



ROCKY VIEW COUNTY

COMMUNITY RECREATION FUNDING GRANT PROGRAM

Council Policy

C-317

Policy Number:	C-317
Policy Owner:	Recreation, Parks & Community Support
Adopted By:	Council
Adoption Date:	2012 April 24
Effective Date:	2012 April 24
Date Last Amended:	2020 February 25
Date Last Reviewed:	2020 January 15

Purpose

- 1 This policy establishes the Community Recreation Funding Grant Program (the Grant Program) by outlining funding sources, eligibility criteria, application requirements, and evaluation guidelines.



Policy Statement

- 2 Council values the volunteers and resources that non-profit recreation organizations provide for County residents.
- 3 Council provides limited operational and capital assistance to non-profit organizations whose facilities, programs, or services benefit County residents.
- 4 The County encourages and supports partnership opportunities that enhance quality of life for County residents through recreation.



Policy

Sources of Grant Program Funding

- 5 The sources of Grant Program funding are:
 - (1) the County's recreation tax levy;
 - (2) the County's municipal reserve (MR) cash-in-lieu funds;



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- (3) proceeds from the sale of MR lands; and
- (4) voluntary recreation contributions.

Recreation Tax Levy

- 6 Funding from the County's recreation tax levy is allocated to funding the Grant Program. Council approves this allocation in its annual operational budget.
- 7 The Recreation Governance Committee (the RGC) annually allocates a portion of the funding from the annual operational budget to each designated regional facility. Funding is available to non-profit recreation community organizations through the Grant Program.
- 8 At the end of the calendar year, any unused recreation tax levy funds, allocated to grant funding, left in the annual operational budget must be transferred to the public reserve.
- 9 Non-profit recreation organizations and the County may access recreation tax levy funds held in the public reserve for future recreation capital projects, life cycle enhancement, or service costs for debts incurred to fund a recreation capital project or life cycle enhancement.

Municipal Reserve Cash-in-Lieu Funds and Proceeds of Sale of Municipal Reserve Land

- 10 Proceeds obtained through cash-in-lieu, and the disposal (sale, lease, or other disposition) of reserve lands is allocated in accordance with the *Municipal Government Act*.

Voluntary Recreation Contributions

- 11 All voluntary recreation contribution funds are apportioned to the electoral division in which the subdivision is located.
- 12 Voluntary recreation contribution funds are available only for new recreation capital projects or expansion of recreation capital projects as directed and approved by the RGC.

Use of Interest

- 13 Interest earned is allocated by Council as follows:
 - (1) Public Reserve designated recreation funds: Apportioned for maintenance and operation of reserve lands and public parks, of which the County holds an interest; and



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- (2) Cash-in-lieu funds: apportioned in accordance with the uses identified in the *Municipal Government Act*.

Grant Eligibility

- 14 To be considered for a grant under the Grant Program, organizations must:
 - (1) be registered or incorporated non-profit organizations under the *Agricultural Societies Act*, the *Alberta Societies Act*, or Part 9 of the *Companies Act*;
 - (2) complete a grant application provided by the County; and
 - (3) if any grants were previously granted by the County, provide the project completion report, if not already provided.
- 15 All grant applications must include:
 - (1) current financial statements, audited if available;
 - (2) three quotes for each project component for which funding is being requested, where possible;
 - (3) how the County's contribution will be recognized and promoted; and
 - (4) the number of County and non-County residents served by the facility or program.

Non-Eligible Organizations and Expenditures

- 16 The following organizations and expenditures are ineligible for capital and operational funding under this policy:
 - (1) facilities on private property without a public interest to the land;
 - (2) facilities that do not allow reasonable access to the public;
 - (3) libraries and museums;
 - (4) religious societies registered under the *Religious Societies' Land Act*;
 - (5) organizations that are not open to the public;



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- (6) school boards and school activities or teams;
 - (7) retroactive expenses, unless in the case of emergency funding requests;
 - (8) employee salary and hourly wages;
 - (9) honoraria;
 - (10) promotional materials;
 - (11) Goods and Services Tax (GST); and
 - (12) fundraising activities.
- 17 The following expenditures are ineligible for capital funding under this policy:
- (1) costs to operate the organization, including but not limited to salaries, wages, and day-to-day administration; and
 - (2) items that are consumable or have a life span of less than five years, including but not limited to food, kitchen items, sports equipment, entertainment units, computers and other hardware, tools, and maintenance supplies.

Discretionary Eligibility

- 18 The following organizations may receive a grant subject to the RGC's discretion:
- (1) organizations with programs that already receive funding from Family and Community Support Services or social services;
 - (2) non-profit organizations registered in another province providing a service to County residents; and
 - (3) service clubs.

Regional and Community Funding

- 19 Council designates Grant Program funding as community or regional in its annual budget.
- 20 The RGC determines if a recreation facility or program is regional or community. The RGC may alter the status of a facility or program as it deems necessary.



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Regional Facilities

- 21 Regional facilities may only access regional operational or capital funds.
- 22 Existing intermunicipal recreation cost sharing agreements take precedence over this policy.
- 23 A regional facility may access funds from the public reserve designated for regional facilities if:
 - (1) the RGC approves emergency funding for the regional facility; and
 - (2) the regional facility has depleted funds from their individual recreation facility capital reserve account.

Community Facilities

- 24 Community facilities may only access community operational or capital funds.

Application Approval Process

- 25 The RGC reviews and approves funding requests in the spring and fall of each year.
- 26 Organizations may submit one operating and one capital grant funding application per organization, per fiscal year. Organizations must apply annually, in the spring or fall, to be eligible.
- 27 The RGC considers emergency funding requests year-round, during their regularly scheduled meetings.
- 28 Due to the volume of applications received and the limited amount of funds available, not all eligible projects may receive grant funding.
- 29 Grant extensions or minor changes in the project's scope may be granted at the discretion of the Chief Administrative Officer (CAO).

Evaluation Criteria

- 30 Grant applications are ranked using the criteria in Schedule A of this policy. Each criterion carries the same weight. Not all evaluation criteria apply to each application. Funding approvals are based, in part, on how each project ranks.



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- 31 An organization's demonstrated financial need is taken into consideration during the evaluation process.
- 32 Grant funding decisions made by the RGC are final and appeals are not considered.

Cost Sharing Formulae

- 33 Unless otherwise noted in this policy, for organizations located in the County:
- (1) the cost sharing formula for capital and emergency funding is:
 - (a) up to a 50% contribution from the County; and
 - (b) a minimum of 50% funding being provided from the facility.
 - (2) Operational funding is non-matching.
- 34 Unless otherwise noted in this policy, for organizations located in neighbouring municipalities:
- (1) the cost sharing formula for capital and emergency funding is:
 - (a) up to a 25% contribution from the County;
 - (b) up to 25% from the neighbouring municipality where the organization resides; and
 - (c) a minimum of 50% funding being provided from the organization.
 - (2) Operational funding requires matching with the neighbouring municipality providing a minimum 50% matching contribution.
- 35 The County permits organizations to apply volunteer hours to their funding contribution portion up to a maximum of 50% of their matching contribution on the capital project where funding is being requested.
- 36 Grant funding cannot be used to match funds from other County cost-sharing grant programs.

Grant Recipient Requirements

- 37 Grant recipients must provide a project completion report on how the grant funds were used. The project completion report must be provided to the County no later than three months after



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completing the project. Future funding requests are not considered if the financial report is not provided.

- 38 Grant recipients must recognize the County as a source of funding. Recognition may be in the form of signage, or another source of recognition, at the discretion of the CAO.

Conflict of Interest

- 39 At the discretion of the CAO, if the County determines that an organization’s board or any of its directors, officers, or employees have a conflict of interest, and it is not corrected to the satisfaction of the County, the County may withhold or withdraw approved funding without notice.
- 40 Members must not act or appear to act in order to benefit, financially or otherwise, themselves or their family, friends, associates, businesses, or otherwise.



References

Legal Authorities	<ul style="list-style-type: none"> • <i>Agricultural Societies Act</i>, RSA 2000, c A-11 • <i>Companies Act</i>, RSA 2000, c C-21 • <i>Municipal Government Act</i>, RSA 2000, c M-26 • <i>Societies Act</i>, RSA 2000, c S-14
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • Rocky View County <i>Master Rates Bylaw</i>, C-7857-2019 • Rocky View County Municipal Development Plan (County Plan) • Rocky View County Parks & Open Space Master Plan
Related Procedures	<ul style="list-style-type: none"> • N/A
Other	<ul style="list-style-type: none"> • Community Needs Survey 2010



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> • 2019 November 26 – Council amended to improve clarity, align with new County standards and processes • 2020 February 25 – Council amended to remove notwithstanding clause, moving FCSS and social services
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Review Date(s) – Review Outcome
Description

- programs to discretionary, clarified wording, and added the Boards and Committees Bylaw's "conflict of interest" definition
- 2019 November 19 – Minor amendments recommended to clarify policy and align with new policy template and procedures
 - 2020 January 15 – Minor amendments recommend to clarify and update policy



Definitions

41 In this policy:

- (1) "access" means that all County residents shall receive equity through accessible, available, and affordable services, programs, and facilities;
- (2) "business plan" means a strategic plan that places financial planning and financial performance at its core, charting the future course of an institution through a realistic projection of operations, and capital and marketing projections;
- (3) "capital" means funding for an expenditure creating future benefits, a fixed asset, or a tangible item (bricks and mortar);
- (4) "cash-in-lieu" means money taken instead of land for municipal reserves, school reserve, or municipal and school reserve at the time of subdivision, pursuant to the *Municipal Government Act*;
- (5) "CAO" means Chief Administrative Officer;
- (6) "Chief Administrative Officer" means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
- (7) "community" means of, or relating to, an organization that operates and maintains a community facility, or the provision of community recreation programs;
- (8) "community facility" means a facility with two or fewer components that provides services according to community service boundaries, provides managed access, and the prime activity for which involves a paid or programmed recreational use. Facility services may be provided through an alternative municipal service provider with public access negotiated through an intermunicipal recreation cost sharing agreement;



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- (9) “component” means a portion of a facility used for a specific function or activity; i.e. gymnasium, fitness centre;
- (10) “conflict of interest” means a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self-interest, their professional interest, or the public interest;
- (11) “Council” means the duly elected Council of Rocky View County;
- (12) “County” means Rocky View County;
- (13) “cultural” means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;
- (14) “emergency funding” means resourcing provided for repairs to a facility that could not remain open or operate safely if the repairs are not completed;
- (15) “facility” means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (16) “grant” means the Community Recreation Funding Grant;
- (17) “intermunicipal recreation cost sharing agreement” means an agreement between the County and the identified municipality that outlines detailed information on the planning, development, funding, maintenance, and operation commitment of recreational and cultural amenities by both the County and the identified municipality;
- (18) “life cycle plan” means the documentation and inventory of the facility’s assets, which includes a repair or replacement schedule and the costs associated with the scheduled repair or replacement;
- (19) “*Master Rates Bylaw*” means the Rocky View County bylaw known as the *Master Rates Bylaw*, as amended or replaced from time to time; a Council-approved regulation that includes a consolidation of rates charged to the public for various municipal services;
- (20) “MR” means municipal reserve;
- (21) “municipal reserve” means land designated as a municipal reserve pursuant to the *Municipal Government Act*;



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- (22) “non-profit” means an organization incorporated under the *Societies Act of Alberta*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose objectives reflect their interest in serving the recreation needs of the public without realizing a profit to its members;
- (23) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance;
- (24) “organizations” means non-profit groups that exist to serve the public benefit, are typically governed by a voluntary board of directors, and typically depend on volunteers to carry out essential parts of the groups’ or organizations’ work, though paid staff may fill certain positions;
- (25) “partnership” means two or more organizations working together towards a joint interest where there is: a definition of authority and responsibility among partners; joint contribution of input costs (e.g. time, funding, expertise, information); sharing of risk among partners; and mutual or complementary benefits;
- (26) “programs” means formal, planned, instructor led opportunities for individuals to develop skill or understanding in a specific content area; whether through registering for, or dropping into, a scheduled activity. It does not refer to participant-led unstructured activities that are accessed at public open spaces or through admission into a facility, nor the rental of parks, playgrounds or facilities by individuals or groups;
- (27) “project completion report” means a County-supplied financial report template outlining the use of grant funds and how residents benefited from their expenditure.
- (28) “public use facilities” means any property or facility that has been designated through an agreement with the County as being available for use by individuals, groups, or other organizations that are not directly associated with the County;
- (29) “recreation” means an experience that results from freely chosen participation in physical, intellectual, creative, and cultural pursuits that enhance individual and community wellbeing;
- (30) “Recreation Governance Committee” is a Council committee that acts as an approving body regarding matters pertaining to Recreation and Cultural services in the County, including grant applications, funding allocation, studies, and master plans;
- (31) “recreation tax levy” means the application of annual tax to residential properties to support recreation and culture;



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- (32) “regional” means of, or relating to, an organization that operates and maintains a regional facility; may include the provision of regional recreation programs;
- (33) “regional facility” means a community hub providing a range of recreational opportunities through an integrated grouping of diverse and flexible use facilities; users from more than one community make use of these resources.
- (34) “reserve lands” means any lands that have been provided by a registered owner as municipal reserve (MR) or municipal and school reserve (MSR) (in each case, such terms shall not include lands held as environmental reserve) under the provisions of the *Municipal Government Act*;
- (35) “retroactive expenses” means expenditures incurred prior to approval of a grant by the Recreation Government Committee;
- (36) “RGC” means the Recreation Governance Committee;
- (37) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (38) “service club” means a voluntary non-profit organization where members perform charitable works either by direct hands-on efforts or by raising money for other organizations;
- (39) “stewardship” means the caretaking of public resources, and is a responsibility inherent in all County funding partnership arrangements, as such all arrangements shall result in the delivery of high-quality and sustainable services, programs and facilities for the community;
- (40) “sustainability” means the relationship between financial sustainability and organizational self-sufficiency in resourcing required for maintaining general operations independent of public funds;
- (41) “voluntary recreation contribution” means a voluntary monetary donation by owners or developers, as per the *Master Rates Bylaw*, applied to each new unit for residential or non-residential development;
- (42) “volunteer” means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without



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financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses; and

- (43) “volunteer hours” means volunteer time contributed towards capital project grants. Hours are valued as defined in the Master Rates Bylaw at Alberta minimum wage, must be preapproved through the granting program, and reported in the project completion report.



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Schedule A: Evaluation Criteria

Funding applications are evaluated using the criteria below.

- 1 The application's alignment with County policies and plans, including but not limited to:
 - (1) this policy;
 - (2) Rocky View Council Strategic Plan;
 - (3) Parks and Open Space Master Plan;
 - (4) Active Transportation Plan: South County;
 - (5) County Plan; and
 - (6) registered non-profit organization under the *Societies Act of Alberta*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act*; and

Community Benefits

- 2 Community benefits criteria are as follows:
 - (1) creates a new or enhanced recreational or cultural amenity;
 - (2) enhances accessibility;
 - (3) contributes to community physical attributes;
 - (4) expands or creates more volunteer opportunities;
 - (5) contributes to safer communities;
 - (6) promotes diversity or inclusion for County residents;
 - (7) provides public use facilities;
 - (8) sound stewardship of public resources; or
 - (9) number of County residents benefitting from the initiative.



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Capital Project Viability

- 3 Project viability criteria includes:
- (1) proof of a matching funds raised or committed;
 - (2) other funding opportunities have been sourced; and
 - (3) project is part of facility's capital priority plan or life cycle plan.

Capital Expansion: Planning and Financial Sustainability

- 4 Capital expansion: planning & financial sustainability criteria includes:
- (1) a completed five year life cycle plan;
 - (2) a completed, current, business plan;
 - (3) a completed, detailed feasibility study;
 - (4) a completed master site development plan;
 - (5) the required public engagement sessions have been completed; and
 - (6) other requested studies related to the project have been completed.
- 5 Capital expansion criteria applies to new developments.

Regional Facility Design Principles

- 6 Regional facility design principles criteria includes:
- (1) Community hub: a multipurpose facility of a scope large enough to provide a range of opportunities and services, yet small enough to provide a community focal point where people meet, congregate, feel comfortable, and sense they belong;
 - (2) Integrated facility: recreation facility that is flexible to accommodate artistic and creative pursuits in addition to compatible health, social, and community services to increase opportunities for integration of services and support diversity and inclusiveness;



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- (3) Grouping of facilities: facilities are twinned or grouped together to support economies of scale and expanded user opportunities (i.e. tournaments);
 - (4) Range of opportunities: facility provides a range of opportunities across the County and create synergies in skill and interest development (i.e. ball diamonds that accommodate different sports and all ages); and
 - (5) Flexible design of facility: facility is flexible in design with opportunities to accommodate as wide a range of use as possible, and may be converted to other uses in the future.