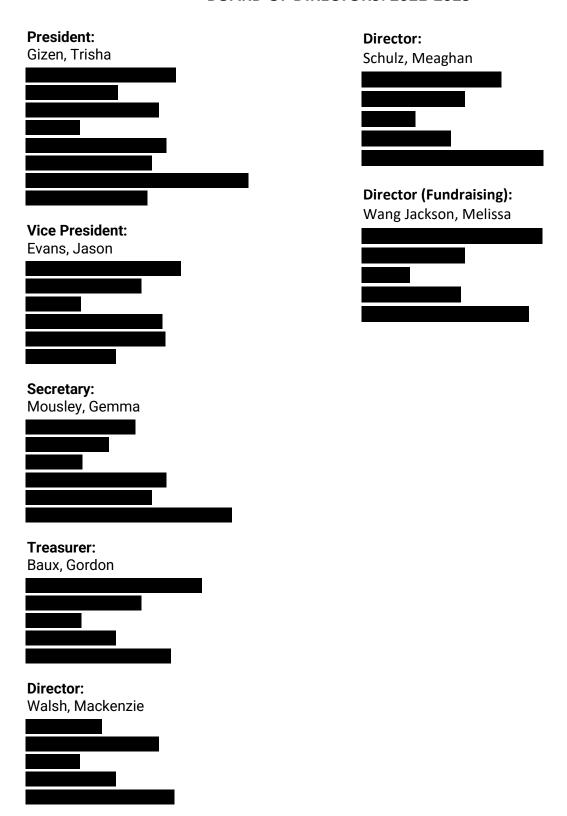
## **Swamp Donkey Musical Theatre Society**

## Profit and Loss

August 2022 - July 2023

	TOTAL
INCOME	
Bar Sales	9,383.28
Course Registration	18,525.00
Fundraising Income	5,367.80
Grant Income	45,470.59
Production - Online Ticket Sales	33,967.82
Sales	500.00
Total Income	\$113,214.49
GROSS PROFIT	\$113,214.49
EXPENSES	
Advertising/Promotional	1,051.33
Bank charges	75.00
Bar Supplies	2,135.26
Cost of Labour	2,250.00
Dues and Subscriptions	561.50
Freight and Delivery	87.21
Fundraising	115.40
Insurance	6,003.00
Office expenses	171.69
Production - Advertising/Marketing	1,329.85
Production - Cast/Crew	4,706.67
Production - Costumes	1,947.58
Production - Make Up	45.14
Production - Merchandise	424.05
Production - Music	20,224.73
Production - Photography	687.83
Production - Props/Sets	8,709.22
Production - Tech	6,737.43
Renovations	4,200.00
Rent or lease payments	56,473.47
Theatre Expense	7,767.12
Uncategorized Expense	0.00
Utilities	6,477.82
Website	59.00
Total Expenses	\$132,240.30
PROFIT	\$ -19,025.81

# SWAMP DONKEY MUSICAL THEATRE SOCIETY BOARD OF DIRECTORS: 2021-2023





**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name: Ju	umpin	g Pound Community Hall			
Incorporated under:	ncorporated under: X Alberta Societies Act				
		Alberta Agricultural Societies Act			
		Part 9 of the Companies Act			
Postal Code: T3Z 2P9	Mailing Address: 44208 Township Rd 250, Calgary, AB Postal Code: T3Z 2P9 (All correspondence and cheques will be mailed to this address)				
Primary Contact:					
Name: Bev Copithorne	e				
Telephone: (W)		(C)			
Email: jumpingpoundh	all@g	mail.com			
Alternate Contact:					
Name: Dawson Northo	cott				
Telephone: (W)		(C)			
Email: dnorthcott@val	vistar	anch.ca			
Facility					
Name of Facility: Jump	oing P	ound Community Hall			
Legal Description / Address: 44080 Township Road 250, Calgary Alberta					
Registered Holder of L	Registered Holder of Land Title: Rocky View County				
Total Amount of Fun	ding l	Requested*: \$7,100			

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

## ATTACHMENT C: Operational Funding Request Applications



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Please provide a brief description of your organization (e.g., mission and mandate):

The Jumping Pound Community Hall Society (JPCHS) was formally established in 2010 to manage and operate the historical 95-year-old community hall. As a community-based recreational facility located in the southwest corner of the County and at the juncture of Jumping Pound Road /Township Road 250, the hall serves as a central gathering place for local residents and general public for celebrations, recreational activities and events. The Society promotes the rural tradition of community connection, support and ranching values. The 8 member Board has been working hard over the past 8 years to upgrade and maintain the physical structure of the hall while continuing to retain its historical value. The Board has been attracted younger members who are bringing new energy and vitality to the organization and to our community through the hosting of special events and celebrations. We are now broadening our offerings to include a Monthly sewing evening and card game night. However, the Board has been stretched in their role of maintaining the building, handling rentals and planning small and major community events.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

Funds will be used to maintain & operate the hall for another year. As a Rocky View owned building, we seek 100% of our anticipated utilities and insurance. We have been able to host more events this past year in years previous and have seen a return in our membership now that we are back in the facility.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

•	Rocky View County residents: 510
•	Rocky View County non-residents:600
•	Growth of your membership in the last year (%): 0.2%

Please describe the methodology used to quantify this number:

The Hall is used by a wide membership base of rural community residents in the southwest quadrant of the County and neighbouring villages, towns, and hamlets. Records are kept of the number of activities, events, rentals, and an estimate of numbers of people who utilize the facility during these events. Our membership database indicates the locations of where people reside within Rocky View and neighbouring areas. Further, our newsletter and social media efforts allows for a wider network that can be measured online.

Describe how the project will benefit your community and the County:

Activities that continue to be successful and unite the local Jumping Pound community include pancake breakfasts, picnics, BBQs, family reunions/ celebrations/ showers/ weddings/ memorial services, Christmas dinners, card nights, sewing evening, fundraisers, and community meetings. The Hall is available for third party rentals for; elections, memorial services, non-profits, movie shoots and serves as an emergency meeting

Operational Assistance Grant

October 2022



location for the area. Funding will also encourage ongoing community volunteerism, rural identity and maximize existing community resources. Without the opportunity for the community to gather in a location they identify with as "their own", they will become fragmented and lose their cohesion, sense of history and intergenerational connections. These are values supported by the County's promotion of community resilience and connection in "cultivating community".

If your organization is successful in obtaining County funding, how will you recognize this contribution? The county will be recognized with a certificate of appreciation that is hung in our main entrance

#### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### BUDGET

# Bank Balance: \$35,325 (Note: \$30,000 this is for our 2023 Capital funding for our project that is slated to begin October 30)

EXPENSES	2024 Budget \$	2023 \$	2022 \$
Cleaning	800	800	375
Hall Supplies (TP etc)	400	400	982
Office Supplies	200	200	192
Utility costs (gas, electrical, phone, internet)	5500	5200	6390
Insurance	1600	1600	1473
Snow Removal and grass	1000	350	0
Advertising	1600	387	0
Events	2500	2500	3912
Renovations		44,000	114,820
Maintenance	1000	1400	578
Capital Purchases	3000	9000	
Bank fees	85	85	85
TOTAL EXPENSES	17,685	65,625	128,807

REVENUE	2024 Budget \$	2023 \$	2022 \$
Memberships	1,200	2053	1056
Grants (please provide names and amounts) RVC Operations	7100	10,500	6,000
Capital Grant – MD of Bighorn		0	2,625
Capital Grant – Cochrane Foundation		5000	
Capital Grant – Rocky View County		10,000	16,700
Capital Grant – Pieridae Energy		3500	10,000
AGLC Casino – Quarter 1 (anticipated) TV	4 <del>0,000</del> TN		
Emergency Funding – Capital RVC			27,000*



Donations (Capital Projects)			3035
Rental Income	7000	5400	7195
Donation – Pancake Breakfast	1000	800	NA
Events	500		3894
TOTAL REVENUE	<b>56,80</b> 0 \$16,800	57,650	77,505

this grant is not listed in our financials as the invo	pice was paid out directly by RVC					
SUPPORTING DOCUMENTS						
The following documents MUST be attached:						
include contributions from other sources an  List of organization's officers and directors (	rom previous year to which requested County funding will contribute – d detailed expenditures (if applicable). (if applicable). hless changes have been made since last submission).					
Obligations upon Receiving Grant						
	ng the approved grant amount, including specific items es expected. Organizations may only spend grant funds					
was spent and whether or not the stated objectives we requests will not be considered. At any time, grant reci	a <b>Project Completion Report</b> detailing how the money re achieved. If this report is not submitted, future funding pients must permit a representative of Rocky View rant funding has been used as intended and approved.					
Declaration Statement						
<b>NOTE:</b> This application form MUST be signed by the signing authority for the organization.	e president and/or a director and a delegate who has					
We, the two representatives, of Jumping Pound Hall (organization name)	certify that this application is complete and accurate.					
Name: Dawson Northcott	Name: Bev Copithorne					
Title: Chair	Title: Chair Title: Director, Grants and Fundraising					
Date: September 25, 2023 Date: September 25, 2023						

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

## **ATTACHMENT C: Operational Funding Request Applications**



The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

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# Jumping Pound Community Hall Society Financial Statements December 2022 (unaudited)

**Amended Feb 24, 2023** 

Reviewed and presented at Annual General Meeting Dated:

## Jumping Pound Community Hall Society Financial Statements December 2022 (unaudited)

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#### **Revenues:**

Event Revenue \$3,894.39 Rental Income \$7,195.15 Donations \$3035.00 Grants \$35,325.00 Memberships \$1,056.86 **Total: \$50,506.40** 

### **Expenses**

Utilities \$5594.32
Phone \$403.20
Internet \$393.75
Bank fee \$85.00
Renovations \$114,820.80
Insurance \$1,473.72
Maintenance \$577.50
Cleaning \$375.00
Hall Supplies \$982.22
Event Expenses \$3912.40
Office Supplies \$192.48
Total: \$128,810.39

Excess/deficiency of revenue over expenses for the year: -78,303.99

Net assets (General Fund) Chequing account: 16,830.97

Savings/Capital Funds account: 3,763.17

Total: 20,594.14

Jumping Pound Community Hall Society Financial Statements

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# **Board of Directors**

Chair	Dawson Northcott
Vice Chair	Kevin McConnach
Secretary	Robyn Kurbel
Treasurer	Melissa Ramsay
Members at Large	Bev Copithorne
	Matthew Kumlin
	Oliver Edwards



# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information	
Organization Name: Spring	•
Incorporated under:	Alberta Societies Act
	Alberta Agricultural Societies Act
	Part 9 of the Companies Act
Postal Code: T3Z 2E7	Range Road 33, Calgary, Alberta heques will be mailed to this address)
Primary Contact:	
Name: <u>Deb Kerr</u>	
Telephone: (C)	
Email:	
Alternate Contact:	
Name: Klasske Grimm	
Telephone: (C)	
Email:	
Facility	
Name of Facility: Springba	nk Heritage Club
Legal Description / Addres	s: 244168 Range Road 33, Calgary, Alberta, T3Z 2E&
Registered Holder of Land	Title: we believe it is owned by the incorporated Club. To be verified.
Total Amount of Funding	g Requested*: \$30,000

\*The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

from Rocky View County) from the adjacent municipality.

\*Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested

## **ATTACHMENT C: Operational Funding Request Applications**



Is your facility/progran	n receiving	any financial	assistance fro	m other ag	encies?
Yes	No				

If yes, please explain:

Our Club has not had access to any Casino dates in 2023. Our next Casino dates since 2022 will be March 1 and 2, 2024. The monies we receive from those Casino dates will be used for our ongoing renovations to our Club building.

Please provide a brief description of your organization (e.g., mission and mandate):
Our Club strives to provide a welcoming community facility for the social, cultural, educational and recreational needs of seniors and other residents of Springbank and neighbouring areas, including Cochrane, Valley Ridge and Tuscany.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

The funds will be used to pay for our operating expenses as outlined on page 4 of this Application. We do not pay salary, wages or benefits to anyone. We do pay outside contractors for the services of cleaning, dishwasher and accounting. All other services the Club required are provided by volunteers.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

- Rocky View County residents: 133 members who are RVC residents, and their friends and family
- Rocky View County non-residents: 45 members who are non-residents, and their friends & family
- Growth of your membership in the last year (%): approx.ly 10% from 162 to 178 members

Please describe the methodology used to quantify this number:

Address information provided by members when they join and in their annual membership application.

Describe how the project will benefit your community and the County:

Our Club provides a safe and welcoming meeting place for seniors from our community and surrounding Areas to gather for the reasons mentioned above. Our building and parking lot are also used for elections, RVC events, and community hall rentals for weddings, celebrations of life, birthday and anniversary parties.

If your organization is successful in obtaining County funding, how will you recognize this contribution? It will be announced and recorded at our Club board meeting and AGM. It will also be acknowledged at future large gatherings of the Club, for example, Christmas dinner, Strawberry Tea.



### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### **BUDGET**

Bank Balance: As of Sept. 19, 2023, General Account: \$37,071 and Casino Account: \$53,356

EXPENSES	2024 Budget \$	2023 \$	2022 \$
Salaries, wages, and benefits	-	_	_
Operating and Maintenance Expenses (lifecycle costs)	22,000	20,500	15,872
Program Materials	3,100	2,900	3,713
Office supplies	4,500	5,052	3,175
Utility costs (gas, elect'l, phone, internet, water, garbage)	12,400	11,400	12,160
Insurance	4,100	3,702	3,500
Other – (accountant for 2022 & 2023)	3,000	5,325	12,613
Other – miscellaneous	6,300	5,700	-
TOTAL EXPENSES	55,400	54,579	51,033

REVENUE	2024 Budget \$	2023 \$	2022 \$
Memberships	6,300	5,950	2,500
Grants (please provide names and amounts) RVC	30,000	25,000	25,000
Donations	-	-	-
Other: mainly special event rental of our Club building	10,000	10,000	10,850
TOTAL REVENUE	46,300	40,950	38,350

## SUPPORTING DOCUMENTS

The following documents MUST be attached:

	Minimum of three quotes for any program materials that will be purchased.
N	Financial statements (audited if available) from previous year
V	Organization's Proposed Operating Budget to which requested County funding will contribute -
,	include contributions from other sources and detailed expenditures (if applicable).
M	List of organization's officers and directors (if applicable).
' 🗆	Society Bylaws (first time applicants only unless changes have been made since last submission)
	Other documents required for further clarification, as requested.



## **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of <u>Springbank Heritage Club</u> certify that this application is complete and accurate. *(organization name)* 

Name: Klasske Grimm Klask Lunn

Name: Deb Kerr

Title: President

Title: Vice-President

Date: September 29, 2023

Date: September 29, 2023

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# SPRINGBANK HERITAGE CLUB

# **FINANCIAL STATEMENTS**

FOR THE YEAR ENDING DECEMBER 31, 2022

# ATTACHMENT C: Operational Funding Request Applications PRINGBANK HERITAGE CLUB

# FOR THE YEAR ENDING DECEMBER 31, 2022

## **INDEX**

Balance Sheet	
Statement of Income and Expenses	2
Casino Account Statement of Cash Flow	
Notes to Financial Statements	
Board Approval	į

# ATTACHMENT C: Operational Funding Request Applications PRINGBANK HERITAGE CLUB

## STATEMENT OF INCOME AND EXPENSES

STATEMENT OF INCOME AN		EMBER 31
	2022	2021
INCOME		
2000 12 May 13	4 0.000	¢ 4620
Membership dues	\$ 8,695	\$ 4,620
Hall rentals	7,570	3,325
Program events	5,979	1,977
Projects	4,216	-
General	2,430	-
Interest income	593	884
Stampede breakfast	380	-
Donations	290	2,300
Memorial donations	135	1,300
	30,288	14,406
EXPENSES		
Power and gas	8,705	6,110
Repairs and maintenance	8,381	1,300
Accountant	5,325	3,170
Janitorial	4,607	1,434
Insurance	3,480	3,480
Other projects	2,206	1,049
Entertainment	2,128	-
Office equipment and supplies	1,588	1,118
Kitchen supplies	1,305	303
Telus business line	914	1,196
Shaw-TV and internet	831	907
TYCO-Security	802	805
Green garbage	227	189
Advertising and promotion	189	-
Calalta Waterworks	166	103
Auto/tractor expenses	77	287
Printing Engraving	39	50
	36	180
Bank charges Prizes and gifts		106
Prizes and girts	41,006	21,787
W W W W	/10 710)	(7,381)
Net income (loss) for the year	(10,718) 754,139	761,520
Memberships Equity, beginning of year		
Memberships Equity, end of year	\$743,421	\$754,139

## **BALANCE SHEET**

	AS AT DECEMBER 31	
ASSETS	2022	2021
Current: (Note 3)		
Cash-Connect First Credit Union	\$ 61,325	\$ 63,822
Short term investments (Note 1)	146,440	145,855
	207,765	209,677
Prepaid expenses	1,173	4,645
	208,938	214,331
Fixed Assets: (Note 2)		
Buildings and equipment	578,179	578,179
Less: Accumulated depreciation	37,510	37,510
THE STATE OF THE S	540,670	540,670
	\$749,608	\$755,001
LIABILITIES		
LINDEFFICE		
Current:		
Accounts payable	\$ 5,325	\$ -
Unearned revenue	862	862
	6,187	
MEMBERS EQUITY		
Members' Equity	743,421	754,139
0. 10.	\$749,608	\$755,001

# ATTACHMENT C: Operational Funding Request Applications PRINGBANK HERITAGE CLUB

## CASINO ACCOUNT STATEMENT OF CASH FLOW

Bank Balance as at December 31, 2021		\$ 98,333
Add Deposits:		
Casino proceeds	\$71,987	
Casino advisors	2,307	
Interest Income	12	74,306
		172,639
Less Disbursements:		
Christmas banquet	2,910	
Casino advisors	2,357	
Bank error deposit in 2021 reversal entry	589	
Christmas banquet	175_	(6,031)
Bank Balance as at December 31, 2022		\$ 166,608

# ATTACHMENT C: Operational Funding Request Applications PRINGBANK HERITAGE CLUB

# NOTES TO FINANCIAL STATEMENT FOR THE YEAR ENDING DECEMBER 31, 2022

## 1. Short Term Investments:

Guaranteed Investment Certificates with Connect First Credit Union:

\$34,070 fixed rate of 1.7% Matures November 1, 2023 46,251 fixed rate of 1.7% Matures November 19, 2023 66,119 fixed rate of 1.7% Matures January 24, 2024 Redeemable

\$146,440

## 2. Depreciation of Fixed Assets:

At a meeting of the Board of Directors on February 3, 1994, it was moved and seconded and carried that the Springbank Heritage Club discontinue calculating depreciation on the Buildings and Equipment fixed assets and leave the net book value the same as stated on the 1993 financial statements and records. This motion, passed by the Board of Directors, was presented to the general membership for ratification at the Annual General Meeting held on February 23, 1994 and was carried unanimously.

## 3. Casino Bank Account:

The Casino bank account, at the Connect First Credit Union, has been recorded separately from the Springbank Heritage Club records. A separate cash flow financial statement for the year ending December 31, 2022 is attached. The Springbank Heritage Club policy does not recognize the Casino funds as part of their general funds.

## SPRINGBANK HERITAGE CLUB

# FOR THE YEAR ENDING DECEMBER 31, 2022

## APPROVED BY THE BOARD OF DIRECTORS:

Date: March 16, 2023

Klaude Grani

Klaaske Grimm President

Ellie Janz Treasurer

AUDITED BY:

L.G. Want

February 19, 2023

# ATTACHMENT C: Operational Funding Request Applications SPRINGBANK HERITAGE CLUB OFFICERS AND DIRECTORS

-	-	-	-	
-3	п	-,	-2	
	u	e.	-3	

POSITION	NAME	ADDRESS	PHONE #
President	Klaaske Grimm		
Vice- President	Deb Kerr		
Secretary	Janice Lambert		
Treasurer	Ellie Janz	T	
Director	Gary Baptist		
Director	Glen Eliason		
Director	Carolyn Hartman		
Director	Peter Heerschop		
Director	Ron Kehler		
Director	Valerie McGillivray		
Director	Gordon Toews		
Director	Brenda Watson		



**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

3					
Organization Name: B Incorporated under:	ike C X	ochrane Alberta Societies Act			
·		Alberta Agricultural Societies	s Act		
		Part 9 of the Companies Act			
Postal Code: T4C 0E8	Mailing Address: 151 Sunset View, Cochrane, AB,  Postal Code: T4C 0E8  (All correspondence and cheques will be mailed to this address)				
Primary Contact:					
Name: Paul Perrault_					
Telephone: (W)		(	C)		
Email: paul@bikecoch	rane.	<u>com</u>			
Alternate Contact:					
Name: Bri Sharpe					
Telephone: (W)		(	C)		
Email: grants@bikeco	chran	e.com			
Facility					
Name of Facility: recre	eation	al trails			
Legal Description / Address: Mount St Francis Retreat Centre, Rocky View County					
Registered Holder of Land Title: Mount St Francis Retreat Centre					
Total Amount of Funding Requested*: \$1500					

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?		
X Yes		
If yes, please explain: Town of Cochrane, CFEP, other grant agencies		
Please provide a brief description of your organization (e.g., mission and mandate): Bike Cochrane's mission is to serve Cochrane and area through the promotion of, and advocacy for, Cycling in our community.		
Our vision is to develop a cycling-friendly culture in Cochrane through the implementation of safe infrastructure for transportation, recreation and competition. We will participate regularly as a recognized stakeholder group in road and community planning, park (re)development, construction projects and area transportation plans, work with public and private land owners and managers to allow public cycling trails and assist in providing and maintaining access to cycle pathways, trails and facilities, for use by the public		
Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):  Insurance coverage of trails. Some of Rocky View County trails (on Mount St Francis Retreat lands) are being managed, maintained and insured by Bike Cochrane.		
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).		
<ul> <li>Rocky View County residents: 2000-4000</li> <li>Rocky View County non-residents: 30000</li> <li>Growth of your membership in the last year (%): 25%</li> </ul>		
Please describe the methodology used to quantify this number: Trail counters on MSF trails, membership locations		



#### **SUPPORTING DOCUMENTS**

The follow	ring documents MUST be attached:	
0	include contributions from other sources and List of organization's officers and directors (i	om previous year to which requested County funding will contribute – detailed expenditures (if applicable). If applicable applicable fapplicable have been made since last submission).
Obligation	ns upon Receiving Grant	
approved		g the approved grant amount, including specific items is expected. Organizations may only spend grant funds
was spent requests v	and whether or not the stated objectives wer vill not be considered. At any time, grant recip	a <b>Project Completion Report</b> detailing how the money e achieved. If this report is not submitted, future funding pients must permit a representative of Rocky View ant funding has been used as intended and approved.
Declaration	on Statement	
	nis application form MUST be signed by the thority for the organization.	e president and/or a director and a delegate who has
We, the tw	vo representatives, of <u>Bike Cochrane</u> certify th (organization name)	nat this application is complete and accurate.
Name: F	Paul Perrault	Name: Bri Sharpe
Title: Dir	ector of Operations	Title: Grants Coordinator
Data: 5	Sant 2023	Date: 5 Sept 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.



FINANCIAL REPORTING - PRIOR YEAR
If your organization is successful in obtaining County funding, how will you recognize this contribution?  On our website, we list our supporters and sponsors
Trails promote mental and physical health for RVC residents and Cochrane residents alike.

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

### **BUDGET**

Bank Balance:	\$66,120 (July 2023 Statement)
---------------	--------------------------------

EXPENSES	2024 Budget \$	2023 Budget \$	2022 \$
	·	·	•
Salaries, wages, and benefits	\$0	\$0	\$0
Operating and Maintenance Expenses (lifecycle costs)	\$20000	\$18000	\$16000
Program Materials	\$0	\$0	\$0
Office supplies	\$1000	\$1000	\$800
Utility costs (gas, electrical, phone, internet)	\$0	\$0	\$0
Insurance	\$5000	\$4593	\$4200
Launchpad bike park operation	\$5500	\$5500	
Kids camp operations	\$2500	\$2500	
Launchpad redesign	\$0	\$3500	
Women's camp	\$14000		
PMBIA bike coach training	\$10000		
TOTAL EXPENSES	\$58000	\$35093	\$21000

REVENUE	2024 Budget \$	2023 Budget \$	2022 \$
Memberships	\$21000	\$21000	\$15000
Grants – RVC Community Enhancement Grant	\$0	\$3400	\$0
Donations	\$0	\$0	\$0
Merchandise sales	\$3000	\$3500	\$2500
Corporate Sponsorships	\$10000	\$11000	\$9500
Town of Cochrane operating grant	\$15000	\$15000	\$15000
Community Services Recovery grant	\$0	\$13800	
TOTAL REVENUE	\$49000	\$67,700	\$42,000



PO Box 1072 Cochrane, AB T4C 1B1

Phone 403.816.3817

## **COMPILATION ENGAGEMENT REPORT**

To the Directors of Bike Cochrane Society

On the basis of information provided by management, I have compiled the statement of financial position of Bike Cochrane Society as at December 31, 2021, and the statements of revenues and expenditures and net assets for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Cochrane, Alberta October 6, 2022 ICLUDIA HOWAY PROFESSIONAL COUNTANT

BIKE COCHRANE SOCIETY
Financial Information
Year Ended December 31, 2021

# BIKE COCHRANE SOCIETY Statement of Financial Position December 31, 2021

	2021	2020
ASSETS		
CURRENT Cash Accounts receivable Prepaid expenses Inventory	\$ 24,425 744 525 2,485	\$ 16,455 - - -
•	\$ 28,179	\$ 16,455
CURRENT Accounts payable and accrued liabilities Deferred contributions - unrestricted Deferred contributions - restricted	\$ 1,188 - 6,378	\$ 2,405 1,500 6,850
NET ASSETS	 7,566 20,613	10,755 5,700
	\$ 28,179	\$ 16,455

ON BEHALF OF THE BOARD

Director

Director

See notes to financial information

# BIKE COCHRANE SOCIETY Statement of Revenues and Expenditures Year Ended December 31, 2021

		2021	2020
REVENUES  Membership fees Corporate sponsorships and contributions Individual contributions Merchandise sales Grant funding Special events Interest	\$	12,806 7,564 - 5,552 2,764 1,257 7	\$ 3,080 75,929 42,623 6,955 - - 11
	-	29,950	128,598
EXPENSES  Bank charges and fees Bike park Bike trails Insurance Memberships Merchandise supplies Professional fees Promotion Special events Tools Web hosting		385 2,968 2,298 1,090 675 2,201 998 1,565 1,771 818 268	187 117,388 - 2,640 150 3,285 1,000 - - - 297
e e	-	15,037	124,947
EXCESS OF REVENUES OVER EXPENSES	<u>\$</u>	14,913	\$ 3,651

# BIKE COCHRANE SOCIETY Statement of Net Assets Year Ended December 31, 2021

	2021		2020	
NET ASSETS - BEGINNING OF YEAR EXCESS OF REVENUES OVER EXPENSES	\$	5,700 14,913	\$	2,049 3,651
NET ASSETS - END OF YEAR	\$	20,613	\$	5,700

# BIKE COCHRANE SOCIETY Notes to Financial Information

Year Ended December 31, 2021

#### 1. PURPOSE OF THE ORGANIZATION

Bike Cochrane Society (the "organization") was incorporated under the Alberta Societies Act on October 25, 2018.

The mission of the organization is to serve Cochrane through the promotion of, and advocacy for, cycling in our community.

#### 2. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Bike Cochrane Society as at December 31, 2021, and the statements of revenues and expenditures and net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable
- inventory valued at cost
- capital assets are recorded as expenses in the year they are acquired
- accounts payable and accrued liabilities
- restricted contributions are recognized as revenue in the year in which related expenses are incurred



From:

**OASIS Outdoor Adventure & Sport Insurance Solutions Inc.** 

PHONE: 1-866-979-2747 FAX: 1-866-488-6122

INVOICE BIKECO

DATE: APRIL 30, 2023

#### **Bike Cochrane Society**

DESCRIPTION		AMOUNT
\$5 million liability May 6 <sup>th</sup> effective date		\$4,505
Current Balance \$88		\$88
·		
	SUB TOTAL	
	Tax	%
	TOTAL	\$4,593

or an etransfer to <a href="mailto:payment@oasisins.ca">payment@oasisins.ca</a> Or search us with online banking or follow this link for interact or cc payments: <a href="mailto:http://www.oasisinsurance.ca/online\_payment.html">http://www.oasisinsurance.ca/online\_payment.html</a>

List of Executives of Bike Cochrane Society

8 May 2023

Title	Name	Email	Phone
President	Robert Martens	robert@bikecochrane.com	
Vice-President	Andra Andrew	events@bikecochrane.com	
Treasurer	Jim Rooney	finance@bikecochrane.com	
Director of	Paul Perrault	paul@bikecochrane.com	
Operations			
Secretary	Erin Vandermarel	erin@bikecochrane.com	
Director at Large	Ryan Hopping	ryan@bikecochrane.com	
Director at Large	Shanna Cremers	shanna@bikecochrane.com	



# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information
Organization Name: Dartique Community Association
Incorporated under: Alberta Societies Act
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address: 282252 Harso Creek Road, Rocky View Can Postal Code: Tyc 3Al (All correspondence and cheques will be mailed to this address)
Primary Contact:
Name: Barbara Smith.
Telephone: (W) (C)
Email:
Alternate Contact.
Name: Ken Birkett
Telephone: (W)(C)
Email:
Facility
Name of Facility: Dartique Commenty Hall
Legal Description / Address: NW 18-28-04-W5
Registered Holder of Land Title: Datique lodge Community Centre
Total Amount of Funding Requested*: \$ \$ 13 500

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?
☐ Yes ☒ No
If yes, please explain:
Please provide a brief description of your organization (e.g., mission and mandate):
Dartique embodies the proneering spirit that
continues to provide charty and followship for
the post and present community.
Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):
The finds will be used for gretational bills
supplies, maintenance and cleaning for interior
and exterior laureare and snow romal
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).
<ul> <li>Rocky View County residents: Division 4</li> <li>Rocky View County non-residents: County + water valley residents</li> <li>Growth of your membership in the last year (%): 2011.</li> </ul>
Please describe the methodology used to quantify this number:
Rentals have increased as has commenty fellowship
wenders together. Describe how the project will benefit your community and the County:
operations of Ending will help us to continue to
use all rental money plus donations to
First our much needed repairs.
If your organization is successful in obtaining County funding, how will you recognize this contribution?
we will place a thortyon to Rocky Ville
Country for your contributed sport on all commenty FINANCIAL REPORTING-PRIOR YEAR POSTER BOOKS



This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

### BUDGET

Bank Balance:	62 628.50	
		_

EXPENSES	2028 Budget \$	2023	2021Z \$
Salaries, wages, and benefits Operating and Maintenance Expenses (lifecycle costs)	0	0	0
Program Materials Office supplies Utility costs (gas, electrical, phone, internet) Insurance	2000.00	1668.75	4980.20
Other DD Days	5000.00	4864 55	1600
TOTAL EXPENSES	18 800.00	1803326	13359.7

REVENUE	2025 Budget \$	202 <b>3</b>	2027Z \$
Memberships	1000	1120.00	. 1525
Grants (please provide names and amounts) CFEP I	095	39560.00	8500
Donations operational broat RVC	13500	7325.00	2000
Other rootals	10 000	10 700	5000
TOTAL REVENUE	24500	58 705	170250

# SUPPORTING DOCUMENTS

The following documents MUST be attached:

	Minimum	of	three	quotes	for	any	program	materials	that	will	be	purchased	١.
--	---------	----	-------	--------	-----	-----	---------	-----------	------	------	----	-----------	----

☐ Financial statements (audited if available) from previous year

☐ Organization's Proposed Operating Budget to which requested County funding will contribute — include contributions from other sources and detailed expenditures (if applicable).

☐ List of organization's officers and directors (if applicable).

☐ Society Bylaws (first time applicants only unless changes have been made since last submission).

☐ Other documents required for further clarification, as requested.

# Obligations upon Receiving Grant

# ATTACHMENT C: Operational Funding Request Applications



Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

# **Declaration Statement**

 $\frac{\text{NOTE:}}{\text{signing authority for the organization.}}$  This application form MUST be signed by the president and/or a director and a delegate who has

We, the two representatives, of <u>Doutiques Hall</u> certify that this application is complete and accurate. (organization name)

Date: 50+212023 Date: 50+22023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

Page 53 of 154



**DARTIQUE COMMUNITY ASSOCIATION** 

Mission Statement: Dartique embodies the pioneering spirit that continues to provide charity and fellowship for the past and present community

# 2023 Board Members:

President: Ken Birkett:	
Vice President: Tim Macdonald:	
Treasurer: Barbara Smith:	
Secretary: Arlene Ridgeway:	
Director: Mike Stuart:	
Director: Erik Bengtsson:	i.
Director: Vanessa Bengtsson:	
Director: Lisa Gillett:	
Volunteer: Debbie Vdlarr:	

# DARTIQUE COMMUNITY ASSOCIATION

# STATEMENT OF INCOME/LOSS AND SURPLUS FOR YEAR ENDED August 31, 2023

		2023	2022
Income			
Memberships	\$		\$ -
Hall Rentals		10,200	6,398
Operational grants received		13,019	12,126
Community events		425	673
Donations		325	2,847
Other Income (interest)		28	12
	\$	23,997	\$ 22,056
Expenses			
Bank Charges		5	nil
Insurance		1,696	1,659
Event Expenses		7,275	4,602
Repairs and Maintenance		1,204	482
Hall Supplies and small tools Telephone		971 237	569 260
Utilities		5,012	4,554
		16,400	12,126
	5-00-00		
NET INCOME (LOSS)		7,597	9,930
Surplus, Beginning of year		21,492	11,562
Surplus, end of year	\$	29,089	\$ <u>21,492</u>
			4.

# DARTIQUE COMMUNITY ASSOCIATION

BALANCE SHEET
AS AT AUGUST 31, 2023

AND AL	A00001 31, 2023		
		<u>2023</u>	2022
	ASSETS		
Current Assets Cash Prepaid expenses		\$ 62,729 290	\$ 39,504 252
		63,019	39,756
Capital Assets			
Equipment and improvements, at cost		209,416	190,923
Less: Capital grants received (schedule 1)		(242,173)	(202,613)
		(32,757)	(11,690)
		\$30,262	\$ 28,066
I	LIABILITIES		## W
Current Liabilities			2.5
Accounts payable Unexpensed operational grants received		\$ 294 879	\$ nil 6.574
		1,173	6,574
Surplus Balance, end of year		29,089	21,492
Salatios, vita of year			
		\$30,262	\$ 28,066

Approved on behalf of the Board,	
	, Directo
	Directo

Rocky View County Parks and Recreation

From Keoma Community Society

Our operating year runs from June 1, 2023 to May 31, 2024. This is the year I have prepared a budget for which I have put under the heading 23 Budget. This budget is an approximation of the estimated operating costs for the 23/24 operating year.

### Clarification of application

The Contingency Fund is a fund we have set aside for emergency expenditures such as furnace replacements, septic tank and water tank replacements and other costly emergency expenditures. We attempt to put approximately \$5000 to \$10,000 in this account to allow for increased costs every year. This doesn't always happen but we would like to be prepared in the event we have a disaster or emergency. This hall will be 100 years old soon and takes a lot to maintain from one year to the next. When an emergency strikes it could prove very costly.

### **Expenses**

We plan on updating the panelling on the walls and the linoleum this year. To date I do not have any extimates on these costs.

### Revenue

I have included in the budget a grant of \$8500 from the County for operating expenses. If we do not receive this grant the budget would need to be adjusted.

We do a casino every 3-3 1/2 years. We are entering the  $2^{nd}$  year and I have budgeted \$12000 of the funds for this operating year, leaving \$12,000 for the 24/25 operating year.

or work cell



# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information
Organization Name: KEOMA Community Society
Incorporated under: Alberta Societies Act
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address:
Primary Contact:
Name: Diane GABRUCK.
Telephone: (\(\frac{\psi}{W}\) (C)
Email:
Alternate Contact:
Name: GREG HAGEL
Telephone: (W) (C)
Email: _
Facility———————————————————————————————————
Name of Facility: KEOMA COMMUNITY HALL
Legal Description / Address: 1/2 - 65t. KEOMA ALBERTA
Registered Holder of Land Title: KFOMA Community Society
Total Amount of Funding Requested*: \$_8500 **

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?
Yes No
If yes, please explain:
We work a casino every 3 years. The Keoma him club also assists
with major capital projects when we need assistance
Please provide a brief description of your organization (e.g., mission and mandate):
The society maintains the semminity hall, ball diamonds & play ground for the use of the community surrounding area. It is a gathering place for meetings, social fundions and hasbeen used as a place of worship
Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):
These funds will be used for the increasing insurance costs,
utility & maintenance expenses.
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).
Rocky View County residents:
Rocky View County non-residents: 220
Growth of your membership in the last year (%): no significant development
Please describe the methodology used to quantify this number:
The numbers are taken from our rental agreement forms, allowing
The numbers are taken from our rental agreement forms, allowing for 10 % from outside the community for weddings, family reunions,
funerals and worship
Describe how the project will benefit your community and the County:
The operational assistance grant will help is maintain.
sun perale our community hall.
If your organization is successful in obtaining County funding, how will you recognize this contribution?
The county will be recognized at the AGM and on our
community events page.



### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

BUDGE  May 31, 2023  Bank Balance: Meneral act #31827 Casim  Contact	T o Oest "44"; inguency Acc	7 <u>09</u> - 7	24	
EXPENSES	2023 Budget \$	<b>2022</b> \$	2021 \$	
Salaries, wages, and benefits	#2500 XX	B 1793 75	8 1020 26	
Operating and Maintenance Expenses (lifecycle costs) Program Materials	4500	4211	4953 94	-
Office supplies		1563660	18261	1
Utility costs (gas, electrical, phone, internet)	6300××	572915	5739 0	3
Insurance	3850 XX	373066	3608 09	1
Other	150 XX	12427	3 4.00	1
CAPTIAL TIUSCOTS				
TOTAL EXPENSES	30300 XX	31226 37	15504	
	\$17,300			
REVENUE	2023 Budget \$	2022 \$	2021 \$	
Memberships	MA	NIA	MA	1
Grants (please provide names and amounts) RV County Donations	8500 ?	8500	8500	
Other Cusino "3 of Junas from was allocated for	12000	38810 38		* -
Rentals	6000	6525	2150	
Keoma Kions	-0	628635	214238	
Kathyun Lodies association	0	25000	A	-
INTEREST	500	1067	430 89	1
TOTAL REVENUE	27000 TN	86/88 73	13223 27	
SUPPORTING DOCUMENTS	\$15,000			
The following documents MUST be attached:				
Minimum of three quotes for any program mater	3 - 1 - 41 - 24 - 311 fo - 1	a complete e e e el		

Financial statements (audited if available) from previous year
Organization's Proposed Operating Budget to which requested County funding will contribute -
include contributions from other sources and detailed expenditures (if applicable).

☐ List of organization's officers and directors (if applicable).

□ Society Bylaws (first time applicants only unless changes have been made since last submission).

□ Other documents required for further clarification, as requested.



# **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

signing authority for the organization	e president and/or a director and a delegate who has
We, the two representatives, of     KEOMA COMMUN	certify that this application is complete and accurate.
Name: Diane Habrusk	Name:
Title: Secretary Leasurer	Title: VICE-PRESIDENT
Date: <u>Sept 10</u> , 2023	Date: 2023/09/10

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# **EXECUTIVE June 20, 2023**





**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name: Meadowlark Trail Society
Incorporated under:   Alberta Societies Act #5020861943
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address: P.O. Box 350, Beiseker, Ab.  Postal Code: Tom OGO  (All correspondence and cheques will be mailed to this address)
Primary Contact:
Name: Jeannette Richter
Telephone: (W) (C)
Email: _
Alternate Contact:
Name: Anne He Culp
Telephone: (W) (C)
Email:
Facility
Name of Facility: Meadowlark Trail
Legal Description / Address: 10 km of trail between Beiseker (RR261/Twp. Rd. 28) +  Irricana (RR 263/Twp. Rd. 275)
Registered Holder of Land Title: Alberta Trailnet
Total Amount of Funding Requested*: \$ 5000.00

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?
Yes No
If yes, please explain:
Trans-Canada Trail annual Clean-up grant of \$1000.00
Please provide a brief description of your organization (e.g., mission and mandate):
To build, operate and maintain a portion of the Trans-Canada Trail
known as the Meadowlark Trail in an effort to provide a safe, affordable
and accessible recreational asset within the community that is valued and benefits all.  Please describe what these funds will be used for. (Please attach a separate piece of paper if you need
Insurance, mowing, weed control, porta-potty rental+maintenance
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).  • Rocky View County residents: <u>Division 6 = 2768</u> • Rocky View County non-residents: <u>Irricana = 1218</u> , <u>Beiseker = 828 Tourists</u> = TBD • Growth of your membership in the last year (%): <u>0</u>
Please describe the methodology used to quantify this number:
Population statistics in immediate area of trail. The Society is
working towards tracking actual numbers through installation of counters,
Describe how the project will benefit your community and the County:
Provides the community with a recreational trail and travel corridor
between Irricana + Beiseker through RV County. Brings tourism, stimulates
local economies, encourages healthy lifestyle, & learning of prairie landscapes.
If your organization is successful in obtaining County funding, how will you recognize this contribution?
On-site signage, website + facebook acknowledgement.



### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

## **BUDGET**

Bank Balance: 4787.85 (Dec.31, 2021) 8332.17 (Aug.23, 2023)

EXPENSES	202 <b>4</b> Budget \$	202 <b>2</b> \$	202 <b>1</b> \$
Salaries, wages, and benefits			
Operating and Maintenance Expenses (lifecycle costs)	4300.00	4850.00	750.00
Program Materials Cleanup, Supplies, rent	360.00	920.00	720.00
Office supplies (website maint.) advertising	500.00	500.00	500.00
Utility costs (gas, electrical, phone, internet)			
Insurance	1330.00	1330.00	1330.00
Other Fro-Mot (weeds, watering, cutting)	2300.00	1670.00	1670.00
Porta-potty Rental	1200.00		
RMA Membership + Trailnet	254.00	254.00	254.00
, and the second			
Contingencies (10%)	1024.00	952.00	522.00
TOTAL EXPENSES	11,268.00	10,476.00	5746.00

REVENUE	2024 Budget \$	202 <b>2</b> \$	202 <b>1</b> \$
Memberships			
Grants (please provide names and amounts) TCT Cleanup	1000.00	1000.00	1000.00
Donations	200.00	200.00	200,00
Other Fundraising (race entrance fees, etc.)	250.00		
RVC Operating Grant	5000.00	5000.00	3000.00
7			
TOTAL REVENUE	6450.00	6200.00	4200.00

# SUPPORTING DOCUMENTS

The following do	ocuments Ml	JST be	attached:
------------------	-------------	--------	-----------

IOVV	ing documents wood be attached.
	Minimum of three quotes for any program materials that will be purchased.
W	Financial statements (audited if available) from previous year
$\square'$	Organization's Proposed Operating Budget to which requested County funding will contribute –
	include contributions from other sources and detailed expenditures (if applicable).
	List of organization's officers and directors (if applicable).
	Society Bylaws (first time applicants only unless changes have been made since last submission).
	Other documents required for further clarification, as requested.



# **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

<b>NOTE:</b> This application form MUST be signed by the	e president and/or a director and a delegate who has
signing authority for the organization.	
Meadowlark Trail	
We, the two representatives, ofSociety	certify that this application is complete and accurate.
(organization name)	
	$\Lambda$
6 A Dilt	Name: × Nave Fogen
Name: Jeannette Richter	Name: X Yave 3,40
Jeannette Richter	Treasurer
Title: Chairperson	Title:
Date: <u>Sept. 27, 2023</u>	Date: Sept. 27, 2023.

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

MEADOWLARK TRAIL SOCIETY-REVENUE AND EXPENSES
REPORT-2022

ACCOUNT BALANCE DEC 31/2021- \$4,787.85

# **REVENUE**

**EXPENSES** 

<ol> <li>TRANS CANADA TRAIL-CLEAN-UP GRANT-</li> <li>ROCKY VIEW COUNTY OPERATING GRANT</li> </ol>	
3 ROCKYVIEW COUNTY OPERATING GRANT	\$5,000.00
4. CASH -\$20.00 INTEREST-\$0.01	\$20.01
TOTAL REVENUE	\$9,020.01

# 1.RURAL MUNICIPALITIES ASSOCIATION -2YR \$409.50

2. REPLACE LOCKS	\$4	16.08
3.COMMUNITY LINKS MEETING RENT	\$2	20.00
4.S &B IMAGE DESIGN CARBON TRAIL INTERP.	\$5	525.00
5. SIGNS CONCEPTS	\$	152.25
6. ALL-WELD CONSTRUCTION LTD (LOCKS, KEYS)	\$1	,155.00
7. RMA INSURANCE	\$1	331.79
8. ALBERTA TRAIL-NET MEMBERSHIP		\$50.00
9 PAPER STATEMENT FEE JAN-MAY		\$22,50

10. ALLAN METZGER WEB-SITE

\$207.04

11. BANK FEE -CHEQUES

\$46.43

TOTAL EXPENSES

\$3,965.59

ACCOUNT BALANCE DEC 31/2022----- \$4,842.27

CHEQUE ON HAND ROCKYVIEW- JAN 4/2023-

\$5,000.00

**FUNDS BALANCE** 

\$9,842.27

Liabilities - None

**AUDITED BY** 

AusBalon Iris Balson

DATE April 25,2023

**AUDITED BY** 

Grace Martin

DATE april 26, 2023



# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Inform	nation	
Organization Name:	1 <sup>st</sup> Bo	w valley Scouts (Scouts Canada)
Incorporated under:		Alberta Societies Act
		Alberta Agricultural Societies Act
		Part 9 of the Companies Act
Postal Code: 10J 1X	1	eques will be mailed to this address)
Primary Contact:		
Name: Tony Baker		
		(C)
Email:		
Alternate Contact:		
Name: Greg Smith		
		(C)
Email:		
Facility		
Name of Facility: N/A		
Legal Description / Ac	ldress:	
		ïtle:
		Requested*: \$20,000

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

Is your facility/program	receiving an	/ financia	l assistance	from othe	r agencies?
--------------------------	--------------	------------	--------------	-----------	-------------

☐ Yes X No		
res, please explain:		

Please provide a brief description of your organization (e.g., mission and mandate):

Scouts Canada is the country's leading co-ed youth organization, offering programming for children and youth aged 5-26. With over 50,000 youth participating across the country, in multiple languages and reflecting Canada's multicultural landscape, kids and youth in Scouts chart their own path of discovery. Through a variety of fun experiences, outdoor adventures and contributions to their community, Scouts builds resilience and skills that set them up for life. Youth in Scouts are supported by a dedicated team of over 12,000 volunteers who collectively donate over two million hours of their time, providing youth with the opportunity to grow, to challenge themselves and to experience countless firsts. Our volunteers help us bring our vision of youth making meaningful contributions to creating a better world to life by lifting people, communities, and neighbourhoods. Scouts Canada is part of the World Organization of the Scout Movement (WOSM) which has over 40 million members in 167 National Scout Organizations around the world.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

These Funds will be used to offset the expenses to send ~28 Scouts and Scouter Volunteers to the Pacific Jamboree in Sooke BC, <a href="https://www.pacificjamboree.ca">https://www.pacificjamboree.ca</a>

The Estimated Cost is ~ 1300/person. \$600 flights, \$550 for Camp registration, and \$150 misc costs

The Pacific Jamboree, hosted by BC-Yukon Councils, is held every four years in British Columbia. Participation is open to all youth of Scout age who are registered members of Scouts Canada, L'Association des Scouts du Canada, and Scout Units from National Scout Organizations who are members of the World Organization of the Scout Movement (WOSM). Offer of Service (OOS) is open to Venturer Scouts, Rover Scouts, and Volunteers including former members who wish to participate. Your adventure begins with a scenic 95-minute BC Ferries voyage across the Strait of Georgia and through the Gulf Islands. You will travel south along the Saanich Peninsula, where you'll enjoy views of the Olympic Mountains and the Strait of Juan de Fuca towards Victoria and then onto the west coast of the island to the beautiful town of Sooke. Nestled between the majestic old-growth forests and awe-inspiring beaches of the Pacific Ocean coastline, Sooke is renowned for its rich cultural heritage. It offers unlimited opportunities for outdoor adventures and unforgettable experiences, a truly West Coast experience.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is

being sought (please note that this represents individuals, not the number of visits made to a facility).

	Rocky View County residents: ~130
•	Rocky View County non-residents: 0
•	Growth of your membership in the last year (%): 10%



Please describe the methodology used to quantify this number:

We currently have 112 scouts in total from Beavers, Cubs, Scouts and Ventures, plus ~20 Scouters that act as Volunteer leadership for the groups

Describe how the project will benefit your community and the County:

Events such of these helps grow core values within our youth. Planning, teamwork, and independence. This event will help build these skills along with passion and excitement to ensure we keep growing our youth into respectful and active, members of our community. The stories and memories they will share will also entice younger members, Cubs and Beavers to stay active within the Scouting world.

# If your organization is successful in obtaining County funding, how will you recognize this contribution?

We , with permission, can recognize RVC on our social media platforms, and add "Made Possible by RVC" on our Troop Hoodies

# FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

### **BUDGET**

Bank Balance:	53935.22

EXPENSES	2024 Budget \$	2023 \$ EST	2022
Salaries, wages, and benefits			
Operating and Maintenance Expenses (fundraising expense)	20000	18489	17170.95
Program Materials	3500	3300	6049.46
Office supplies		3000	00 10.10
Utility costs (gas, electrical, phone, internet)			
Insurance			
Other (Space Rentals)	2500	2408	1518.75
Other - PJ 2024 ( 28 people @ \$1300)	36400		1010.70
TOTAL EXPENSES	62400	24197	24739.16

REVENUE	2024 Budget \$	2023 \$ EST	2022
Memberships	5000	4500	7814.35
Grants RVC Recreational Operating Grant	20000		
Donations			
Other (fundraising)	20000	15741	17790.84
Other (Fuindraising) for PJ 2024	17500	107.11	11700.04
TOTAL REVENUE	62500	20241	25605.19

TOTAL	REVENUE	62500	20241	25605.19
SUPPOR	TING DOCUMENTS			
The follow	ving documents MUST be attached:			
00	Minimum of three quotes for any programments (audited if availal Organization's Proposed Operating Buinclude contributions from other source List of organization's officers and direct Society Bylaws (first time applicants of Other documents required for further of the contribution of t	ble) from previous yea udget to which request es and detailed expend ctors (if applicable). nly unless changes ha	r ed County fund ditures (if applic ve been made s	able).
Obligation	ns upon Receiving Grant			
approved	pients will receive a Grant Agreement or or denied, and the project goals and out proved items.	utlining the approved of the comes expected. Organization	grant amount, in anizations may	cluding specific items only spend grant funds
was spent requests w	pletion of the project, recipients must su and whether or not the stated objective vill not be considered. At any time, grant examine records to determine whether t	s were achieved. If this t recipients must permi	s report is not s it a representati	ubmitted, future funding ve of Rocky View
Declaratio	on Statement			
NOTE: The signing aut	is application form MUST be signed the thority for the organization.	by the president and/o	or a director ar	nd a delegate who has
We, the tw	o representatives, of(organization name	certify that this ap	oplication is con	nplete and accurate.
Name: _	y Ja	Name:	gn	
Title:	Contect Scouter	Title:Sca	nt	
Date:	Sep 26, 2023	Date: Sep (	17812	31

### **ATTACHMENT C: Operational Funding Request Applications**



PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

ChC - 1st Bow Valley Group



STATEMENT OF ACTIVITIES Pytrick Brutelle For the Fiscal Year ended 31 August 2022 gc@tevs.ca sub-category totals category lotals REVENUE Membership f'een received 930 00 Community Gaming Grant (BC 549) Constinus Fundasing Revenue 8.586.60 Scout Paperm Other National Campaigns Bottle Drives 8 318 05 473 75 Other Fundrasing TOTAL Fundraising Revenue 17,378.40 Group Event/Activity Fees 107.44 Interest Earned Section Revenue Benzer Scruts 95.85 3,000.00 **Cub Scouts** Scouts 3,000.00 Venturer Scouts 788.50 Rover Scouts 6.884.35 TOTAL Section Revenue Other Revenue 305.00 25,605.19 TOTAL REVENUE **EXPENSES** Membership Fees paid to National 6.50 Administration Equipment purchases S 1,518.75 Facility Fees/Rent Financial Assistance 5,751.08 Fundraising Expenses Scout Popcom Other National Campaigns Bottle Drives 73.54 Other Fundraising Expenses 5,824.62 **TOTAL Fundraising Expenses** Group Event/Activity Expenses Insurance 218.34 Readiness (Training and Screening) 669.93 Section Expenses **Beaver Scouts** 5,531.06 5 **Cub Scouts** 6,955.89 5 Scouts \$ 1,987.49 Venturer Scouts Rover Scouts 15,144.37 **TOTAL Section Expenses** 2,026.58 Other Expenses 24,739.16 TOTAL EXPENSES R-E= \$ 866.03 **EXCESS OF REVENUE OVER EXPENSES** 

The annual financial review has been completed. We Reviewers believe that this Statement of Activities fairly represents the financial transactions of the Scout Group for the period ended 31 August 2022

Further I verify that I do not have signing authority on any of the accounts included in this package and am not related to anyone who does nor to the preparer of the document.

JASON

HARC

Name (please print)

Updated August 2020

# **Membership Listing**

Organization	First Name	Last name	Scouting Role	Evening Phone
1st Bow Valley/Langdon 'A' Troop				
1st Bow Valley/Langdon 'A' Troop	Gregory	Smith	Contact Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Tony	Baker	Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Patrick	Brunelle	Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Brenda	De La Mare	Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Jason	Gagnon	Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Shanta	Harker	Troop Scouter	
1st Bow Valley/Langdon 'A' Troop	Leah	Henderson	Troop Scouter	



**Organization Information** 

# **Operational Assistance Grant Application Form Community Facilities, Programs and Services**

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name: N	lorth F	Rocky View Community Links Society		
Incorporated under:	X	Alberta Societies Act		
		Alberta Agricultural Societies Act		
		Part 9 of the Companies Act		
Postal Code: T4B 0P7	7	lain Street NW, Airdrie, Alberta eques will be mailed to this address)		
Primary Contact:				
Name: Brenda Hume_				
Telephone: (W)		(C)		
Email: brenda@nrvcl.a	ab.ca			
Alternate Contact:				
Name: Trudy Wilson_				
Telephone: (W)		(C)		
Email: trudy@nrvcl.ab	.ca			
Facility				
Name of Facility: Com	munit	y Links		
Legal Description / Ad	dress	: 211, 125 Main Street NW Airdrie AB T4B 0P7		
Registered Holder of l	_and <sup>-</sup>	Title: Private Owner		
Total Amount of Fun	ding	Requested*: \$ \$1615.00		

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

## ATTACHMENT C: Operational Funding Request Applications



Is your facility/program receiving any financial assistance from other agencies?

Yes	X No
If yes, please explain	n:
Please provide a brie	ef description of your organization (e.g., mission and mandate):

Vision: Strong Individuals Strong Families Strong Communities

Mission: To inspire hope, support healthy development, strengthen wellbeing and resiliency by connecting individuals and families to services, supports, and resources in our communities.

Community Links with it's 43 employees, offers a variety of services and programs that address many needs and issues within the communities it serves. Residents that are served can be facing one or multiple issues such as basic needs, financial and/or emotional strain, family dynamics, employment issues, family violence, special needs, and legal issues. Through support and advocacy, residents are connected to our programming or with other programs/ services/resources that build on their abilities to address needs and growth. Residents can receive assistance with connecting to childcare options, parenting, counselling, and senior's support. The agency works collaboratively with community members and partners to address identified gaps in service delivery projects that promote healthy growth and development. In addition, the agency is a Family Resource Network which provides additional programs and supports with a focus on families.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

The funds obtained from this grant will be used to facilitate the Rocky View County Fair Access Program.

Community Links will create and maintain the application form. It is be made available on the Website, www.mycommunitylinks.ca.

Residents will be supported to complete the application process, including providing the necessary documentation, to ensure quality screening. The Program will work to reduce barriers to residents in the application process, including providing support letters where suitable.

The screening will parallel the criteria being utilized in the Airdrie Fair Access Program, run by the City of Airdrie, which is income based. The screening will determine the level of subsidy the resident will receive, 75%, 50%, or 25%. Applicants who under Assured Income for Severely Handicapped (AISH) or Guaranteed Income Supplement (GIS), will be approved for two-year terms. All other residents will be asked to reapply annually.

Applications once completed will be forward to the Fair Access Coordinator who will review the application to determine the level of subsidy. They will create a card, which has been provided by Rocky View County. Cards will be distributed in person or through the mail.



The Coordinator will maintain an Excel database to track the number of families approved and the number of residents benefiting from the Rocky View Fair Access Program.

Paper applications and supporting documentation will be stored in a locked file cabinet. The Excel database will be stored on a shared drive with appropriate levels of access provided. All information will be retained in line with Community Links retention policies. The Agency will work to ensure privacy and confidentiality of community member information. Community Links has a written policy to manage confidentiality.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

The data provided above is the number of residents who were impacted by service through the

- Rocky View County residents: 42 (January to August 2023) 100 (2022)
- Rocky View County non-residents: 2879 (2023 to August 2023) 3956 (2022)
- Growth of your membership in the last year (%): first year of program, not able to determine

Please describe the methodology used to quantify this number:

Information and Referral Program funded by FCSS. The data is gathered by Intake staff during one-on-one interactions with residents. The data is then entered by Admin staff into an Excel database which allow for accurate collection and distribution of the information.
Describe how the project will benefit your community and the County:
This program will have a significant impact on Rocky View County residents as it will reduce the financial barriers for residents to access all the programming at the Genesis Center and Bert Church Theater facilities.
Subsidized access to recreational and cultural activities will increase residents' access to healthy physical activity and social connections which will build overall well-being and resilience.
If your organization is successful in obtaining County funding, how will you recognize this contribution?
This Program, with acknowledgement of the County funding, will be posed on the Community Links Website. The information will also be included in our annual AGM documentation.

### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.



**Bank Balance:** 

Insurance Other

**TOTAL EXPENSES** 

**TOTAL REVENUE** 

B	UC	G	FT	

	2024 Budget	2022	2000
EXPENSES	2024 Budget \$	2023 \$	2022 \$
Salaries, wages, and benefits	\$1545.00		
Operating and Maintenance Expenses (lifecycle costs)			
Program Materials	\$70.00		
Office supplies			
Utility costs (gas, electrical, phone, internet)			

REVENUE	2024 Budget \$	2023 \$	2022 \$
Memberships			
Grants (please provide names and amounts) (RVC Grant)	\$1,615.00 7		
Donations			
Other			

\$1615.00

\$1,615.00

**SUPPORTING DOCUMENTS-** not attached, following feedback from Dari Lang, Manager/ Recreation, Parks and Community Support.

The following documents MUST be attached:

	Minimum of	three quotes	tor any program mat	terials that will be	; purchased.
--	------------	--------------	---------------------	----------------------	--------------

☐ Financial statements (audited if available) from previous year

Organization's Proposed Operating Budget to which requested County funding will contribute – include contributions from other sources and detailed expenditures (if applicable).

☐ List of organization's officers and directors (if applicable).

- □ Society Bylaws (first time applicants only unless changes have been made since last submission).
- □ Other documents required for further clarification, as requested.

### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.



Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of North Rocky View Community Links certify that this application is complete and accurate.

(organization name)

Name: Brendothume	Name: Ludy Wilson
Title: Executive Director	Title: Manager Support Sources
Date: September 22, 2023	Date:

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# INDEX

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Signed Engagement Letter	ç



July 5, 2023

North Rocky View Community Links Society 211 – 125 Main Street NW Airdrie, AB T4B 0P7

PRIVATE AND CONFIDENTIAL

Dear Denine Lucas:

RE: Fiscal Year Ended-End March 31, 2023

We have completed our audit of the financial statements of North Rocky View Community Links Society (the "Foundation") for the year ended March 31, 2023 and enclose the following:

### **FINANCIAL STATEMENTS**

1. One copy of the March 31, 2023 audited financial statements.

### **INFORMATION RETURNS**

1. We have prepared and filed Form T3010 Registered Charity Information Return and supporting schedules of North Rocky View Community Links Society for the year ending March 31, 2023 with the Canada Revenue Agency.

Our work was based on information provided by you. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. It is our understanding that you have reviewed the return prior to our submission to the taxation authorities and have ensured that there are no significant omissions or misstatements.



### **ATTACHMENT C: Operational Funding Request Applications**



### OTHER ENCLOSURES

- 1. One copy of our Management Letter. Please distribute the letter to the appropriate Foundation officials.
- 2. One copy of our Audit Findings report as previously provided to the Board of Directors.
- 3. One copy of our Independence Letter as previously provided to the the Board of Directors.
- 4. One copy of your Representation Letter.
- 4. One copy of the year-end journal entries as previously reviewed and approved by you and one copy of the closing trial balance for your records. Please ensure that these journal entries are posted to your general ledger, the general ledger is properly closed and your retained earnings balance agrees to the enclosed financial statements.

All records and documents should be retained in safekeeping for a minimum of seven years in the event that the Canada Revenue Agency demands them for audit purposes. This seven-year period is by Statute and, even after this time, the Canada Revenue Agency's permission to destroy records should be obtained.

We thank you for appointing our Firm as your auditors. Please contact us at any time if you have questions on accounting, finance, tax or other general business concerns. We would also be pleased to discuss our suite of services with your friends and business associates. We appreciate your business and any referrals you may make to our Firm.

If you have any questions or comments, or if we can be of additional assistance, please feel free to contact me at 403.537.7630.

Sincerely,

James Melnyk, CPA, CA Private Enterprise

Wherever business takes you

MNP ca

North Rocky View Community Links Society Financial Statements March 31, 2023

# **Management's Responsibility**

To the Directors of North Rocky View Community Links Society:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed primarily of Directors who are neither management nor employees of the Society . The Board is responsible for overseeing management in the performance of its financial reporting responsibilities. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. Management is also responsible for recommending the appointment of the Society 's external auditors.

MNP LLP is appointed by the Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board of Directors and management to discuss their audit findings.

June 28, 2023

Brenda Hume, Executive Director

# **Independent Auditor's Report**



To the Board of North Rocky View Community Links Society:

#### **Qualified Opinion**

We have audited the financial statements of North Rocky View Community Links Society (the "Society"), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Basis for Qualified Opinion**

Common to many not-for-profit organizations, the Society derives a portion of its revenue from cash and in-kind donations, the completeness of which is not conducive to satisfactory audit verification. This revenue is reported as donations and fundraising on the statement of operations. Accordingly, our verification of these revenues was limited to amounts recorded in the records of the Society.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are those standards are further described in the Auditor's Responsibilities for the Audit of the Financial relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society 's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society 's financial reporting process.

MNP LLP

1500, 640 - 5th Avenue SW, Calgary AB, T2P 3G4

1.877.500.0792 T: 403.263.3385 F: 403.269.8450



#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society 's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society 's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Calgary, Alberta

June 28, 2023

**Chartered Professional Accountants** 



### North Rocky View Community Links Society Statement of Financial Position

As at March 31, 2023

	As at major 51, 2	
	2023	2022
Assets		
Current		
Cash and cash equivalents (Note 3)	<b>592,538</b>	460,773
Restricted cash (Note 3)	141,299	128,710
Accounts receivable	152,330	108,525
Goods and Service Tax receivable	6,969	17,737
	893,136	715,745
Deposits (Note 4)	7,357	7,357
Property and equipment (Note 5)	971,899	1,096,417
	1,872,392	1,819,519
Liabilities		
Current		
Accounts payable and accrued liabilities (Note 6)	97,117	117,701
Deferred contributions (Note 7)	493,313	341,537
Deferred capital contributions (Note 7)	578,714	609,293
	1,169,144	1,068,531
Commitments (Note 8)		
Net Assets		
Invested in property and equipment	393,185	487,124
Unrestricted	310,063	263,864
	703,248	750,988
	1,872,392	1,819,519

Approved on behalf of the Board of Directors

Director

Director

### North Rocky View Community Links Society Statement of Operations

For the year ended March 31, 2023

	FOI the year ended w	ur 01. 01, 202.
	2023	2022
Revenue		
Airdrie Housing Income	93,916	63,237
Alberta Government Critical Worker Benefit	-	9,679
Alberta Mental Health	-	178,402
Children's Services	786,635	786,635
City of Airdrie	1,007,927	1,010,620
Culture and Community Spirit	-	11,372
Donations and fundraising	316,525	437,748
Family Day Home: Children's Services	1,375,361	629,212
Interest and miscellaneous income	14,853	5,358
Rocky View County (FCSS)	155,265	147,34
Rocky View Schools	7,482	8,769
Safe Communities	102,100	100,000
Town of Beiseker (FCSS)	7,313	5,795
Town of Crossfield (FCSS)	10,545	13,652
Town of Irricana (FCSS)	3,272	3,000
United Way - grant	51,751	62,989
User fees	1,673,419	1,081,505
	5,606,364	4,555,314
Expenses		
Advertising and promotion	17,378	16,718
Alberta Government Critical Worker Benefit - Expenses	=	6,000
Auto and travel	13,365	11,83
Contract services	2,153	4,70
Emergency fund expenses	10,405	8,98
Family Day Home - Expenses	1,346	1,67
Family Day Home - Educators	1,897,427	1,162,07
Family Day Home - Subsidies and grants disbursed	924,366	356,90
Fundraising	7,309	11,27
Insurance	12,889	12,79
Office supplies	39,557	40,07
Professional and staff development	13,448	15,92
Professional fees	49,341	35,08
Program supplies and facilitators	58,734	217,629
Renovation materials	590	4,60
Rent	403,206	399.48
Repairs and maintenance	38,876	34,47
Resources	1,015	1,16
Telephone	44,613	42,27
Utilities (Beiseker)	4,223	4,37
Volunteer	6,887	3,68
Wages and benefits	2,013,037	2,132,96
	5,560,165	4,524,67
Excess of revenue over expenses before other items	46,199	30,64

Continued on next page

# **North Rocky View Community Links Society Statement of Operations**For the year ended March 31, 2023

	To the your once him	17077 0 17, 2020
	2023	2022
Excess of revenue over expenses before other items (Continued from previous page)	46,199	30,641
Other income (expense)		
Amortization of deferred contributions for property and equipment	30,579	24,161
Gain on disposal of property and equipment	-	8,394
Amortization of property and equipment	(124,518)	(120,382)
	(93,939)	(87,827)
Deficiency of revenue over expenses	(47,740)	(57,186)

## North Rocky View Community Links Society Statement of Changes in Net Assets

For the year ended March 31, 2023

	Invested in property and equipment	Unrestricted	2023	2022
Net assets, beginning of year	487,124	263,864	750,988	808,174
(Deficiency) excess of revenue over expenses	(93,939)	46,199	(47,740)	(57,186)
Net assets, end of year	393,185	310,063	703,248	750,988

## North Rocky View Community Links Society Statement of Cash Flows

For the year ended March 31, 2023

	TOTALC YEAR CHUCU IVI	al GIT 3 1, 2023
	2023	2022
Cash provided by (used for) the following activities		
Operating		
Deficiency of revenue over expenses	(47,740)	(57,186)
Amortization of property and equipment	124,518	120,382
Gain on disposal of property and equipment	-	(8,394)
Amortization of deferred capital contributions	(30,579)	(24,161)
	46.199	30,641
Changes in working capital accounts	10,100	00,041
Accounts receivable	(43,805)	(52,433)
Goods and Service Tax receivable	10,768	(9,782)
Accounts payable and accrued liabilities	(20,584)	(32,757)
Deferred contributions	151,776	(340,575)
Investing	144,354	(404,906)
Purchase of property and equipment	<u> </u>	(12,300)
Increase (decrease) in cash resources	144,354	(417,206)
Cash resources, beginning of year	589,483	1,006,689
Cash resources, end of year	733,837	589,483
Cash resources are composed of:		
Cash	228.678	134,200
Short-term investments	363,860	326,573
Restricted cash	141,299	128,710
	733,837	589,483

For the year ended March 31, 2023

#### 1. Nature of operations

North Rocky View Community Links Society (the "Society") is a non-profit charitable organization incorporated under the Societies Act of Alberta. The purpose of the Society is to prevent family breakdown by enriching the quality of life of the residents of Airdrie and district.

#### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

#### Cash and cash equivalents

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### Property and equipment

Purchased property and equipment is recorded at cost less accumulated amortization. Contributed property and equipment is recorded at fair value at the date of contribution less accumulated amortization. Property and equipment is amortized over the estimated useful lives at the following rates and methods:

	Method	Rate
Leasehold improvements	straight-line	over term of lease
Building under capital lease	straight-line	over term of lease
Computer equipment	declining balance	30%
Vehicle	declining balance	30%
Office equipment	declining balance	30%

#### Revenue recognition

The Society follows the deferral method of accounting for contributions. Contributions that are restricted by the donor are recognized as revenue in the year in which the related expenses are incurred. Restricted contributions received for the purchase of property and equipment are initially deferred and recognized as revenue over the useful life of the asset. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Contributed materials and services

The Society records the value of contributed materials and services when the fair value can be reasonably estimated, and when the material and services are used in the normal course of the Society's operations. Because of the difficulty in determining their fair value, contributed services and materials are not recognized within the financial statements.

#### Financial instruments

The Society recognizes financial instruments when the Society becomes party to the contractual provisions of the financial instrument.

#### Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction are initially recorded at their fair value.

At initial recognition, the Society may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Society has not made such an election during the year.

The Society subsequently measures all financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at cost or amortized cost.

For the year ended March 31, 2023

#### 2. Significant accounting policies (Continued from previous page)

#### Financial asset impairment

The Society assesses impairment of all its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year deficiency of revenue over expenses. The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in deficiency of revenue over expenses in the year the reversal occurs.

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and revenue and expenses during the reporting period. Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of property and equipment.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

#### Income taxes

The Society is registered as a charitable organization under the Income Tax Act (the "Act") and, as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Society must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

#### 3. Cash and cash equivalents

	2023	2022
Unrestricted funds - general operating account Unrestricted funds - short-term investments (GIC's)	228,678 363,860	134,200 326,573
Total unrestricted funds	592,538	460,773
Restricted funds - Casino	141,299	128,710
Total cash and cash equivalents	733,837	589,483

Net receipts from casino and gaming activities and related investment income are held in a separate account, and may only be used for certain expenditures authorized by the Alberta Gaming, Liquor, and Cannabis Commission and the Society's Board of Directors.

#### 4. Deposits

Long-term deposits consist of a security deposit for the Airdrie office.

For the year ended March 31, 2023

#### Property and equipment

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Leasehold improvements Main Office (Journey to One	985,626	617.515	368,111	473.286
Building under capital lease	665,010	90,683	574,327	581,044
Computer equipment	71,817	68,866	2,951	4,216
Vehicle	44,554	18,044	26,510	37,871
Office equipment	67,614	67,614	-	
Leasehold improvements	136,654	136,654	-	_
	1,971,275	999,376	971,899	1,096,417

The Society's lease for the building in Beiseker is accounted for as a capital lease and is being amortized over its 99 year lease term.

#### 6. Accounts payable and accrued liabilities

	2023	2022
Accounts payable and accrued liabilities	87,104	99,181
Government remittances payable	10,013	18,520
	97,117	117,701

#### 7. Deferred contributions

Deferred contributions represent unspent donations received by the Society designated by the donor for a specific purpose.

	2023	2022
Balance, beginning of year	950,830	1,293,312
Contributions recognized as revenue in the year	(1,246,009)	(1,026,599)
Contributions received relating to future years	1,367,206	684,117
Balance, end of year	1,072,027	950,830
Deferred contributions are comprised of the following:		
Airdrie housing	8,941	12,411
Beiseker building (Capital contribution)	533,660	540,377
Casino funding	141,299	128,710
Childcare - Westmark/Cooper's Crossing	4,616	4.464
CIP Grant: Fund Developer	75,000	_
City of Airdrie	73,065	68,755
Donations and fundraising	82,412	75,422
Family Day Home	90,960	27,248
FCSS - Beiseker	6,607	1,171
Journey to One - main office renovation (Capital contribution)	37,500	50,000
Rocky View County (FCSS)	4,881	10,646
Rocky View Schools	=	4,362
Town of Crossfield (FCSS)	2,803	8,348
Town of Irricana (FCSS)	2,728	_
Vehicle donation (Capital contribution)	7,555	18,916
Ending balance	1,072,027	950,830

For the year ended March 31, 2023

#### 7. **Deferred contributions** (Continued from previous page)

During the fiscal year 2022, the 2015 donated van was traded-in for a new 2022 vehicle. The difference between the new vehicle cost, trade-in allowance, and payment was contributed as a donation. The vehicle donation balance above represents the remaining amount of that donation to be recognized as revenue in future years.

During the fiscal year 2017, the Society completed renovations to its main office in order to have all employees in one location. Funds received in respect of the renovation are recognized as revenue over the remaining term of the lease, which expires in March 2026.

During the fiscal year 2009 the Society entered into a 99 year lease with the Village of Beiseker. The Beiseker building deferred contributions represent the donations received for the leasing of the building. These contributions are being recognized as donation revenue over the term of the lease.

#### 8. **Commitments**

The Society has entered into various lease agreements with estimated minimum annual payments as follows:

2025 2026	805.388
2025	275,960
	266,163
2024	263,265

#### 9. Gross contributions and donations received

During the year, the following income and expenditures were recorded with respect to fund-raising activities:

	2023	2022
Gross contributions and donations received  Total fundraising expenses, including expenses incurred to solicit contributions and remuneration paid to employees whose principal duties involved fundraising.	329,048 22,531	437,748 49,156

#### 10. Financial instruments

The Society, as part of its operations, carries a number of financial instruments. It is management's opinion that the Society is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### Liquidity risk

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they are due. The Society is exposed to this risk mainly in respect of its continued receipt of grants and donations.

#### 11. **Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.



**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

_				
Organization Name: Beiseker Minor Hockey Association				
Incorporated under:	X	Alberta Societies Act		
		Alberta Agricultural Societies Act		
		Part 9 of the Companies Act		
Mailing Address: PO I Postal Code: TOM 0G (All correspondence a	0	13  neques will be mailed to this address)		
Primary Contact:				
Name: Melissa Antone	opoul	OS		
Telephone: (W)		(C)		
Email: treasurer@beis	sekerl	nockey.ca		
Alternate Contact:				
Name: Mel Jackson				
Telephone: (W)		(C)		
Email: president@beisekerhockey.ca				
Facility				
Name of Facility: <u>Dou</u>	g Hag	gel Arena (was Beiseker Arena)		
Legal Description / Ac	Idress	:: 410 5 <sup>th</sup> Steet, Beiseker, AB		
Registered Holder of Land Title:				
Total Amount of Funding Requested*: \$ 17,866.57  Player Skills Training = \$9,500 + Referees \$5,160 + Speakers \$3,206.57				

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.



Is your facility/program receiving any financial assistance from other agencies?
x Yes No
If yes, please explain: Yes, we receive funding by working an AGLC charitable casino which we worked in December of 2021. Our next casino is between January and March of 2025.
Please provide a brief description of your organization (e.g., mission and mandate): Beiseker Minor Hockey is a non-profit organization for players age 5-18 that is completely run by volunteers who strive to provide a safe and enjoyable hockey atmosphere for our children.
The facility we use is very old so we have worked hard to be financially smart and save up funds in case there is a large repair we need to help with or to pay for ice rental somewhere else. Renting ice would deplete the funds very quickly.
This year we have 6 teams with 30 volunteer hours per team each week plus association administration so a minimum of 230 volunteer hours per week. Running for 25 weeks we have at least 5,750 volunteer hours which if valued at \$15 is \$86,250.
Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):  These funds will help to offset the cost to run our program and help keep our players fees down.
Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).
Rocky View County residents: 86
Rocky View County non-residents: 18
Growth of your membership in the last year (%): 4%
Please describe the methodology used to quantify this number: Last year we had 100 members complete the season and this year we have 104 members. The association has stabilized now that Covid19 is over and we were able to run for a full season.
Describe how the project will benefit your community and the County: We strive to keep fees low while providing a safe, positive, and learning atmosphere where families can afford their children to play a team sport. Your support will help to keep fees affordable for all families.
If your organization is successful in obtaining County funding, how will you recognize this contribution? If we are successful in obtaining County funding we will advertize the contribution on our website.
FINANCIAL REPORTING – PRIOR YEAR



This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### **BUDGET**

Bank Balance:	<u>\$217,609.73</u>	
---------------	---------------------	--

EXPENSES	2024 Budget \$	2023 \$	2022 \$
Rent	60,000	60,000	55,000
Operating and Maintenance Expenses (lifecycle costs)	1,000	5,339	739
Uniforms, Pucks, and other equipment	31,150	2,289	2,484
Hockey Alberta Association Dues & Insurance	9,810	7,663	8,021
Utility costs (gas, electrical, phone, internet)	1,000	958	956.76
Referee Expenses	6,500	6,433	4154
Training(player, referee, coaches)	14,000	14,218	13,468
Other Team Expenses	1,900	1,926	1,786
Bank Fees	60	58	46.22
Other Expenses	4,000	3,670	4,977
TOTAL EXPENSES	129,420	102,554	91,632

REVENUE	2024 Budget	2023	2022
KEVENOE	\$	\$	\$
Memberships	58,840	53,490	48,874
Ice Rental	23,000	22,956	30,255
Rocky View County Grant	17,867	19,590	0
End of Year Team Donations	9,000	8,850	11977.26
Other Donations	0	0	7,200
Interest Income	300	331	494
AGLC Casino Income	0	0	37144.76
Other Income	500	957	580
TOTAL REVENUE	109,507	106,174	136,525

#### **SUPPORTING DOCUMENTS**

The following documents MUST be attached:

Minimum of three quotes for any program materials that will be purchased.

☐ Financial statements (audited if available) from previous year

Organization's Proposed Operating Budget to which requested County funding will contribute -
include contributions from other sources and detailed expenditures (if applicable).

☐ List of organization's officers and directors (if applicable).

□ Society Bylaws (first time applicants only unless changes have been made since last submission).

☐ Other documents required for further clarification, as requested.

### **Obligations upon Receiving Grant**

#### **ATTACHMENT C: Operational Funding Request Applications**



Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**<u>NOTE:</u>** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Beiseker Minor Hockey Association certify that this application is complete and accurate.

Name: Melanie Jackson
Title: President
Date: <u>Sep 29, 2023</u>

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

### 2023 ARENA EXPENSES- Village of Beiseker Contribution

Insurance	\$ 18,703.61	annual
Banner	\$ 124.00	(one time purchase)
Fire Inspection	\$ 864.16	annual
Annual Boiler Inspection	\$ 103.00	annual
Alarm Inspection	\$ 514.80	annual
Arena Volunteers- Public Skate	\$ -	In Kind- Volunteer Hours
Public Skate Program-Advertisement/ADMIN/Volunteer Management	\$ 1,080.00	24 Weeks- Seasonal- 2 Hours per Week
Total	\$ 21,389.57	

7:04 PM 09/29/23 Accrual Basis

# Beiseker Minor Hockey Association Balance Sheet

As of August 31, 2023

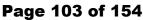
	Aug 31, 23
ASSETS Current Assets Chequing/Savings 1060 · GIC	89,500.45
1050 · BMH Chequing Account 1055 · BMH Regular TBill Account 1069 · BMH Common Share Member Balance 1070 · Casino Chequing Account	97,446.28 115.25 481.46 39,513.98
Total Chequing/Savings	227,057.42
Accounts Receivable	16,261.25
Total Current Assets	243,318.67
TOTAL ASSETS	243,318.67
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	7,381.64
Other Current Liabilities 2100 · Hockey Fees for Next Season 2200 · Julian Wightman Memorial	54,375.00 725.00
Total Other Current Liabilities	55,100.00
Total Current Liabilities	62,481.64
Total Liabilities	62,481.64
Equity 3200 · Unrestricted Net Assets Net Income	177,216.19 3,620.84
Total Equity	180,837.03
TOTAL LIABILITIES & EQUITY	243,318.67

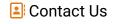
7:03 PM 09/29/23 Accrual Basis

### Beiseker Minor Hockey Association Profit & Loss

September 2022 through August 2023

	TOTAL
Ordinary Income/Expense	
Income	
4180 · Livebarn Camera Income	216.76
4560 · Jersey Sales Income	160.00
4290 · Interest Earned	331.46
4250 · Sparx Skate Sharpening Income	580.00
4200 · Team Income	18,849.92
4050 · Hockey Dues	53,490.00
4100 · Ice Rental Income	12,956.25
4400 · Donation Income	19,590.00
Total Income	106,174.39
Gross Profit	106,174.39
Expense	
5130 · Equipment	2,288.85
5030 · Building Expenses	66,297.26
5420 · Team Expenses	16,037.85
5220 · Merchant Fees	1,332.63
5520 · Training	14,217.94
5020 · Bank Fees Expense	57.50
5250 Office Expense	1,221.52
5180 Honorarium Exp	1,100.00
Total Expense	102,553.55
Net Ordinary Income	3,620.84
let Income	3,620.84

















♀ Your Store : Calgary (Change Store)

Search Long & McQuade





# Confirm Your Order

Shipping Name:

Melanie Jackson

Shipping Address: & Edit



Billing Address: Fedit

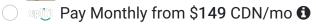


### **Payment Details**



PayPal

Email Money Transfer



✓ Scroll down to apply gift card



ZX1-90 200W 8" Two-Way Composite Speaker - Black

SKU: 503216 Quantity: 1

\$499.00 CDN

Check Store Availability

Chat

#### **ATTACHMENT C: Operational Funding Request Applications**

### Page 104 of 154



ZX1-90 200W 8" Two-Way Composite Speaker - Black

SKU: 503216 Quantity: 1 \$499.00 CDN

**Check Store Availability** 



ZX1-90 200W 8" Two-Way Composite Speaker - Black

SKU: 503216 Quantity: 1 \$499.00 CDN

Check Store Availability



ZX1-90 200W 8" Two-Way Composite Speaker - Black

SKU: 503216 Quantity: 1 \$499.00 CDN

**Check Store Availability** 



ZX1-90 200W 8" Two-Way Composite Speaker - Black

SKU: 503216 Quantity: 1 \$499.00 CDN







Eγ

ZX1-90 200W 8" Two-Way Composite Speaker - Black

**Check Store Availability** 

SKU: 503216 Quantity: 1 \$499.00 CDN

Check Store Availability

## Shipping from Web Store

### **Purolator**

PurolatorGround: Free Shipping

Long & McQuade Shipping Insurance: \$59.88 CDN 6

Items: \$2,994.00 CDN

Shipping Cost: Free

Shipping Insurance: \$59.88 CDN

Sales Taxes: \$152.69 CDN

Order Total: \$3,206.57 CDN

**Process Payment** 

**Edit Order Details** 



**Organization Information** 

#### **Operational Assistance Grant Application Form** Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name: Chestermere Curling Association					
Incorporated under:	$\bowtie$	Alberta Societies Act			
		Alberta Agricultural Societies Act			
		Part 9 of the Companies Act			
Postal Code: TIX	Mailing Address: 201 West Chestermere Drive  Postal Code: TIX 182  (All correspondence and cheques will be mailed to this address)				
Primary Contact:					
Name: Katherine Se	nneke	er			
Telephone: (W)		(C)			
Email:					
Alternate Contact:					
Name: Nick Woronuk					
Telephone: (W)		(C)			
Email:					
Facility					
Name of Facility: Che	sterm	ere Rec Center			
Legal Description / Address: 201 West Chestermere Drive					
Registered Holder of Land Title:					
Total Amount of Funding Requested*: \$\frac{\$6500.00}{}					

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundralsing, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

ROCKY	VIEW	County

Is your facility/program receiving any finan	cial assistance from other agencies?
☐ Yes ☒ No	
If yes, please explain:	
Please provide a brief description of your o	erganization (e.g., mission and mandate):
We provide a fun, safe and inclusive sp	pace to curl and be social in our community. Promoting
an 'Active for Life' mission.	
Please describe what these funds will be u additional space):	sed for. (Please attach a separate piece of paper if you need
These funds will be used to maintain the	ne cleanliness in our front entry into the facility and onto
the ice surface. It is critical to have clean e	equipment to avoid damaging the ice surface. Further our
rock measurement stick is becoming inacc	urate which affects the fairness of gameplay for our members.
Please indicate the <u>number of people</u> who being sought (please note that this represe	access your facility, amenity, or program, for which funding is ents individuals, not the number of visits made to a facility).
Rocky View County residents:	230
<ul><li>Rocky View County non-resider</li><li>Growth of your membership in t</li></ul>	
Please describe the methodology used to	
	•
Number of current registrants for the season	on compared to registrants last curling season.
Describe how the project will benefit your of	ommunity and the County:
It will allow us to maintain a high quality ice	e surface for our members and attract new membership to
our weekly leagues. New membership	will directly benefit the facility as a whole through
exposure to the facility beyond curling.	
If your organization is successful in obtaining	ng County funding, how will you recognize this contribution?
	ial media post and email out to all our members in appreciation
of the generous assistance provided.	
Operational Assistance Grant	3 October 2022



#### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. ALL APPLICANTS MUST COMPLETE THIS SECTION of the application. Your audited financials and proposed operating budget are considered separately.

#### **BUDGET**

Bank Balance:	\$6101.38

EXPENSES	2024 Budget \$	2023 \$	2022 \$
Salaries, wages, and benefits	_	_	
Operating and Maintenance Expenses (lifecycle costs)		54560,84	27608.19
Program Materials	i i pro de la	11813.91	11778.68
Office supplies		1054.32	896.15
Utility costs (gas, electrical, phone, internet)			_
Insurance		2705,00	2356.∞
Other		230.61	
artic justice			
		1 1	
		5 21118	1 00 K
TOTAL EXPENSES		70 364.68	42 639.0

REVENUE	2024 Budget \$	2023 \$	2022 \$
Memberships		40 2db.56	32 335.90
Grants (please provide names and amounts) Casino + City	4	34 217.71	12 962.89
Donations	)	1280.00	1412.00
Other		701.79	1865.65
H gran - H			
TOTAL REVENUE		76 466.06	48 576.44

#### SUPPORTING DOCUMENTS

The following	ig documents wos	be attached.	

Minimum of three quotes for any program materials that will be purchased.
Financial statements (audited if available) from previous year
Organization's Proposed Operating Budget to which requested County funding will contribute -
include contributions from other sources and detailed expenditures (if applicable).
List of organization's officers and directors (if applicable).
Society Bylaws (first time applicants only unless changes have been made since last submission).
Other documents required for further clarification, as requested.

Operational Assistance Grant

October 2022



#### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of <a href="Chestermere Curling Association">Chestermere Curling Association</a> certify that this application is complete and accurate. (organization name)

Name: Nick Woronuk	Name: Katherine Senneker
Title: President	Title: Vice President
Date: Sept. 30, 2023	Date: Sept. 30, 2023

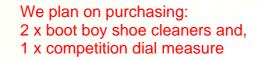
PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

Operational Assistance Grant

5

October 2022





https://canadacurlingstone.on.ca/ice-equipment/boot-boy-shoe-cleaner-complete/



https://canadacurlingstone.on.ca/ice-equipment/competition-dial-measure/

Page 1

# Chestermere Curling Association Comparative Income Statement

	Actual	Actual
	05/01/2021 to 04/30/2022	05/01/2022 to 04/30/2023
REVENUE		0.7007
Revenue		
Grant Revenue - Casino	12,962.89	19,617.71
Grant Revenue - City of Chestermere	0.00	14,600.00
League Fees	30,507.32	36,761.79
Sunday Learn To Curl Fees	628.58	2,000.00
Seniors League Fees	1,200.00	1,504.77
Windup Revenue	910.00	1,180.00
Raffle	502.00	100.00
Other Income	1,863.86	700.00
Interest Revenue	1.79	1.79
Total Revenue	48,576.44	76,466.06
TOTAL REVENUE	48,576.44	76,466.06
EXPENSE		
Programs & Events		060.50
Citiy Managers Dues and Spiel Fee	829.70	960.00
Mixed Spiel, net	1,141.95	0.00
Junior Curling Expenses	243.55	722.70
Ice Rental - Juniors	2,062.80 577.98	2,088.63 810.00
Ice Rental - High School Ice Rental - Seniors	2,467.20	3,017.58
Windup Expenses	525.60	478.00
League Prizes	3,320.00	3,700.00
Pins & Trophies	609.90	37.00
Total Programs & Events	11,778.68	11,813.91
Cost of Goods Sold		
Inventory Freight Expense	0.00	230.61
Total Cost of Goods Sold	0.00	230.61
Facilities & Operations		
League Ice Rental	19,826.71	31,653.22
Rink Purchases	800.71	0.00
Equipment - Rink	1,038.79	15,520.01
Repairs & Maint - Rink	5,941.98	7,387.61
Total Facilities & Operations	27,608.19	_54,560.84
General & Admin Expenses		
Advertising & Promotions	183.51	10.00
Insurance	2,356.00	2,705.00
Bank Charges - Chq	313.93	257.50
Bank Charges - Casino Office Supplies & Printing	96.00 203.71	187.10
Office Supplies & Printing Miscellaneous Expenses	202.71	259.49
Donations	0.00 100.00	15.24 324.99
Total General & Admin. Expenses	3,252.15	3,759.32
Total General & Aumin. Expenses		3,733.32
TOTAL EXPENSE	42,639.02	70,364.68
NET INCOME	5,937.42	6,101.38
Printed On: 08/05/2023		

Bank Balance 17,731.12

Casino 8,522.83 regular account
(I'll leave out the GIC of \$17k) 9,208.29

	2024	2023	2022	
Expenses				<del>-</del>
Salaries, wages and benefits	-	-	-	
				*2023 expenses are higher than usual due to scraper purchase
Operating and Maintenance expenses	56,500.00	57,809.03	30,075.39	*2024 is higher than usual due to boot boy purchases of \$6,500,
				and added \$5K more for league fees and additional maintenance costs
Program Materials (jrs/high school)	10,000.00	8,806.33	9,494.99	
Office Supplies	300.00	274.73	202.71	
Utility costs	-	-	-	
Insurance	3,100.00	2,705.00	2,356.00	
Other (Donations / Bank charges)	800.00	769.59	509.93	
Total Expenses	70,700.00	70,364.68	42,639.02	#s tie to reports from last meeting
Revenue				
Memberships	47,000.00	38,266.56	31,707.32	*added additional membership revenue
Consta	26 500 00	24 24 7 74	12.062.00	*2023 is higher than usual due to city grant of \$14,600 for scraper
Grants	26,500.00	34,217.71	12,962.89	*2024 is \$6500 grant from city and 50% of expected casino funding of \$40,0
Donations	-	-	-	
Other (learn to curl/other income/interest income)	3,500.00	3,981.79	3,906.23	
Total Revenue	77,000.00	76,466.06	48,576.44	#s tie to reports from last meeting



# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

<b>Organization Inform</b>	ation		
Organization Name: F	Route	22 Artist Collective Ltd.	
Incorporated under:		Alberta Societies Act	
		Alberta Agricultural Societies Act	
	X	Part 9 of the Companies Act	
Postal Code: T4C 2E:	3	Ave #18, Cochrane, AB	
Primary Contact:			
Name: Lorraine Noel		The section and the second section and the section of the second section is a section of the section of the second section of the section of the second section of the sect	
Telephone: (W)		(C) _	
Email: Lorraine.Noel@	@rout	e22gallery.com	
Alternate Contact:			
Name: Denise Smith			
Telephone: (W)		(C)	
	.t		
Email: <u>president@rou</u>	<u>ilezz</u>	galler y. com	
Facility			
Name of Facility: Rou	ite 22	Artist Collective	
Legal Description / Ad	ddres	s: 312 Fifth Ave #18, Cochrane, AB	
Registered Holder of	Land	Title: Mabbott & Company	
Total Amount of Fur	nding	Requested*: \$ 7,500.00	
*The County will not provid	de fund	ling for salaries, wages, honoraria, fundraising, or cons	sumables.

from Rocky View County) from the adjacent municipality.

\*Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested



Is your facility/program receiving any financial assistance from other agencies?

X Yes No

If yes, please explain:

Yes, in 2021, we received Operational funding from the Town of Cochrane in the amount of \$2,500.00 And Rocky View County Community Enhancement Grant for \$7,500.00.

In 2022 we received Town of Cochrane funding in the amount of \$2,500.00, and Two Pharmacy funding for \$4,300.00.

In 2023 we have applied for but not yet confirmed grants or accessible funds from Town of Cochrane for the amount of \$2,500.00, Bow Valley Campground for the amount of \$5,000.00, Totem Foundation for \$30,000 which requires a Charity partner.

Please provide a brief description of your organization (e.g., mission and mandate):

Route 22 Artist Collective includes both local and regional artists. It is a 68-member, volunteer driven visual arts organization which operates a non-profit gallery, provides arts programming for its members and the community, and hosts special events and collaborative projects and presentation with other arts organizations.

Mandate: To foster creativity and build community through the arts.

Priorities: To operate and provide sustainable and inclusive professional spaces for artists of all kinds within our communities. To offer professional opportunities to all levels of artists. To offer year-round permanent facilities for the public to connect with, view and purchase local & regional art. To provide educational arts programming and training. To raise funds to enable the objectives of the organization to be achieved

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

The gallery requires an Executive Director as well as a Gallery Manager and a Programming Coordinator to deliver the programs and services to the communities, members, and public. The operational and maintenance costs of our running our Gallery include rent, utilities, insurance, office supplies, point of sale and inventory costs and technology costs. Our Programming costs include paying instructors, purchasing programming supplies, advertising, and marketing, as well as registration and coordination costs. As our membership grows, we will be faced with additional operating costs to showcase the work of more talented local and regional artists.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

- Rocky View County residents: 10K which includes events
- Rocky View County non-residents: 8K
- Growth of your membership in the last year (%): 38% growth

#### **ATTACHMENT C: Operational Funding Request Applications**



Please describe the methodology used to quantify this number:

Route 22 Artist Collective uses the following methodology:

The number of Rocky View County residents accessing the facility and participating in the programs and events was determined through registration data, membership records, and other sources that capture individual information.

The number of non-residents accessing the facility and participating in the programs and events was determined through surveys, ticket sales, or visitor records where individuals were asked to provide their address or indicate their residency status.

The growth in membership over the past year was calculated by comparing the number of members at the beginning and end of the period. This could be obtained from membership records or registration data.

Describe how the project will benefit your community and the County:

The presence of an Executive Director ensures that there is effective leadership and management in place to guide the gallery's strategic direction and to oversee the overall operations of the Collective. Coordinating staff and volunteers and ensuring that the gallery's objectives align with the needs and interests of the community are an essential role for this position.

The Gallery Manager plays a crucial role in organizing exhibitions, managing the gallery space, and coordinating with artists and curators. They ensure that the gallery remains a vibrant and dynamic space for showcasing diverse artworks, thus providing the community with opportunities to engage with various artistic expressions.

The Programming Coordinator is essential for planning, coordinating registration, and implementing educational programs, workshops, and specialty programs for the community and the members. Their role involves coordinating with instructors, managing programming budgets, and publicizing these events. This enriches the community by offering cultural and educational experiences, fostering creativity, and nurturing the talent of local and regional artists.

These three staff together ensure for cohesive and efficient operations of the Collective's exhibitions, events, educational programs, volunteer training, and other related services.

In terms of operational and maintenance costs, it is crucial to have a sustainable financial plan in place. Rent, utilities, insurance, and technology costs ensure that the gallery runs smoothly and remains accessible to the public. Office supplies, point of sale systems, and inventory management enable efficient operations, making it easier for visitors to engage with the artwork.

Additionally, by investing in advertising, marketing, and promotion, the gallery can attract a wider audience and increase community participation. This, in turn, helps generate revenue and support local artists.

Route 22, with an increasing membership, provides a platform for more talented local and regional artists to showcase their work. This expands the exposure and recognition for all member artists, potentially leading to increased opportunities and connections within the art community. This growth also creates a vibrant art scene, contributing to the cultural fabric of the community.



If your organization is successful in obtaining County funding, how will you recognize this contribution?

Route 22, if successful in obtaining County funding, will recognize this contribution in various ways. We will initially publicly acknowledge the County's support through several channels such as social media, press releases, and our organization's website. We understand the importance of recognizing our partners and donors and will ensure that the County's contribution is prominently displayed and acknowledged.

The Gallery will regularly update the County on the progress being made with the operational funds. We maintain open and transparent communication with our stakeholders, and the County's involvement will be no exception. Periodic reports, showcasing the impact and outcomes resulting from the funding received, will inform the County about the positive difference their contribution is making.

At our future events we will acknowledge the County's support, to members of the Collective, attendees at our events, and to the public. Invitations shall be extended to County officials and representatives to attend our upcoming events so they might witness the positive impact of their support.

Through various means of recognition and engagement, we will ensure that the County's contribution is acknowledged and celebrated appropriately.

#### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. ALL APPLICANTS MUST COMPLETE THIS SECTION of the application. Your audited financials and proposed operating budget are considered separately.

#### BUDGET

Bank Balance: \$6,200.00

EXPENSES	2024 Budget \$	2023 \$	2022 \$
		ared ne pinas	
Salaries, wages, and benefits	87,057.00	67,956.85	19,199.14
Operating and Maintenance Expenses (lifecycle costs)	60,339.21	50,289.60	50,289.50
Program Materials	6,500.00	2,000.00	2,000.00
Office supplies	3,600.00	1,200.00	2,133.33
Utility costs (gas, electrical, phone, internet)			
Insurance	1,264.22	1,176.63	1,176.63
Other	A sevited to bate		tarfy bell mes
Artists Payouts	45,823.16	35,095.01	44,388.10
<ul> <li>Bevarges bne bebaergs as Lago gred as it militarit rustig</li> </ul>	ern fairte forman	netolical etrope	raminity or w
		1109	ministración.
TOTAL EXPENSES	204,583.59	157,718.09	119,236.70



REVENUE	2024 Budget \$	2023 \$	2022 \$	
Memberships	15,841.46	9,582.48	5,043.25	
Grants (please provide names and amounts) Year 2022  1. Town of Cochrane 2022 – 50K 2. Town of Cochrane 2022 – 2.5K 3. Two Pharmacy 4.3K Year 2023  1. Rocky View County – 7.5K 2. Town of Cochrane 2022 – 2.5K 3. CEDD (must be 50% matched) - \$20.6K owing from last year plus 37.6K submission for this year Year 2024  1. CEDD (unconfirmed - must be 50% matched) - \$37.6K	65,200.00	58,231.99	52,500.00	
Donations (Events, Fundraising and Donations)	14,531.93	5,803.50	11,683.30	
Other	a remenue conienue	el. n. Etneck	Met lastilia i is.	
Display Fees	13,792.21	14,992.41	13,792.21	
Artist Sales	81,782.00	59,284.05	61,782.00	
Makerspace	10,510.17	1,997.14	8,110.17	
TOTAL REVENUE	201,657.77	169,891.57	152,425.28	

#### SUPPORTING DOCUMENTS

The following documents MUST be attached:

- ☐ Minimum of three quotes for any program materials that will be purchased.
- X Financial statements (audited if available) from previous year
- X Organization's Proposed Operating Budget to which requested County funding will contribute include contributions from other sources and detailed expenditures (if applicable).
- X List of organization's officers and directors (if applicable).
- X Society Bylaws (first time applicants only unless changes have been made since last submission).
- X Other documents required for further clarification, as requested.

#### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.



We, the two representatives, of Route 22 Artist Collective Gallery certify that this application is complete and accurate.

(organization name)

Name: Lorraine Noel

Name: Denise Smith

Title: Fundraising Director

Title: President

Date: September 21, 2023

Date: September 21, 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

8:51 PM 01/13/23 Accrual Basis

# Route 22 Artist Collective Gallery Profit & Loss

**January through December 2022** 

	Jan - Dec 22	
Ordinary Income/Expense		
Income Display Fees	13,352.56	
Donations	8,646.38	
Events- Income	·	
Art in The Park - May 2022	2,507.25	
Total Events-Income	2,507.25	
Fundraising	484.67	
Grants		
Rockyview County	2,500.00	
Town of Cochrane	50,000.00	
Total Grants	52,500.00	
Membership Dues	5,043.25	
Rental Income	0.440.47	
Art Maker Space	8,110.17	
Total Rental Income	8,110.17	
. Sales	439.65	
Square Sales Gift Cards	880.00	
Gift Shop Sales	34,044.35	
Juried Art Sales	26,417.00	
Square Sales - Other	0.00	
Total Square Sales	61,341.35	
Total Income	152,425.28	
Cost of Goods Sold		
Artist Payouts	44,388.10	
Grant Expenditures	0.000.40	
Rockyview County Expenditures	3,029.12 1,154.11	
Town of Cochrane Expenditures	1,134.11	
Total Grant Expenditures	4,183.23	
Instructor Fees	1,199.14	
Subcontracted Services	18,000.00	
Total COGS	67,770.47	
Gross Profit	84,654.81	
Expense	070.40	
Advertising and Promotion	378.42 77.32	
Bank Service Charges	83.14	
Cleaning Supplies Computer and Internet Expenses	2,226.42	
Dues and Subscriptions	100.00	
Events		
Art in the Park - May 2022	2,134.65	
Total Events	2,134.65	
Gallery Assets		
Shelves	603.30	
Total Gallery Assets	603.30	
Gallery Supplies		
Hardware	47.80	
Gallery Supplies - Other	2,198.93	
Total Gallery Supplies	2,246.73	
<del>-</del>		

8:51 PM 01/13/23 Accrual Basis

# Route 22 Artist Collective Gallery Profit & Loss

January through December 2022

	Jan - Dec 22	
General Meetings	80.00	
Insurance Expense	1,881.25	
Maker Space Expenses	B082377	
Instruction Expenses	566.54	
Maker Space Expenses - Other	1,245.31	
Total Maker Space Expenses	1,811.85	
Postage and Delivery	38.52	
Professional Fees	750.00	
Reconciliation Discrepancies	0.02	
Rent Expense	29,279.88	
Repairs and Maintenance	125.00	
Security	300.00	
Square Fees		
Charges in Dispute	1,558.65	
Square Fees - Other	1,640.22	
Total Square Fees	3,198.87	
Telephone Expense	615.36	
Travel Expense	0.00	
Utilities	5,535.50	
Total Expense	51,466.23	
Net Ordinary Income	33,188.58	
Net Income	33,188.58	

Danisa Smith

Lara Kriger AND.

Route 22 Artist Collective Ltd

### **Current List of Executives**

### Board

Denise Smith – President – <a href="mailto:president@route22gallery.com">president@route22gallery.com</a> – Stephen Purdy – Vice President – <a href="mailto:specific">SP@route22gallery.com</a> – Sharon Shuttleworth – Secretary – <a href="mailto:secretary@route22gallery.com">secretary@route22gallery.com</a> – Laura Procunier, CPA – Treasurer - <a href="mailto:treasurer@route22gallery.com">treasurer@route22gallery.com</a> – Lorraine Noel – Fundraising Director – <a href="mailto:Lorraine.Noel@route22gallery.com">Lorraine.Noel@route22gallery.com</a> – Executive Director

Lara Kruger – Executive Director of Operations – <a href="mailto:info@route22gallery.com">info@route22gallery.com</a> – Programming Director

Michelle Weibe – Programming Director – <a href="mailto:programming@oute22gallery.com">programming@oute22gallery.com</a> – Financial

Lisa Casewell, CPA – Accountant – <a href="mailto:accountant@route22gallery.com">accountant@route22gallery.com</a> –

## Strategic (SEO)

Sherry Willetts – Strategic Advisor sherri.wi@outlook.com –



**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

_		
Organization Name: C	rossfi	eld Playschool Association
Incorporated under:	X	Alberta Societies Act
		Alberta Agricultural Societies Act
		Part 9 of the Companies Act
Mailing Address: PO E Postal Code: TOM 0So (All correspondence a	Box 27 Dnd ch	eques will be mailed to this address)
Primary Contact:		
Name: Graeme Irelan	d	
Telephone: (W)		(C)
Email: grants.cpsa@g	mail.c	com
Alternate Contact:		
Name: Alissa Fletcher		
Telephone: (W)		(C)
Email: crossfieldplays	choolb	ooard@gmail.com
Facility		
Name of Facility: Cros	sfield	Playschool
Legal Description / Ad	dress	: 1120 Mountain Ave., Crossfield, Alberta
Registered Holder of I	₋and 1	itle: Rocky View Schools
Total Amount of Fun	ding l	Requested*: \$1,600.00

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

#### **ATTACHMENT C: Operational Funding Request Applications**



Is your facility/program receiving any financial assistance from other agencies?

X Yes No

If yes, please explain:

The Crossfield Playschool Association relies on grants and donations from a number of community partners, including FCSS Crossfield, FCSS Rocky View, the Crossfield Elks and the Crossfield Recreation Board.

Please provide a brief description of your organization (e.g., mission and mandate):

We are a parent-run not-for-profit organization that provides play school for children aged 3 and 4. Our philosophy is "learn through play", helping our kids develop a love of live-long learning, giving them the opportunity to interact with their peers and also help become accustomed to a classroom setting. We are located in Crossfield, but serve residents of Rocky View County and Mountain View County as well.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

The funds will be used to pay for the cost of utilities for the playschool. We have also applied for additional grant funding from the Crossfield and District Recreation Funding Operational Assistance Grant for the purchase of a smartboard in our classroom.

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

- Rocky View County residents: 6
- Rocky View County non-residents: 43\_
- Growth of your membership in the last year (%): 17%\_

Please describe the methodology used to quantify this number:

Registration for 2021-2022 was 36 students. Registration for 2022-2023 is 42 students. Registration for 2023-24 is 49 students with capacity for 51. We typically have had students join during the year and are hopefully we will be at max capacity at some point in the school year.

Describe how the project will benefit your community and the County:

The Playschool relies on grants and fundraising to help ensure our services remain available to all parents regardless of income level. Without grant support we would need to raise our tuition fees. We believe that no child should be denied the opportunity to learn and play. We have also found that kids who attended playschool are better prepared for kindergarten. Parents also benefit by knowing their children are attending a safe and caring environment that will provide their children with education and emotional support as they learn and grow.



The Playschool Facebook Page regularly sends a thank you to our donors and sponsors, and we would be sure include recognition of the County. We also include recognition posts in our monthly newsletter to parents. Our website also includes a section dedicated to our donors and sponsors and the County would be included on that platform as well.

 FINANCIAL REPORTING - PRIOR YEAR	

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### **BUDGET**

Bank Balance:	\$88,467.47

EXPENSES	2023 Budget \$	2022 \$	2021 \$
Salaries, wages, and benefits	77,945.32	64,379.70	65,582.69
Operating and Maintenance Expenses (lifecycle costs)	5,500.00	2,081.57	6,541.06
Program Materials and Supplies	5,000.00	5,996.46	9,910.10
Fees	0.00	716.52	393.79
Utility costs (gas, electrical, phone, internet)	1,602.00	1,467.00	1,195.84
Insurance	4,700.00	4,376.74	3,196.16
Rent	6,300.00	6,583.50	6,025.00
Fundraising	0.00	16,337.55	11,967.82
TOTAL EXPENSES	101,047.32	101,939.04	104,812.46

REVENUE	2023 Budget	2022	2021
REVERSE	\$	\$	\$
Memberships	57,100.00	12,758.82	44,034.21
Grants (please provide names and amounts)	15,500.00	11,000.00	45,036.35
Donations	1,000.00	1,803.00	3,342.25
Subsidies	19,111.68	49,900.71	0.00
Fundraising	4,000.00	19,801.64	21,626.20
TOTAL REVENUE	96,711.68	95,264.17	114,039.01

#### **SUPPORTING DOCUMENTS**

The following documents MUST be attached:

Minimum of three quotes		

<sup>☐</sup> Financial statements (audited if available) from previous year



Organization's Proposed Operating Budget to which requested County funding will contribute –
include contributions from other sources and detailed expenditures (if applicable).
List of organization's officers and directors (if applicable).
Society Bylaws (first time applicants only unless changes have been made since last submission).
Other documents required for further clarification, as requested.

#### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**<u>MOTE:</u>** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Crossfield Playschool Association certify that this application is complete and accurate.

(organization name)

Simologia	Signature:
Signature: Name: Alissa Fletcher	Name: Graeme Ireland
Title: President	Title: Grants Director
Date: 2023-09-26	Date: 2023-09-26

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# Crossfield Playschool Association

# Profit and Loss

January - December 2022

	TOTAL
INCOME	
4060 Interest Earned	150.13
4100 Refunds-Allowances	-195.00
Childcare Fee Subsidy	24,823.93
donation	1,803.00
Fundraising - Christmas Plants 2021	453.20
Fundraising - Coco Brooks	7,225.25
Fundraising - Plant	7,716.00
Government Grants	11,000.00
Monthly fee	-1,035.00
Monthly fees - Registration	10,360.50
Professional Development	2,476.00
Sales of Product Income	67.19
Spring Raffle	4,340.00
Student Fees	1,002.19
Wage Top-Up	25,076.78
Total Income	\$95,264.17
GROSS PROFIT	\$95,264.17
EXPENSES	
5070 Bank Charges	428.07
5100 Insurance	4,082.37
5140 Office Expenses	10.76
5160 Stationery and Printing	147.47
5220 Supplies	5,217.28
5240 Utilities	1,467.00
5300 Licenses & Registration	75.00
5310 Rent or Lease Payments	6,583.50
5500 Purchases	631.71
AGLC Raffle	4,204.72
Dues and Subscriptions	213.45
Fundraising Cost - Coco Brooks	4,870.55
Graduation	513.91
Insurance WCB	294.37
Janatorial	826.90
Payroll	45,246.71
Payroll Deductions	14,752.08
Registration Fee refund	685.00
Returned Cheques	45.00
Spring Raffle - 2022	7,262.28
Substitute Pay	195.20
Teacher Bonus	700.00
Teacher Gifts	588.71
Total Expenses	\$99,042.04
OTHER EXPENSES	
Teacher Education Grants	2,897.00
Total Other Expenses	\$2,897.00
PROFIT	\$ -6,674.87

# **Crossfield Playschool Association** 2023/2024 Budget - Draft D

# Reve

Revenues		
Enrollment Fees 3 Year Old Class	ć	18,700.00
4 Year Old Class	\$ \$	20,400.00
3/4 Year Old Class	٠ \$	18,000.00
Sy 4 real old class	\$ \$ \$	57,100.00
Wage Top Up	\$	19,111.68
Grants	\$	15,500.00
Fundraising/Donations (net of expenses)	\$	5,000.00
Total Budgeted Revenues	\$	96,711.68
Expenses		
D	<b>.</b>	57 274 OF
Payroll - Paid to FTE Teachers	\$	57,271.95
Payroll - Receiver General Payroll - Substitute Teachers	ې د	19,073.37 1,600.00
rayion - Substitute Teachers	\$ \$	77,945.32
Rent - \$525/month	\$	6,300.00
Utilities - Shaw - \$133.50/mo	\$	1,602.00
Insurance (2022 Data)	\$	4,700.00
Janitorial (Cleaning) (2022 Data)	\$	1,000.00
Supplies (2022 Data)	\$	5,000.00
Other Misc. Expenses (2022 Data)	\$	4,500.00
Total Budgeted Expenses	\$	101,047.32
BUDGETED PROFIT/LOSS FOR SCHOOL YEAR	-\$	4,335.64



**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name:	Irri	cana Curling Club - 1978
Incorporated under:	X	Alberta Societies Act
		Alberta Agricultural Societies Act
		Part 9 of the Companies Act
Mailing Address: PO B Postal Code: TOM 1B0 (All correspondence all	)	9, Irricana AB eques will be mailed to this address)
Primary Contact:		
Name: Maxine Creass	er	
Telephone: (W)		(C)
Email:		
Alternate Contact:		
Name: Bill Kirkwold		
Telephone: (W)		(C)
Email		
Facility		
Name of Facility: Irrica	na Re	ecreation Complex
Legal Description / Add	dress	302 – 3 <sup>rd</sup> Street, Irricana, AB T0M 1B0
Registered Holder of L	and T	Title: Town of Irricana
Total Amount of Fund	ding	Requested*: \$18,000.00
*The County will not provide	e fundii	ng for salaries, wages, honoraria, fundraising, or consumables.

\*Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested

from Rocky View County) from the adjacent municipality.

2



Is your facility/program receiving any financial assistance from other agencies?
☐ Yes X No
_
groups and all abilities through the sport of curling. We need to complete this as per Alberta
Environmental Safety Regulations for all Ammonia rooms.
additional space):
into a spreadsheet.
open with very few repairs if needed. This will benefit each member so that we can keep our
membership fees reasonable and also meet all safety requirements for Alberta Environmental.
members and guests that we have been awarded a grant from Rocky View County for this project.



### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### BUDGET

Bank Balance: \$50,066.75

EXPENSES	2024 Budget \$	2023 \$	2022 \$
Salaries, wages, and benefits	\$6,000.00	\$6,000.00	\$6,000.00
Operating and Maintenance Expenses (lifecycle costs)	\$15,500.00	20,240.33	\$12,353.58
Program Materials	\$10,900.00	\$10,576.25	\$10,815.60
Office supplies	\$120.00	\$55.64	\$492.10
Utility costs (gas, electrical, phone, internet)	\$10,000.00	\$10,000.00	\$10,000.00
Insurance	\$2,600.00	\$2,572.50	\$2,212.33
Other	\$1,600.00	\$395.00	\$1,250.00
TOTAL EXPENSES	\$46,720.00	\$49839.72	\$43,123.61

REVENUE	2024 Budget \$	2023 \$	2022 \$
Memberships	\$15,900.00	\$15,407.00	\$15,325.00
Grants (please provide names and amounts)			
Donations	\$5,000.00	\$4,950.00	\$4,732.43
"Gther Revenue	\$51,000.00 TN	\$10,649.65	\$9,895.62
TOTAL REVENUE	TN <b>\$74,000.00</b>	\$31,006.65	\$29,953.05

#### SUPPORTING DOCUMENTS

\$20,900

The following documents MUST be attached: We have a contract with Startec so I can only present the quotes form Startec.

Minimum of three quotes for any	program materials that will be purchased.
---------------------------------	---

- ☐ Financial statements (audited if available) from previous year
- Organization's Proposed Operating Budget to which requested County funding will contribute include contributions from other sources and detailed expenditures (if applicable).
- ☐ List of organization's officers and directors (if applicable).
- ☐ Society Bylaws (first time applicants only unless changes have been made since last submission).
- ☐ Other documents required for further clarification, as requested.



### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

laxine

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Irricana Curling Club - 1978 certify that this application is complete and accurate. (organization name)

Name: Maxine Creasser Name: Bill Kirkwold

Title: President Title: Vice President

(leassy

Date: September 26, 2023 Date: September 26, 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

## Irricana Curling Club - 1978 Statement of Receipts and Disbursements January 1, through December 31, 2022

Receipts		
Memberships		15,325.00
Raffle Revenue		_
Bonspiel Revenue		8,920.00
Donation Revenue		4,732.43
Grant Revenue		15 <del>-</del>
Misc. Revenue		950.50
General Account Interest		24.44
Casino Income		-
Casino Account Interest		0.68
		29,953.05
Disbursements		
Bonspiel Expenses		10,000.00
Raffle Expenses		10,000.00
Insurance Expense		2,212.33
Licenses Fees and Dues		815.60
Repair and Maintenance		12,353.58
Ice Technician Wages		12,000.00
Advertising Expense		492.10
Building Lease Expense		10,000.00
General Expenses		1,250.00
General Expenses-Casino Account		1,230.00
General Expenses-Casmo Account		49,123.61
Comment Formings		(10 170 56)
Current Earnings		(19,170.56)
Onening Bolones (January 1, 2021)		
Opening Balance (January 1, 2021) General Account	10 690 61	
	49,689.64	
Casino Account	24,653.45	74,343.09
		74,343.09
Closing Balance (December 31, 2021)		55,172.53
Componenets of Closing Balance		
General Account		51,964.17
Casino Account		3,208.36
		55,172.53
		,

### Irricana Curling Club - 1978

#### Assets

While repair and maintenance is the responsibility of the Club, the Club does not own the building or fixtures. The building is owned by the Town of Irricana

#### Liabilities

No loans or other current liabilities exist.

This financial statement has been reviewed and approved by:

Page 155 of 341



DATE: Monday, April 17, 2023

CUSTOMER NAME:	Irricana Culring Club
ATTENTION:	Maxine Creasser
PHONE:	
E-MAIL:	

RE: Overhaul

 Overhaul compressor

 N6WA 614240

 Irricana

 STARTEC QUOTE No.:
 OPP-4840

 SR No:

DEAR: Maxine Creasser

Startec Refrigeration Services Ltd. is pleased to provide the following quote for your service requirements.

	TAILED JOB DESCRIPTION:
*	N6WA Overhaul
*	Drive to site
*	Lock out tag out compressor and purge off any ammonia.
٠	-Remove compressor head covers
٠	-Remove valve assemblies and inspect compressor top-end
٠	-Recondition compressor valve seats and clean valve assemblies.
*	-Rebuild valve assemblies using new parts.
*	Remove pistons, liners, connecting rods
٠	Hone lines and valve plates
*	Replace rings , connecting rod bearings , bushings and pins with new parts
٠	Put compressor back together with the new gaskets and O-rings where needed.
٠	Pressure test and evacuate.
٠	Add oil
*	Ready for startup.
*	

EST UNITS	PRODUCT NUMBER	DESCRIPTION		UNIT PRICE	TC	TAL PRICE
6	1000213	Bearing Halves 'A'	\$	65.40	\$	392.41
6	1001056	Oil Ring, FCPC-BC3 'A' Thick	\$	67.57	\$	405.41
6	1001035	Oil Ring, FCPC-BC3P 'A' Thin	5	67.57	\$	405.41
12	1001049	PISTON RING, FC-PC-BFG1 'A'	\$	67.57	\$	810.81
б	1001407	Valve, Suction 'A'	\$	78.83	\$	472.97
6	1001315	Spring, Suction Valve Type 1V, set of 6	\$	16.89	5	101.35
6	1001361	Valve, Discharge 'A'	5	50.68	5	304.05
6	1001308	Spring, Discharge Valve (8) Type 1V 'WA'	\$	16.89	\$	101.35
1	1000699	Gasket Kit N6WA, Water Cooled	\$	563.06	\$	563.06
1	1000736	O-RING KIT 'WA', BUNA / HNBR O-RINGS	\$	112.61	5	112.61
1	1000795	MECHANICAL SEAL ASSY WA	\$	1,058.56	\$	1,058.56
			\$		\$	
			\$	-	\$	
ARTS SUB TOTAL					\$	4,727.99

#### OPTIONAL PARTS (not included in the price):

EST UNITS	PRODUCT NUMBER	OPTIONAL DESCRIPTION	UNIT PRICE	TO	OTAL PRICE
1	1000287	THRUST BEARING A	\$ 1,216.22	\$	-
6	1000321	BUSHING, CONNECTING ROD, PLAIN 'A'	\$ 28.15	\$	168.92
6	1000919	PISTON, ALUMINUM 'A'	\$ 427.93	\$	2,567.57
6	1000905	PIN, PISTON 'A'	\$ 28.15	\$	168.92
6	1001277	SNAP RING, PISTON PIN SET 'A'	\$ 5.63	\$	33.78
- 6	1001262	CYLINDER SLEEVE C/W GASKET 'A'	\$ 777.03	\$	4,662.16
4	1000903	LIFT PIN, LIFT SPRING, SPLIT PIN (6) 'A'	\$ 157.66	\$	630.63
			\$ 	\$	-
			\$ 	\$	12
			\$ 8	\$	87
OPT PARTS SUB TOTAL				\$	8,231.97

#### Commercial Terms

#### QUOTED PRICE:

DESCRIPTION		LINE TOTAL
Parts Sub Total	PARTS	\$ 4,727.99
Extra Freight Charges	FREIGHT	\$ .
Outside Service	OSS	\$ -
Kilometer Charges	KM	\$ 756.00
Service Call	SC	\$ -
Travel Time Reg	TVL	\$ .
Travel Time OT	TVLOT	\$ -
Truck Charge	TRUCK	\$ 160.00
Labour Reg	JM	\$ 3,840.00
Labour OT	IMOT	5 -
Night Shift Premium	NS	\$ -
Tool Charges	TOOL	\$ -
Sub Contractors	SUBCON	\$ -
Per Diems	SUBSIS	\$ -
Hotels	HOTEL	\$ .
Safety	SAFE	\$ -
Shop Consumables	SHOP	\$ -
TOTAL	Service of the servic	\$ 9,483.99



#### TERMS & CONDITIONS

- Offer valid for (30) days
- All taxes will be extra
- Above pricing billed in Canadian dollars
   Payment net (30) days from date of delivery
- Machining and associated costs if required, will be charged as an extra
   Building modifications, crane and rigging not included
- This quote has been prepared with information you have provided; any scope change will be considered an extra and will be billed accordingly, pending customer approval
- Quote based on regular time, overtime if required, will be charged as an extra
- Disposal of equipment, fluids and chemicals not included
   Any required business licenses or permit costs are not included
- Freight not included
   Parts or repairs not specifically mentioned above will be extra
- All cores are assumed acceptable to the exchange program, any core charges will be billed as an extra
   Safety orientation time not included \*

- Start-up extra \*
   Any electrical work required is not included in this quote and will be billed as an extra
- Quote based on ease of access to equipment
- To pass along stock order pricing, some parts may require two weeks notice
- Special order parts are non-returnable unless otherwise approved by vendor; re-stocking charges may apply All international orders will require payment in full before shipment or start of service work
- Any standby time required during the execution of the quoted work due to circumstances beyond our control will be billable at our prevailing published rates. Credit Card Payment Terms- Startec Refrigeration Services Ltd will be charging a 3% processing fee on all credit card payments received
- Charges for the fee are for Credit card only. Customer have the option to pay by cheque or e payment without any additional fees

Thank you for the opportunity to provide this price and we look forward to working with you. If you require any further information please do not hesitate to contact

Regards

Mike Kelly Technical Sales Representative Ph: (403) 295-5886 Fax: (403) 206-0156

> Startec Refrigeration Services Ltd. Toll Free: 1-800-555-9439 http://www.startec.ca info@startec.ca



#### STANDARD LIMITED WARRANTY

Subject to the terms and conditions of this Standard Limited Warranty (the "Warranty"), Startec Refrigeration Services Ltd. ("Startec") hereby warrants to [Full legal name of Buyer] (the "Buyer") that all goods, equipment and materials ("Goods") will be free of defects in material and workmanship for a period of twelve (12) months from completion of the Work (the "Warranty Period").

This Warranty and the stated performance of the Goods are subject to the following terms and conditions:

1. Buyer must notify Startec in writing of all defects and deficiencies in the Goods within 30 days of identifying such defects or deficiencies.

2.All warranty work shall only be performed by Startec or by one of its authorized agents.

3.If after inspection at Buyer's expense, Startec determines that the Goods do not conform to this Warranty, Startec will, at its option, repair, modify or replace the non-conforming Warrantied Goods or any piece or component thereof. Startec warrants its work as if it is performed in its own facility. Buyer shall be responsible for all ancillary and additional costs including without limitation inspection costs and overtime, travel and subsistence, cranage and the cost of accessing, removing and reinstalling the affected Goods.

4. Operation and Maintenance: The Goods must be installed, connected, instrumented, operated, and maintained in accordance with Startec's instruction commonly accepted good industry practice. The Goods must be operated in accordance with all procedures and instructions (including the specified pressures, temperatures and flow rates) as specified by Startec.
5.Use of Consumables: Suitable types and rates of appropriate lubricants, refrigerants, brine solutions, and any other required chemicals shall be used in a

suitable manner according to the recommendations of a known reputable chemical supplier or analytical laboratory

6.Reliance: Startes shall have the right to rely on all information, data, assumptions and designs ("Buyer Information") provided by or on behalf of Buyer and used by Startes in the manufacture of the Goods or performance of this Agreement, whether such Buyer Information was provided before or after the execution of the contract. Buyer Information shall include, without limitation, all environmental and operating parameters. Startec shall have no liability with respect to the Goods and this warranty shall not apply if, and to the extent. Buyer Information is incorrect.

7. Exclusions to Warranty. This Warranty shall not apply to damage or deficiencies resulting from: accident; alteration or modification other than as authorized in writing by Startec; misuse; tampering; improper maintenance; abuse; acts of God; failures or deterioration resulting from operator negligence; improper operation or process conditions (including without limitation environmental factors, minimum and maximum temperatures and humidity); use outside of (or in excess of) design rates and design assumptions; use with other than design process fluids; corrosion, erosion, sulphide stress cracking and/or hydrogen embrittlement; over stressing; over-firing; overheating; sand or other contaminant deposition; coating or paint failure or deterioration; use of inappropriate or impure fuels, chemicals or utilities (including instrument air/gas); freezing damage; and other deterioration resulting from normal wear and tear (including valve leakage)

8. Free-Issue Parts: This Warranty excludes all parts free-issued by Buyer or others. Buyer will be responsible for all performance issues, incidental, direct and indirect damages caused by free-issued components

9. Storage of Goods: This Warranty specifically excludes damage and deterioration as a result of storage of the Goods regardless of storage location. Buyer will be responsible to ensure that the Goods are properly stored, secured, protected and preserved. Damage due to water ingress, rust, dust, debris or improper security is excluded from this Warranty

10. Transfer of Warranty: This Warranty is transferable to any successor in title of the Goods which successor shall enjoy the benefit of the unexpired balance of the Warranty Period.

11. Third Party Warranties: Notwithstanding any other terms of this Warranty, this Warranty and Startec's obligations and liabilities hereunder do not apply to components, products, equipment, material or supplies sold by Startec that are manufactured or supplied by third parties ("Third Party Goods"). Startec will use reasonable efforts to pass through to Buyer the benefits of any warranty it has obtained from the supplier of Third-Party Goods. However, Startec has no warranty obligations or any other liability whatsoever with respect to the Third Party Goods.

12. Sole Warranty: This Warranty is in lieu of all other liabilities or obligations of Startec whether arising under any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto) or otherwise. There are no representations, conditions, warranties, guarantees or agreements express, implied, statutory or otherwise except as expressly stated herein as to any matter whatsoever including, without limitation, the condition of the Goods, merchantability, quality or fitness for any particular purpose. All terms, conditions, representations, warranties and other obligations implied by law are excluded, or if incapable of exclusion, but capable of limitation, limited to the maximum extent permitted by law.

13. Consequential Damages: Notwithstanding any other provision of this Warranty or any other terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), neither party shall be liable to the other, whether by way of indemnity or by breach of contract (including warranty), tort (including negligence) or under any other theory of liability, for any consequential, punitive, special or indirect damages, whether or not such damages are foreseeable, said damages including without limitation damage or loss of use of the Goods or of the existing facilities of Buyer loss of product or productivity, downtime, diminished goodwill, loss of future profit or loss of any contract, business or anticipated business that may be suffered

14. Emitation of Liability: Notwithstanding any other provision of this Warranty or the terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), the maximum aggregate liability of Startec and its suppliers and subcontractors to Buyer, its subsidiaries and affiliates and all indemnified parties under any contract for the supply of the Goods shall not exceed Startec's total compensation to be received for the supply of the Goods. This limitation includes the cost of all warranty and rework and applies in the event of negligence, willful misconduct, breach of contract or under any other theory of liability.

> Startec Refrigeration Services Ltd. Toll Free: 1-800-555-9439 http://www.startec.ca info@startec.ca



DATE:

Monday, April 17, 2023

CUSTOMER NAME:	irricana Curling Club
ATTENTION:	Maxine Creasser®
PHONE:	
E-MAIL:	

RE:

Descaling Evaporative Condenser and cleaning

Evap Condenser and Leak Repairs

Irricana

STARTEC QUOTE No.: OPP-4839

SR No:

DEAR:

Maxine Creasser

Startec Refrigeration Services Ltd. is pleased to provide the following quote for your service requirements.

DE	ETAILED JOB DESCRIPTION:
*	Drain condenser water tank and clean, clean out Evaporative condenser sump of all scale. Clean all nozzles.
*	Pressrue wash water stains and exterior and aid in scale removal.
	Add non-toxic biodegradable descaler with new water in makeup tank. Turn system on a circulate.
*	
*	
*	Additional descaler may be required to remove all scale after first application
*	
*	Brine leaks, At this same time, if the curling club can have the U turn end of floor covers removed, we will inspect for leaks.
*	

EST UNITS	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE		ICE TOTAL PRICE	
1		Rydlyme -Drum -	\$	2,548.51	\$	2,548.51
1		Misc Supplies	\$	346.50	\$	346.50
			\$	-	\$	-
			\$	-0	\$	
PARTS SUB TOTAL			AND DESCRIPTION OF THE PERSON		\$	2,895.03

#### **Commercial Terms**

#### QUOTED PRICE:

DESCRIPTION		LINE TOTAL
Parts Sub Total	PARTS	\$ 2,895.01
Extra Freight Charges	FREIGHT	\$ -
Outside Service	OSS	\$ -
Kilometer Charges	KM	\$ 756.00
Service Call	SC	\$ -
Travel Time Reg	TVL	\$ -
Travel Time OT	TVLOT	\$ -
Truck Charge	TRUCK	\$ 160.00
Labour Reg	JM	\$ 3,840.00
Labour OT	JMOT	\$ -
Night Shift Premium	NS	\$ -
Tool Charges	TOOL	\$ -
Sub Contractors	SUBCON	\$ -
Per Diems	SUBSIS	\$ -
Hotels	HOTEL	\$ -
Safety	SAFE	\$ -
Shop Consumables	SHOP	\$ -
TOTAL		\$ 7,651.01



#### **TERMS & CONDITIONS**

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- All taxes will be extra
- P Above pricing billed in Canadian dollars
- Payment net (30) days from date of delivery
- Machining and associated costs if required, will be charged as an extra
- Building modifications, crane and rigging not included
- This quote has been prepared with information you have provided; any scope change will be considered an extra and will be billed accordingly, pending customer approval
- Quote based on regular time, overtime if required, will be charged as an extra
- Disposal of equipment, fluids and chemicals not included
- Any required business licenses or permit costs are not included
- Freight not included
- Parts or repairs not specifically mentioned above will be extra
- All cores are assumed acceptable to the exchange program, any core charges will be billed as an extra
- Safety orientation time not included \*
- Start-up extra \*
- P Any electrical work required is not included in this quote and will be billed as an extra
- V Quote based on ease of access to equipment
- To pass along stock order pricing, some parts may require two weeks notice Special order parts are non-returnable unless otherwise approved by vendor; re-stocking charges may apply All international orders will require payment in full before shipment or start of service work
- Any standby time required during the execution of the quoted work due to circumstances beyond our control will be billable at our prevailing published rates.
- Credit Card Payment Terms- Startec Refrigeration Services Ltd will be charging a 3% processing fee on all credit card payments recevied
- Charges for the fee are for Credit card only. Customer have the option to pay by cheque or e payment without any additional fees

Thank you for the opportunity to provide this price and we look forward to working with you. If you require any further information please do not hesitate to contact me.

Regards,

Mike Kelly Technical Sales Representative Ph: (403) 295-5886 Cell: (403) 463-3337 Fax: (403) 206-0156 Email: MKelly@startec.ca

Startec Refrigeration Services Ltd.

Toll Free: 1-800-555-9439 http://www.startec.ca info@startec.ca



#### STANDARD LIMITED WARRANTY

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- This Warranty and the stated performance of the Goods are subject to the following terms and conditions:
- 1. Buyer must notify Startec in writing of all defects and deficiencies in the Goods within 30 days of identifying such defects or deficiencies.
- 2.All warranty work shall only be performed by Startec or by one of its authorized agents.
- 3. If after inspection at Buyer's expense, Startec determines that the Goods do not conform to this Warranty, Startec will, at its option, repair, modify or replace the non-conforming Warrantied Goods or any piece or component thereof. Startec warrants its work as if it is performed in its own facility. Buyer shall be responsible for all ancillary and additional costs including without limitation inspection costs and overtime, travel and subsistence, cranage and the cost of accessing, removing and reinstalling the affected Goods.
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- 5. Use of Consumables: Suitable types and rates of appropriate lubricants, refrigerants, brine solutions, and any other required chemicals shall be used in a suitable manner according to the recommendations of a known reputable chemical supplier or analytical laboratory.
- 6.Reliance: Startec shall have the right to rely on all information, data, assumptions and designs ("Buyer Information") provided by or on behalf of Buyer and used by Startec in the manufacture of the Goods or performance of this Agreement, whether such Buyer Information was provided before or after the execution of the contract. Buyer Information shall include, without limitation, all environmental and operating parameters. Startec shall have no liability with respect to the Goods and this warranty shall not apply if, and to the extent. Buyer Information is incorrect.
- 7. Exclusions to Warranty: This Warranty shall not apply to damage or deficiencies resulting from: accident; alteration or modification other than as authorized in writing by Startec; misuse; tampering; improper maintenance; abuse; acts of God; failures or deterioration resulting from operator negligence; improper operation or process conditions (including without limitation environmental factors, minimum and maximum temperatures and humidity); use outside of (or in excess of) design rates and design assumptions; use with other than design process fluids; corrosion, erosion, sulphide stress cracking and/or hydrogen embrittlement; over-stressing; over-firing; overheating; sand or other contaminant deposition; coating or paint failure or deterioration; use of inappropriate or impure fuels, chemicals or utilities (including instrument air/gas); freezing damage; and other deterioration resulting from normal wear and tear (including valve leakage).
- 8. Free-Issue Parts: This Warranty excludes all parts free-issued by Buyer or others. Buyer will be responsible for all performance issues, incidental, direct and indirect damages caused by free-issued components.
- 9. Storage of Goods: This Warranty specifically excludes damage and deterioration as a result of storage of the Goods regardless of storage location. Buyer will be responsible to ensure that the Goods are properly stored, secured, protected and preserved. Damage due to water ingress, rust, dust, debris or improper security is excluded from this Warranty.
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- 12. Sole Warranty: This Warranty is in lieu of all other liabilities or obligations of Startec whether arising under any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto) or otherwise. There are no representations, conditions, warranties, guarantees or agreements express, implied, statutory or otherwise except as expressly stated herein as to any matter whatsoever including, without limitation, the condition of the Goods, merchantability, quality or fitness for any particular purpose. All terms, conditions, representations, warranties and other obligations implied by law are excluded, or if incapable of exclusion, but capable of limitation, limited to the maximum extent permitted by law.
- 13. Consequential Damages: Notwithstanding any other provision of this Warranty or any other terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), neither party shall be liable to the other, whether by way of indemnity or by breach of contract (including warranty), tort (including negligence) or under any other theory of liability, for any consequential, punitive, special or indirect damages, whether or not such damages are foreseeable, said damages including without limitation damage or loss of use of the Goods or of the existing facilities of Buyer, loss of product or productivity, downtime, diminished goodwill, loss of future profit or loss of any contract, business or anticipated business that may be suffered by Buyer.
- 14. Elimitation of Liability: Notwithstanding any other provision of this Warranty or the terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), the maximum aggregate liability of Startec and its suppliers and subcontractors to Buyer, its subsidiaries and affiliates and all indemnified parties under any contract for the supply of the Goods shall not exceed Startec's total compensation to be received for the supply of the Goods. This limitation includes the cost of all warranty and rework and applies in the event of negligence, willful misconduct, breach of contract or under any other theory of liability.

Startec Refrigeration Services Ltd. Toll Free: 1-800-555-9439 http://www.startec.ca info@startec.ca

# IRRICANA CURLING CLUB LIST OF EXECUTIVE AND DIRECTORS 2022 - 2023

PRESIDENT - Maxine Creasser

VICE PRESIDENT - Bill Kirkwold

TREASURER - Bruce Bushfield

SECRETARY- Cheyanne Spence DONATIONS - Austin Nixdorff, Ryan Leys, & Maxine Creasser

ADVERTISING - Cheyanne Spence

LADIES SQUARE DRAW - Maxine Creasser

MENS SQUARE DRAW - Austin Nixdorff & Ryan Leys

MIX SQUARE DRAW - Maxine Creasser

JUNIOR PROGRAM - Julina Eagleson, Karen Schiml & Cheyanne Spence

ICE COMMITTEE - Maxine Creasser & Dave Culp

FARMERS BONSPIEL – Maxine Creasser

LADIES BONSPIEL – Maxine Creasser

MENS BONSPIEL – Austin Nixdorff & Ryan Leys

JUNIOR BONSPIEL – Julina Eagleson & Susan Kirchner

MIX BONSPIEL – Maxine Creasser



**Organization Information** 

# Operational Assistance Grant Application Form Community Facilities, Programs and Services

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Name: S	Strathr	more Lacrosse
-		Alberta Societies Act – Registration Number 5012401286
		Alberta Agricultural Societies Act
		Part 9 of the Companies Act
Postal Code: T1P 1K3	3	Station Main neques will be mailed to this address)
Primary Contact:		
Name: Tom Craig		
Telephone: (W)		(C)
Email: President@stra	athmo	relacrosse.com
Alternate Contact:		
Name: Jessica Harde	r	
		(C)
		norelacrosse.com
Facility		
•		
		Title:
		Requested*: \$11,126

<sup>\*</sup>The County will not provide funding for salaries, wages, honoraria, fundraising, or consumables.

<sup>\*</sup>Facilities located in adjacent municipalities must demonstrate receipt of matching funding (dollar for dollar for the amount requested from Rocky View County) from the adjacent municipality.

#### **ATTACHMENT C: Operational Funding Request Applications**



Is your facility/program receiving any financial assistance from other agencies?

Yes X No

If yes, please explain:

Strathmore Venom has four main registration areas – Rockyview County/Langdon, Siksika Nation, Strathmore/Wheatland County, and Chestermere. We have applied for grants equivalent to the number of athletes from each region. This grant is only to support program activities and athletes located in Rocky View County.

Please provide a brief description of your organization (e.g., mission and mandate):

Strathmore Lacrosse is part of the Calgary District Lacrosse Association (CDLA) along with 7 other member clubs from Calgary and area. These clubs include: Calgary Axemen, Calgary Hornets, Calgary Knights, Calgary Sabrecats, Okotoks Mustangs, High River Heat, Rockyview Lacrosse (Airdrie and Cochrane)

The purpose of the club is to offer an opportunity for young athletes in Strathmore, Chestermere, Siksika Nation, Langdon and surrounding rural areas to learn and play box lacrosse.

Please describe what these funds will be used for. (Please attach a separate piece of paper if you need additional space):

The Strathmore Lacrosse association is seeking financial assistance with operational funding due to large capital costs our club is facing, without which our program would be in jeopardy. We are dedicated to providing premium programming for our young athletes however during covid there were several capital expenditures which were put off. During this time, we are applying for a grant to aid us in covering a portion of our operational funding including floor fees, Team Fees (To CDLA, ALA, and CL) as well as General Office and Administration. We have utilized 2023 numbers for these fees and prorated it based on 57 RVC Athletes over 242 Athletes (23.5% of our membership) We are wishing to avoid fee increases in these times for our parents and athletes.

	2024 budget			Strathmore / Wheatland
Classification	Total	Pro-Rated RVC	Chestermere	County
Arena Rental	\$ 30,058.66	\$ 7,079.93	\$ 9,315.70	\$ 13,538.82
Office / General Admin Exp	\$ 12,780.87	\$ 3,010.37	\$ 3,961.01	\$ 5,756.67
Team Fees	\$ 48,377.59	\$ 11,394.72	\$ 14,993.06	\$ 21,789.91
% of total expense	\$ 91,217.12	\$ 21,485.02	\$ 28,269.77	\$ 41,085.39
Funding Request		\$ 11,126.00	\$ 14,639.48	\$ 21,276.04

Please indicate the <u>number of people</u> who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

<ul><li>Ro</li></ul>	cky View County resi	dents: Jerseys – 57 Rockyvie	w athletes,
----------------------	----------------------	------------------------------	-------------

Rocky View County non-residents: 0



• Growth of your membership in the last year (%): 110% overall – 138% in Rockyview County\_

Please describe the methodology used to quantify this number:

Jerseys – Based on last year registration numbers we are requesting enough Jerseys (home/away) at a won bid cost of \$59 per jersey for a total of \$6,726 (Calculation – 57 athletes \* (\$59.00\*2))

School Program – Professional coach @ \$275.00/day for week long programs M-Thur = \$1,100 per week. Coaching and insurance provided in conjunction with Alberta Lacrosse Non-Profit organization.

Describe how the project will benefit your community and the County:

Our aim is to supply premium programming for our young athletes with cost effective preseason programming as well as regular season programming. Our club has been met with several large capital expenditures which is stretching our budgets very thin. During these times we are very much trying to keep lacrosse affordable and accessible for all young athletes and as such we are trying to reduce any fee increases. We are dedicated to maintaining a fully accessible program. All funds received through grants will go directly to offsetting floor costs and team fees for our athletes and reduce fee increases.

If your organization is successful in obtaining County funding, how will you recognize this contribution?

Strathmore will promote Rocky View County on our website as well as in our social and physical media promotions. Notification to all of Strathmore Lacrosse Athletes will be completed identifying Rocky View County as a major contributor our athletes and Sport.

#### FINANCIAL REPORTING - PRIOR YEAR

This section of the application provides an "at-a-glance" document to assess how your organization's budget has changed over the last 3 years. **ALL APPLICANTS MUST COMPLETE THIS SECTION** of the application. Your audited financials and proposed operating budget are considered separately.

#### BUDGET

Bank Balance: \_\_\_\_12,844.51\_\_\_\_\_

Revenue	2024 Budget \$	2023 Budget \$	2022 Budget \$
Membership (Registration opens Jan 1 2024)	\$ 123,557.07	\$ 112,324.61	\$ 67,796.68
Balance Forward	\$ 12,844.51	\$ 23,335.46	\$ 11,941.49
Kidsport Grant		\$ 5,000.00	
Chestermere Rec Grant	\$ 14,639.48		
Strathmore / Wheatland Grant	\$ 21,276.04		
Rocky View Rec Grant	\$ 11,126.00		



Other Income (Tournament Fees, other fundraising)	\$ 33,468.83	\$ 26,354.25	
Total Revenue / Balance	\$ 216,911.93	\$ 167,014.32	\$ 79,738.17

Expenses	2024 Budget \$	2023 Budget \$	2022 Budget \$
Salaries Wages & Benefits			
Operating and Maitnence Expenses (Lifecycle Costs			
Program Materials	\$ 77,894.43	\$ 65,813.12	\$ 41,793.81
Arena Rental	\$ 30,058.66	\$ 27,326.05	\$ 18,078.62
Professional Fees	\$ 8,778.15	\$ 7,980.14	\$ 2,984.80
Office / General Admin Exp	\$ 4,002.68	\$ 3,638.80	\$ 1,873.40
Team Fees	\$ 48,317.12	\$ 43,924.65	\$ 10,112.50
Utility Costs (Gas Electrical, Phone, Internet)			
Insurance			
Classroom Lacrosse (Based on Funding)	\$ 14,300.00	\$ 5,000.00	
Jerseys	\$ 30,000.00		
Total Expenses	\$ 213,351.04	\$ 153,682.76	\$ 74,843.13

#### SUPPORTING DOCUMENTS

The following documents MUST be attached:

	Minimum of three quotes for any program materials that will be purchased.
	Financial statements (audited if available) from previous year
	Organization's Proposed Operating Budget to which requested County funding will contribute –
	include contributions from other sources and detailed expenditures (if applicable).
	List of organization's officers and directors (if applicable).
	Society Bylaws (first time applicants only unless changes have been made since last submission).
$\Box$	Other documents required for further clarification, as requested

#### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the approved items.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Strathmore Lacrosse\_ certify that this application is complete and accurate. *(organization name)* 

#### **ATTACHMENT C: Operational Funding Request Applications**



Name: Tom Craig	Name: <u>Jessica Harder</u>
Title: President – Strathmore Lacrosse	Title: Director of Fundraising – Strathmore Lacrosse
Date:	Date:

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

## **Balance Sheet**

As of September 30, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Community Spirit Account (2124)	23,335.46
Total Cash and Cash Equivalent	\$23,335.46
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-250.00
Total Accounts Receivable (A/R)	\$ -250.00
Total Current Assets	\$23,085.46
Total Assets	\$23,085.46
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	223.10
Total Accounts Payable (A/P)	\$223.10
Total Current Liabilities	\$223.10
Total Liabilities	\$223.10
Equity	
Opening Balance Equity	0.00
Retained Earnings	17,960.65
	4,901.71
Profit for the year	4,501:71
Profit for the year  Total Equity	\$22,862.36

## **Balance Sheet**

As of September 30, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Community Spirit Account (2124)	13,094.51
Total Cash and Cash Equivalent	\$13,094.51
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-250.00
Total Accounts Receivable (A/R)	\$ -250.00
Total Current Assets	\$12,844.51
Total Assets	\$12,844.51
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	0.00
Retained Earnings	22,862.36
Profit for the year	-10,017.85
Total Equity	\$12,844.51
rotal Equity	¥ :,

## Profit and Loss

October 2021 - September 2022

	TOTAL
INCOME	
Floor Time Reimbursement	960.95
Fundraising Revenue	10,980.54
Registration Fee Income	67,796.68
Total Income	\$79,738.17
GROSS PROFIT	\$79,738.17
EXPENSES	
Accounting	829.00
Arena Rental	18,078.65
Bank Charges	1,860.70
Board Meetings	526.70
Bus Fees Junior	2,037.00
Equipment	7,105.10
Misc	180.28
Office Supplies	334.78
Office/General Administrative Expenses	1,873.40
Professional Fees	2,984.80
Referee Fees	1,168.00
Refunds	2,096.68
Registration Fees Paid	8,271.38
RMLL	1,000.00
Supplies	39.85
Team Fees	10,112.50
Tournament Expense	16,344.31
Total Expenses	\$74,843.13
OTHER INCOME	
Interest Income	6.67
Total Other Income	\$6.67
PROFIT	\$4,901.71

## Profit and Loss

October 2022 - September 2023

	TOTAL
INCOME	
Floor Time Reimbursement	450.00
Fundraising Revenue	2,972.50
Redneck Rumble	21,405.75
Registration Fee Income	112,324.61
Sales of Product Income	26.00
Uncategorized Income	6,500.00
Total Income	\$143,678.86
GROSS PROFIT	\$143,678.86
EXPENSES	
AGM	150.00
Arena Rental	27,316.05
Bank Charges	2,595.16
Board Meetings	433.93
Bus Fees Junior	3,827.25
Clinics	2,400.00
Equipment	16,295.00
Fundraising Expense	1,305.00
Member Reimbursements	1,750.00
Office Supplies	1,327.75
Office/General Administrative Expenses	3,638.83
Professional Fees	7,980.14
Purchases	647.05
Referee Fees	365.00
Refunds	2,330.00
Registration Fees Paid	800.00
RMLL	1,115.90
Room Rental	5,061.96
Team Fees	43,979.63
Tournament Expense	22,354.17
Tournament Registration	150.00
Uncategorized Expense	7,859.94
Total Expenses	\$153,682.76
OTHER INCOME	
Interest Income	12.95
Total Other Income	\$12.95
OTHER EXPENSES	
Reconciliation Discrepancies	26.90
Total Other Expenses	\$26.90
PROFIT	\$ -10,017.85

# ANNUAL RETURNS FOR SOCIETY AND NON-PROFIT COMPANY - Proof of Filing

Alberta Amendment Date: 2023/07/10

STRATHMORE LACROSSE CLUB PO BOX 2479 STN MAIN STRATHMORE, ALBERTA T1P1K3

Service Request Number: 40086550
Corporate Access Number: 5012401286
Business Number: 853041168

Legal Entity Name: STRATHMORE LACROSSE CLUB

Legal Entity Type: Alberta Society

Legal Entity Status: Pending Revival/Restoration

**Registration Date:** 2006/04/27

This confirms the Annual Return for 2023 has been filed as of 2023/07/10.

#### Officer / Director / Branch

Status: Active
Relationship to Legal Entity: Secretary
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: FERADI
First Name: SHAWNA

Street / Box Number:

City:

Province: ALBERTA

Postal Code:

Status: Active
Relationship to Legal Entity: Treasurer
Individual / Legal Entity Type: Individual

Last Name / Legal Entity Name: GROENEVELD

First Name: MELODY

Street / Box Number:

City:

### **ATTACHMENT C: Operational Funding Request Applications**

E-1 Page 151 of 154

Province: ALBERTA

Postal Code:

Status: Active
Relationship to Legal Entity: President
Individual / Legal Entity Type: Individual
Last Name / Legal Entity Name: CRAIG
First Name: THOMAS

Street / Box Number:

City:

Province: ALBERTA

Postal Code:

Status: Active

Relationship to Legal Entity: Vice President Individual / Legal Entity Type: Individual Last Name / Legal Entity Name: KRATZ First Name: MARCUS

Street / Box Number:

City:

Province: ALBERTA

Postal Code:

#### **Attachment**

Attachment Type	Microfilm Bar Code	Date Recorded
Annual Return/Financial Statement	10000507135479761	2023/07/10

**REGISTERED ADDRESS** 

Street: City:

Dity.

Province:
Postal Code:

AL DEDTA

ALBERTA

ADDRESS FOR SERVICE BY MAIL

Post Office Box: PO BOX 2479 STN MAIN

City: STRATHMORE

Province: ALBERTA
Postal Code: T1P1K3

Email Address: TREASURER@STRATHMORELACROSSE.COM

Registration Authorized By: MELODY GROENEVELD

**TREASURER** 

Page 152 of 154

The Registrar of Corporations certifies that the information contained in this proof of filing is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.

# **Executives/Board of**

### **2023 Strathmore Lacrosse Club Executive**

President	Tom Craig	President
Vice President of Operations	Travis Gauthier	Vice-President
Vice President of Administration	Marcus Kartz	<u>Vice-President</u>
Treasurer	Melody Groeneveld	Treasurer
Registrar	Alexis Bressler	Registrar
Secretary	Shawna Feradi	Secretary
Past President	Trevor Mandziak	Past President

### **2023 Strathmore Lacrosse Club Directors**

Director of Coaching	Lucas Bobbitt	Director/Jr Lacrosse
Director of Junior/Senior Div.		Directory in Educiosase
Director of Communications	Shara Fuss	Director
Director of Discipline & Referees	Kurtis Bressler	Director
Director of Evaluations		<u></u>
Director of Tournaments	Andrea Blackley	Director
Director of Volunteering	Crystal Upstone	Director
Director of Equipment	Lisa Plante	<u>Director</u>
Director of Fundraising	Jessica Harder	Director
Director of Facilities	Cody Plante	Director



	Three-Year Operational Funding History (2021-2023)							
Division	Applicant	2021 Approved Funding Total Funding Total			Spring 2023 Approved Funding	Requested Funding Fall 2023		
	Аррисинс			Total	Operational	Requested 7	Total	
1	Swamp Donkey Musical Theatre Society	\$ 37,67	0	\$ 42,500		35,000	\$ 35	,000
2	Jumping Pound Community Hall	\$ 6,00	0	\$ 10,050		7,100	\$ 7,	,100
2	Springbank Heritage Club			\$ 25,000		30,000	\$ 30	,000
3	*Bike Cochrane				\$ 3,400	1,500	\$ 1,	,500
4	Dartique Community Association	\$ 10,00	0	\$ 7,324		13,500	\$ 13	,500
5	Keoma Community Society	\$ 8,50	0	\$ 8,500		8,500	\$ 8,	,500
5	Meadowlark Trail Society	\$ 3,00	0	\$ 5,000		5,000	\$ 5	,000
7	1st Bow Valley Scouts (Scouts Canada)					20,000	\$ 20,	,000
Airdrie	North Rocky View Community Links Society					1,615	\$ 1,	,615
Beiseker	Beiseker Minor Hockey Association			\$ 19,590		17,870	\$ 17	,870
Chestermere	Chestermere Curling Association					6,500	\$ 6,	,500
Cochrane	Route 22 Artist Collective Ltd.	\$ 7,50	0			7,500	\$ 7	,500
Crossfield	Crossfield Playschool Association					1,600	\$ 1,	,600
Irricana	Irricana Curling Club - 1978					18,000	\$ 18,	,000
Strathmore	Strathmore Lacrosse Club					11,130	\$ 11,	,130
	Total Approved Grant Funding	\$ 72,67	0	\$ 117,964	\$ 3,400		\$	-
	Total Requested Grant Funding					184,815	\$ 184	,815

<sup>\*\$3,400</sup> approved in community enhancement.



# **Recreation Governance Committee**

Subject:	Community Grant Funding: Capital Requests	
Date:	December 6, 2023	
Presenter:	Presenter: Ghada Rafih, Community Services Coordinator	
Department:	ment: Recreation, Parks and Community Support	

#### REPORT SUMMARY

This report includes the capital funding requests from non-profit community organizations for the Recreation Governance Committee's (RGC) consideration.

### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee approve capital funding up to \$25,000 from the 2023 Public Reserve to the Bearspaw Lions Club for a gazebo and raised flower beds, pending appropriate approvals.

THAT the Recreation Governance Committee accept the application from the Balzac Community Hall Association and approve capital funding up to \$23,220 from the 2023 Public Reserve to the Balzac Community Hall Association for a roof repair and hot water tank replacement, pending confirmation of matching funding prior to any funds being released.

THAT the Recreation Governance Committee approve capital funding up to \$70,060 from the 2023 Public Reserve to the Bow Valley Community Club for a condenser, boiler, chiller, and high-speed oven, pending confirmation of matching funding prior to any funds being released.

THAT the Recreation Governance Committee accept the application from the Cambridge Park Homeowner's Association and approve capital funding up to \$50,000 from the 2023 Public Reserve to the Cambridge Park Homeowner's Association for a gazebo, benches, and garbage bins, pending appropriate approvals.

THAT the Recreation Governance Committee approve capital funding up to \$34,360 from the 2023 Public Reserve to the Cochrane BMX Association for repairs and upgrades to the riding track.

#### **BACKGROUND**

Non-profit organizations provide a range of cultural, recreational, sports-based, and other community-based services and programs to County residents. The Community Recreation and Culture Grant Funding Policy C-317 facilitates funding to support recreational and cultural development, ongoing partnerships, and enhancing access to community facilities, services, and programs.

RGC evaluates and approves grant applications based on Policy C-317, the Recreation and Parks Master Plan, and Administration's review. All capital funding applications are evaluated in accordance with Policy C-317 and the Recreation and Parks Master Plan for RGC's consideration.

A total of approximately \$18 million in capital funding is available in the 2023 Public Reserve to be distributed to eligible non-profit organizations. Administration is presenting five capital funding requests, totaling just over \$200,000.

#### DISCUSSION

Administration reviewed all application packages for compliance and worked with all applicants to ensure their applications contained key information to support their requests prior to information being presented for RGC's consideration.

Three of the five applications received meet all requirements of Policy C-317. The remaining two applications contain retroactive expenditures that are ineligible under Policy C-317. However, Administration is recommending that RGC accept the applications and approve the funding due to their unique circumstances.

- The Balzac Community Hall Association required the roof and hot water tank to be replaced prior
  to this meeting. The hot water tank required immediate attention, and although the roof repair
  project was not considered an emergency, due to the mild weather and availability of the
  contractor, early November was the only time available to complete the project. The Association
  Board was concerned that the roof would not withstand heavy snowfall without further leakage.
- The Cambridge Park Homeowner's Association was unaware that funding approval was required prior to starting their project. Administration has discussed all policy requirements with the Homeowner's Association, and they are now aware of the process moving forward.

Other than the retroactive expenditures, the two applications meet all other requirements of Policy C-317. More information on all applications and recommendations can be found in Attachment B.

Administration is recommending approval of all five applications received, totaling just over \$200,000.

Table 1 provides a summary of the submitted applications and recommendations.

Table 1: Summary of the Submitted Applications & Recommendations

Division	Organization	Funding Purpose	Requested	Recommended
4	Bearspaw Lions Club	Gazebo and raised flower beds.	\$25,000	\$25,000
5	Balzac Community Hall Association	Roof repair and hot water tank replacement.	• • • • • • • • • • • • • • • • • • • •	
6	Bow Valley Community Club	Condenser, boiler, chiller, and high-speed oven.	\$70,060	\$70,060
6	Cambridge Park Homeowner's Association	Gazebo, benches, and garbage bins.	\$50,000	\$50,000
Cochrane	Cochrane BMX Association	Repairs and upgrades to riding track. \$34,360		\$34,360
		Total:	\$202,640	\$202,640

#### **ALTERNATE DIRECTION**

Administration does not have an alternate direction for the Committee's consideration.

### **A**TTACHMENTS

Attachment A: Capital Funding Requests and Recommendations Attachment B: Detailed Capital Funding Applications Review

Attachment C: Capital Funding Applications

Attachment D: Three Year Capital Funding History

Fall 2023 Capital Funding Requests & Recommendations					
Division	Applicant	Requested		Recommended	
4	Bearspaw Lions Club	\$	25,000	\$	25,000
5	Balzac Community Hall Association	\$	23,220	\$	23,220
6	Bow Valley Community Club	\$	70,060	\$	70,060
6	Cambridge Park Homeowner's Association	\$	50,000	\$	50,000
Cochrane	Cochrane BMX Association	\$	34,360	\$	34,360
	Total:	\$	202,640	\$	202,640

## **Detailed Capital Application Reviews**

## Division 4

## **Bearspaw Lions Club**

The Bearspaw Lions Club provides a venue for weddings, celebrations, farmers markets, and other community gatherings.

There are 5,000 County residents served and 5,000 residents from outside the County.

#### **Application Review:**

Capital funding up to \$25,000 is being requested for 50% of the project costs for a gazebo and raised flower beds.

The application meets the requirements of Policy C-317.

## **Recommendation:**

Administration recommends approval of up to \$25,000 in capital funding, pending appropriate approvals.

## Division 5

## **Balzac Community Hall Association**

The Balzac Community Hall Association serves residents in the communities of Balzac and Airdrie by providing a place to hold community and private events.

There are 7,000 County residents served and 8,000 residents from outside the County.

## **Application Review:**

Capital funding up to \$23,220 is being requested for 50% of the project costs for a roof repair and hot water tank replacement.

The Balzac Community Hall Association requested that they proceed with these projects prior to the approval of funds, as the roof in its condition may not be able to withstand heavy snowfall, and the hot water tank required immediate attention. The roof repair project would not be considered an emergency; however, early November was the only time available to complete the repair due to the mild weather and availability of the contractor. Due to the urgency to complete these repairs, Administration advised the Balzac Community Hall Association to begin the repairs prior to this meeting and retroactively apply the funds to these projects, if approved.

The application meets all other requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$23,220 in capital funding, pending confirmation of matching funding.

## Division 6

## **Bow Valley Community Club**

The Bow Valley Community Club supports the operation of the Indus Curling Rink.

The club serves 1,050 County and 450 non-County residents.

#### **Application Review:**

Capital funding up to \$70,060 is being requested for 45% of the project costs for a condenser, boiler, chiller, and high-speed oven.

The Bow Valley Community Club was approved for capital funding up to \$15,248 on December 8, 2021, for the replacement of the chiller. However, the Club was unable to purchase a new chiller due to the COVID-19 pandemic causing supply shortage issues. The Bow Valley Community Club has formally returned these funds to the County and is including the chiller in their current funding request.

The application meets the requirements of Policy C-317.

#### **Recommendation:**

Administration recommends approval of up to \$70,060 in capital funding, pending confirmation of matching funding.

## **Cambridge Park Homeowner's Association**

The Cambridge Park Homeowner's Association provides community gathering opportunities to the 700 County residents it serves.

#### Application Review:

Capital funding up to \$50,000 is being requested for 35% of the project costs for a gazebo, benches, and garbage bins.

The Cambridge Park Homeowner's Association has informed Administration that initial preparations of the land for these items have started, and the concrete foundation for the gazebo has been put in place. Administration advised the Cambridge Park Homeowner's Association that this would be considered a retroactive expenditure, which is considered ineligible for funding under Policy C-317. However, the Homeowner's Association has stated that they were unaware of this and will be more diligent in reviewing the Policy requirements for any future funding requests. Administration is recommending approval of this application with this consideration.

The application meets all other requirements of Policy C-317.

## **Recommendation:**

Administration recommends approval of up to \$50,000 in capital funding, pending appropriate approvals.

## Town of Cochrane

## **Cochrane BMX Association**

The Cochrane BMX Association provides programming and supports the development of bike skills for all riders. The Association operates programming and maintains the riding track on the Cochrane and District Agricultural Society site.

There are 30 County residents served and 208 residents from outside the County.

## **Application Review:**

Capital funding up to \$34,360 is being requested for 25% of the project costs for repairs and upgrades to the riding track.

The application meets the requirements of Policy C-317.

## **Recommendation:**

Administration recommends approval of up to \$34,360 in capital funding.



## Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Inform	ation	
Organization Name: 7	The Lie	ons Club of Bearspaw
Incorporated under:	X	Alberta Societies Act
		Alberta Agricultural Societies Act
		Part 9 of the Companies Act
Mailing Address: 2524	40 Na	gway Road
Postal Code: T3R 1A (All correspondence a		eques will be mailed to this address)
Primary Contact:		
Name: Ron Prowse		
Telephone: (W)		(C)
Email: ronp@bearspa	wlion	s.com
Alternate Contact:		
Name: Ward Anderso	n	
Telephone: (W)		(C)
Email: warda@bearsp	oawlio	ns.com
Facility		
Name of Facility: Bea	rspaw	Lions Community Event Centre
Legal Description / Ad	ddress	: 25240 Nagway Road
Registered Holder of	Land <sup>1</sup>	Title: The Lions Club of Bearspaw
Amount Requested	(No G	ST is to be included in this amount): \$20,000 \$25,000 g &

Please provide a brief description of your organization (e.g. mission and mandate):

The Lions Motto is "We Serve". We raise money to donate to deserving causes. Lions are an international network of 1.3 million men and women in 200 countries and geographic areas who work together to answer the needs that challenge communities around the world. Known for working to end preventable blindness, Lions participate in a vast variety of projects important to their communities. These projects range from cleaning up local roads to providing



supplies	to victims of natural disasters.
•	ide and operate a community facility venue for weddings, celebrations, business meetings tion polling station.
<i>(Please a</i> : 1. E	escribe in detail the work to be carried out and the need for this project:  ttach a separate piece of paper if you need additional space)  trect a gazebo in the park area; this will be used for outdoor wedding ceremonies and husic events.
	nstall a raised flower bed in the park area and level the ground in the park including dding black dirt.
Please industrial being sou	dicate the number of people who accest your facility, amenity or program for which funding is ght. (please note that this represents individuals, not the number of visits made to a facility)  ocky View County residents: 5000
We typic the sumr from Cal rentals for	escribe the methodology used to quantify this number: sally have an average of approximately 2000 visit our Farmer's Market for 19 Sundays in mer (38,000 visits) but many folks come more than once. We assume 50% from RVC 50% lgary. The Hall is rented approximately 20 weekends per year and we have numerous or business meetings throughout the year; e.g. Rocky View Water Co-op. Our hall is also for county and provincial election polls.
The land	how the project will benefit your community and the County:  scaping and gazebo will provide a more beautiful venue for weddings and activities at the ground is rough and this is a hazard to kids playing around.
•	ject located in a neighbouring municipality? ☐ Yes X No w will access to County residents be assured? Is there an existing joint use agreement in place?



100	

10



## **Project Budget**

(A sample budget is found on the last page of this application form)

## I. REVENUE

Requested Grant Amount	\$25,000	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.
Cash Contributions*	\$25,045	Financial statements must support this number.
Donated In Kind*	\$ 0	Labour to build gazebo 120 manhours from Lions members
Other Grant Funding*	\$0	Attach a detailed list of other grant funding which has been applied for or approved for this project.
TOTAL REVENUE	\$50,045	GST excluded. As per Policy C-317, GST is a non-eligible expenditure.

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

## II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. Landscaping: raised flower bed and black dirt,	1.\$16,212	Macdonald Construction	X	
leveling and seeding.	2.			
	3.			
B. Gazebo Materials and	1.32,000		X	
walkway	2.			
	3.		Ġ	
C. Seeding	1.\$1833	SLS Top Spray	X	
	2.			
	3.	40-		
TOTAL PROJECT COSTS (Sum of preferred quotes for Projects A + B + C)	\$50,045			



## **Financial Assistance**

A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	We have an outstanding Letter of Credit from renovating the hall and building a new deck 4 years ago. We continue to pay this down while improving the facility as we go.
	命:
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	The project scope will be limited and/or delayed. We will do the landscaping first to make the grounds more user/kid friendly as it is currently very rough.
B.	Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?
	☐ Yes X No
	If yes, please explain.
	atory Attachments  Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
	Audited financial statements – these should support the cash contribution noted in your Project Budget.  Current year operating budget.  List of organization's Officers and Directors.  In Kind Details:
J	<ul> <li>Include confirmation of all in kind materials and/or services (i.e. letters from donors).</li> <li>Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour</li> </ul>

is valued at Alberta's hourly minimum wage.



## **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**<u>NOTE:</u>** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of The Lions Club of Bearspaw certify that this application is complete and accurate.

Name: May //m/	Name:
Title: President	Title: Treasurer
Date: <u>Sept 5, 7023</u>	Date:

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

## **Estimate**

Estimate no...

230126

Estimate date: 08/23/2023

#### **From**

## MACDONALD CONSTRUCTION / 677450 Alberta Ltd.

bmacdonald3411@gmail.com Site 7 Box 2 RR2 Carstairs, AB T0M0N0 GST #889509055

Brian Macdonald 403-862-3411

Bill to Ron (Lions Hall)

ronp@bearspawlions.com



\$15 440.00

\$16 212.00

\$772.00

DESCRIPTION	RATE, CAD	QTY	AMOUNT, CAD
Lions hall in bearspaw	10 800.00	1.0	10 800.00
Supply and install sandstone rock along the sloped back yard of the centre.			\$
Lions hall in bearspaw	232.00	20.0	4 640.00
Supply, spread and grade screened loam behind the rocks and on the rough areas of the lawn. (8 yard loads)			

Subtotal:

Gst (5.0%):

Total:

## **Payment Instruction**

Make checks payable to:

677450 Alberta Ltd.

e-transfer:

bmacdonald3411@gmail.com

## Notes

If you have any questions regarding this quote please call or text me. Thank you for your business - Brian Macdonald

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		Gaz	zebo E	stii	mate					
Structure	Cross X	Length	No. Pcs		Unit	Pric	e			Cost
				-1	\$/ft		each			
Lumber	4 x 4	8	8	\$	2.05				\$	131.20
Ħ	2 x 6	18	1			\$	42.00		\$	42.00
11	2 x 6	14	4	\$	1.55				\$	86.80
Ħ	2 x 6	12	10	\$	1.55				\$	186.00
п	2 x 6	10	8	\$	1.55				\$	124.00
п	2 x 6	8	35	\$	1.55				\$	434.00
IT	2 x 4	8	22	100	1.05				\$	184.80
FT	2 X 2	8	54			\$	378.00		\$	378.00
Ħ	1 x 8	16	40			\$	35.00		\$	1,400.00
17	1 x 4	8	34	\$	6.00				\$	1,632.00
ır	1 x 2	8	6			\$	64.00		\$	64.00
Decking	5/4 X6	16	32	\$	9.50				\$	4,864.00
Drip Edge	-	64		\$	13.00				\$	104.00
Roofing Underlay	roll		1			\$	97.00		\$	97.00
Asphalt Shingles	ft <sup>2</sup>		300	\$	330.00				\$	1,980.00
Ridge Cap		80		7					\$	200.00
Rafter Ties			2						\$	100.00
Screws #9x3 inch	lbs		25	\$	99.00				\$	1,237.50
Screws #9x2 inch	lbs		15	\$	99.00				\$	742.50
Roofing Nails	lbs		20	\$	99.00				\$	990.00
				,					,	
Foundation	Diameter	Thickness	Volume							
	ft	ft	$m^3$							
Concrete	18	0.5	3.6	Riv	350.00		1		\$	1,260.30
Forming, gravel	254.5			\$	5.50				\$	1,399.58
Excavation, haul	allowance			\$ 1	1,000.00				\$	1,000.00
						То	tal		\$ :	18,637.68
Walkway	length	width	Thick		Area		Vol			
Forming & gravel	200	4	4		800			5.5		4,400.00
Concrete	200	4	0.333				7.5	350	\$	2,638.69
						То	tal		\$	7,038.69
				To					\$	25,676
air .					ntingency	/		25%		6,419
				Bu	dget				\$	32,095

## 16' x 16' Octogon Gazebo 001

ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	Base End Board	2 x 6 Lumber x 79-1/2" Long	8
2	Base Cross Member	2 x 6 Lumber x 193-1/8" Long	_1
3	Gazebo Post	4 x 4 Lumber x 96" Long	8
4	Base Corner Gusset 01	2 x 6 Lumber x 20-3/8" Long	8
5	End Stringer 01	2 x 6 Lumber x 96" Long	4
6	End Stringer 02	2 x 6 Lumber x 95-1/2" Long	2
7	Base End Cross Brace	2 x 6 Lumber x 25-1/2" Long	8
8	End Stringer 03	2 x 6 Lumber x 61-1/16" Long	16
9	Spindle	2 x 2 Lumber x 35-3/4" Long	84
10	Railing End	1 x 4 Lumber x 42" Long	12
11	Rail 04	2 x 4 Lumber x 73-1/4" Long	6
12	Rail Base 04-1	1 x 4 Lumber x 73" Long	12
13	Rail Base 04-2	1 x 4 Lumber x 71-3/16" Long	12
14	Spindle Cap 04	1 x 2 Lumber x 72-7/16" Long	6
15	Top Spindle	2 x 2 Lumber x 10" Long	112
16	Top Rail End	1 x 4 Lumber x 24" Long	16
17	Top Rail 04	2 x 4 Lumber x 73-1/4" Long	16
18	Gyset-02	2 x 6 Lumber x 17" Long	5
19	Gusset-03	2 x 6 Lumber x 17" Long	8
20	Rafter	2 x 6 Lumber x 120" Long	8
21	Lower Rafter 04	2 x 6 Lumber x 82-1/2" Long	16
22	End Roof Trim	2 x 6 Lumber x 84-1/2" Long	8
23	Simpson GT8Z	Simpson Strong Tie GT8Z Gazebo Rafter Tie	2

These plans cover building the gazebo. A suitable site and proper support and ground work is the owners responsibility. This gazebo must sit on a level and sturdy base.

## PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SANDMANN SPECIALTIES. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SANDMANN SPECIALTIES IS PROHIBITED.

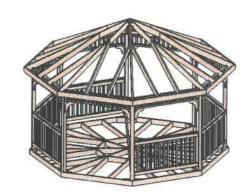
In spite of these plans, specifications, and or advice and construction guides provided by Sandmann Specialties it becomes by building, the owners sole responsibility to apply for all required permits, to build so that it is in accordance with all required skill, standards and in a safe and skillful manner that suits the intended purpose in that area.

#### Raw Materials Needed

<ul> <li>8 pcs</li> </ul>
- 1 pc
<ul> <li>4 pcs</li> </ul>
<ul> <li>10 pcs</li> </ul>
- 8 pcs
<ul> <li>35 pcs</li> </ul>
<ul> <li>22 pcs</li> </ul>
<ul> <li>54 pcs</li> </ul>
<ul> <li>40 pcs</li> </ul>
<ul> <li>34 pcs</li> </ul>
<ul> <li>6 pcs</li> </ul>
- 32 pcs
- 60 ft
- 1 Roll
- 300 sq. ft.
- 80 ft
<ul> <li>2 pcs</li> </ul>
<ul> <li>25 lbs.</li> </ul>
<ul> <li>15 lbs.</li> </ul>
- 20 lbs.

## **Tools Required**

Saw Drill/driver Hammer Tape Measure Tin Snips



# Step 1 - Cut Gazebo Parts

- See Page 3 for instructions for cutting Items #1,5, & 6
- Cut one of the 18ft 2 x 6's down to 193-1/8" Long (Item #2)
- The eight 8ft 4 x 4's do not get cut (Item #3)
- Using two of the 8ft 2 x 6's, cut eight pcs 20-3/8" Long (Item #4)
- See Page 4 for instructions for cutting Items #7, 10, & 11
- Using eight of the 12ft 2 x 6's, cut sixteen pcs 61-1/16" Long (Item #8)
- Cut eighty-four pcs 35-3/4" Long (Item #9) out of forty-two of the 8ft 2 x 2's See Page 5 for instructions for cutting Items #12, 13, & 14
- Cut 112 pcs 10" Long (Item #15) out of 12 of the 8ft 2 x 2's
- Cut 16 pcs 24" Long (Item #16) out of 4 of the 8ft 1 x 4's
- See Page 6 for instructions for cutting Items #17, 18, & 19
- See Page 7 for instructions for cutting Items #20 & 21
- See Page 8 for instructions for cutting Item #22













TYPE	PRODUCT	MEASURMENT	PRICE	DETAILS
DRYWALL & INSULATION	6MM CGSB POLY	1000 SQ.FT.	\$85.00	
DRYWALL & INSULATION	1/2 DRYWALL (CASH N' CARRY)	4x8	\$21.00	
DRYWALL & INSULATION	DRYWALL MUD (BOXES)	127	\$30.00	
DRYWALL & INSULATION	R12X15	98 SQ.FT.	\$50.00	
DRYWALL & INSULATION	R12X23	150 SQ.FT.	\$78.00	
DRYWALL & INSULATION	R20X15	78 SQ.FT.	\$65.00	
DRYWALL & INSULATION	R20X23	120 SQ.FT.	\$100.00	
DRYWALL & INSULATION	R40X24	48 SQ.FT.	\$95.00	
DRYWALL & INSULATION	ROXUL® R14X15	59.7 SQ.FT.	\$82.00	
DRYWALL & INSULATION	ROXUL® R14X23	60.1 SQ.FT.	\$82.00	
DRYWALL & INSULATION	ROXUL® R22X15	39.8 SQ.FT.	\$80.00	
DRYWALL & INSULATION	ROXUL® R22X23	39.8 SQ.FT.	\$80.00	
DRYWALL & INSULATION	ROXUL® SAFE N' SOUND 16" OC	16"	\$82.00	
DRYWALL & INSULATION	ROXUL® SAFE N' SOUND 24" OC	24"	\$82.00	
RIGID STYROFOAM	1"	2' X 8'	\$22.00	
RIGID STYROFOAM	1.5"	2' X 8'	\$30.00	
RIGID STYROFOAM	2"	2' X 8'	\$43.00	
GREEN TREATED	6X6	24'	\$264	
GREEN TREATED	6X8	12',16'	\$12.00 / FT.	
GREEN TREATED	8X8	20'	\$340.00	
GREEN TREATED	8X8	24'	\$408.00	
GREEN TREATED	2X2 BALUSTERS	48"	\$32.00	15/BDL
BROWN TREATED	5/4X6	10', 12', 16'	\$1.35 / FT.	
BROWN TREATED	1X2	16-8'/BDL	\$64.00	
BROWN TREATED	1x4	8'	\$6.00	
BROWN TREATED	1x4	10'	\$8.00	
BROWN TREATED	1X4	12'	\$10.00	
BROWN TREATED FENCE BOARDS	1X6	5'	\$5.15	
BROWN TREATED FENCE BOARDS	1X6	6'	\$6.00	
BROWN TREATED FENCE BOARDS	1X6	8'	\$9.00	
BROWN TREATED FENCE BOARDS	1X6	10'	\$12.00	
BROWN TREATED FENCE BOARDS	1X6	12'	\$15.00	
BROWN TREATED	1X8	16'	\$35.00	
BROWN TREATED	2X2	8-8'/BDL	\$54.00	
BROWN TREATED	2X4	8', 10', 12', 16'	\$1.05 / FT.	
BROWN TREATED	2X6	8', 10', 12', 16'	\$1.55 / FT.	
BROWN TREATED	2X6	20'	\$42.00	
BROWN TREATED	2X8	8', 10', 12', 16'	\$2.50 / FT.	
BROWN TREATED	2X8	20'	\$65.00	
BROWN TREATED	2X10	8', 10', 12', 16'	\$2.95 / FT	
BROWN TREATED	2X10	20'	\$110.00	
BROWN TREATED	2X12	8', 10', 12', 16'	\$5.60 / FT.	
BROWN TREATED	2X12	20'	\$120	
BROWN TREATED	4X4	8', 10', 12', 16'	\$2.05 / FT.	
BROWN TREATED	4X6	8', 10', 12', 16'	\$3.25/ FT.	
BROWN TREATED	6X6	8', 10'.12', 16'	\$5.00 / FT.	



## **Estimate**

Top Spray Cochrane, Alberta

Phone: (403) 932-1464 Fax: (403) 932-5733

Customer: Bearspaw Lions Club

Phone:

Mobile: -

Email: ronp@bearspawlions.com

Site: 25240 Nagway Rd

25240 Nagway Rd

Calgary, AB

Contact: Bearspaw Lions Club

Phone: 403-708-9071

Estimate #: 21826

P.O.:

Estimator: Al Chapin
Prepared By: Al Chapin

Scheduled: Monday, June 5, 2023

Use of Driveway: No Driveway Waiver: No

Furthest Area: 200 feet

Valid Until: Wednesday, July 5, 2023

Description	Product/Service	Depth	Quantity	Unit	<b>Total Price</b>
Wood Plus Tack	Hydroseeding	2,200 kg/ha	1027	SQM	\$1,745.90
				Subtotal:	\$1,745.90
				5% GST:	\$87.30
				Total:	\$1,833.20

#### **Estimator Notes:**

Work Order

Minimum charge hydroseeding application, includes:

Notes:

Wood Plus Tack applied at 2200 kg/ha (10 bales). Rural Lawn seed mix applied at 250 kg/ha (1 bag) Starter Fertilizer applied at 300 kg/ha (2 bags) Potable water used in the slurry (1/3 tank load)

Trucking and labour.

Driving East on Hwy 1a, turn north at Bearspaw Road and first right on Nagway Road, turn right into Bearspaw

Directions: Lions Club Farmers market.

Hazard Notes: Hose reel application, max to reach from tree line. Application around mulch beds and building.

The estimate is based upon an area measured to the specific depth requested. Refer to the site plan attached for areas included in this estimate. Any changes made to the estimated areas will affect the final price. Adjustments to the measurements to account for plant cover is at the discretion of the estimator.

Clients authorizing Top Spray to drive on the property do so at their own risk and will not hold Top Spray responsible in the event of damage due to the weight of our trucks.

Top Spray accepts Visa or MasterCard or E-transfers as method of payment. Details to be provided at the time of booking.

For successful hydroseed germination, specific maintenance and care is required. Please refer to the included care guide. The recommendations in this care guide are based on typical site conditions but they do not guarantee a perfect, mature lawn. Unforeseen events or site-specific conditions that cannot be controlled by Top Spray may occur or be present and have an adverse affect on the germination. Top Spray will not be liable for poor establishment due to neglect or weather.

Date			

THE LIONS CLUB OF BEARSPAW
Financial Information
Year Ended June 30, 2022

## Page 21 of 94

**E-2** 

## **ATTACHMENT C: Capital Funding Applications**

THE LIONS CLUB OF BEARSPAW Index to Financial Information Year Ended June 30, 2022

	Page
COMPILATION ENGAGEMENT REPORT	de
FINANCIAL INFORMATION	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Notes to Financial Information	5

10-

## Rhonda S. Cockwill Professional Corporation

Chartered Professional Accountant PO Bex 1357 Cochi & AB T4C 1B3

Rhonda Hemsing, CPA,CGA

Tel: (403) 851-2002 Fax: (403) 770-8495 Rhanda@RCockwilloga.com

#### **COMPILATION ENGAGEMENT REPORT**

To the Members of The Lions Club of Bearspaw

On the basis of information provided by management, I have compiled the statement of financial position of The Lions Club of Bearspaw as at June 30, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with C # adian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

10-

Readers are cautioned that the financial information may not be appropriate for their purposes.

Cochrane, Alberta November 7, 2022 Khanda S. Cockwill Prof. Corp CHARTERED PROFESSIONAL ACCOUNTANT

THE LIONS CLUB OF BEARSPAW
Statement of Financial Position
June 30, 2022

	and the state of t	Vija ngabni ir	2022	 2021
ASSETS	·@			
CURRENT Cash Accounts receivable	6b	\$	5,574 15,956	\$ 25,932 2,304
			21,530	28,236
PROPERTY AND EQUIPMENT (Note 2)			1,521,347	1,537,570
		\$	1,542,877	\$ 1,565,806
LIABILITIES AND NET ASSETS				
CURRENT Accounts payable Deposits received Short term debt Goods and services tax payable Deferred income		\$	2,599 4,613 32,349 2,068 45,311	\$ 2,448 5,413 45,157 2,841 90,999
			86,940	146,858
NET ASSETS		-	1,455,937	1,418,948
		\$	1,542,877	\$ 1,565 806

ON BEHALF OF THE BOARD

Directo

Director

See notes to financial statements

Statement of Revenues and Expenditures
Year Ended June 30, 2022

NAME OF TAXABLE PARTY OF TAXABLE PARTY.	Section 4 to a section of the sectio				
		30 to Address States and States and Address Address States and Address States and Address States and Address	2022		2021
REVENUES Farmer's Market		9	27.040	~	and the same of th
Hall rental		3	87,843	\$	74,200
Casino income			33,607		23,855
Activities		•	29,271		29,271
Grants			19,480		959
Administration and membership income			16,541 246		37,230 316
a small season of mile data mercan can mile many many many		-mise-nomidian	## ## ###	Managar error managar at de la constant de la const	310
			186,988		165,831
EXPENDITURES					
Amortization			31,165		32,873
Repairs and maintenance			28,153		37,703
Donations			22,007		30,253
Office			18,835		22,641
Club function expenses			15,775		3,698
Utilities			15,018		12,180
Insurance			7,063		5,849
Interest and bank charges	16		5,986		3,819
Memberships			1,686		2,270
Construction costs			1,223		1,333
Advertising and promotion			1,206		471
Professional fees			885		4,025
General and administrative expenses		•	470		667
Licenses, permits and memberships			271		68
Telephone		paddadahaa haa	256	***************************************	280
		maralipas palakingan apala	149,999	elide dad des sans de secondo de la compansión de la comp	158,130
EXCESS OF REVENUES OVER EXPENDITU	RES	\$	36,989	\$	7,701

Statement of Changes in Net Assets
Year Ended June 30, 2022

	2022	undellerseite	2021
NET ASSETS - BEGINNING OF YEAR EXCESS OF REVENUES OVER EXPENDITURES	\$ 1,418,948 36,989	\$	1,411,247 7,701
NET ASSETS - END OF YEAR	\$ 1,455,937	\$	1,418,948

Notes to Financial Information
Year Ended June 30, 2022

#### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of The Lions Club of Bearspaw as at June 30, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable
- property and equipment amortized on the same basis as for income tax
- accounts payable and accrued liabilities

#### 2. PROPERTY AND EQUIPMENT

	dequal-control and PT 10	Cost		complated refization	The second second	2022 Vet book value	nnod hildgarpa kaga ayyaan	2021 Net book value
Land Buildings Equipment Computer equipment	\$	938,574 712,742 87,171 22,589	Signal and a pill at the control of	170 028 47 529 22 172	\$	938,574 542,714 39,642 417	\$	938,574 565,327 32,743 926
	55	1,761,076	\$	239.729	\$	1,521,347	\$	1,537,570

#### DEPOSITS RECEIVED

Damage deposits received on the rental of the half are held as liabilities until they are returned to the customer or they are claimed as income in the event of damages.

#### 4. DEFERRED INCOME

Government grants totaling \$175,370 were received in the 2017 fiscal year for the purpose of capital improvements. A portion of these grants are claimed as revenue annually to match the amortization of the assets they purchased. The remaining partion is recorded as a liability

Casino Revenue is one-half of the casino funds received in the previous year which had been reported as deferred income.

#### NET ASSETS

Net Assets are the accumulated net revenues over expenditures since inception of the organization.

Ab



## Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information
Organization Name: Balzac Community Hall Association
Incorporated under: Alberta Societies Act
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address: 10015 TOWNSHIP Road 262 Balzac, Alberta
Postal Code: T4B 2T3 (All correspondence and cheques will be mailed to this address)
Primary Contact:
Name: Ollie Vacyshyn
Telephone: (W) (C)
Email:
Alternate Contact:
Name: Bill Martin
Telephone: (W) (C)
Email:
Facility
Name of Facility: Balzac Community Hall
Legal Description / Address: NE 1/4 12-26-1 W5th
Registered Holder of Land Title: Balzac Community Association
Amount Requested (No GST is to be included in this amount): \$\frac{\$23,220}{}\$
Please provide a brief description of your organization (e.g. mission and mandate):



Please describe in detail the work to be carried out and the need for this project:  (Please attach a separate piece of paper if you need additional space)
The roof of the Hall needs to be
replaced as well as the hot water tanks
to be more efficient.
Estimated project start date: Feb 2024 Estimated project completion date:
Please indicate the <u>number of people</u> who access your facility, amenity or program for which funding being sought. (please note that this represents individuals, not the number of visits made to a facility)
<ul> <li>Rocky View County residents: 7000</li> <li>Rocky View County non-residents: 8000</li> </ul>
<ul> <li>Rocky View County non-residents: \$000</li> <li>Growth of your membership in the last year (%): 50/0</li> </ul>
Please describe the methodology used to quantify this number:
By the increased number of bookings
Describe how the project will benefit your community and the County:
Replacing the roof will benefit the building so
therefore benefitting the people renting the Hall.
as well as the Stat Water Janus to Imprime efficien
Is this project located in a neighbouring municipality?   Yes   No
If yes, how will access to County residents be assured? Is there an existing joint use agreement in place?
If your organization is successful in obtaining County funding, how will you recognize this contribution?
On our Website
Board Meeting Minutes



## **Project Budget**

(A sample budget is found on the last page of this application form)

#### I. REVENUE

Requested Grant Amount	\$ 23,220	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.
Cash Contributions*	\$	Financial statements must support this number.
Donated In Kind*	\$	
Other Grant Funding*	\$ 23,220	Attach a detailed list of other grant funding which has been applied for or approved for this project.
TOTAL REVENUE	\$ 46,440	<b>GST excluded.</b> As per Policy C-317, GST is a non-eligible expenditure.

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

#### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. Hot water tank	1. \$2,950	Tanks Heating Ltd.		
	2.			
	3.			
B. Roof repair	1. \$43,490	Marco Roofing		
	2.			
	3.			
C.	1.			
	2.			
	3.			
TOTAL PROJECT COSTS (Sum of preferred quotes for Projects A + B + C)	\$46,440			



## **Financial Assistance**

A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	We are keeping a surplus in the reserve
	For further maintenance as identified
	in the Life Cycle Report
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	Ne have a reserve as well as we are
	applying for the Alberta Government grant.
В.	Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?
	Yes No
	If yes, please explain.
	CFEP Grant from the
	alberta Provincial Government
	Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.  Audited financial statements – these should support the cash contribution noted in your Project Budget.  Current year operating budget.  List of organization's Officers and Directors.  In Kind Details:
<u> </u>	<ul> <li>Include confirmation of all in kind materials and/or services (i.e. letters from donors).</li> <li>Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta's hourly minimum wage.</li> <li>Other documents required for further clarification, as requested.</li> </ul>

5



## **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

<b>NOTE:</b> This application form MUST be signed by the	ne president and/or a director and a delegate who has
signing authority for the organization.	
Commun	ity
We, the two representatives, of By zac Hair Assa	ccrtify that this application is complete and accurate.
(organization name)	
1/1/1/1	
Name:	Name: Ollie Yauphip
Title: President	Title: Board Member
Date: 18/23	Date: Sept 30/23
PLEASE NOTE: If you have not heard from us contact us at .	within a week of your application submission, please

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.



ppiioutiono	Dama 22 of 04
INVOICE	<b>Page 32 of 94</b> #673
SERVICE DATE	Nov 06, 2023
DUE	Upon receipt
AMOUNT DUE	\$3,097.50

## **Tanks Heating Ltd.**

Nils Wingert 10075 Township Road 262, Balzac Community Hall Balzac , AB t4b2t3

#### **CONTACT US**

567 Edmonton Trail NE, 13 Airdrie, AB T4B 2J2





Frank@tanksheating.com

## INVOICE

Services	qty	amount
Hot water tank replacement new hot water tank estimate	1.0	
Materials		amount

Materials	amount
Water Heater - 50G Bradford White Hot Water Tank PV	\$2,350.00
8 year warranty on tank 6 year warranty on parts	
Venting 636	\$600.00
3" Venting	
Subtotal	\$2,950.00
Total Tax	\$147.50
GST (5%)	\$147.50
Total	\$3,097.50

Thank you for your business.

## ETRANSFER PAYMENTS CAN BE MADE TO: tanksheating@hotmail.com



**ADDRESS** 

Balzac, AB

**Marco Roofing Ltd** 403-968-1057 info@marcoroofing.ca www.marcoroofing.ca

GST Registration No.: 805914066RT0001



GST @ 5%

Total

ACTIVITY AMOUNT

## Roof on main building only.

Balzac Community hall

Main building only.

\$39,740.00

\$3,750.00

- a. removal and disposal of all roof debris. 1 layer of shingles.
- b. supply and install BP Vanguard, class 4 shingles.
- c. underlayment: Ice & water shield on eaves, valleys and 3/12. Synthetic on all roofs.

7/16" OSB wood replacement @ \$75 per sheet. 50 sheets maximum needed

- d. supply and install 16 air vents, 3-6" exhaust and 3-4" plumbing.
- e. Supply and install coloured metal: 250' of drip edge & 220' of "W" valleys.
- f. clean eavestrough and ground with magnet.
- g. New flashing on 2 chimneys chase.

All work is WCB covered and liability insured

h.Bp Extended warranty included.

to re-sheet original building. **SUBTOTAL** 15 years labour warranty on full replacements Limited lifetime manufacturers warranty on all products \*see

Colour: Date:

> Marco Roofing Ltd. Accepted and agreed by signee



product sheets



THANK YOU.

## **Terms and Conditions**

- 1. As there will be considerable movement on the roof during the re-roof, it is advisable to safeguard your personal effects inside and outside (i.e. picture frames, china, vehicles, patio sets, etc.), as no liability will be assumed by Marco Roofing Ltd.
- 2. Cancellation subject to 10% of contract total.
- 3. Payment is due on completion of work, unless otherwise specified in contract.
- 4. Fees may apply for credit cards payment.

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All Estimates Have A 14 Day Value.

Credit Card Payments There Is A 3% Surcharge.

GST# 83254 2203.

\$100 Warranty Fee Will Apply To Handle Equipment Warranty

7:22 PM 2023-02-13 Accrual Basis

# Balzac Community Hall Association Profit & Loss

January through December 2022

	Jan - Dec 22
Income	
Grant Funds	23,964.00
Hall Rentals Income	40,766.52
Interest Income	47.46
Total Income	64,777.98
Expense	
Accounting & Legal Expense	1,162.83
Advertising Expense	121.95
Bank Charges Expense	3.00
Booking Agent Expense	11,000.00
Cleaning & Maintenance Expense	28,392.56
Donation Income	-200.00
Insurance Expense	6,151.40
Telephone Expense	491.88
Utilities Expense	7,683.31
Total Expense	54,806.93
Net Income	9,971.05

7:04 PM 2023-02-13 Accrual Basis

# Balzac Community Hall Association Balance Sheet

As of 31 December 2022

	31 Dec 22
ASSETS	
Current Assets	
Chequing/Savings Community Spirit Account	105,928.44
Total Chequing/Savings	105,928.44
Accounts Receivable Accounts Receivable A/R	1,577.75
Total Accounts Receivable	1,577.75
Other Current Assets *Undeposited Funds	1,000.00
Total Other Current Assets	1,000.00
Total Current Assets	108,506.19
Fixed Assets Accumulated Depreciation Appliances	-22,996.01 10,600.00
Building	66,063.85
Cook Shack	75,260.94
Cookhouse BBQ	4,574.86
Hall Expansion	152,171.31
Land	1,000.00
Parking Lot	10,860.23
Tables & Chairs	15,654.02
Total Fixed Assets	313,189.20
TOTAL ASSETS	421,695.39
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
Damage Deposits	10,481.00
GST Prior Periods	23.23
GST/HST Payable	-23.47
Total Other Current Liabilities	10,480.76
Total Current Liabilities	10,480.76
Total Liabilities	10,480.76
F - 4 -	
Equity	401,243.58
*Retained Earnings Net Income	9,971.05
Total Equity	411,214.63
TOTAL LIABILITIES & EQUITY	421,695.39





## Capital Assistance Grant – Application Form **Community Facilities**

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information
Organization Name: Bow Valley Community Club
Incorporated under:
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address: 225155E RR 281A
Postal Code: T1X0H7 (All correspondence and cheques will be mailed to this address)
Primary Contact:
Name: Lisa Brister
Telephone: (W)
Email: bvccadmin@induscurling.com
Alternate Contact:
Name: Derek Gustavsen
Telephone: (W) (C)
Email: induscurling@gmail.com,
Facility
Name of Facility: Indus Curling Rink
Legal Description / Address: NE-35-22-28-4W
Registered Holder of Land Title: Rocky View County
Amount Requested (No GST is to be included in this amount): \$70,059.
Please provide a brief description of your organization (e.g. mission and mandate):
Bow Valley Community Club offers curling ice to the Southeast portion of Rocky View County.
Our facility is supported by the rural Indus residents, Langdon, Chestermere, Calgary and many nearby towns and hamlets. We are centrally located and a short drive to Calgary making us a



great option for Calgary, Langdon and Indus schools to utilize our curling club for offsite option	<u>S.</u>
The BVCC is a non-profit society, we strive to stay community focused and teach the love curling to all ages.	e of
Please describe in detail the work to be carried out and the need for this project: (Please attach a separate piece of paper if you need additional space)	
The items we are seeking support with are vital to sustain operations at the curling club. The items through proper maintenance and upkeep have all reached and surpassed their lifecycle now need replaced to keep the club operational.	nese and
High efficiency boiler, (96% efficiency rate) this heats the entire club and now needs replaced.	
In the plant room we must replace the condenser. These unit makes and sustains our cuice. The other item responsible for making ice in the plant room is the chiller. This has surpassit's lifecycle and a new one is needed.	rling ssed
The last item is a high-speed multi-cook oven. This will be in our lounge area; the existing over very old and unable to keep up with the demands of the members and visitors. The new oven also reduce costs and cooking times.	en is will
Estimated project start date: April 2024 Estimated project completion date: October 2024	
Please indicate the <u>number of people</u> who access your facility, amenity or program for which being sought. (please note that this represents individuals, not the number of visits made to a fac	funding is
Rocky View County residents: 1500	
Rocky View County non-residents: 500	
Growth of your membership in the last year (%): 15%	

Please describe the methodology used to quantify this number:

We base this number on curlers enrolled in the league play, number of rentals including school option rentals and additional outside renters. Increased rental revenue as well as foot traffic from the recreation centre.

The Indus Livewires (Seniors Group) have a meeting room within the curling club whose membership has been increasing yearly. This area also offers a space for various senior clubs including; book club, line dance club, paint club to mention a few.



### **Project Budget**

(A sample budget is found on the last page of this application form)

### I. REVENUE

Requested Grant Amount	\$ 70,059	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.		
Cash Contributions*	\$	Financial statements must support this number.		
Donated In Kind*	\$			
Other Grant Funding*	\$87,059	Attach a detailed list of other grant funding which has been applied for or approved for this project.		
TOTAL REVENUE	\$157,118.00	<b>GST excluded</b> . As per Policy C-317, GST is a non-eligible expenditure.		

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. Condenser	1.\$54,000	Suss Refrigeration		
	2.\$26179	Startech		
	3.\$22454	Startech		
B.Boiler	1.\$23750	CAON		
	2.			
	3.			
C.High Speed Oven	1. \$22368	Russel Hendrix		
	2.\$19803	Russel Hendrix		
D.Chiller	1. \$57,000	Suss Refrigeration		
	2. \$78,100	Startech		



TOTAL PROJECT	\$157,118	
COSTS (Sum of		
preferred quotes for		
Projects A + B + C)		

TOTAL PROJECT COSTS in Table II MUST equal TOTAL REVENUE in Table I.



### **Financial Assistance**

A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	The organization does not have a operating surplus.
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	The BVCC board will continue to source other funding avenues and determine which projects are able to be completed.
В.	Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?
	☐ Yes ☐ No
	If yes, please explain.
	The BVCC applied for a matching CFEP Grant we will hear if we are successful in November.
Mand	atory Attachments
	Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
	Audited financial statements – these should support the cash contribution noted in your Project Budget.
	Current year operating budget.
	List of organization's Officers and Directors. In Kind Details:
	<ul> <li>Include confirmation of all in kind materials and/or services (i.e. letters from donors).</li> <li>Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour</li> </ul>
	is valued at Alberta's hourly minimum wage.
	Other documents required for further clarification, as requested.



### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

<u>NOTE:</u> This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of <u>Bow Valley Community Club</u> certify that this application is complete and accurate.

(organization name)

Name: Dereck Gustavsen

Name: Mark Olhansen

Title: President

Date: October 25 2023

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# **\$SUSS** Refrigeration

PO Box 36042 Lakeview Postal Outlet Calgary, AB T3E 7C6 Ph. 403-875-6799 fax.403-206-7237

email

sussrefrigeration@telusplanet.net

October 2023

To; Bow Valley Curling Club (Indus) Regarding; Chiller replacement

This quote includes 1 shell and tube chiller, electronic tx valve. piping, removal of the old chiller, installation of the new chiller, replacement refrigerant.

\$59,320.00

This quote is valid for 30 days.

Anton Suss Suss Refrigeration Ltd



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# NEW CHILLER QUOTE INDUS, AB STARTEC PROPOSAL OPP-5328







October 3rd, 2023

Bow Valley Community Club Indus, Alberta

**ATTENTION:** Dereck Gustavsen

SUBJECT: New Chiller for the Curling Refrigeration System

Dear Tony

We are pleased to provide our proposal for the ice plant equipment upgrade project based on site visits, conversations, and our recommendations.

All the proposed work is to be completed in a safe, professional, and discrete manner by experienced and certified industrial refrigeration tradesmen and utilizing one assigned site supervisor.

On behalf of Startec and all our employees, thank you for the opportunity to let us provide this quotation and we look forward to working with you.

Please don't hesitate to contact me in the event of any questions and/or comments as I will be happy to assist you.

Sincerely,

Simon Hawke Technical Sales Representative (Southern Alberta)

Startec Refrigeration Services Ltd.

Email: Shawke@startec.ca Phone: 403-875-5464

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### **OVERVIEW OF SCOPE**

- The work includes all material, labor, supervision, and equipment required to complete the demolition, supply, and install of the chiller and ice plant equipment upgrade as per proposal below.
- Demolition of the arena chiller.
- Remove compressor and set aside.
- Remove existing TX Valve.
- Remove existing liquid line drier core.
- Install new 25-ton chiller to existing refrigeration and brine lines.
- Install new electronic expansion valve and controller.
- Install new drier core.
- Weld new support stand for compressor.
- Pressure tests all work.
- Insulate the chiller, metal clad finish.
- Charge system with new refrigerant 448A.
- Change compressor oil to POE.
- Commission system.



### **Delivery**

TBD

### Warrantee

For all new construction activity, Vendor warrants that the workmanship provided shall be free of defects for a period of one (1) year, except for defects resulting from natural wear and tear, neglect, misuse, unauthorized or improper repairs and accident.

\*See end of document for details

### **Items NOT Included**

- Any work outside of the above proposal due to internal damage unknown to us.
- Re-use existing brine pump.
- Re-use existing brine charge, we have allowed for a top up.



### **COMMERCIAL TERMS**

CHILLER REPLAC	EMENT
CHILLER REPLACEMENT WITH UPGRADES:	\$78,100.00 (TAX IS NOT INCLUDED)

### **Terms and Conditions:**

- Validity of offer is 30 days.
- Canadian Dollars for above pricing.
- Major Equipment paid for when it arrives at site, all other work will have monthly progress invoices.
- Any scope change will be considered an extra and will be billed accordingly with customer approval.
- Parts or repairs not specifically mentioned above will be extra, if required.
- Parameter to global supply chain and COVID issues
- No Border Tax/Tariff for equipment from US
- Quote based on ease of access to equipment.
- Above photos may not be a true representation of the units supplied

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### STANDARD TERMS & CONDITIONS - CONSTRUCTION

### The Contract

- These Standard Terms and Conditions form part of the Contract as defined in the Commercial Terms.
- 2. This Contract contains the entire agreement between Startec and the Buyer relating to the manufacture and supply of the Goods and Work. The Contract supersedes all previous correspondence, quotations, enquiries, communications, agreements, negotiations, discussions, undertakings, representations, warranties and understandings in respect thereof, whether written or oral, express or implied, statutory or otherwise and whether provided as part of a bid process for this Contract or otherwise and regardless of the order in which such documents were received or executed. Without limiting the foregoing, any Purchase Order or similar document issued by the Buyer, whether before or after the formation of the Contract, shall only confirm this Contract and shall only be used for the Buyer's internal accounting and management purposes. No terms and conditions contained in a Purchase Order or similar document shall form part of this Contract.

### Reliance on Buyer Information

3. Startec shall have the right to rely on all information, data, assumptions and designs ("Buyer Information") provided by or on behalf of the Buyer and used by Startec in the manufacture or construction of the Goods or performance of the Work, whether such Buyer Information was provided before or after the execution of this Contract. Buyers information shall include without limitation all environmental and operating parameters. Startec shall have no liability with respect to the Goods or the Work and Startec's warranties shall not apply if, and to the extent, Buyer Information is incorrect.

### Transfer of Risk and Title

- Ownership of and title to the Goods and the Work shall transfer to the Buyer upon full payment of the Contract Price.
- 5. Risk of damage to or loss of the Goods shall transfer from Startec to the Buyer when the Goods are installed into the Project. Notwithstanding the foregoing, Startec shall not be responsible or liable for any damage caused to the Goods by the Buyer or those for whom the Buyer is legally responsible, including its subcontractors.
- 6. The Buyer hereby grants Startec a purchase money security interest in all Goods delivered pursuant to this Contract and all in the proceeds of those Goods, pursuant to the Personal Property Security Act (Alberta) or equivalent legislation, as security for all amounts remaining unpaid by Buyer pursuant to this Contract. Startec may register financing statements pursuant to the Personal Property Security Act (Alberta) or equivalent legislation and Buyer hereby waives its right to receive copies of such financing statements or any financing change statements.

### Changes

7. In the event that the Buyer wishes to make changes to this Contract (including to the Specifications), the Buyer shall propose such changes to Startec and the Parties shall reasonably agree to the cost and/or schedule impacts of such requested changes as well as any additional terms that may be reasonably required. Upon agreement of all relevant terms, the Buyer shall issue and Startec shall accept a written Change Order reflecting such terms. For clarity, the Buyer shall not issue such Change Order and Startec is not obligated to accept such Change Order unless and until all terms in the Change Order are mutually agreed to.

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### Standard of Work

 Startec shall perform the Work in an efficient, good and workmanlike manner in accordance with the usual and customary procedures followed by prudent contractors in the industry performing similar work.

### Warranty

- Startec's Standard Limited Warranty, which forms part of this Contract, is the sole warranty provided with respect to the Goods and the Work and is subject to all terms and conditions therein.
- 10. The Standard Limited Warranty is in lieu of all liabilities or obligations of Startec whether arising under this Contract or otherwise. There are no representations, conditions, warranties, guarantees or agreements express, implied, statutory or otherwise except as expressly stated herein as to any matter whatsoever including without limitation, the condition of the Goods, merchantability, quality or fitness for any particular purpose. All terms, conditions, representations, warranties and other obligations implied by law are excluded or if incapable of exclusion, but capable of limitation, limited to the maximum extent permitted by law.

### Site Work

- 11. For all Services that are performed on the Buyer's site or at the Buyer's facilities:
  - a. Startec shall take all reasonable precautions in the performance of the Services to protect the health and safety of employees, approved subcontractors and members of the public and to minimize danger from all hazards to life and property.
  - b. Startec shall be responsible only for the activities of its employees and subcontractors at the site and shall not direct, supervise or be responsible for any other parties. With respect to health and safety at the site, Startec shall not be the "Prime Contractor" or such similar term as is used in the applicable Provincial Occupational Health and Safety legislation.
  - c. Startec shall develop and implement a health and safety plan that in all material respects meets or exceeds the requirements of the Buyer's equivalent policies including those relating to drugs and alcohol. Startec will abide by the Buyer's policies with respect to health and safety, provided Startec has been provided details of such policies.

### **Termination for Default**

- 12. Either Party may terminate this Contract by written notice to the other Party:
  - d. If the other Party become insolvent, fails to meet its financial obligations as they become due, is adjudged bankrupt or takes or is subject to any bankruptcy proceedings, become subject to a receivership order or makes an assignment for the benefit of its creditors; or
  - e. in the event of a material breach of this Contract and such breach is not cured within fourteen (14) days of written notice of the same, or such longer period as may be reasonable given the nature of the breach;
- 13. A termination by Buyer pursuant to Section 122 of these Terms and Conditions shall be deemed to be a cancellation for convenience as set out in the Commercial Terms and the Buyer shall pay all amounts as set out in the Commercial Terms less 10%, such 10% amount being a mutually agreed reasonable pre-estimate of all damages suffered by the Buyer arising from the termination. Such damages shall be the Buyer's sole remedy and Startec's sole liability for such termination and Buyer shall release Startec from all other claims it may have against Startec.
- 14. In the event of a termination by Startec pursuant to Section 122, Buyer shall pay all amounts set out in the Commercial terms as if the Buyer had cancelled this Contract for convenience, provided that Buyer shall be liable for all other costs, damages and expenses arising from the termination.

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### Subcontractors:

Startec may subcontract any part of the Work.

### **Assignment**

16. Neither Buyer nor Startec shall have the right to assign this Contract without the written consent of the other Party, such consent not to be unreasonably withheld or delayed. Notwithstanding the foregoing, Startec may assign this Contract without consent or notice in prevent of an internal reorganization or a sale of all or substantially all of the assets of Startec.

### Intellectual Property and Ownership of Documents

- 17. Startec or its licensees shall retain all rights in and all title to all designs, drawings, engineering work product, data, documentation, ideas, inventions, know-how, techniques and all other forms of intellectual property (collectively "Project Intellectual Property") developed or created by Startec or its licensees or otherwise provided to the Buyer in the performance of this Contract.
- 18. Startec grants the Buyer a non-exclusive, perpetual, royalty-free license in the Project Intellectual Property to the extent needed to construct, operate, maintain, expand and decommission the Project or site in which the Goods is installed or used. No other use of the Project Intellectual Property is permitted.
- 19. Buyer acknowledges and agrees that all Project Intellectual Property commercially sensitive, proprietary and is provided solely for the purposes contemplated in this Contract. Startec shall not be liable for any use of misuse of the Project Intellectual Property for any other purposes.

### Limitations of Liability and Waiver of Consequential Damages:

- 20. Notwithstanding any other provision of this Contract, Startec and its suppliers and subcontractors maximum aggregate liability to the Buyer, its subsidiaries and affiliates and all indemnified parties under this Contract shall not exceed the Contract Price. This limitation includes the cost of all warranty and rework and applies in the event of negligence, willful misconduct, breach of contract or under any other theory of liability.
- 21. Notwithstanding any other provision of this Contract, neither party shall be liable to the other, whether by way of indemnity or by breach of contract (including warranty), tort (including negligence) or under any other theory of liability, for any consequential, punitive, special or indirect damages, whether or not such damages are foreseeable, said damages including without limitation damage or loss of use of the Goods or the Work, or of the existing facilities of the Buyer, loss of product or productivity, downtime, diminished goodwill, loss of future profit or loss of any contract, business or anticipated business that may be suffered by the Buyer.

### Confidentiality

- 22. The Parties shall keep confidential all information developed by or transmitted by the Parties in the performance of this Contract. The Buyer shall keep all information provided by Startec in confidence and shall only use it for the purposes expressly contemplated. The Buyer shall keep all Project Intellectual Property confidential except as may be required to exercise the license granted in Section 18.
- 23. The confidentiality obligations stated above do not apply to information which (i) is in the public domain other than as a result of a breach by the recipient; (ii) was known to the recipient prior to this Contract; (iii) was disclosed to the recipient by a third party and without violating any obligations

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of confidentiality or non-disclosure; (iv) was independently developed by the recipient or (v) is required to be disclosed by law.

### **Insurance Coverage**

- 24. Startec shall carry the following insurance at its own expense:
  - Workers Compensation Legislation for the Province in which the Services are being performed, in accordance with all applicable legislation.
  - Automobile Liability Insurance covering all motor vehicles owned or non-owned, operated and/or licensed by Startec with a minimum inclusive bodily injury and property damage limit of Two Million Dollars (\$2,000,000) per occurrence.
  - c. Comprehensive General Liability Insurance with an inclusive bodily injury, death and property damage limit of Five Million Dollars (\$5,000,000) per occurrence with Employer's, Employer's Contingent Liability, Contractual Liability, Products and Completed Operations Liability and Sudden and Accidental Pollution Liability.
- 25. Startec shall provide evidence of the insurance in the form of Certificates of Insurance upon request by the Buyer.

### Governing Law

26. The Contract shall be governed by and construed, interpreted and applied in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein. The parties hereto irrevocably attorn to the exclusive jurisdiction of the courts of Alberta sitting in the City of Calgary.

### **Dispute Resolution**

- 27. In the event of any dispute, disagreement or controversy arising during the performance of this Contract, the Parties shall attempt to resolve the dispute by referring it to a committee made up of one upper management person from each Party, such persons not to have been involved in the day-to-day performance of the Contract.
- 28. If the committee fails to resolve the matter amicably within thirty (30) days of referral to the committee or such longer period as the Parties agree, the dispute shall be submitted to final, binding arbitration before one arbitrator, pursuant to the then-current Arbitration Rules of the ADR Institute of Canada Inc. The arbitration shall take place in Calgary, Alberta in front of one arbitrator.
- 29. In the event of a dispute, the Parties shall not suspend or delay performance of the Contract.

### Additional Terms

- 30. The Buyer agrees to waive all rights of set-off against Startec and shall not set-off against any amount due to Startec any amount claimed by Buyer for any reason whatsoever.
- 31. No waiver, indulgence or consent to depart from, or violation of any provision of this Subcontract by either Party shall be construed as a waiver in respect of future departures or violations, nor of any other rights or obligations of either Party
- 32. The U.N. Convention on the International Sale of Goods shall not apply to this Contract

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DATE: OCTOBER 3<sup>RD</sup> 2023 Bow Valley Community Club ICE PLANT EQUIPMENT UPGRADE

- 33. This Subcontract shall enure to the benefit of and be binding upon the successors and assigns of the Parties.
- 34. All terms and conditions of this Contract that by their nature are intended to survive termination or expiry of this Contract shall do so, including without limitation all limitations of liability and waivers of consequential damages.

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	I	Bow Val	ley Commun	ity Clu	b Rocky View Gr	ant	
Project	Co	st	contractor	RVC F	Portion (2023)	CFEP	
Condensor	\$	54,000.00	Suss	\$	27,000.00	\$	27,000.00
Boiler	\$	23,750.00	CAON	\$	11,875.00	\$	11,875.00
Oven	\$	22,368.00	Russel	\$	11,184.00	\$	11,184.00
Chiller	\$	57,000.00	Suss	\$	20,000.00	\$	37,000.00
	\$	157,118.00		\$	70,059.00	\$	87,059.00
						\$	157,118.00

2:57 PM

20/11/22

**Accrual Basis** 

# Bow Valley Community Club **Profit & Loss**

September 2021 through August 2022

	Sep '21 - Aug 22
Income	
Donations	3,000.00
4000 ⋅ Fund Raising Inome	,,,,,,,,
4140 · Nevada income	420.00
4150 ⋅ Grants	30,473.76
4530 · Donations income	0.00
Total 4000 · Fund Raising Inome	30,893.76
6000 ⋅ Income from Operations	
6006 - Junior Curling Fees	2,285.79
6005 · League Fees (league fees)	37,133.83
6010 · Door Prize Fund (Door Prize Fund)	(565.00)
6020 · Club Membership Dues (\$25/person club dues)	4,400.00
6100 · Men's Bonspiel - Income	8,467.00
6101 · Mens Bonspiel - Expenses	(7,789.50)
6102 · Mixed Bonspiel - Income	10,742.00
6103 · Mixed Bonpiel - Expenses	(6,260.00)
6205 · Advertising Income (includes signage revenue)	800.00
6410 · Interest Income (Interest Income)	11.60
6510 · Bonspiel Fees	1,950.00
6520 · Ice & Building Rentals	19,100.00
7005 · Bar & Counter - Liquor Sales	50,246.14
7010 · Food Sales	9,880.50
8302 · Junior Miscellaneous Income	(140.00)
8303 · Junior Bonspiel Income (Bonspiel Entry Fees)	1,140.00
Total 6000 · Income from Operations	131,402.36
Total Income	165,296.12
Gross Profit	165,296.12
Expense	
Repairs & Maintenance	115.00
7000 · Operating Expenses	
Administration	
9546 - Website	600.00
9512 · Bookkeeping	8,891,16
9530 · Office Supplies (Office Supplies)	132.96
9540 · Saca Dues-ICF	388.85
9550 ⋅ Bank Service Charges (Bank Service Charges)	2,884.37
9555 · NSF Charges	7.00
9556 · Reconciliation Discrepancies	118.65
Total Administration	13,022.99

2:57 PM

20/11/22

Accrual Basis

# Bow Valley Community Club **Profit & Loss**

September 2021 through August 2022

	Sep '21 - Aug 22
Bar and Lounge 9005 · Liquor Cost 9010 · Bar Food Expense 9015 · Bar Supplies (All bar supplies excluding liquor and food costs. Includes such things as cups, ice, etc.) 9036 · -Tips Payout (Tip payout) 9510 · Casual Labour 9511 · Bartenders	23,857.52 10,890.44 1,936.67 81.00 416.25 16,470.86
Total Bar and Lounge	53,652.74
Leagues and Events Junior Curling Expenses 8300 · Junior Curling Misc Expense (Junior Misc Expenses) 8305 · Junior Bonspiel Expenses (Junior Bonspiel Expenses)	575.17 764.32
Total Junior Curling Expenses	1,339.49
8005 · League Prizes (League prizes) 8400 · Bonspiel / Banquet Food Cost	(320.00) 361.41
Total Leagues and Events	1,380.90
Maintenance and repairs 6240 · Miscellaneous (Miscellaneous) 8520 · Building Repairs (Building Repairs) 8525 · Equipment Repairs (Equipment Repairs) 8530 · Fire Inspection (Fire Inspection) 8545 · Snow Removal (Snow Removal) 8550 · Cleaning 8554 · Ice Maintenance (Ice Installation) 8555 · Curling rink supplies 9505 · Ice Maker (All Iabour costs) 9515 · El Employer 9520 · CPP Employer 9950 · Depreciation - Bar & Lounge	1,460.95 7,384.46 17,988.21 946.44 229.38 3,199.67 3,000.00 7,070.23 32,760.00 724.64 1,718.04 3,901.77 17,710.00
Total Maintenance and repairs	98,093.79
Utilities (Utilities) 8505 · Direct Energy Nat Gas (Natural Gas) 8510 · Electricity 8515 · Security (security alarm) 8535 · Garbage Pick up (Garbage Pick up) 8540 · Septic Expense 8541 · Water	12,605.92 40,827.84 360.00 949.92 1,292.90 60.00

2:57 PM

20/11/22

Accrual Basis

# Bow Valley Community Club **Profit & Loss**

September 2021 through August 2022

	Sep '21 - Aug 22
9030 · Satellite Subscription (Satellite television cost) 9570 · Telephone Expense	784.05 1,601.63
Total Utilities (Utilities)	58,482.26
7000 · Operating Expenses - Other	5.00
Total 7000 · Operating Expenses	224,637.68
9571 · GST (GST Payment Yearly )	20.60
Total Expense	224,773.28
Net Income	(59,477.16)

# **ATTACHMENT C: Capital Funding Applications**Bow Valley Community Club

### **Balance Sheet**

As of 31 August 2022

	31 Aug 22	
ASSETS		
Current Assets		
Chequing/Savings		
1010 · ATB Operating Account	899.47	
1020 · Casino	130.54	
1025 · Nevada	819.98	
1030 · Deposit Account	4,050.62	
1040 · Independent Business Loan (Loan Account)	(10,387.46)	
1090 ⋅ Petty Cash	200.00	
1095 · Cash Floats	300.00	
1100 · GIC Line of Credit (GIC Line of credit)	17,368.23	_
Total Chequing/Savings	13,381.38	•
Accounts Receivable		
1200 · Accounts Receivable	5,907.41	
Total Accounts Receivable	5,907.41	•
Other Current Assets		
Prepaid expenses	2,405.75	insurance
Total Other Current Assets	2,405.75	•
Total Current Assets	21,694.54	
Fixed Assets		
2005 · Bar Equipment (Bar Equipment)		
2010 ⋅ A/D - Bar & Lounge equipment	(6,279.16)	
2005 · Bar Equipment (Bar Equipment) - Other	13,795.00	
Total 2005 ⋅ Bar Equipment (Bar Equipment)	7,515.84	•
2100 · Curling Rink - Original Cost		
2150 · A/D Curling Rink	(967,775.92)	
2100 · Curling Rink - Original Cost - Other	1,028,296.52	
Total 2100 · Curling Rink - Original Cost	60,520.60	•
2200 · Curling Rink Contents		
2250 · A/D Curling Rink Contents	(200,685,81)	
2200 · Curling Rink Contents - Other	234,344.83	
Total 2200 · Curling Rink Contents	33,659.02	•
2300 · Building Improvements	•	
2350 · Depreciation - Bldg Improvement	(58,339.15)	
2300 · Building Improvements - Other	181,735,26	
Total 2300 · Building Improvements	123,396,11	•
Total Fixed Assets	225,091,57	ı
TOTAL ASSETS	246,786.11	ı
LIABILITIES & EQUITY		:

# ATTACHMENT C: Capital Funding Applications Bow Valley Community Club

### **Balance Sheet**

As of 31 August 2022

**E-2** Page 61 of 94

	31 Aug 22
Liabilities	Massach and an analysis of the second
Current Liabilities	
Accounts Payable	
3000 · Accounts Payable	4,922.97 Can Ex, Caon, Curl AB, FacilityInspection
Total Accounts Payable	4,922.97
Other Current Liabilities	
3990 ⋅ GST/HST Payable	(6,443.82)
Total Other Current Liabilities	(6,443.82)
Total Current Liabilities	(1,520.85)
Total Liabilities	(1,520.85)
Equity	
5005 · Opening Bal Equity	694,523.26
5090 · Retained Earnings (Retained Earnings)	(386,739.14)
Net Income	(59,477.16)
Total Equity	248,306.96
TOTAL LIABILITIES & EQUITY	246,786.11



# Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information				
Organization Name: CAMBRIDGE PARK HOME OWNERS ASSOCIATION				
ncorporated under:   Alberta Societies Act				
☐ Alberta Agricultural Societies Act				
☐ Part 9 of the Companies Act				
Mailing Address: 2478 91 Ave SE, Calgary, AB				
Postal Code: T2C 5H3(All correspondence and cheques will be mailed to this address)				
Primary Contact:				
Name: DHARMINDER PREMI				
Telephone: (W) (C)				
Email: CAMBRIDGEOWNERSHOA@GMAIL.COM				
Alternate Contact:				
Name:JATINDER SANDHU				
Telephone: (W) (C)				
Email: CAMBRIDGEOWNERSHOA@GMAIL.COM				
Facility				
Name of Facility: MAIN PARK – CAMBRIDGE PARK ESTATES				
Legal Description / Address: LOT 86MR, BLOCK 2, PLAN 1013145				
Registered Holder of Land Title: ROCKY VIEW COUNTY				
Amount Requested (No GST is to be included in this amount):				
Please provide a brief description of your organization (e.g. mission and mandate): Cambridge Park Home Owners Association (HOA) is a non profit residents organization for the				
Community of Cambridge Park Estates. HOA coordinates residents garbage pickup, maintain				
And enhance MR lands within the community, organize events like community BBQ etc.				



Please describe in detail the work to be carried out and the need for this project:  (Please attach a separate piece of paper if you need additional space)
There are a number of seniors and adults in the community that gather in the main park everyday
to socialize and spend time with their kids and grand kids. Several seniors have requested the
HOA to build a Gazebo as it will provide shade in sunny days, Add benches around walkways
All around the pathways and additional garbage bins to enhance the overall use ability of the park
Estimated project start date: 26 <sup>th</sup> Sept, 2023Estimated project completion date: 31 <sup>st</sup> Dec 2023
Please indicate the <u>number of people</u> who access your facility, amenity or program for which funding being sought. (please note that this represents individuals, not the number of visits made to a facility)
Rocky View County residents: 1000
Rocky View County non-residents: 500
Growth of your membership in the last year (%): 20-30% per year
Please describe the methodology used to quantify this number: There are approximately 250 homes in Phase 1,2 and 3 of Cambridge Park estates. We averages 4 people per household to come up with 1000 residents. Please note that there will be additional
150 plus homes approved to be built in Phase 4 which will add additional 600 plus residents
Describe how the project will benefit your community and the County: The Gazebo, Benches and Garbage Bins will be built/installed on the MR lands.
Facility will be available to be all surrounding residents of the county and not just Cambridge Park.
This addition will definitely benefit the young families, seniors and residents as we currently do not have any such facilities in the area. Irrigation system will also be installed to water trees and flower beds in summer months.
Is this project located in a neighbouring municipality? ☐ Yes ☐ No
If yes, how will access to County residents be assured? Is there an existing joint use agreement in place
If your organization is successful in obtaining County funding, how will you recognize this contribution?
Cambridge Park Home Owners Association will recognize RVC in the community's watsapp Group
by announcing the RVC contributions and will also recognize the county in 2024 community's
Annual BBQ event



### **Project Budget**

(A sample budget is found on the last page of this application form)

### I. REVENUE

TOTAL REVENUE	\$145,379.68	GST excluded. As per Policy C-317, GST is a non-eligible expenditure.						
Other Grant Funding* \$		Attach a detailed list of other grant funding which has been applied for or approved for this project.						
Donated In Kind*	\$11000.00	Collected by Cambridge Park Community Seniors						
Cash Contributions*	\$84,379.68	Developers and HOA Contributions						
Requested Grant Amount	\$50,000.00	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.						

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. Gazebo Quote	1.\$86,400.00	Custom Park and Leasure Ltd.		
	2.			
	3.			
Construction and 1834524 Alberta	1.\$24,923.17	Tayo Construction	<b>P</b>	
	2.\$9,900.00	1834524 Alberta Inc		
	3.			
C.Bench, Garbage Bins and Pads for	1.\$5,000.00	All West	D/	
Benches	2.\$10,884.05	Canaan		
	3.\$8,272.46	Haul All		
TOTAL PROJECT COSTS (Sum of	\$145.379.68		'	October 2022



### **Financial Assistance**

A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	HOA will be doing fundraising from the residents or will be charging additional fees to all
	residents to pay for this project
B.	Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?
	☐ Yes ☐ No
	If yes, please explain.
Manda	atory Attachments
	Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
	Audited financial statements – these should support the cash contribution noted in your Project Budget.  Current year operating budget.
	List of organization's Officers and Directors.
	In Kind Details:  Include confirmation of all in kind materials and/or services (i.e. letters from donors).  Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta's hourly minimum wage.
	Other documents required for further clarification, as requested.



### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Cambridge Park HOA\_\_ certify that this application is complete and accurate. (organization name)

Name: Dharminder Premi	Name:
Title: President	Title:
Date: 30 Sept 2023	Date:

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.



### **PROJECT ESTIMATE**

**Quote Number: Q-23-264** May 30, 2023

Cambridge Park Home Owners Association 2478 – 91 Avenue SE Calgary, AB T2C 5H3

**ATTN: Dharminder Premi** 

Phone:

Email: cambridgeownershoa@gmail.com

Description of Work To Be Done

PROJECT: GAZEBO

Supply & Install 1 – 25' Rivercrest Gazebo

\$ 86,400.00

### \*Price includes:

- Main gazebo structure
- Metal clad roof
- Vallance on both levels on all 6 sides. (Options 3 or 4)
- Railing on 5 sides. (Options 3 or 4)
- Cupola
- Powder coat paint
- Engineering of structure and concrete foundation

### \*Price does not include:

- Construction of concrete pilings
- Construction of Concrete pad
- Rehab of access route
- Soils tests (May be required by engineer in order to design foundations)
- Wood sub roof

Note: Price is based on having direct access to the site for trucks, trailers and a large crane

### **GST NOT INCLUDED IN PRICE**

Prepared by: Rick Carlson

Note: Due to market volatility, all prices are subject to change without notice

Bay 22, 240023 Frontier Cres SE Rocky View County, AB T1X 0W5 Phone: (403) 569-8180 • Fax: (403) 272-4544

Quote accepted by: Signature:	PO #	_ Date: Page 243 of 34.
-------------------------------	------	-------------------------



1210926 Alberta Ltd. O/A #201 354 2 Ave NE Calgary, Alberta, T2E 0E4 www.tayoconstruction.com

www.tayoconstruction.com Prepared by: Melissa Brown/Diana Adamcik - tayoconstruction@shaw.ca

### QUOTATION

DATE QUOTE # VALID UNTIL 2023-09-01 09011-2 2023-10-01

### **CUSTOMER**

Shawny Adrian Bay 22, 240023 Frontier Crescent Rocky View County, AB

DESCRIPTION	UNIT PRICE	QTY	SUB-TOTAL
New Concrete Foundation for Gazebo:			
Total Diameter Approx: 33'			
Outer Circle Approx: 4' - Approx: 6" thick around			
Middle Circle Approx: 3' - Approx: 18" thick around			
nner Circle Approx: 22' - Approx: 6" thick inside pad			
			108127
Above Items Include:			
Mobilization,Equipment, and Labour			
Excavation, Removal and Disposal of existing material(s)			
Hauling of material(s) to and from Site			
5 - 12" x 4' deep Sonotubes - Placed and Concrete Finish			
iub base Preparation with 20mm Crushed Gravel and Compaction			de la company de
raming to Specifics on Drawings			
0M Rebar Placement and Installation @ 12" O/C - Grid - Whole Slab			
0M Rebar Stirrup Placement and Installation @ 12" - Outer Diameter			
2MPa -			
pprox: 6" Concrete Placement and Finish (exposed finish) - Inner			
pprox: 18" Concrete Placement and Finish (exposed finish) - Middle			
Approx: 6" Concrete Placement and Finish			
tamped/coloured) - Outer			
ash out fee - Concrete Truck			
aw Cuts/Control Joints			
et cure time - 4 days			

### **ATTACHMENT C: Capital Funding Applications**

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\*Any additional services requested and has not been discussed are not covered by the estimate and will incur additional charges

Print Name:

**TOTAL** 

\$ 24,923.17

GST not included

TERMS AND CONDITIONS
1. Additions or subtractions to the project will be noted on a signed change order prior to work being performed
2. Only projects paid in full will receive Warranty Coverage
3. 1-year warranty for major deficiencies of concrete work
4. Payment: 50% due once framing, gravel and rebar are installed and 50% due upon completion
Customer Acceptance (sign below):

# CAMBRIDGE PARK HOMEOWNERS ASSOCIATION Financial Statements Year Ended December 31, 2022

# ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION

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### **Index to Financial Statements**

### Year Ended December 31, 2022

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Statement of Revenues and Expenditures and Changes in Net Assets	4
Statement of Cash Flows	5
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Expenses (Schedule 1)	9



Derek M. Cremers Professional Corporation

J. Scott Chomistek Professional Corporation

Hans Peter Cremers Professional Corporation

### INDEPENDENT AUDITOR'S REPORT

To the Owners of Cambridge Park Homeowners Association

### Opinion

We have audited the financial statements of Cambridge Park Homeowners Association (the Association), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Matter

We were engaged to conduct an audit, in accordance with Canadian generally accepted auditing standards, on the financial statements prepared by the Association's management in accordance with Canadian accounting standards for not-for-profit organizations. We were not engaged to, nor do we, provide any assurance as to whether the Association is in compliance with all aspects of The Societies Act and we were not engaged to, nor do we, provide any assurance as to the adequacy of the reserve fund to cover future major expenditures and replacements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

Independent Auditor's Report to the Owners of Cambridge Park Homeowners Association (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to
  fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
  evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting
  a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may
  involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal
  control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures
  that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the
  effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Calgary, Alberta April 25, 2023 C&E LLP Chartered Professional Accountants

### **Statement of Financial Position**

### **December 31, 2022**

	Operating Fund		Contingency Fund			Total	Total		
		2022		2022		2022		2021	
ASSETS									
CURRENT									
Cash Accounts receivable Prepaid expenses	\$	105,115 39,818 1,846	\$	27,601 - -	\$	132,716 39,818 1,846	\$	19,238 66,714 1,730	
	\$	146,779	\$	27,601	\$	174,380	\$	87,682	
LIABILITIES									
CURRENT									
Accounts payable Goods and services tax	\$	20,417	\$	-	\$	20,417	\$	9,142	
payable		3,939		-		3,939		2,821	
		24,356		-		24,356		11,963	
NET ASSETS (Note 2)		122,423		27,601		150,024		75,719	
TOTAL LIABILITIES AND NET ASSETS	\$	146,779	\$	27,601	\$	174,380	\$	87,682	

ON BEHALF OF THE BOARD

Director

Director

# ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION

### Statement of Revenues and Expenditures and Changes in Net Assets

### Year Ended December 31, 2022

	Budget	Ор	erating Fund	C	ontingency Fund	Total	Total
	2022		2022		2022	2022	2021
REVENUE							
Association fees	\$ 215,712	\$	221,898	\$	-	\$ 221,898	\$ 215,712
Go green project donations Interest and other income	-		- 1,986		34,900	34,900 1,986	37,000 816
Settlement proceeds	 -		20,000		<u>-</u>	20,000	-
	215,712		243,884		34,900	278,784	253,528
EXPENSES (Schedule 1)	 215,712		195,900		8,579	204,479	223,432
NET EXCESS OF REVENUE OVER EXPENSES	-		47,984		26,321	74,305	30,096
NET ASSETS - BEGINNING OF YEAR	 -		74,439		1,280	75,719	45,623
NET ASSETS - END OF YEAR	\$ _	\$	122,423	\$	27,601	\$ 150,024	\$ 75,719

# **ATTACHMENT C: Capital Funding Applications**CAMBRIDGE PARK HOMEOWNERS ASSOCIATION

### **Statement of Cash Flows**

### Year Ended December 31, 2022

		2022		
FUND ACTIVITIES  Excess of revenue over expenses	<u>\$</u>	74,305	\$	30,096
Changes in non-cash working capital: Accounts receivable Accounts payable Prepaid expenses Goods and services tax payable	26,896 11,275 (116) 1,118			15,079 (28,364) (1,730) 2,378
		39,173		(12,637)
INCREASE IN CASH FLOW		113,478		17,459
Cash - beginning of year		19,238		1,779
CASH - END OF YEAR	\$	132,716	\$	19,238

# ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION Notes to Financial Statements

### Year Ended December 31, 2022

### BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Association is a non-profit organization and the common area assets of the association are owned proportionately by the owners of the units and as such are not reflected as assets in these financial statements. The purpose of the Homeowners Association is to manage the common area assets and to maintain and provide services with respect to the day to day operations of the association.

The financial statements include only assets, liabilities, revenues and expenses relating to the operations of Cambridge Park Homeowners Association. The statements do not include the cost of land or buildings and the outstanding principal balances owing on mortgages, which are the responsibility of the owners.

The Association is a tax exempt organization for income tax purposes and has therefore made no provisions for income taxes on these financial statements.

### Measurement uncertainty

When preparing financial statements according to Canadian accounting standards for not-for-profit organizations, management makes estimates and assumptions relating to:

- · reported amounts of revenues and expenses
- · reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the Association may undertake in the future, and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, allowance for doubtful accounts and useful lives of capital assets.

### Fund Accounting

The Association follows the restricted method of accounting for contributions.

The operating fund accounts for the Association and administrative activities.

The contingency fund reports the fee assessments from unit owners that are to be set aside and used for future costs or major repairs or replacements.

(continues)

# ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION Notes to Financial Statements

### Year Ended December 31, 2022

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### Revenue Recognition

The Association recognizes association fee assessments related to general operations as revenue of the operating fund as billed to the owners. Billings for the association fees consist of estimates of monthly charges based on approved budgets. All expenses are recognized as they are incurred.

The association fees related to the Contingency Fund are recognized as revenue of the Capital Replacement Reserve Fund.

Investment income earned on the Contingency Fund Investments are recognized as revenue of the Contingency Fund.

### Contributed Services and Materials

Volunteer services and materials contributed on behalf of the Association in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.

### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued, with the exception of any related party transactions that are measured at the carrying amount or exchange amount, as appropriate. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income of the appropriate fund. All other financial instruments are reported as amortized cost, and tested for impairment at each reporting date. Transaction costs are recognized as an expense in the period incurred for all financial instruments subsequently measured at fair value. Financial instruments that are subsequently measured at amortized cost are adjusted by the transaction costs and financing fees that are directly attributed to their organization, issuance or assumption.

All financial assets and financial liabilities are measured at amortized cost, unless noted.

### Contingency Fund

The Contingency Fund has been established and maintained for the repair or replacement of any real and personal property owned by the Association and the common property where such repair or replacement does not occur annually. When expenditures of a capital nature or for a major repair are incurred, they are charged against the reserve. The amount to be allocated to the Contingency Fund from operations is determined by the Board of Directors of the Association.

#### Budget

The budget figures that appear on the statement of Revenues and Expenditures and Changes in Net assets are those approved by the Board of Directors and are presented for comparison purposes only. They have not been audited or reviewed but they have been reclassified to conform to the presentation in these financial statements.

#### Capital assets

Capital assets are recorded as expenses in the year they are acquired.

# Page 79 of 94

### **ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION Notes to Financial Statements**

### Year Ended December 31, 2022

### FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2022.

### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable.

#### Market risk

Market Risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. Association is exposed to interest rate risk primarily through its reserve fund investments.

### 4. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

# ATTACHMENT C: Capital Funding Applications CAMBRIDGE PARK HOMEOWNERS ASSOCIATION

E-2 Page 80 of 94 (Schedule 1)

# Expenses Year Ended December 31, 2022

	Budget	Оре	erating Fund	С	ontingency Fund	Total	Total
	2022		2022		2022	2022	2021
OPERATING EXPENSES							
Utilities	\$ 82,000	\$	72,987	\$	-	\$ 72,987	\$ 91,540
Landscaping and snow removal	77,952		51,570		-	51,570	55,451
Insurance	<u>-</u>		22,658		-	22,658	-
Management fees	21,780		21,600		-	21,600	21,600
Legal, audit and professional	23,000		19,264		-	19,264	15,432
General repairs and maintenance	5,000		4,555		-	4,555	2,691
Insurance	2,050		2,099		-	2,099	2,362
Office and bank charges	3,930		1,167		-	1,167	(1,364)
Contingency expenses	 -		-		8,579	8,579	35,720
	\$ 215,712	\$	195,900	\$	8,579	\$ 204,479	\$ 223,432



# Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Informa	ation				
Organization Name: Cochrane BMX Association					
Incorporated under:	X	Alberta Societies Act			
		Alberta Agricultural Societies Act			
		Part 9 of the Companies Act			
Mailing Address: Box	1044	Cochrane AB			
Postal Code: T4C 1B1 (All correspondence a		eques will be mailed to this address)			
Primary Contact:					
Name: Rhonda Bartel					
Telephone: (W) (C)					
Email:					
Alternate Contact:					
Name: Tanya Fernand	lez				
Telephone: (W)		(C)			
Email: cochranebmx@	gmai	I.com			
Facility					
Name of Facility: Coch	nrane	BMX Association			
Legal Description / Address: SW-10-26-4-W5					
Registered Holder of Land Title: Cochrane and District Agricultural Society					
Amount Requested (No GST is to be included in this amount): \$34 357					

### **ATTACHMENT C: Capital Funding Applications**



### Please provide a brief description of your organization (e.g. mission and mandate):

Established in 1999, Cochrane BMX is a family friendly cycling community that provides programming for all levels of riding and racing on our 400 meter track of rollers, jumps, turns and obstacles, while supporting the development of bike skills and confidence in riders all across the County of Rocky View and Town of Cochrane. Our riders include boys and girls, young and old, parents and children, recreational riders and competitive, high level racers.

Our club provides leadership in the promotion of cycling and the sport of BMX racing, and our mission is to foster a positive, fun and family friendly atmosphere while providing a safe, fun, supportive environment for bikers to improve their overall skills and racing abilities and connect with other cycling enthusiasts. We emphasize growth and confidence building in sport through practice, training and race programming for younger athletes and encourage community building with a strong culture of inclusion, community and volunteerism.

## Please describe in detail the work to be carried out and the need for this project: (Please attach a separate piece of paper if you need additional space)

Our riding track (facility) requires significant repairs and upgrades that are essential to providing a safe riding environment for our riding community.

Our immediate needs involve a rebuild and upgrade of the first two straights of our track as well as asphalt work on the three banked corners. These two projects are essential to our facility/track. We recently completed phase 1 of the project with a significant rebuild to repair and stabilize our second banked corner. With the completion of phase 1, our track now requires track work on straights 1 and 2 to line the track up with the rebuilt corner 2. Once the work on straights 1 and 2 of the track has been completed, phase 3 of the project is to re-asphalt the three corners, all of which are in need of considerable repair work to improve the riding and safety for riders who will join us at the track next year and beyond.

Our association serves a large community of cycling enthusiasts in the Town of Cochrane, County of Rocky View and beyond. This project is a considerable financial commitment (\$138 000) to our non-profit club, one that aims to keep fees low to and the sport affordable for all who want to participate. We want to continue to provide programming and a place for riders to improve and practice their riding skills in a safe and fun environment. We have seen our membership numbers decrease over the last two years, which is in large part has been caused by the current problems with our track. This work is essential to the future of our club in providing a safe and high-quality facility for all who spend their summers riding their bikes with us.

Estimated project start date: March 2024 Estimated project completion date: April 2024

Please indicate the <u>number of people</u> who access your facility, amenity or program for which funding is being sought. (please note that this represents individuals, not the number of visits made to a facility)

- Rocky View County residents: 30
- Rocky View County non-residents: 208
- Growth of your membership in the last year (%): We did not experience any growth from 2022 to 2023 in large part because of the work that is required at our track/facility and the significant disruptions major road construction has caused over the last two summers.



### Please describe the methodology used to quantify this number:

Users/members at our track must register and fill out the required waivers, which gives us an accurate user/member count.

### Describe how the project will benefit your community and the County:

Is this project located in a neighbouring municipality? X Yes  $\square$  No If yes, how will access to County residents be assured access? Is there an existing joint use agreement in place?

Cochrane BMX welcomes all interested youth and adult cycling enthusiasts from all surrounding areas, including the County of Rocky View and Town of Cochrane. We encourage new memberships from all surrounding areas throughout south central Alberta. Our inclusive community of cycling enthusiasts does not distinguish between members from the town of Cochrane and the county of Rocky View. There is no need for a joint use agreement as we are open to anyone and everyone in the entire region.

## If your organization is successful in obtaining County funding, how will you recognize this contribution?

We can recognize contributions and support in several ways, including but not limited to, recognition on our website and social media (Facebook and Instagram), with signage at the track, in our weekly email communications with our riders, and shout outs from our announcer on riding, race and event nights. Rocky View County is the only organization recognized on our entrance sign. The recognition of that partnership started in 2017 when a Rocky View Grant helped us purchase an Atco trailer for our association office.





### **Project Budget**

(A sample budget is found on the last page of this application form)

### I. REVENUE

Requested Grant Amount	\$ 34 357	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.
Cash Contributions*	\$ 31 000	Financial statements must support this number.
Donated In Kind*	\$4 000	equipment
Other Grant Funding*	\$ 68 500	Attach a detailed list of other grant funding which has been applied for or approved for this project.
TOTAL REVENUE	\$ 137 857	<b>GST excluded.</b> As per Policy C-317, GST is a non-eligible expenditure.

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. Track rebuild of straights 1 & 2	1. \$75 000	Scott Thornhill Enterprises	X	X
	2.			
	3.			
B. Corner 1/2/3 asphalt	1.\$62 428.58	Ruby Rock Asphalt Works	Х	X
·	2.			
	3.			
C.	1.			
	2.			
	3.			
TOTAL PROJECT COSTS (Sum of preferred quotes for Projects A + B + C)	\$137 500			

TOTAL PROJECT COSTS in Table II MUST equal TOTAL REVENUE in Table I.



#### **Financial Assistance**

A. If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.

In addition to the funds in our account that are earmarked for the corner 2 project (internally restricted funds), any surplus is used to pay for the following yearly expenses: rent, regular track maintenance, insurance, porta-potties, utilities, rider programming race software (for a total of approximately \$30 0000)

If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?

This is an essential capital project at our track and it will need to be completed before we can once again host larger scale events and races and grow our membership numbers. We are continually working on raising funds through community sponsorships and grant applications to complete the necessary upgrades and maintenance to our track facility. This project is more urgent than most of our projects, and although not ideal for our community, we would need to find ways to complete the work according to the funds we have over a longer period of time if necessary.

В.	Have you, or are you planning on receiving funding for this project from another	government
	program, municipality or another level of government?	

X	Yes		No
---	-----	--	----

If yes, please explain.

We applied for \$28 500 through the CFEP grant in the Spring cycle, and expect to hear a decision on our application in December. We are also awaiting casino funds (\$40 000 +) in the next quarter for a casino our club worked in July. The Town of Cochrane is not able to support this project financially at this time, but is working with us and the CDAS in the goal to run utility services to the land (once the major road construction in the area is completed).

### **Mandatory Attachments**

Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is
required. If quotes are not included, please indicate sources of estimates.
Audited financial statements – these should support the cash contribution noted in your Project Budget.
Current year operating budget.
List of organization's Officers and Directors.
In Kind Details:
<ul> <li>Include confirmation of all in kind materials and/or services (i.e. letters from donors).</li> </ul>
Valuation Hours, Dravide detailed information on the number of valuation being

- Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta's hourly minimum wage.
- ☐ Other documents required for further clarification, as requested.



### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of <u>Cochrane BMX Association</u> certify that this application is complete and accurate.

Name: Rhonda Bartel Name: Tanya Fernandez

Title: Grant Coordinator – Cochrane BMX Title: President – Cochrane BMX

Date: Sept 25, 2023 Date: Sept 25, 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.



Phone: 403-990-7568

Email: scottthornhill@telus.net

Website: www.scottthornhill.com

# Project Proposal

Prepared for: Cochrane BMX Association

Prepared by: Scott Thornhill, Owner, Operator

Design by: Justin Tuchscherer



### SCOTT THORNHILL ENTERPRISES INC.

### **EXECUTIVE SUMMARY**

### **Objective**

- Design and rebuild first two straights/corners of the BMX track

### **Staff**

Scott Thornhill

Justin Tuchscherer

Machine operator/labourer 1

### **Equipment & Materials list Included in this quote**

- Machines (15 ton excavator, 8 ton excavator, Wheel loader, skid steer, ride on drum packer, plate compactor)
- Machine & equipment pick up/delivery costs
- Fuel
- Mileage
- Slip Tank

### **Project Outline**

- New design for track
- Demolishing first two corners
- Rebuild first two corners
- Rebuild first two straights

SCOTT THORNHILL ENTERPRISES INC. BUDGET
Project Cost Estimate
Costs
Design & build, labour, machine rentals/transport, fuel, mileage.
Total \$75,000.00
E & OE
Notes:
GST is not included in price
Work not included in this description is not included in price
• Quote includes:
14 WORKING days with 3 skilled machine operators/labourers
Mileage charges for 3 vehicles
Rental equipment/delivery charges

Accepted:

The above prices, specifications and conditions are satisfactory and hereby accepted:

• Estimate is Valid for 30 days after October 3, 2022

Confirmed:

Scott Thornhill Enterprises Inc.

Client Signature:

• Fuel & materials/supplies

Date of Acceptance:

Authorized signature:

Estimator:

3 of 3

Witness signature:



## Ruby Rock Asphalt Works Ltd.

724 East Lake Road Airdrie, AB, T4A 2J5 Phone: (403)-945-4585

То:	Scott Thornhill Enterprises	Contact:	Scott Thornhill
Address:	Calgary, AB	Phone:	
		Fax:	
Project Name:	Cochrane BMX	Bid Number:	12483
Project Location:	71 Range Road 43, Cochrane, AB	Bid Date:	7/26/2023

Item #	Item Description	Estimated Quantity Unit	Unit Price	Total Price
1	Mobilization (includes 1 mobilization)	1.00 LS	\$6,643.20	\$6,643.20
2	Re-pave North Berm (approx 470 m2), includes:  · All base preparation to be done by others · Supply, place & compact 75mm of	1.00 LS	\$26,457.67	\$26,457.67
	Commercial B Mix asphalt			
3	Re-pave SW Berm (approx 300 m2), includes: All base preparation to be done by others	1.00 LS	\$18,676.00	\$18,676.00
	<ul> <li>Supply, place &amp; compact 75mm of Commercial B Mix asphalt</li> </ul>			
4	Overlay SE Berm (approx 260 m2), includes:	1.00 LS	\$10,651.71	\$10,651.71

**Total Bid Price:** \$62,428.58

#### Notes:

- 2024 construction
- Estimate is valid for 30 days
- GST not included in price
- Indemnification costs not included
- Bonding is not included in price
- Work not described in this proposal not included in price
- Additional materials due to grade elevations provided by others will be in addition to prices in this proposal
- Will not warrant issues related to drainage due to design grades less than 1%
- · Will not warrant base structural failures or drainage issues due to base structures provided by others
- Total area to be measured on completion and payment will be based on quoted unit rates
- · Testing and surveying to be done by others
- Standard one year warranty applies
- Payment Net Payable in 30 days. Interest charged at 2% on unpaid balances
- Acceptance of this quotation by the reciepient is subject to the recipient providing adequate security for payment of the work satisfactory to Ruby Rock Asphalt Works Ltd. and/or credit approval
- Traffic Accommodation Strategy (TAS), signage, flagpersons, and/or barricades are not included
- · Hydrovacing is Not Included
- · Ruby Rock Asphalt Works Ltd. is not responsible for any private utilities not identified by an Alberta One-Call locate request
- Heating and Hoarding Not Included, Winter Concrete Not Included, Additional Charges Apply After Oct 1
- · Prices are subject to change with fluctuations in the price of asphalt cement, fuel and/or vendor supplied materials and items
- All base work and preparation of berms to be done by others
- · Removal of exising asphalt not included
- Price does not include construction of access roads that may be required for south berms

7/26/2023 9:26:23 AM Page 1 of 2

ACCEPTED:	CONFIRMED:
The above prices, specifications and conditions are satisfactory and are hereby accepted.	Ruby Rock Asphalt Works Ltd.
Buyer:	
Signature:	Authorized Signature:
Date of Acceptance:	Estimator: Cole Paladeau

7/26/2023 9:26:23 AM Page 2 of 2

Rainy Creek Construction Box 1779 Cochrane AB T4C 1B6

To whom it may concern:

Rainy Creek Construction will be providing donations in kind in the form of equipment for major track projects at Cochrane BMX in the 2023 and 2024 seasons. The equipment includes a ride on drum packer, skid steer and JCB 512 telehandler. Number of hours and days will be determined once the work is started.

Brent Gosselin Owner - Rainy Creek Construction rainycreek@telus.net 5:06 PM 2023-09-22 Accrual Basis

# Cochrane BMX Balance Sheet As of 31 August 2023

	31 Aug 23
ASSETS	
Current Assets	
Chequing/Savings	04 000 05
ATB - Sign Account Casino (Pay as you Go)	31,003.35 4,161.37
General (Community Spirit)	32,788.10
Total Chequing/Savings	67,952.82
Accounts Receivable	07,002.02
Accounts Receivable Accounts Receivable	175.00
Total Accounts Receivable	175.00
Other Current Assets	
Cash	329.25
Inventory Asset	2,157.75
Total Other Current Assets	2,487.00
Total Current Assets	70,614.82
Fixed Assets	
BMX Bikes	5,505.31
Building (Shack) Improvements	1,483.15
Buildings - Operating	8,300.00
Buildings and Improvements Furniture and Equipment	46,793.75 30,028.02
Paving	17,325.00
Pro Gate	2,854.19
Vehicles	9,050.00
Total Fixed Assets	121,339.42
	121,000.12
Other Assets Other Assets	1,783.63
Total Other Assets	1,783.63
TOTAL ASSETS	193,737.87
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	
Accounts Payable	6,982.50
Total Accounts Payable	6,982.50
Other Current Liabilities	05 007 07
Deferred Revenue Volunteer Bond - Deposit	35,337.37 10,050.00
Total Other Current Liabilities	45,387.37
Total Current Liabilities	52,369.87
Total Liabilities	52,369.87
Equity	
Opening Balance Equity	112,339.69
Prior Period Adjustment	17,298.09
Unrestricted Net Assets	13,469.39
Net Income	-1,739.17
Total Equity	141,368.00
TOTAL LIABILITIES & EQUITY	193,737.87

Three Year Capital Funding History (2020-2022)									
Division	Applicant		2020 pproved Iding Total		2021 Approved nding Total		2022 Approved nding Total	Re	2023 Fall equested ding Total
4	Bearspaw Lions Club	\$	-	\$	19,747	\$	-	\$	25,000
5	Balzac Community Hall Association	\$	3,191	\$	-	\$	4,162	\$	23,220
6	Bow Valley Community Club	\$	5,800	\$	14,264	\$	-	\$	70,060
6	Cambridge Park Homeowner's Association	\$	-	\$	-	\$	-	\$	50,000
Cochrane	Cochrane BMX Association	\$	-	\$	-	\$	-	\$	34,360
	Total Approved Grant Funding:	\$	8,991	\$	34,011	\$	4,162		
	Total Requested Grant Funding:							\$	202,640



### **Recreation Governance Committee**

Subject:	Dartique Community Association Emergency Funding Request
Date:	December 6, 2023
Presenter:	Ghada Rafih, Community Services Coordinator
Department:	Recreation, Parks and Community Support

### REPORT SUMMARY

This report includes the emergency funding request from the Dartique Community Association for the Recreation Governance Committee's (RGC) consideration.

### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee approve emergency funding up to \$17,940 from the 2023 Public Reserve to the Dartique Community Association for additional repairs to the bottom logs of the Dartique Community Hall.

### **BACKGROUND**

The Dartique Community Association operates the longstanding Dartique Community Hall that supports the immediate area through community events and private bookings. At their December 7, 2022, meeting, RGC approved capital funding up to \$39,560 to support the replacement of the supporting bottom logs that act as the foundation for the community hall. The project has started and additional damages to the logs have been identified, including extensive rot to the bottom logs and a large quantity of bats and guano in the gables.

The Dartique Community Association has requested an additional \$17,940 in emergency funding for the repairs. They have also identified that these repairs must be addressed immediately as the community hall would not be operational without the repairs being completed.

### DISCUSSION

Administration reviewed the emergency funding request from the Dartique Community Association in accordance with the Community Recreation and Culture Grant Funding Policy C-317. Administration advised the Dartique Community Association to begin the additional repairs prior to this meeting as the Policy allows for retroactive expenditures in the event of an emergency.

The Dartique Community Association is requesting 100% of the total cost of the additional repairs. They have informed Administration that they are unable to contribute to these costs as their reserve funds are being allocated to a kitchen renovation project. A funding request for 50% of the kitchen renovation project was approved by RGC in June of this year, and the Community Association would not be able to complete this renovation in the two years that is allotted for approved capital funding requests if their reserve money is redirected to the additional repairs to the bottom logs.

#### **ALTERNATE DIRECTION**

Administration does not have an alternate direction for the Committee's consideration.

### **ATTACHMENTS**

Attachment A: Dartique Community Association Emergency Funding Application and Quotes



# Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information
Organization Name: Dartique Community Association Incorporated under: Alberta Societies Act
☐ Alberta Agricultural Societies Act
☐ Part 9 of the Companies Act
Mailing Address: 282252 Horse Creak Road, Rocky View Canty
Postal Code: (All correspondence and cheques will be mailed to this address)
Primary Contact:
Name: Barbara Smith.
Telephone: (W)(C)
Email:
Alternate Contact:
Name: Ken Birkett.
Telephone: (W)(C)
Email:
Facility
Name of Facility: Datique Commenty Hall
Legal Description / Address: NUS 18-28-04-W5
Registered Holder of Land Title: Datique ladge Community Contre
Amount Requested (No GST is to be included in this amount):
Please provide a brief description of your organization (e.g. mission and mandate):
Particle ambalias the processing spirt that
anthrues to pravide charity and followships for
a brost and brosen commenta;

Please describe in detail the work to be carried out and the need for this project: (Please attach a separate piece of paper if you need additional space) Estimated project start date: www did Estimated project completion date: Sumor Please indicate the <u>number of people</u> who access your facility, amenity or program for which funding is being sought. (please note that this represents individuals, not the number of visits made to a facility) Rocky View County residents: Rocky View County non-residents: Cochrone Growth of your membership in the last year (%): Please describe the methodology used to quantify this number: Rontals have increased Describe how the project will benefit your community and the County: PA-No Is this project located in a neighbouring municipality? Yes If yes, how will access to County residents be assured? Is there an existing joint use agreement in place? If your organization is successful in obtaining County funding, how will you recognize this contribution?

### **Project Budget**

(A sample budget is found on the last page of this application form)

### I. REVENUE

Requested Grant Amount	\$18828.6	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.
Cash Contributions*	\$	Financial statements must support this number.
Donated In Kind*	\$	
Other Grant Funding*	\$	Attach a detailed list of other grant funding which has been applied for or approved for this project.
TOTAL REVENUE	\$18828.60	<b>GST excluded.</b> As per Policy C-317, GST is a non-eligible expenditure.

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A. repoint	1.11 132.00	· Calle.		
gasse are	2.			
	3.			
B. Raconter	1.6,800.00	Caddle		
raconteur north and of building.	2.			
0( 2000-0).	3.			
C.	1.			
	2.			
0	3.			
TOTAL PROJECT COSTS (Sum of preferred quotes for Projects A + B + C)	17,932.00			

### Financial Assistance

	nancial Assistance
A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	we do not have surplus we have
	applied by operational funding
	with rocky view county.
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	we will have to close the hall
	health and salety
В.	Have you, or are you planning on receiving funding for this project from another government program, municipality or another level of government?
	☐ Yes ☐ No
	If yes, please explain.
	This is on emergency request.
Mand	atory Attachments
	Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
	Audited financial statements – these should support the cash contribution noted in your Project Budget.
	Current year operating budget. List of organization's Officers and Directors.
	In Kind Details:  o Include confirmation of all in kind materials and/or services (i.e. letters from donors).
	<ul> <li>Volunteer Hours: Provide detailed information on the number of volunteer hours being</li> </ul>
	contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour

is valued at Alberta's hourly minimum wage.

Other documents required for further clarification, as requested.

### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of the two representatives, o

Name: Boutara amith	Name: Wike Stuart
Title: Sor Treasurer	Title: Dirocta
Date:	Date: 0(± 2417 3

PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at <a href="mailto:recreation@rockyview.ca">recreation@rockyview.ca</a>.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.

# DARTIQUE COMMUNITY ASSOCIATION

### STATEMENT OF INCOME/LOSS AND SURPLUS FOR YEAR ENDED August 31, 2023

	2023	2022
Income	2025	<u>2022</u>
Memberships Hall Rentals Operational grants received Community events Donations Other Income (interest)	\$ 10,200 13,019 425 325 28 23,997	\$ - 6,398 - 12,126 - 673 - 2,847 - 12 - 22,056
Expenses  Bank Charges Insurance Event Expenses Repairs and Maintenance Hall Supplies and small tools Telephone Utilities	5 1,696 7,275 1,204 971 237 5,012 16,400	nil 1;659 4,602 482 569 260 4,554 12,126
NET INCOME (LOSS) Surplus, Beginning of year Surplus, end of year	\$ 7,597 21,492 29.089	9,930 11,562 \$ <u>21,492</u>

# DARTIQUE COMMUNITY ASSOCIATION

BALANCE SHEET
AS AT AUGUST 31, 2023

ASSETS	<u>2023</u>	<u>2022</u>
Current Assets		
Cash	\$ 62,729	
Prepaid expenses	,	
	290	
	63,019	<u>39,756</u>
Capital Assets		
Equipment and improvements, at cost	200 416	***
Less: Capital grants received (schedule 1)	209,416	190,923
concedure 1)	<u>(242,173</u> )	(202,613)
	(32,757)	<u>(11,690</u> )
Y Y . They women a	\$30,262	\$ <u>28,066</u>
LIABILITIES		
Current Liabilities Accounts payable	\$ 294	O
Unexpensed operational grants received	\$ 294 <u>879</u> 1,173	\$ nil 6,574 6,574
Surplus		
Balance, end of year	29,089	21:492
	\$30,262	\$28,066

Approved on behalf of the Board,	
	, Directo
	, Directo

### ATTACHMENT A: Dartique Community Assocaition Emergency Funding Application and Quotes Page 10 of 12

### DARTIQUE COMMUNITY ASSOCIATION Note to Financial Statements

August 31, 2023

## 1. Capital Grants received

For the 2023 year the association received \$39,560.00 February 2, 2023 from Community Facility Enhancement for capital log repairs.

A capital grant was approved from Rocky View County for kitchen repair in the amount of \$28,755.00 June 14, 2023. No funds have been received to date.

	Prior to 2023	2023	Total
Grants Approved  Grants Received  Grants Expended  Grants Unexpended	216,181 202,613 197,679 4,934	68,315 39,560 18,494 21,066	284,496 242,173 216,173 26,000

### 2. Operational Grants received

January 21, 2022 a grant for \$10,200.00 was received from Rocky View County as an operational grant. \$2,676.00 remained unexpensed at August 31, 2022. January 13, 2023 a grant for \$7,324.00 was received from Rocky View County as an operational grant. Total unexpensed operational grants received as at August 31, 2023=\$878.86.



# Ladder Lake Log Homes Inc.

Estimate -

Box 539

Cremona, Alberta T0M 0R0

Tel: (403) 637-2249 Cell: (403) 650-8751

Name Address City Phone	Rocky view County Prov. AB PO.	Date Order No. Rep FOB	21/10/2023
Qty	Description	Unit Price	TOTAL
		Omernee	TOTAL
1	Raconteur north yard of building to ensure heavy rain flows away from north facing wall	\$1,500.00	\$1,500.00
1	Install washed rock with pressure treated edging	\$1,600.00	\$1,600.00
1	supply and spread loam	\$2,300.00	
1	supply and spread grass seed	\$1,400.00	\$1,400.00
	r		
	GST #: 88460 1386 RT0001		
∠ Pavi	ment Details —	SubTotal	\$6,800.00
( 0	\	pping & Handling	
	Cash Taxe Check	S GST PST	\$340.00
Ŏ	Credit Card	TOTAL	\$7,140.00
Name CC#		Office Use Only	

Homes, furniture or just to add a little touch, we do it with logs!

Bob Johnson



# Ladder Lake Log Homes Inc.

Box 539

Cremona, Alberta TOM ORO

Tel: (403) 637-2249

Cell: (403) 650-8751

tomer —	Est	imate —	
Dartigue Hall	Date	21/10/2023	
Rockyview County Prov. AB PO.	Rep FOB		
Description	Unit Price	TOTAL	
Remove old second cut board on gabel ends where bats	\$2,800.00	\$2,800.00	
Install house wrap	\$600.00	\$600.00	
Supply and replace siding with board and batten	\$7,732.00	\$7,732.00	
GST #: 88460 1386 RT0001			
ment Details ————————————————————————————————————		\$11,132.00	
		\$556.60	
Check	PST	φυυσ.60	
Credit Card	TOTAL	\$11,688.60	
	_		
Of			
	Dartigue Hall  Rockyview County Prov. AB PO.  Description  Remove old second cut board on gabel ends where bats are nesting clean and seal framing Install house wrap  Supply and replace siding with board and batten  GST #: 88460 1386 RT0001  ment Details Cash Check Credit Card  Prov. AB PO.  Shipper Taxes	Dartigue Hall  Rockyview County Prov. AB PO.  Description  Unit Price  Remove old second cut board on gabel ends where bats are nesting clean and seal framing Install house wrap Supply and replace siding with board and batten  GST #: 88460 1386 RT0001  Tenent Details Cash Check Credit Card  Check Credit Card  Cash TotAL  Date Order No. Rep FOB  S1,800.00  S2,800.00  S2,800.00  S1,732.00  S4,800.00  Shipping & Handling Taxes GST PST TOTAL	

Homes, furniture or just to add a little touch, we do it with logs!

Bob Johnson



### **Recreation Governance Committee**

Subject:	Beiseker & District Agricultural Society Emergency Funding Request
Date:	December 6, 2023
Presenter:	Tanzeela Naji, Community Services Coordinator
Department:	Recreation, Parks, and Community Support

### REPORT SUMMARY

This report includes the emergency matching funding request from the Beiseker & District Agricultural Society for the Recreation Governance Committee's (RGC) consideration.

### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee approve emergency matching funding of up to \$6,100 from the 2023 Public Reserve to the Beiseker & District Ag Society to repair a leak in the ice floor of the Doug Hagel Arena, relaxing the 25% contribution limit from the County for neighbouring municipalities.

### **BACKGROUND**

The Beiseker & District Agricultural Society operates the Doug Hagel Arena in the Village of Beiseker. The Society offers recreational and athletic opportunities at the Arena including minor and adult hockey, weddings, funerals, and the Beiseker County Fair.

### **DISCUSSION**

The Beiseker & District Agricultural Society is requesting emergency matching funding of up to \$6,100 to repair an unanticipated leak in the ice floor of the arena. Without the repair, the arena is at risk of shutting down. The requested amount is approximately 50% of the total project cost.

As per Policy C-317 section 36 (1) (a), neighbouring municipalities are eligible for up to a 25% contribution from the County for emergency funding requests.

Administration is recommending approval of up to a 50% contribution from the County although the facility is located in the neighbouring municipality, after considering a number of risks and concerns.

The Society has informed administration that the ice floor leak needs immediate attention and without a 50% contribution from the County, the Society may not be able to proceed with the project. Without the repairs, the facility may be at risk of closure. The facility closure will directly affect Rocky View County residents as the main users of the facility. The closure will also result in the loss of the Arena's rental income, causing an additional financial strain on the budget as the Society has already noted a deficit in its projected year revenue.

The Society is currently formulating strategies to optimize its revenue generation options for the new year, including rental increases and fundraising opportunities.

After a careful evaluation of the listed concerns, Administration is recommending approval of matching funding of up to \$6,100 from the 2023 Public Reserve to the Beiseker & District Ag Society to repair the unanticipated leak in the ice floor.

Community Grant Funding: Operational Requests

### **ALTERNATE DIRECTION**

THAT the Recreation Governance Committee approve emergency funding of up to \$3,050 from the 2023 Public Reserve to the Beiseker & District Ag Society to repair a leak in the ice floor of the Doug Hagel Arena.

### **ATTACHMENTS**

Attachment A: Beiseker & District Ag Society Emergency Funding Application



## Capital Assistance Grant – Application Form Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Informa	ation		
Organization Name: Beiseker and District Agricultural Society.			
Incorporated under:	rporated under:   Alberta Societies Act		
	X	Alberta Agricultural Societies Act	
		Part 9 of the Companies Act	
Mailing Address: PO E	30x 2	76, Beiseker, AB	
Postal Code: T0M 0G (All correspondence a	0_ nd ch	neques will be mailed to this address)	
Primary Contact:			
Name: Tyler Metzger_			
Telephone: (W)		(C)	
Email:			
Alternate Contact:			
Name:Kurt Hagel			
Telephone: (W)		(C)	
Email:		<u></u>	
Facility			
Name of Facility: Doug Hagel Arena			
Legal Description / Ad	dress	s: 410, 5 <sup>th</sup> street	
Registered Holder of Land Title: Village of Beiseker			
Amount Requested (No GST is to be included in this amount): 6,096.25			

Please provide a brief description of your organization (e.g. mission and mandate):

The Beiseker Ag Society is in place to help provide the agricultural community, services including recreation and athletic opportunities. It supports the local 4H club, the Doug Hagel Arena, local sports associations including Tae Kwon do. The society also provides an annual scholarship to a graduating student enrolling in a agriculture related post secondary education.

2



Please describe in detail the work to be carried out and the need for this project:

(Please attach a separate piece of paper if you need additional space)

Since season startup the arena has been monitoring a leak in the cooling system. This leak is in the floor, under the cement of the ice surface. In collaboration with a consultant, there is a possible way to isolate the leak and put in place a smaller pipe inside the existing one.

During Christmas beak we will shut down the plant and a few volunteers will help prepare the site for the contractor to came in to do the procedure. This includes moving snow for the placement of tanks for the brine to be put as it is drained from the floor to alleviate pressure. Remove access panels at each end of the floor to expose the headers which distributes the brine.

At this time the contractor will go through the routine of pressure testing to find the damaged line. When isolated, a new smaller line will be inserted and connected to allow brine to flow through the floor ensuring even cooling.

After this is complete, the system will be recharged, and the plant will be started to cool the ice back to the operating temperature.

Estimated project start date: Dec 28, 2023\_ Estimated project completion date: Jan 4, 2024\_

Please indicate the <u>number of people</u> who access your facility, amenity or program for which funding is being sought. (please note that this represents individuals, not the number of visits made to a facility)

- Rocky View County residents: 300-400
  Rocky View County non-residents: 200
- Growth of your membership in the last year (%): 2-4 percent

Please describe the methodology used to quantify this number:

Beiseker minor hockey has between 95 and 110 registered players annually. Many family members, siblings, grandparents and extended family visit the area to participate or be a spectator. On Friday nights alone there can be 100 to 200 watching the U18. Each BMH team (total of 6) host a tournament bringing in teams from all over the province. Many of which stay in hotels near Crossiron mall in Rocky View County.

Beiseker also rents a portion of the ice slots available to other communities in the county including Airdrie which has an ice shortage.

We also provide adult hockey with 4 to 5 men's teams and a lady's team. The men's team annually puts on a weekend tournament pulling 6-8 teams from other towns. Many of which stay in hotels near Crossiron mall in Rocky View County.

The building is also used in off season for other events including, weddings, funerals, Beiseker County Fair etc.

Describe how the project will benefit your community and the County:

Having the ice available will keep the community busy as usual. If the ice has to be removed, many teams, players will have to end their sport mid-season as there would be no way to facilitate renting ice anywhere around. No tournaments would eliminate a lot of money spent in the town

### E-4

### ATTACHMENT A: Beiseker & District Ag Society Emergency Funding Application

and county.
Is this project located in a neighbouring municipality? ☐ Yes x No  If yes, how will access to County residents be assured? Is there an existing joint use agreement in place.
If your organization is successful in obtaining County funding, how will you recognize this contribution? The Beiseker Ag Society would put in place a permanent banner either on the rink boards or available end wall acknowledging a partnership between the county and the arena.

As the Beiseker Ag Society is applying for and emergency grant vs. a standard capitol grant, in using this form I would like to make a few amendments.

One quote was received from Startec Refrigeration. This company has been involved with the rink for many years, and has been involved in all forms of maintenance and upgrades. With a situation such as ours they are well practiced at the procedures to isolate and repair the possible leak(s). They are familiar with our operation, location, and expectation of work completion. Also, Startec has taken the responsibility to do two annual brine samples a year to ensure the fluid is within specification.

To entertain another company for price comparison, would likely shower higher cost as they would have a lack of knowledge of our situation, and to take the time Startec has already invested to prepare for this procedure. Startec did quote us using industry standard hourly rates and historically has been in line with industry on repair times and expenses.



### **Project Budget**

(A sample budget is found on the last page of this application form)

### I. REVENUE

Requested Grant Amount	\$6,096.25	Maximum Rocky View County Funding including grant request cannot exceed 50% of total project costs. For facilities in adjacent municipalities, grant request cannot exceed 25% of total project costs.  No GST should be included in the requested amount.	
Cash Contributions*	\$5,496.25	Financial statements must support this number.	
Donated In Kind*	\$600	40 volunteer hours	
Other Grant Funding*	\$0	Attach a detailed list of other grant funding which has been applied for or approved for this project.	
TOTAL REVENUE	\$12,192.50	<b>GST excluded.</b> As per Policy C-317, GST is a non-eligible expenditure.	

<sup>\*</sup>Cash Contributions, Donated In Kind, and Other Grant Funding represent your matching funding, which must equal or exceed your grant request. Volunteer labour valued at Alberta hourly minimum wage.

### II. COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. If you require additional space, please attach more pages. Funding for expenditures incurred prior to application submission will not be considered.

Project Component and Description	Quote Cost (GST excluded)	Source of Quote	Quote Attached	Quote used for TOTAL PROJECT COST Calculation
A.Brine additive required to maintain levels	1.Calcium Chloride	Startec Refridgeration		Bill is included
until repair is made	2\$5200			
	3.			
B.Project to actually diagnose,	1.Project work	Startec	X	X
and repair leaking lines.	2.\$6,992.50			
	3.			
C.	1.			
	2.			
	3.			
TOTAL PROJECT COSTS (Sum of preferred quotes for Projects A + B + C)	12192.50			



TOTAL PROJECT COSTS in Table II MUST equal TOTAL REVENUE in Table I.



# **Financial Assistance**

A.	If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.
	Unfortunately, with rising utilities and other operating costs, combined with effects from the pandemic, our society is running a very lean operating budget.
	If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?
	The Ag Society would proceed with the project and utilize funding allocated for the future. Then we would have to fundraise and explore other grant options
В.	Have you, or are you planning on receiving funding for this project from another government program,
	municipality or another level of government?
	☐ Yes X No
	If yes, please explain.
	atory Attachments
	Copies of quotes listed in Table II of Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
	Audited financial statements – these should support the cash contribution noted in your Project Budget. Current year operating budget.
	List of organization's Officers and Directors.
	<ul> <li>In Kind Details:         <ul> <li>Include confirmation of all in kind materials and/or services (i.e. letters from donors).</li> <li>Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the matching contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta's hourly minimum wage.</li> </ul> </li> </ul>
	Other documents required for further clarification, as requested.



#### **Obligations upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project, recipients must submit a **Project Completion Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

#### **Declaration Statement**

**NOTE:** This application form MUST be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives, of Beiseker and District Agricultural Society \_ certify that this application is complete and accurate.

(organization name)

Name: Tyler Metzger	Name: Kurt Hagel
Title: President	Title: 2 <sup>nd</sup> Vice President
Date: November 6, 2023	Date: November 6, 2023

❖ PLEASE NOTE: If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation, Parks and Community Support at 403-230-1401.



ACCOUNT	: TAX	AMOUNT	MEMO	: CUSTOMER:JOB : BILL
000 - Arena Expenses ▼	G •	3,080.00	SOI000837 - Calcium Chloride	<b>-</b>
000 · Arena Expenses:	G	1,872.46	INV. 009685 - Supply Calcium Chloride	

GST (1) ON PURCHASE 5.0%

247.62

Edit



**DATE:** Friday, November 3, 2023

CUSTOMER NAME:	Beiseker Arena
ATTENTION:	Kurt Hagel
PHONE:	
E-MAIL:	

RE:
Brine leaks Repair in floor
Arena Floor
Beiseker, AB
STARTEC QUOTE No.:
OPP- 5443
SR No:

DEAR: Kurt Hagel

Startec Refrigeration Services Ltd. is pleased to provide the following quote for your service requirements.

D	ETAILED JOB DESCRIPTION:
k	Owner to pull down ice temperture and no schedule for this day of repair
×	Arrive on site and drain brine into Startec's Poly tanks for access of area discussed on site where brine is leaking from floor
þ	Identify the circuit leaking and fish new 1/2 tubing to replace the existing circuit.
×	We have allowed material for two circuits leaking and could be one or more, we wont know until we start the process
*	Once leaks are repaired, if possible, we will charge the brine back into the system and start the plant

EST UNITS	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		Misc tubing and fittings	\$ 2,362.50	\$ 2,362.50
			\$ -	\$ -
PARTS SUB TOTAL				\$ 2,362.50

# **QUOTED PRICE:**

DESCRIPTION		LINE TOTAL	
Parts Sub Total	PARTS	\$ 2,30	62.50
Extra Freight Charges	FREIGHT	\$	•
Outside Service	OSS	\$	•
Kilometer Charges	KM	\$ 37	78.00
Service Call	SC	\$	-
Travel Time Reg	TVL	\$	-
Travel Time OT	TVLOT	\$	-
Truck Charge	TRUCK	\$ 24	40.00
Labour Reg	JM	\$ 1,92	20.00
Labour OT	JMOT	\$ 1,39	92.00
Night Shift Premium	NS	\$	-
Tool Charges	TOOL	\$ 70	00.00
Sub Contractors	SUBCON	\$	-
Per Diems	SUBSIS	\$	-
Hotels	HOTEL	\$	-
Safety	SAFE	\$	-
Shop Consumables	SHOP	\$	-
TOTAL		\$ 6,99	92.50

# PLEASE CONFIRM YOUR ACCEPTANCE OF THIS QUOTE BY SIGNING THIS DOCUMENT SIGNATURE: PRINT NAME: DATE: PO NUMBER:



# **TERMS & CONDITIONS**

- Offer valid for (30) days
- All taxes will be extra
- Above pricing billed in Canadian dollars
- Payment net (30) days from date of delivery
- Machining and associated costs if required, will be charged as an extra
- Building modifications, crane and rigging not included
- This Budget has been prepared with information you have provided; any scope change will be considered an extra and will be billed accordingly, pending customer approval
- Pudget based on regular time, overtime if required, will be charged as an extra
- Pisposal of equipment, fluids and chemicals not included
- Any required business licenses or permit costs are not included
- Freight not included
- Parts or repairs not specifically mentioned above will be extra
- P All cores are assumed acceptable to the exchange program, any core charges will be billed as an extra
- Safety orientation time not included \*
- Start-up extra \*
- Pany electrical work required is not included in this budget and will be billed as an extra
- Budget based on ease of access to equipment
- To pass along stock order pricing, some parts may require two weeks notice

  Special order parts are non-returnable unless otherwise approved by vendor; re-stocking charges may apply

  All international orders will require payment in full before shipment or start of service work
- Any standby time required during the execution of the quoted work due to circumstances beyond our control will be billable at our prevailing published rates
- Credit Card Payment Terms- Startec Refrigeration Services Ltd will be charging a 3% processing fee on all credit card payments received.
- Charges for the fee are for Credit card only. Customer have the option to pay by cheque or e payment without any additional fees

Thank you for the opportunity to provide this Budget and we look forward to working with you. If you require any further information please do not hesitate to contact me.

Regards,

Mike Kelly Technical Sales Representative Ph: (403) 295-5886

Cell: (403) 463-3337 Fax: (403) 206-0156 Email: MKelly@startec.ca



#### STANDARD LIMITED WARRANTY

Subject to the terms and conditions of this Standard Limited Warranty (the "Warranty"), Startec Refrigeration Services Ltd. ("Startec") hereby warrants to [Full legal name of Buyer] (the "Buyer") that all goods, equipment and materials ("Goods") will be free of defects in material and workmanship for a period of twelve (12) months from completion of the Work (the "Warranty Period").

This Warranty and the stated performance of the Goods are subject to the following terms and conditions:

1. Buyer must notify Startec in writing of all defects and deficiencies in the Goods within 30 days of identifying such defects or deficiencies.

2.All warranty work shall only be performed by Startec or by one of its authorized agents.

3.If after inspection at Buyer's expense, Startec determines that the Goods do not conform to this Warranty, Startec will, at its option, repair, modify or replace the non-conforming Warrantied Goods or any piece or component thereof. Startec warrants its work as if it is performed in its own facility. Buyer shall be responsible for all ancillary and additional costs including without limitation inspection costs and overtime, travel and subsistence, cranage and the cost of accessing, removing and reinstalling the affected Goods.

4.Operation and Maintenance: The Goods must be installed, connected, instrumented, operated, and maintained in accordance with Startec's instructions and commonly accepted good industry practice. The Goods must be operated in accordance with all procedures and instructions (including the specified pressures, temperatures and flow rates) as specified by Startec.

5.Use of Consumables: Suitable types and rates of appropriate lubricants, refrigerants, brine solutions, and any other required chemicals shall be used in a suitable manner according to the recommendations of a known reputable chemical supplier or analytical laboratory.

6.Reliance: Startec shall have the right to rely on all information, data, assumptions and designs ("Buyer Information") provided by or on behalf of Buyer and used by Startec in the manufacture of the Goods or performance of this Agreement, whether such Buyer Information was provided before or after the execution of the contract. Buyer Information shall include, without limitation, all environmental and operating parameters. Startec shall have no liability with respect to the Goods and this warranty shall not apply if, and to the extent, Buyer Information is incorrect.

7.Exclusions to Warranty: This Warranty shall not apply to damage or deficiencies resulting from: accident; alteration or modification other than as authorized in writing by Startec; misuse; tampering; improper maintenance; abuse; acts of God; failures or deterioration resulting from operator negligence; improper operation or process conditions (including without limitation environmental factors, minimum and maximum temperatures and humidity); use outside of (or in excess of) design rates and design assumptions; use with other than design process fluids; corrosion, erosion, sulphide stress cracking and/or hydrogen embrittlement; over-stressing; over-firing; overheating; sand or other contaminant deposition; coating or paint failure or deterioration; use of inappropriate or impure fuels, chemicals or utilities (including instrument air/gas); freezing damage; and other deterioration resulting from normal wear and tear (including valve leakage).

8. Free-Issue Parts: This Warranty excludes all parts free-issued by Buyer or others. Buyer will be responsible for all performance issues, incidental, direct and indirect damages caused by free-issued components.

9.Storage of Goods: This Warranty specifically excludes damage and deterioration as a result of storage of the Goods regardless of storage location. Buyer will be responsible to ensure that the Goods are properly stored, secured, protected and preserved. Damage due to water ingress, rust, dust, debris or improper security is excluded from this Warranty.

10. Transfer of Warranty: This Warranty is transferable to any successor in title of the Goods which successor shall enjoy the benefit of the unexpired balance of the Warranty Period.

11. Third Party Warranties: Notwithstanding any other terms of this Warranty, this Warranty and Startec's obligations and liabilities hereunder do not apply to components, products, equipment, material or supplies sold by Startec that are manufactured or supplied by third parties ("Third Party Goods"). Startec will use reasonable efforts to pass through to Buyer the benefits of any warranty it has obtained from the supplier of Third-Party Goods. However, Startec has no warranty obligations or any other liability whatsoever with respect to the Third Party Goods.

12. Sole Warranty: This Warranty is in lieu of all other liabilities or obligations of Startec whether arising under any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto) or otherwise. There are no representations, conditions, warranties, guarantees or agreements express, implied, statutory or otherwise except as expressly stated herein as to any matter whatsoever including, without limitation, the condition of the Goods, merchantability, quality or fitness for any particular purpose. All terms, conditions, representations, warranties and other obligations implied by law are excluded, or if incapable of exclusion, but capable of limitation, limited to the maximum extent permitted by law.

13. Consequential Damages: Notwithstanding any other provision of this Warranty or any other terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), neither party shall be liable to the other, whether by way of indemnity or by breach of contract (including warranty), tort (including negligence) or under any other theory of liability, for any consequential, punitive, special or indirect damages, whether or not such damages are foreseeable, said damages including without limitation damage or loss of use of the Goods or of the existing facilities of Buyer, loss of product or productivity, downtime, diminished goodwill, loss of future profit or loss of any contract, business or anticipated business that may be suffered by Buyer.

14. Emitation of Liability: Notwithstanding any other provision of this Warranty or the terms of any contract with respect to the Goods (including Startec's Standard Terms and Conditions, if used, and any amendments thereto), the maximum aggregate liability of Startec and its suppliers and subcontractors to Buyer, its subsidiaries and affiliates and all indemnified parties under any contract for the supply of the Goods shall not exceed Startec's total compensation to be received for the supply of the Goods. This limitation includes the cost of all warranty and rework and applies in the event of negligence, willful misconduct, breach of contract or under any other theory of liability.

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# BEISEKER & DISTRICT AGRICULTURAL SOCIETY

FINANCIAL STATEMENTS

Year ended July 31, 2023

# BEISEKER & DISTRICT AGRICULTURAL SOCIETY

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#### INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors of Beiseker & District Agricultural Society

We have reviewed the accompanying financial statements of Beiseker & District Agricultural Society (the "Society") that comprise the statement of financial position as at July 31, 2023, and the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Beiseker & District Agricultural Society as at July 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Ascend LLP
Chartered Professional Accountants
Independent Member Firm of
PORTER HÉTU INTERNATIONAL

tscend

Airdrie, Alberta October 25, 2023



# **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

STATEMENT OF REVENUE AND EXPENDITURES AND CHANGES IN NET ASSETS Year ended July 31, 2023

	2023		2022
Revenues	Φ 70.074	•	74.070
Rentals	\$ 79,071	\$	71,276
Provincial grants - Agriculture Societies Program	31,302		29,427
Donations Interest revenue	15,435 128		11,200 99
Casino revenue	54		15,518
Casillo levellue	34		13,316
	125,990		127,520
Expenditures			
Arena			
Utilities	57,067		52,378
Wages and benefits	46,660		43,645
Repairs and maintenance	41,622		27,097
Insurance	3,468		3,241
Supplies	261		2,029
Administrative	0.000		
Professional fees	2,000		1,320
Donation Office the section of the s	1,200		5,000
Office, dues and memberships	392		359
Interest and bank charges	257		127
4H show costs and sponsorships	250		250
	153,177		135,446
Deficiency of revenues over expenditures	(27,187)		(7,926)
Net assets, beginning of year	66,161		74,087
Net assets, end of year	\$ 38,974	\$	66,161

# **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

STATEMENT OF FINANCIAL POSITION

July 31, 2023

	2023		2022
ASSETS			
Current			
Cash- note 4	\$ 38,645	\$	66,915
Accounts receivable	1,350		1,400
Goods and services tax receivable	1,325		1,441
	\$ 41,320	\$	69,756
LIABILITIES AND NET ASSETS			
Current			
Accounts payable and accrued liability	\$ 1,999	\$	3,194
Deferred casino revenue	 347	-	401
	2,346		3,595
Net assets	38,974		66,161
	\$ 41,320	\$	69,756

	On	beha	lf of	the	board
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Docusigned by:	
E10B77930FA1477	Member
	Member
	Member

# **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

STATEMENT OF CASH FLOWS

Year ended July 31, 2023

	2023	2022
Operating activities		
Deficiency of revenue over expenditures Change in non-cash working capital items	\$ (27,187)	\$ (7,926)
Accounts receivable	50	600
Goods and services tax receivable	116	127
Accounts payable and accrued liability	(1,195)	(1,385)
Deferred casino revenue	(54)	(15,518)
Decrease in cash	(28,270)	(24,102)
Cash, beginning of year	66,915	91,017
Cash, end of year	\$ 38,645	\$ 66,915

## **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

NOTES TO THE FINANCIAL STATEMENTS July 31, 2023

#### 1. NATURE OF OPERATIONS

Beiseker & District Agricultural Society (the "Society") is a non-for-profit organziation incorporated under the Societies Act of Alberta on January 25, 1973, and is exempt from taxation under Section 149(1) of the Income Tax Act.

The Society's primary purpose is to operate the Beiseker Skating Arena facility and provide financial and other support to organizations and projects in the Village of Beiseker and surrounding area.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of presentation**

The financial statements of Beiseker & District Agricultural Society were prepared by management in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). In managements' opinion, these financial statements have been properly prepared using careful judgment within reasonable limits of materiality and within the framework of accounting policies summarized below.

#### Cash

Cash is comprised of cash held in banks plus and undeposited funds less any outstanding cheques.

#### Property and equipment

Legal title to the real property is held by the Village of Beiseker.

Any current capital acquisitions are charged to operations and presented as supplies and repairs and maintenance expenditures. Any proceeds of disposition are taken to operating revenue.

Expenditures on assets whose title rests with local municipalities are charged to operations as grants of the current period.

There were no property and equipment acquisitions or dispositions during the current or prior period.

#### Revenue recognition

Provincial grants are recognized as revenue in the period when the conditions of the grant program have been met; grant funds received but not yet earned are reported as deferred grant revenue.

The Society recognizes casino revenue in the year in which the allowable expenditures from the casino accounts are made.

Rental revenue is recognized upon use of the facility by the contracting party.

Other revenues are recognized upon receipt of the cash.

## **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

NOTES TO THE FINANCIAL STATEMENTS

July 31, 2023

(Unaudited - See Review Engagement Report)

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

#### **Donated services**

The value of volunteer and donated services is not recognized in the financial statements, due to both the extent of, and difficulty in valuing, the same.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Financial instruments

#### Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Society subsequently measures its financial assets and financial liabilities at amortized cost, except for derivatives and equity securities quoted in an active market, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liability and deferred casino revenue.

#### **Impairment**

For financial assets measured at cost or amortized cost, the Society determines whether there are indications of possible impairment. Where there is an indication of impairment, and the Society determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. A previously recognized impairment loss may be reversed. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

## **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

NOTES TO THE FINANCIAL STATEMENTS

July 31, 2023

(Unaudited - See Review Engagement Report)

#### 3. FINANCIAL INSTRUMENT RISKS

The Society is exposed to various risks through its financial instruments and has a comprehensive

risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of July 31, 2023.

#### (a) Liquidity risk

Liquidity risk is the risk that the Society may not have cash available to satisfy financial liabilities as they come due. Management oversees liquidity risk to ensure the Society has access to enough readily available funds to cover its financial obligations as they become due. The Society manages liquidity risk by continuously monitoring actual daily cash flows and longer term forecasted cash flows and monitoring the maturity profiles of financial assets and liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources and accounts payable and accrued liabilities.

#### (b) Credit risk

The Society is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The Society does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be financially sound counterparties and, accordingly, does not anticipate significant loss for non-performance. An allowance for doubtful accounts is established, when necessary, based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Unless otherwise noted, it is management's opinion that the Society is not exposed to significant market, interest and other price rate risks arising from these financial instruments.

#### 4. CASH

	2023	2022
General Ag account	\$ 6,128	\$ 54,571
Arena account	29,749	9,635
Casino account	347	401
Common shares	2,421	2,308
	\$ 38,645	\$ 66,915

# **BEISEKER & DISTRICT AGRICULTURAL SOCIETY**

NOTES TO THE FINANCIAL STATEMENTS

July 31, 2023

(Unaudited - See Review Engagement Report)

#### 5. CONTINGENT LIABILITY

For the purpose of the accompanying financial statements, contingent liabilities have been evaluated by management.

There were no contingent liabilities that would have a material impact on these financial statements

#### 6. SUBSEQUENT EVENT

For the purpose of the accompanying financial statements, subsequent events have been evaluated by management.

There were no subsequent events that would have a material impact on these financial statements.



October 25, 2023
Beiseker & District Agricultural Society
410 A 5 ST
Beiseker, AB
T0M 0G0

Attention: Ashley Kaufmann

#### Dear Ashley:

With respect to the review of the financial statements for Beiseker & District Agricultural Society ended July 31, 2023.

We are enclosing the following documents. Certain items that require your signature have a "sign here" tab showing where to sign. Please sign and return to us as soon as possible.

- Two copies of your review financial statements for the year ended July 31, 2023
- Two copies of our standard engagement letter. Please be advised that this is not a contract, but an understanding of the terms of this engagement
- Our year-end journal entries and other relevant working papers to assist you in updating your
  accounting system. If you find after inputting the year-end entries that your general ledger does
  not agree to our closing balances, please contact us to help rectify the problem;

We have relied on you to provide us with the necessary information in a form sufficiently complete to enable us to prepare the financial statements. We understand that the financial statements referred to will be only for management purposes and will not be made available to other parties without our consent.

We wish to emphasize that this engagement cannot be relied upon to disclose errors, omissions or other irregularities nor will it fulfil any statutory audit requirements.

We thank you for the opportunity to be of service to you and trust everything is in order.

Please contact the office if you have questions or concerns.

Yours very truly,

Ascend LLP

**Chartered Professional Accountants** 

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- DocuSigned by:

Ashley Kaufmann, Treasurer

Beiseker & District Agricultural Society 410 A 5 ST Beiseker, AB T0M 0G0

October 25, 2023

Ascend LLP Private and Confidential Suite 205, 2903 Kingsview Blvd SE Airdrie, AB T4A 0C4

#### Dear Sirs/Mesdames:

This representation letter is provided in connection with your review of the financial statements of Beiseker & District Agricultural Society for the year ended July 31, 2023 for the purposes of you expressing a conclusion that, based on your review, nothing has come to your attention that causes you to believe that the financial statements of Beiseker & District Agricultural Society do not present fairly, in all material respects, the financial position of Beiseker & District Agricultural Society as at July 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Certain representations in this letter are described as being limited to matters that are material. Misstatements (including omissions) are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm, to the best of our knowledge and belief, the following representations made to you during your review:

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated July 31, 2023, for the preparation and fair presentation of the financial statements in accordance with ASNPO.
- We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements, which are addressed in the next bullet point) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.
- We are not aware of any uncorrected misstatements that are material, individually or in the aggregate, to the financial statements as a whole.
- Management or other appropriate persons (such as those charged with governance) have accepted responsibility for the financial statements, including the related notes.
- We confirm that we have disclosed to you any errors or misstatements of which became known to us subsequent to the issuance of the corresponding information contained in these financial statements, that would require adjustment or disclosure in the current year financial statements. This attestation relates to all inclusions provided in our previous management representations letter.

#### **Information Provided**

- We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the review; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you:
  - The identity of the entity's related parties and all the related-party relationships and transactions of which we are aware;
  - Significant facts relating to any fraud or suspected fraud known to us that may have affected the entity;
  - Known actual or possible non-compliance with laws and regulations for which the effects of non-compliance impact the financial statements of Beiseker & District Agricultural Society;
  - All information relevant to use of the going concern assumption in the financial statements;
  - All events occurring subsequent to the date of the financial statements that may require adjustment or disclosure;
  - Material commitments, contractual obligations or contingencies that have affected or may affect the entity's financial statements, including disclosures; and
  - Material non-monetary transactions or transactions for no consideration undertaken by the entity in the financial reporting period under consideration.

#### **Other Representations**

Fair values of financial instruments

We believe that the significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.

#### **Estimates**

The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

Acknowledged and agreed on behalf of Beiseker & District Agricultural Society by:

DocuSigned by:

Ashley Kaufmann



Unit 205 2903 Kingsview BLVD SE Airdrie, AB T4A 0C4 Ph: 587-775-6743 airdrie@ascendllp.com

# **INVOICE**

Beiseker & District Agricultural Society 410 A 5 ST Beiseker, AB T0M 0G0 INV-00031286 October 25, 2023 Client Number 67289

#### FOR PROFESSIONAL SERVICES RENDERED

Review Engagement 2,000.00

As Accountants for the year ended mmddyy.

Preparation of Reviewed Financial Statements for the year then ended.

Preparation of T2 Corporate Tax Return for the year then ended.

Discussions and assistance for the year then ended.



Current Invoice: GST 777592510RT0001 2,000.00

Invoice Total CAD:

2,100.00

Terms: Due Upon Receipt of Invoice, 1.5% compounded monthly on overdue accounts.



July 31, 2024

Beiseker & District Agricultural Society 410 A 5 ST Beiseker, AB T0M 0G0

**Attention: Ashley Kaufmann** 

Dear Ashley:

#### The Objective and Scope of the Review

You have requested that we review the financial statements of Beiseker & District Agricultural Society (the "Society"), which comprise the statement of financial position as at July 31, 2024 and statement of revenue and expenditures, the changes in net assets and cash flows for the year then ending, and a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this review engagement by means of this letter (the "Engagement").

Our review will be conducted with the objective of expressing our conclusion on the financial statements. Our conclusion, if unmodified, will be in the form "Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Beiseker & District Agricultural Society as at July 31, 2024 and the results of its revenue and its cash flows for the year then ending in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### **Our Responsibilities**

We will conduct our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. We will perform procedures, primarily consisting of making inquiries of management and others within the entity (as appropriate) and applying analytical procedures, and evaluate the evidence obtained. We will also perform additional procedures if we become aware of matters that cause us to believe the financial statements as a whole may be materially misstated. These procedures are performed to enable us to express our conclusion on the financial statements in accordance with Canadian generally accepted standards for review engagements. The procedures selected will depend on what we consider necessary in applying our professional judgment, based on our understanding of the Society and its environment, and our understanding of ASNPO and its application in the industry context.

A review is not an audit of the financial statements, therefore:

- a) There is a commensurate higher risk than there would be in an audit that any material misstatements that exist in the financial statements reviewed may not be revealed by the review, even though the review is properly performed in accordance with Canadian generally accepted standards for review engagements.
- b) In expressing our conclusion from the review of the financial statements, our report on the financial statements will expressly disclaim any audit opinion on the financial statements.

Fax:

Phone: (587) 775 6743

kross@ascendllp.com

(587) 775 6742

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#### Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

#### INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Board of Directors of: Beiseker & District Agricultural Society

We have reviewed the accompanying financial statements of Beiseker & District Agricultural Society (the "Society") that comprise the statement of financial position as at July 31, 2024, and the and statement of revenue and expenditures, the changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioners perform procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Beiseker & District Agricultural Society as at July 31, 2024 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

If we determine that a modification to our conclusion on the financial statements is necessary, we will discuss the reasons with you in advance.

# Management's Responsibilities

Our review will be conducted on the basis that management and, where appropriate, those charged with governance/oversight acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the financial statements in accordance with ASNPO;
- b) For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and



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- c) Providing us with timely:
  - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii) Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii) Additional information that we may request from management for the purpose of the review; and
    - Copies of all minutes of meetings of board of directors, directors and committees of directors;
    - Information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
    - Information relating to any illegal or possibly illegal acts, and all facts related thereto;
    - A listing of all related parties and related-party transactions and information pertaining to the measurement and disclosure of transactions with those related parties;
    - An assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
    - Any plans or intentions that may affect the carrying value or classification of assets or liabilities;
    - An assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with MEASUREMENT UNCERTAINTY, Section 1508 of the CPA Canada Handbook - Accounting, Part II;
    - Information relating to claims and possible claims, whether or not they have been discussed with Beiseker & District Agricultural Society's legal counsel;
    - Information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Society is contingently liable;
    - Information on whether the Society has satisfactory title to assets, whether liens or encumbrances on assets exist, and whether assets are pledged as collateral;
    - Information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
    - Information concerning subsequent events.
  - iv) Unrestricted access to persons within the Society from whom we determine it necessary to obtain evidence.

As part of our review, we will request from management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the review.

We will communicate any misstatements identified during the Engagement other than those that are clearly trivial. We will request that management correct all the misstatements communicated.

#### Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of the Society unless:

- We have been specifically authorized with prior consent;
- We have been ordered or expressly authorized by law or by the Code of Professional Conduct; or
- The information requested is (or enters into) public domain.



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#### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our review engagement report are solely for the use of the Society and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our review engagement report, and we accept no responsibility for their use by any third party or any liability to anyone other than the Society.

For greater clarity, our review will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our review engagement report should not be circulated (beyond the Society) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

If you require our consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for our review prior to the issuance of the review report.

#### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a) You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information in compliance with our Privacy Statement.

#### **Reproduction of Review Engagement Report**

If reproduction or publication of our review engagement report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the review engagement report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have reviewed.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.



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#### Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

#### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors, the Canadian Public Accountability Board (CPAB) and by other engagement file reviewers to ensure that we are adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

#### **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

#### **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

#### **Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Any mediation initiated as a result of this engagement shall be administered within the Province of Alberta by a mediation organization, according to its mediation rules, and any ensuing litigation shall be conducted within such province, according to provincial law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

#### Indemnity

The Society hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of or in consequence of:

- a) The breach by the Society, or its directors, officers, agents or employees, of any of the covenants made by the Society herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b) A misrepresentation by a member of your management or board of directors.



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#### **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including the untimely performance by the Society of its obligations.

#### Concerns

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner. We will listen to your concerns and investigate any complaint on a timely basis.

#### Fees

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable taxes, and are due when rendered. Fees for any additional services will be established separately.

If, with respect to this engagement or related services, we are required by government regulation, subpoena, or other legal process to produce our working papers, or to respond to information requests, we will bill the time incurred based on our regular rates plus direct out-of-pocket expenses and applicable GST/HST.

#### **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 1.5% per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

#### **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, the Society shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the Engagement or are unable to come to a conclusion on the financial statements, we may withdraw from the Engagement before issuing the review engagement report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

#### Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable taxes) incurred.



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#### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

#### **Survival of Terms**

This engagement letter will continue in force for subsequent reviews unless terminated by either party by written notice prior to the commencement of the subsequent review.

#### **Indemnity for Fees**

For value received by the Indemnifier directly or indirectly as shareholder or director of the Society for whom services are provided, the Indemnifier agrees with our firm that at all times the Indemnifier shall promptly indemnify our firm for all amounts due by the Society in the event of the Society failing to pay any invoice when due by the Society. This indemnity is absolute and unconditional and the Indemnifier shall not be released or discharged by any indulgence extended to the Society by our firm.

#### **Relevant Parties**

The client will not assert any claim for damages against our firm unless the client has concurrently or previously asserted a claim against all other persons who might reasonably be liable in relation to that claim. Any release, waiver, or covenant to otherwise not sue or enforce any remedy known to law given by the client to a third party shall be deemed to apply in favour of our firm.

#### **Third Parties**

The financial documents are prepared solely for the use of the client with whom we have entered into a contract and there are no representations of any kind made by us to any party with whom we have not entered into a written contract.

#### **Limitation of Liability**

Our aggregate liability for all claims, losses, liabilities and damages in connection with this Engagement, whether as a result of breach of contract, tort (including negligence), or otherwise, regardless of the theory of liability, is limited to two times the fees collected from this engagement. Our liability shall be several and not joint and several. We shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions and only if your claim is commenced within 24 months or less of the date you should have been aware of the potential claim. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

#### **Consequential Loss**

Our firm and its partners, officers or employees will not be responsible for any consiquential loss, injury or damages suffered by the client including but not limited to loss of use, earnings and business interruption, or the unauthorized distribution of any confidential document or report prepared by or on behalf of our firm, including the partners, officers or employees of the accounting firm for the exclusive use of the client.

#### Other Terms of Engagement



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Subject to management review and approval, we will carry out such bookkeeping as we find necessary prior to the preparation of the financial statements, prepare the necessary federal and provincial income tax returns, and prepare any special reports as required. Management will provide the information necessary to complete the returns / reports and will file them with the appropriate authorities on a timely basis.

It should be noted that our review work in the area of GST/HST and other commodity taxes is limited to that appropriate to ensure the financial statements are plausible. Accordingly, we may not detect situations where you are incorrectly collecting GST/HST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST/HST could result in you or your Society becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties, and excise taxes.



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#### Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements of our review of the financial statements, including our respective responsibilities.

We appreciate the opportunity of continuing to be of service to your Society.

Yours very truly,

Ascend

Ascend LLP
Chartered Professional Accountants

Acknowledged and agreed on behalf of Beiseker & District Agricultural Society by:

Per:

Ashley Kaufmann, Treasurer

Date:

As indemnifier for accounting fees

Per: E16877936FA1477
Ashley Kaufmann, Treasurer

DocuSigned by:

Date:

Ascend



# **Recreation Governance Committee**

Subject:	Springbank Park for All Seasons – Three Year Operational Funding Agreement
Date:	December 6, 2023
Presenter:	Adriane Cairns, Community Projects Coordinator
Department:	Recreation, Parks & Community Support

#### REPORT SUMMARY

Presented in this report is the background information and key items noted in the new three-year operational recreation and culture funding agreement with Springbank Park For All Seasons (SPFAS).

#### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee approve the operational recreation and culture funding agreement, as per Attachment A.

#### **BACKGROUND**

The 2021 Recreation and Parks Master plan noted a recommendation that administration should explore the option of three-year funding agreements with the larger County facilities that have a history of operational assistance requests. The plan notes that providing the three-year agreements to these facilities can provide a better sense of financial security when planning their operational budget. Additionally, the agreements allow administration to adequately anticipate all the total amounts of operational funding that may be requested from all the recreation and culture service providers.

#### DISCUSSION

The agreement presented in this report mirrors the principles that are currently reflected in the intermunicipal recreation cost sharing agreements. Within the agreement it is noted that both parties have worked collaboratively for many years to deliver quality recreational services to County residents and that this agreement serves to formalize that relationship.

The initial draft of the agreement was created in collaboration between administration, the facility manager, and the SPFAS board. Pending approval from the Recreation Governance Committee, the agreement will be signed by both parties with the first annual operational payment being released in the summer of 2024.

The agreement has a term of three years commencing in 2024 and ending or renewing December 31, 2026, and only reflects operational funding assistance. The facility may still apply for capital grants in accordance with policy C-317. The agreement also features accountabilities for the facility to encourage further financial sustainability such as fundraising plans, capital and lifecycle plans, audited financials and three-year budgets as identified in Schedule "A" of the attached agreement.

The new three-year agreement model for large recreation facilities will provide a consistent funding framework for stable budgeting purposes and also streamline the administrative process for both the non-profit organization, and for the County.

# **ALTERNATE DIRECTION**

Administration does not have an alternate direction for the committee's consideration.

#### **A**TTACHMENTS

Attachment A: Springbank Park For All Seasons – Operational Recreation and Culture Funding Agreement

...

#### OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT

THIS AGREEMENT made effective as of the 1st day of January, 2024

#### **BETWEEN:**

#### **ROCKY VIEW COUNTY**

(herein called the "County")

and

#### SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY

(herein called the "Facility")

#### WHEREAS:

- (a) Pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, a municipality may provide any service that it provides within its own boundaries in another municipality with the agreement of that other municipality;
- (b) The Parties wish to provide suitable terms and conditions for the provision of recreation and cultural facilities and services;
- (c) The Facility provides access and services to the residents of the County to unique recreation and cultural amenities;
- (d) three-year operational funding agreements allow facilities and municipalities to better plan their operations and allocation of funds.
- 1.0 In This Agreement, the following terms shall mean:
- 1.1 **"Agreement"** shall mean this Operational Recreation and Culture Funding Agreement together with the following schedules:
  - Schedule "A" **Required Facility Reporting Documents** Schedule "B" **Dispute Resolution Process**
- 1.2 **"Annual Recreation and Culture Contribution"** shall mean the County's share in providing operational funding to support existing recreation and cultural services.
- 1.3 **"Capital Funding"** shall mean the cost of capital projects. For the purposes of this Agreement, Capital Costs applies to the capital projects related to recreation and cultural infrastructure assets over \$10,000 with a life span of five years or greater.
- 1.4 "Dissolution Agreement" is an agreement as defined in the Municipal Government Act of Alberta.
- 1.5 **"Operational Funding"** means funds for the ongoing cost of running a facility, which may include planned life cycle maintenance costs.
- 1.6 "**Parties**" shall mean the County and the Facility collectively.
- 1.7 **"Recreation and Parks Master Plan"** is a document created in 2021 to guide the development, delivery and continuous improvements of Recreation and cultural products, services, and facilities.

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

# 2.0 Purpose:

- 2.1 The Parties agree that recreation and culture are essential to quality of life and are a proactive means for enhancing individual and community vitality. Participation in recreation and cultural pursuits builds family unity and social capital, strengthens volunteerism and community capacity development, enhances social interaction, and promotes sensitivity and understanding of cultural diversity.
- 2.2 The Facility and the County have a long standing, respectful relationship, encouraging mutual cooperation and efficient delivery of recreation and cultural services.
- 2.3 This agreement is designed to formalize the historical commitment toward recreation and cultural amenities that have already been established. The objective of this agreement is to support recreation and cultural facilities and services in the best interest of the Facility and County residents.

## 3.0 Term of Agreement:

- 3.1 The Term of this Agreement shall be for a period of three (3) years and will commence January 1, 2024, (the "Effective Date") and continue to December 31, 2026 (the "Termination Date") with the understanding that this Agreement is to be reviewed six (6) months prior to the termination date, no later than July 1, 2026 (the "Review Date").
- 3.2 Either Party may terminate this Agreement but only upon ninety (90) days written notification.
- 3.3 This Agreement may be renewed or amended upon the mutual written consent of the Parties.
- 3.4 If the annual budget provided fluctuates ±20% of the previous years audited financials. A comprehensive review of the County funding commitment may occur and additional documents may be required.

#### 4.0 Services and Fees:

4.1 Based on the framework outlined in the 2021 Recreation and Parks Master Plan, the County shall be responsible for providing the Facility, by August 1st of each year, annual operating funding for the term of this agreement;

2024	\$300,000
2025	\$309,000
2026	\$318,000

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

- 4.2 Facility operators must demonstrate that initiatives are being undertaken to access (or attempts to access) funding from other unearned revenue sources such as fund raising, external grants, advertising, sponsorships, etc.
- 4.3 Funding must be used for facility operational needs and not capital projects.
- 4.4 A 10-year capital project and estimated lifecycle plan must be provided to the County to show accountability for large transfers into reserve accounts.
- 4.5 It is further understood and agreed that nonprofit registered organizations that operate in the Facility and support County residents are eligible to apply for operational funding to support their programs.
- 4.6 This agreement does not take into account any Capital Funding contributions that would be requested of the County if additional recreation or cultural facilities are to be constructed by the Facility for the use and enjoyment of County residents.
- 4.7 New or the expansions of existing recreation facilities shall be in consultation and agreement with the County if Capital Funding or future Operational Funding support is anticipated.

#### **5.0** Delivery of Services:

- 5.1 Delivery of recreational services shall be the responsibility of the Facility and their respective boards or community organizations approved by the County.
- 5.2 This agreement works in conjunction with the current License of Occupation the Facility may hold with the County.

#### 6.0 Dispute Resolution:

- 6.1 The Parties will meet to attempt to resolve any disputes that may arise under this Agreement.
- 6.2 In the event the Parties are unable to resolve a dispute, the Parties will follow the process outlined in "Schedule B Dispute Resolution Process."

#### 7.0 General:

- 7.1 Cooperation is essential in developing a collaborative approach in supporting recreation and cultural opportunities for the collective community. This agreement is intended to, through partnership; assist in developing priorities in the delivery of recreation and cultural services for the community.
- 7.2 No interest in this Agreement may be assigned without the prior written consent of the

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

Parties hereto. No Party may be added as a Party to this Agreement without the prior written consent of the Parties hereto.

- 7.3 If any Party desires to give notice to any other Party under or in connection with this Agreement, such notice is to be given as follows:
  - (a) by the Facility to the County by delivery to or by postage prepaid mail addressed to:

#### **Rocky View County**

262075 Rocky View Point

Rocky View County, Alberta, T4A 0X2

Attention: Chief Administrative Office or Executive Director, Community

Services

or by email to the County at recreation@rockyview.ca

(b) by the County to the Facility by delivery to or by postage prepaid mail addressed as follows:

#### SPRINGBANK PARK FOR ALL SEASONS

32224A Springbank Road

Calgary, Alberta, T3Z 2L9

Attention: President of the Board

or by email to springbankpark@springbankpark.com

- 7.4 A waiver by any Party hereto of the strict performance of the other of any covenant or provision of this Agreement will not of itself constitute a waiver of any subsequent breach of such covenant or provision, or of any other covenant, provision, or term of this Agreement.
- 7.5 Each of the Parties at all times will do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.
- 7.6 All documents submitted to the Parties will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, and amendments thereto.
- 7.7 Except as set forth in this Agreement, the Parties do not guarantee or warranty that any facility or service will be open, available, or fit for service at any given time. The Parties acknowledge that there may be circumstances beyond the Parties' control that will result

#### ATTACHMENT A: Springbank Park For All Seasons - Operational Recreation and Culture Funding Agreement

## OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

in facilities or services not being available for use by County residents. Should this occur, there will be no compensation or remedy due and payable to either Party.

- 7.8 Neither of the Parties or their delegates shall be liable for any loss or damage to the other Party or be deemed in breach of this Agreement to the extent that performance of its obligations or attempts to cure any breach under this Agreement are delayed or prevented as a result of any event or circumstance beyond its reasonable control, including with limitation, power or utility interruptions, or the inability to secure service or staff so long as it resumes performance as soon as practical if the reason for delaying the performance no longer exists.
- 7.9 The Parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement.
- 7.10 The recitals set out at the beginning of this document and the schedules attached hereto are hereby made part of this Agreement.

**IN WITNESS WHEREOF** the Parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers of the day and year first above written.

EACH ITV

PACILITI		
Per:		
Signing Authority Title		
Per:		
Signature		
ROCKY VIEW COUNTY		
Per:		
Signing Authority Title		
Per:		
Signature		
Signature		

#### ATTACHMENT A: Springbank Park For All Seasons - Operational Recreation and Culture Funding Agreement

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

#### Schedule "A" -

#### **Required Facility Reporting Documents**

A comprehensive list of required documents is shown below. All items must be submitted prior to the start date of this agreement and updated annually prior to August 1 of each year.

- 1. Most Recent Audited Financials
- 2. Current 3 Year Operating Budget
- 3. 10 Year Capital Plan
- 4. 3 Year Fundraising Strategy
- 5. Bylaws
- 6. List of Board of Directors
- 7. Organizational Structure

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

#### Schedule "B"

#### **Dispute Resolution Process**

#### A. Definitions

- 1) "Initiating Party" means a Party who gives notice under section B of this Schedule;
- 2) "Mediation" means a process involving a neutral person as a mediator who assists the Parties to a matter and any other person brought in with the agreement of the Parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication, and identifying the issues and interests of the Parties;
- 3) "Mediator" means the mutually agreed upon person or persons appointed to facilitate by mediation the resolution of a dispute between the Parties.

#### B. Notice of dispute

1) When a Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the other Parties.

#### C. Negotiation

1) Within 14 days after the notice is given under section B of this Schedule, each Party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

#### D. Mediation

- 1) If the dispute cannot be resolved through negotiations with 90 days of initial notice, the Parties must appoint a mediator to attempt to resolve the dispute by mediation.
- 2) The initiating Party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 3) The Parties must give the mediator access to all records, documents, and information that the mediator may reasonably request.
- 4) The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 5) All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.

#### E. Report

- 1) If the dispute has not been resolved within 6 months after the notice is given under section B of this Schedule, the initiating Party must, within 21 days, prepare and provide to the other Parties a report.
- 2) The report should contain a list of the matters agreed on and those on which there is no agreement between the Parties.

## ATTACHMENT A: Springbank Park For All Seasons - Operational Recreation and Culture Funding Agreement

# OPERATIONAL RECREATION AND CULTURE FUNDING AGREEMENT BETWEEN SPRINGBANK PARK FOR ALL SEASONS AGRICULTURAL SOCIETY & ROCKY VIEW COUNTY This Agreement made effective as of the 1st day of January 2024

- 3) Despite subsection (1), the initiating Party may prepare a report before the 6 months have elapsed if:
  - i. the Parties agree, or
  - ii. the Parties are not able to appoint a mediator under section D of this Schedule.

#### F. Appointment of arbitrator

1) Within 14 days of a report being provided under section E of this Schedule, the representatives must appoint a mutually agreed-upon arbitrator and the initiating Party must provide the arbitrator with a copy of the report.



### **Recreation Governance Committee**

Subject:	Recreation Governance Model	
Date:	December 6, 2023	
Presenter:	Dari Lang, Manager	
Department:	Recreation, Parks and Community Support	

#### REPORT SUMMARY

This report presents options to explore enhanced community involvement in partnership with the Recreation Governance Committee's roles and responsibilities, as outlined in their terms of reference.

#### **ADMINISTRATION'S RECOMMENDATION**

THAT the Recreation Governance Committee directs Administration to draft a bylaw to consider the creation of a Community Governance Board consisting of two Councillors and five members at large and bring back to the June 19, 2024, Recreation Governance Committee for consideration.

#### **BACKGROUND**

In 2019, the 10 Recreation Boards that were established as far back as 1972 were disbanded, and the County replaced those boards with a Recreation Governance Committee (RGC) made up of all of Council. The primary purposes of RGC is to approve future recreational projects, policies relating to funding and grant funding to non-profit community organizations in alignment with the Community Recreation and Culture Grant Program Policy C-317.

The rationale in disbanding the Recreation Boards was that, as the County and region grew, the complexities and needs of our communities would also grow. This concept was supported by Council as Council agreed there was a need for transformational change in reviewing funding applications to ensure the County can manage the diverse and ever-growing needs for recreation, community, and cultural support.

The Recreation Governance Committee has provided that strategic lens; however, with the current committee structure, residents and community leaders have expressed concerns and identified a void in direct community engagement and involvement when funding decisions are being discussed.

Prior to 2019, the 10 established Recreation Board Districts would review applications and forward their recommendations to Council for consideration. The members at large were residents who lived and volunteered in their communities and were very familiar with the recreation, community, and cultural opportunities and challenges within each of their communities. The Recreation District Board model also allowed a collaborative, intermunicipal opportunity as residents and elected officials from our neighbouring municipalities also sat on the Boards. However, there were some challenges with the historical Recreation Board district structure, such as:

Each Board had its own annual operational funding allocation to disburse, based on the division and the number of households; the recreation funding allocation could vary drastically from under \$10,000 to over \$500,000 per district. This model allowed some recreation districts to grow and support more amenities due to their available funds, while other districts struggled to maintain the infrastructure they had.

Recruiting volunteers was always challenging, and as a result, the number of consecutive terms serving on the Board was removed from the Board Bylaws. Some members were on the Boards for over 20 years.

#### **DISCUSSION**

Considering the discussions Administration has had in the community regarding the current structure, Administration continued to evaluate and review the structure of recreational and community grant funding boards and committees in various municipalities throughout the province. The review allowed Administration to evaluate the different compositions, benefits, and pinch points experienced in the various models, to reach out to residents for their input and to re-evaluate the previous County Recreation Board Structure. It was also identified that the active COVID years had a significant impact on Administration's ability to physically connect with the community. Administration continues to build on its engagement opportunities and has significantly increased those connection opportunities in 2023.

The models presented below incorporate the completed research and are structured on a made in Rocky View perspective. The report identifies three models for RGC to consider.

#### Model #1

Restructure RGC to a governance board, established by a bylaw, with the current scope consistent with the current structure. The board compliment would consist of five members at large and two Councillors. These catchment areas for the members-at-large appointments would represent the north, east, and west regions of the County, similar to the Model #2 map in Attachment B. The members at large would be County residents and would be appointed by Council at the annual organizational meeting. As this model would no longer be made up of only Council, the board would then review funding requests and make funding recommendations to be presented to Council for approval.

#### Model #2

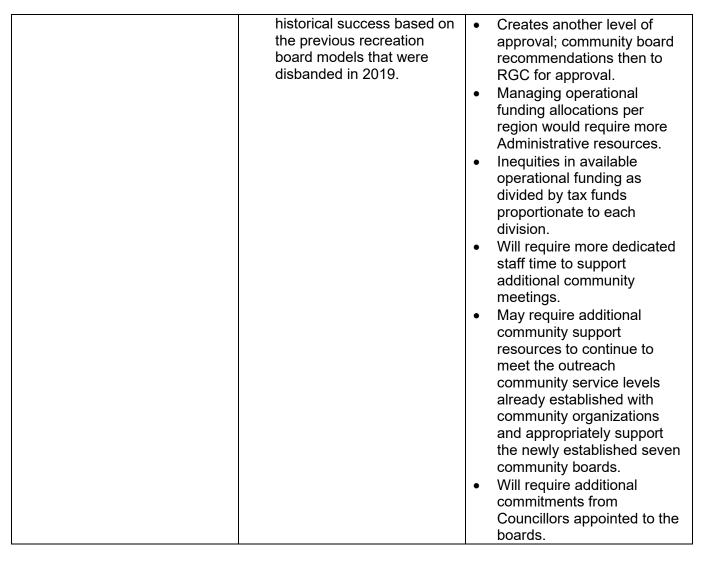
Create three community boards that are charged with the responsibility to review and recommend funding to the current RGC, based on needs within their region. These three community boards would be representing the north, east, and west regions of the County as per the map in Attachment B. The Boards could consist of five community members who live in that region and be complimented with one or two Councillors, also from that region.

#### Model #3

Create seven community boards that align with County divisions who would be responsible for reviewing and recommending funding to RGC, based on the needs of that division. Each board could consist of 5 members at large, complimented with the Councillor from that division.

Туре	Benefits	Challenges
<b>Model #1</b> – Amending RGC to a Community Governance Board via a bylaw.	County-wide recreational project prioritization and consistency to support the Recreation and Parks	Creates another level of approval; Community Governance Board and then to Council, which could
Scope would remain consistent with current format.	Master Plan.     Format aligns with other     County committees such as	delay approvals.  • Members at large may not always provide a broad
Include five members at large and two Councillors. Recommend members at large consist of:	the Agricultural Service Board and FCSS Board.	representation of the communities, depending on who applies and who is appointed.

<ul> <li>one from the north</li> <li>two from the east</li> <li>two from the west</li> </ul>	<ul> <li>Enhanced opportunities for public participation and community engagement.</li> <li>More inclusion with funding processes and decisions.</li> </ul>	To accommodate community members' schedules, meetings may have to switch to evenings.
Model #2 - Three Community Boards, north, east, and west regions.  Two Councillors appointed to each Board.  Boards to review and recommend funding to RGC, based on needs within their region.	<ul> <li>County-wide recreational project prioritization and consistency to support the Recreation and Parks Master Plan.</li> <li>Enhanced opportunities for public participation and community engagement.</li> <li>Permits members to be more involved in the funding decisions effecting their region.</li> <li>Improves service delivery, strategic alignment, and collaboration amongst communities.</li> <li>Is a hybrid model that is rural and can easily pivot to a more urban model to meet the needs of some of our more developed communities.</li> </ul>	<ul> <li>Creates another level of approval; community board recommendations then to RGC for approval.</li> <li>Will require more dedicated staff time to support additional community meetings.</li> <li>Managing operational funding allocations per region would require more Administrative resources.</li> <li>Inequities in available operational funding as divided by tax funds proportionate to each division.</li> <li>May require additional community support resources to continue to meet the outreach community service levels already established with community organizations and appropriately support the newly established seven community boards.</li> <li>RGC would still need to be the primary approval source.</li> <li>Will require additional commitments from Councillors appointed to the boards.</li> </ul>
Model #3 - Seven community boards that align with County divisions.  Councillor appointed from each division.	<ul> <li>Permits community     members to be more     involved in the funding     decisions effecting their     specific division and     communities.</li> <li>Enhanced opportunities for</li> </ul>	County-wide recreational project prioritization and consistency to support the Recreation and Parks Master Plan may be challenging as funding is reviewed at a more
Boards to review and recommend funding to RGC, based on the needs of that division.	<ul> <li>public participation and community engagement.</li> <li>Is consistent with a more rural model, and had</li> </ul>	community lens level and not specifically through a regional level.



Administration is recommending Model #1 as it offers a transitional opportunity with changes to the current RGC structure. The Board compliment of members at large incorporates an enhanced community inclusion model, without creating the immediate need for additional Administrative resources to support community boards. If supported, Administration would draft a governance bylaw to create the new Community Governance Board and work in partnership with our Legislative Services team to rescind the current RGC Terms of Reference in preparation for the fall 2024 Organizational meeting appointments.

#### **ALTERNATE DIRECTION**

#### Alternate Direction 1 – Model #2

THAT the Recreation Governance Committee directs Administration to explore the option of creating three Community Board bylaws consisting of five community members and at least one Councillor, for consideration at the June 14, 2024, Recreation Governance Committee meeting.

#### Alternate Direction 2 - Model #3

THAT the Recreation Governance Committee directs Administration to explore the option of creating seven Community Board bylaws that aligns with the established electoral divisional boundaries and comprises a compliment of five community members and a minimum of one Councillor at the June 19, 2024, Recreation Governance Committee meeting.

#### **Alternate Direction 3**

THAT the Recreation Governance Committee directs Administration to not amend the Recreation Governance Committee Terms of Reference, and receives this report for information.

#### **ATTACHMENTS**

Attachment A: Recreation Governance Committee Terms of Reference Attachment B: Community Boards North, East, and West Regions



Terms of Reference

TOR-#C-RGC

### **Purpose**

- 1 The Rocky View County Recreation Governance Committee (RGC or Committee) is to:
  - (1) Foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, parks, and park land;
  - (2) Act as an approving body regarding matters pertaining to recreation, parks and cultural services in the County, including grant applications, studies, and master plans;
  - (3) Support recreation, parks, and cultural facility development and programs through the Community Recreation Funding program;
  - (4) Support the County-wide *Recreation and Parks Master Plan*, recreation planning, and community engagement; and
  - (5) Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.



#### **Functions**

- **2** Council delegates the following governance responsibilities to the RGC:
  - (1) Review and approve matters pertaining to recreation, parks, and cultural services, including the review of current and future recreation services in the County;
  - (2) Collaborate with other governmental agencies, school boards, and stakeholder groups in the advancement of parks and recreation planning and programming;
  - Engage non-profit organizations and community groups in the advancement of parks and recreation planning and programming to ensure the most effective use of resources in the community;
  - (4) Receive, evaluate, and approve operational, capital, and emergency recreation grant applications based on policy, Administration's recommendations, criteria identified in the County-wide Community Needs Assessment, and the County Recreation and Parks Master Plan.
    - (a) With the exception of the pre-approved multi-year agreements, to be eligible for funding, applicants requesting \$100,000 or more are required to present to RGC, unless the Chair deems a presentation unnecessary.
  - (5) Hear presentations from the public and stakeholder groups on matters affecting the recreational needs of the County;



#### Terms of Reference

TOR-#C-RGC

- (6) Ensure recreational, parks, and cultural services and facilities are available for County residents of all ages, income levels, skills, and lifestyles;
- (7) Receive updates from Administration on emerging and ongoing recreation projects and initiatives;
- (8) Establish recreation priorities by hearing from members of the public, stakeholder groups, and Administration that align with the County-wide *Recreation and Parks Master Plan*;
- (9) Foster public awareness, recognition, and support for recreation; and
- (10) Provide direction to Administration by resolution.
- The RGC may establish subcommittees to address specific issues or topics (e.g.: public policy, research, sub-sector issues and challenges, district and regional issues, etc.)



### Membership

4 The RGC consists of all members of Council appointed for a two year term.



#### Chair

- The Chair is appointed by Council at the annual Organizational Meeting for a two year term, and the Vice Chair is appointed by the RGC at its first meeting following the Organizational Meeting for a two year term.
- 6 The Chair is responsible for presiding over meetings when in attendance.
- 7 The Chair and Vice Chair are responsible for:
  - (1) Approving third party presentations; and
  - (2) Approving agendas prior to publication.
- 8 The Vice Chair will take over the duties of the Chair whenever the Chair is unavailable.



### Meetings

**9** The Committee will meet a minimum of four times annually on the dates set at the annual Organizational Meeting of Council.



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- 10 Additional meetings or special meetings may be held at the call of the Chair.
- 11 No meetings are held during the summer and winter breaks (August and December).
- 12 Meetings will be conducted in accordance with the County's Procedure Bylaw.
- All meetings are open to the public. If required, closed sessions will be held in accordance with the Municipal Government Act, Freedom of Information and Protection of Privacy Act, and the County's Procedure Bylaw.
- **14** Meetings are attended by the:
  - (1) Executive Leadership Team or their authorized delegates;
  - (2) Recreation, Parks, and Community Support Manager or their authorized delegate;
  - (3) Municipal Clerk or their authorized delegate; and
  - (4) Relevant subject matter experts.
- **14.1** Quorum is three members of the Recreation Governance Committee.



### **Agendas**

- 15 Meetings will have a formal agenda. Agendas, information packages, and minutes will be circulated to the Committee via email one week prior to each meeting.
- Agendas will be proposed by Administration with input from the Committee, with final approval by the Chair and Vice Chair.



#### **Presentations**

- Public presentations to the RGC are no longer than 20 minutes in duration, unless the Committee passes a resolution to extend the presentation time, and may be followed by questions from the RGC to the presenters and Administration.
- 18 Notwithstanding the process outlined in the County's *Procedure Bylaw*, the Committee may, by resolution, allow members of the public to address the RGC on an agenda item following the presentation and question period for that item.



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- 19 All presentations and discussion are directed through the Chair, and presenters are not permitted to ask questions of the Committee.
- The Chair may defer approved presentations to a future RGC meeting or cancel the presentation when:
  - (1) A presenter introduces new material or amended presentation materials after the agenda has been published; or
  - (2) Otherwise at the discretion of the Chair.



### **Presentation Request Process**

- A completed application form must be submitted to Administration eight weeks prior to the scheduled RGC meeting in order for the presentation to be included on the agenda.
- For all presentations, Administration will review the proposal and determine if the subject matter of the presentation is within the mandate of the RGC.
- If the presentation request proceeds to the RGC, Administration will contact the presenter to confirm their presentation date and time and the deadline for submitting presentation materials.
- 24 Presentation materials must be submitted to Administration six weeks prior to the scheduled RGC meeting.
- Administration will prepare an introductory cover report for each presentation, and the presentation materials provided by presenters will be included in RGC agendas.
- If the Chair and Vice Chair reject a third party presentation request, Administration will advise the presenter of the reason for the rejection and that a revised presentation may be submitted in the future.



## Relationship between the Committee and Administration

- Administration will work as a liaison between the RGC and the community, providing support services to community organizations, as well as planning, coordinating, and communicating recreation, parks, and cultural interests, and opportunities.
- 28 Committee members will closely work with the Administrative staff assigned to their division to support community growth and the development and implementation of programs, facilities, and recreation amenities.



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- Administration will advise RGC on policy to support the vision of an active and healthy community, develop new community partnerships, and support the implementation of the *Recreation and Parks Master Plan*.
- 30 Notwithstanding Section 28, any dialogue between Committee members and Administration outside of Committee meetings will be informal, and RGC members should not provide direction to Administration except through resolution passed at a Committee meeting.
- Administration will review operational and capital grant applications for compliance with policy, and the Committee will evaluate applications and may by resolution:
  - (1) Approve the funding request, either in full or in part;
  - (2) Request more information from the applicant; or
  - (3) Decline the request.
- Administration will propose a list of preapproved recreational providers who will receive an annual contribution on a multi-year based agreement from the County as part of Recreation, Parks, and Community Support's operational budget, and the Committee will evaluate applications and may by resolution:
  - (1) Approve the proposed agreement and funding request, either in full or in part;
  - (2) Request more information from the applicant; or
  - (3) Decline the proposed agreement.
- The Committee will receive administrative support, including the recording of minutes, meeting preparation and communicating recommendations to relevant stakeholders.



## **Relationship with Community Members**

- 34 The Committee may reach out to residents to inform them of changes in recreation, to request feedback, or to establish subcommittees with public membership to address recreation-specific questions that require public input as defined in the County's *Public Participation Policy*.
- 35 The Committee may establish subcommittees as necessary to ensure meaningful stakeholder engagement and to enrich Council and Administration's decision-making when there is an opportunity for stakeholders to shape action or policy.
- 36 Subcommittees will be composed of individuals who:
  - (1) Can think strategically on behalf of the County as a whole;



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- (2) Have the ability to work in a group comprised of diverse individuals; and
- (3) Are knowledgeable and experienced in their local recreational affairs.
- 37 Subcommittee members are appointed by the RGC based on Administration recommendation.
- 38 Subcommittee members may also be members of community or advocacy groups provided that their interests are declared at the time of appointment and they abide by the pecuniary interest provisions in the County's *Board and Committee Code of Conduct Bylaw*.



#### **Definitions**

- 39 In these Terms of Reference, the following definitions apply:
  - **(1) "Administration"** means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
  - **"Chief Administrative Officer"** means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
  - (3) "Council" means the duly elected Council of Rocky View County;
  - (4) "Board and Committee Code of Conduct Bylaw" means Rocky View County Bylaw C-7855-2018, being the Board and Committee Code of Conduct Bylaw, as amended from time to time;
  - **(5)** "Council Policy" means policies that are approved by Council and focus on the strategic direction of programs and services provided by the County;
  - **(6) "Cultural"** means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;
  - (7) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time;
  - **(8)** "Organizational Meeting" means an organizational meeting of Council held pursuant to section 192 of the Municipal Government Act;
  - (9) "Park" means a park space typically located in an urban setting that has been formally engineered and constructed to offer recreational and leisure activities. Parks typically contain turf grass, pathways, planted trees and horticultural beds, park furniture, sports fields and other built improvements.



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- (10) "Park Land" means property owned, controlled, or maintained by the County that is typically located in rural, commercial, or industrial settings. Park land may include Municipal Reserves and Environmental Reserves that have not been formally landscaped or contain built improvements.
- (11) "Procedure Bylaw" means Rocky View County Bylaw C-7907-2019, being the Procedure Bylaw, as amended or replaced from time to time;
- **(12)** "Rocky View County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (13) "Recreation" means an experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing;
- **(14)** "Recreation Master Plan" is a Council approved planning document that defines the recreational and cultural needs of residents;
- **(15)** "Recreation Facility" means a location designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities;
- **(16)** "Recreation Services" means a broad concept related to sports, fitness, social recreation, special community events, and capital community Initiative development;
- (17) "Social" means the connections individuals have to each other and to the wider community;



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Committee Classification	Standing Committee of Council
Authority	Council Motion

