



LANGDON RECREATION GRANT PROGRAM

Council Policy

C-328

Policy Number:	C-328
Policy Owner:	Recreation, Parks and Community Support
Adopted By:	Council
Adoption Date:	2014 October 14
Effective Date:	2014 October 14
Date Last Amended:	TBD Council Approval
Date Last Reviewed:	2022 May 12

Purpose

- 1 This policy establishes the Langdon Recreation Grant Program, which provides financial resources for community and recreation services in the hamlet of Langdon in Rocky View County ("the County").



Policy Statement

- 2 Council values the volunteers and resources that non-profit recreation organizations in Langdon provide for County residents.
- 3 Council encourages and supports partnership opportunities that enhance the quality of life of residents through cultural, recreation, sport, and leisure experiences, as well as community development opportunities.
- 4 Through this grant program, the County provides operational and capital assistance to non-profit recreation organizations with facilities, programs, or services in Langdon.



Policy

Funding

- 5 The Langdon Recreation Grant Program is funded by the *Langdon Special Tax Rate Bylaw*.
- 6 Council approves the *Langdon Special Tax Rate Bylaw* annually.



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- 7 The Recreation Governance Committee (RGC) evaluates grant applications and allocates funding to approved and eligible non-profit recreation organizations.
- 8 The RGC reviews grant applications in accordance with the Recreation and Parks Master Plan.
- 9 The RGC's funding decisions are final.
- 10 If the number of funding requests exceeds the funds available, not all funding requests will be approved.

Grant Criteria

- 11 To be eligible for a grant under this policy:
 - (1) Applicants must be:
 - (a) registered or incorporated non-profit organizations under the *Agricultural Societies Act*, the *Alberta Societies Act*, or Part 9 of the *Companies Act* that provides recreation programs or manages recreation facilities within Langdon; or
 - (b) the County, acting as an agent on behalf of Langdon.
 - (2) Initiatives must improve the quality or quantity of recreational opportunities within Langdon; and
 - (3) Programs must be offered at a reasonable affordable fee.
- 12 Funding priority is given to initiatives that provide priority use to Langdon residents.

Non-Eligible Organizations, Initiatives, and Expenditures

- 13 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:
 - (1) libraries;
 - (2) religious societies;



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- (3) school boards and school activities;
- (4) facilities that do not allow reasonable access to the general public;
- (5) societies or associations that are not open to the general public;
- (6) programs and recreation facilities outside Langdon;
- (7) costs to operate the applicant's organization, such as salaries, wages, and day-to-day administration costs;
- (8) fundraising activities;
- (9) honoraria,
- (10) consumables
- (11) retroactive expenses.

Discretionary Approvals

- 14 Funding for the following organizations, initiatives, and expenditures are subject to the RGC's discretion:
- (1) museums;
 - (2) service clubs;
 - (3) non-profit recreation organizations registered in another jurisdiction that provide a service to County residents;
 - (4) programs that already receive funding from Family and Community Support Services (FCSS) or other social services; and
 - (5) the County acting as an agent on behalf of Langdon; and
 - (6) recreation facilities on private property.

Terms of Award

- 15 The RGC may award grants:



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- (1) up to a maximum of \$50,000 per year toward capital projects in a recreation facility;
 - (2) up to a maximum of \$40,000 per year for program funding, operational costs, and maintenance costs.
- 16 Grant awards are subject to conditions. The County releases the funds once all conditions of the grant are satisfied.
- 17 The RGC may require a funding agreement for successful capital funding applications.
- 18 Grant recipients must:
- (1) use grant funds for the approved purpose identified in their grant application;
 - (2) use capital funds within two years of funds receipt;
 - (3) use operational funds within one year of funds receipt;
 - (4) return any unused grant funds to the County; and
 - (5) recognize the County as a source of funding. Recognition may be in the form of signage, or by using another method as approved by the Chief Administrative Officer.
- 19 Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer.

Project Reporting

- 20 Grant recipients must submit a project completion report to the County no more than three months after the initiative is completed. Grant recipients are ineligible for future grant funding until this requirement is fulfilled.
- 21 In the project completion report, the grant recipient must provide evidence of expenditures associated with program implementation and initiative completion.





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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>Religious Societies' Land Act</i>, RSA 2000, c R-15• <i>Societies Act</i>, RSA 2000, c S-14
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none">• Rocky View County Bylaw "<i>Langdon Special Tax Rate Bylaw</i>"
Related Procedures	<ul style="list-style-type: none">• N/A
Other	<ul style="list-style-type: none">• N/A



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none">• 2018 June 05 – Council amended - Renumbered from C-322 to C-328 to correct a clerical error• 2020 February 25 – Council amended to delegate RGC as approving authority, policy name changed, notwithstanding clause removed• 2022 DATE – Council amended ...
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none">• 2020 January 30 – Minor amendments recommended to include RGC and improve readability• 2022 May 12 – Minor amendments for policy consistency, language clarity, and amend definitions



Definitions

- 22 In this policy:
- (1) “applicant” means an organization or individual applying for a grant pursuant to this policy;
 - (2) “capital” means resourcing used to enhance infrastructure that can be recorded as an asset or depreciated under the organization’s financial statements;
 - (3) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;



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- (4) “consumables” means nondurable or soft goods that are meant to be consumed, including food, fuel, and promotional items or have a life span of less than five years, including but not limited to food, kitchen items, furniture, clothing and uniforms with the exception of facility rental and recreational programming software;
- (5) “Council” means the duly elected Council of Rocky View County;
- (6) “County” means Rocky View County;
- (7) “funding agreement” is an agreement that could include and is not limited to a memorandum of understanding or a dissolution agreement and the expectations that:
 - (a) transparent and fair competitive tendering practices occur;
 - (b) all initiatives utilizing public funds are subject to County audit; and
 - (c) the initiative provides for an appropriate level of public use;
- (8) honoraria, defined as a payment given for professional services that are rendered nominally without charge;
- (9) “initiative” means any undertaking by a non-profit recreation organization that results in the purchase, rehabilitation, upgrading, or construction of a recreation facility, or the development or provision of a recreation program;
- (10) “maintenance costs” means the ongoing cost of running or maintaining a recreation facility or program;
- (11) “*Municipal Government Act*” means the Province of Alberta’s *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (12) “non-profit recreation organization” means a voluntary, community-based, organization incorporated under the *Societies Act*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose mandate is to provide social leisure or recreational opportunities to the public without realizing a profit to its members;
- (13) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance with the exception of ineligible expenses as outlined in this policy;



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- (14) “programs” are 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;
- (15) “project completion report” refers to the report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;
- (16) “recreation” is an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;
- (17) “recreation facility” means a location or multiple infrastructure within one location, designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (18) “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;
- (19) “recreation services” means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;
- (20) “religious societies” means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;
- (21) “retroactive expenses” means expenditures incurred prior to approval of grant by RGC;
- (22) “RGC” means the Recreation Governance Committee;
- (23) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (24) “school activities” means any activities that are either provided as part of the regular Alberta Education curriculum or by a school outside regular school hours;
- (25) “service club” means a voluntary, non-profit recreation organization whose members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations; and
- (26) “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



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without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

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