



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:	2021 February 23
Date Last Reviewed:	2021 February 18

## Purpose

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



## Policy Statement

- 2 Council values the volunteers and resources that non-profit community 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.



## Policy

### Sources of Grant Program Funding

- 5 The sources of Grant Program funding are:
  - (1) the County's recreation tax levy;



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- (2) the County's Municipal Reserve (MR) cash-in-lieu funds and proceeds from the sale of MR lands; and
- (3) voluntary recreation contributions.

#### Recreation Tax Levy

- 6 Funding from the County's recreation tax levy is allocated to the Grant Program. Council approves this allocation in its annual operational budget.
- 7 The Recreation Governance Committee (RGC) allocates a portion of the funding from the annual operational budget to each designated regional facility. Funding is also available to non-profit recreation community organizations through the Grant Program.
- 8 At the end of the calendar year, any unused funds from the recreation tax levy that were allocated to grant funding and left in the annual operational budget are 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 are allocated in accordance with the *Municipal Government Act*.

#### Voluntary Recreation Contributions

- 11 All voluntary recreation contribution funds are allocated 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.



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### Use of Interest

- 13 Interest earned on funds listed in section 5 is allocated by Council as:
- (1) public reserve designated recreation funds: apportioned for maintenance and operation of reserve lands and public parks, owned or controlled by the County; and
  - (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*, Part 9 of the *Companies Act*, or the County acting as an agent on behalf of residents;
  - (2) complete a grant application provided by the County. Applications received after the deadline will not be considered;
  - (3) provide services to County residents;
  - (4) provide the project completion report for any projects funded by grants previously approved by the County; and
  - (5) present to the RGC when requesting \$100,000.00 or more, unless the Chair deems a presentation unnecessary.
- 15 All grant applications must include
- (1) the organization's current financial statements, audited if available;
  - (2) three quotes for each project component for which funding is being requested, where possible;
  - (3) a description of 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.



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### Ineligible Organizations and Expenditures

- 16 The following organizations and expenditures are ineligible for capital and operational funding under this policy:
- (1) facilities on private property that do not provide services to the public;
  - (2) facilities and organizations that are not fully accessible to the public, including but not limited to home owners' associations and condo boards;
  - (3) libraries;
  - (4) religious societies registered under the *Religious Societies' Land Act*;
  - (5) school boards and school activities or teams;
  - (6) retroactive expenses, unless in the case of emergency funding requests;
  - (7) costs to operate the organization, including but not limited to salaries, hourly wages, and day-to-day administration;
  - (8) honoraria;
  - (9) promotional and marketing materials and expenses;
  - (10) items that are consumable or have a life span of less than five years, including but not limited to food, kitchen items, entertainment units, computer hardware and software with the exception of facility rental and recreational programming software;
  - (11) Goods and Services Tax (GST); and
  - (12) fundraising projects and events.

### Discretionary Eligibility

- 17 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 (FCSS) or social services;



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- (2) non-profit organizations registered in another province providing a service to County residents;
- (3) service clubs; and
- (4) museums, when applying for Heritage Awareness funding.

### Community Recreation Funding

- 18 Council designates Grant Program funding in its annual budget.
- 19 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.
- 20 Existing, active, intermunicipal recreation cost sharing agreements take precedence over this policy.
- 21 Recreation facilities and organizations may only access community operational or capital funds.

### Community Enhancement Funding

- 22 Community grant applications falling into any of the following grant categories are considered for a maximum of \$7,500:
  - (1) Heritage Awareness grants support tangible initiatives to promote and preserve the County's history. A Heritage Awareness grant is considered for initiatives that
    - (a) document historical places or events in order to retain the information for future generations; or
    - (b) encourage public involvement in heritage preservation and promote knowledge about the County's history.
  - (2) Volunteer Development grants support investment back into the community through volunteerism. A Volunteer Development grant is considered for
    - (a) organizations that want to improve their ability to support County volunteers through leadership development, board governance, succession planning, and community events;



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- (b) community events in the County that promote volunteerism and help build social cohesion and inclusion across County communities; or
  - (c) projects that encourage community participation and support the County's volunteer sector.
- (3) Arts and Festival grants support organizations and festivals in their efforts to provide quality arts programming. An Arts and Festival grant is considered for programs and events within the arts and performing arts mediums.
- (4) Community Beautification grants support non-profit organizations and projects that beautify County communities to enhance quality of life and well-being of County residents, while promoting and creating healthy communities. A Community Beautification grant is considered for
- (a) supporting a non-profit organization's ability to improve the appearance of their community, at the RGC's discretion;
  - (b) landscaping, tree plantings, decorative lighting, community gardens, enhanced signage, and neighbourhood entrance signage;
  - (c) initiatives to develop healthy communities; or
  - (d) emergency rescue services, crime prevention programs, animal services, and community safety enhancements or programs.

### Application Approval Process & Evaluation Criteria

- 23 The RGC reviews and approves funding requests in the spring and fall of each year.
- 24 Applications for recreation grants are received by the County annually in the spring and the fall. For community grant application details, see reference links: *Community Operational Assistance Grant*, and *Community Capital Assistance Grant*.
- 25 Applications for Community Enhancement Grants are received by the County in the spring. For application details see references link: *Community Enhancement Grant*.
- 26 Organizations may submit applications for one operating grant, one capital grant, and one community enhancement grant per organization per fiscal year.
- 27 The RGC considers emergency funding requests year-round during their regularly scheduled meetings.



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- 28 Due to the volume of applications received and the limited amount of funds available, not all eligible projects receive funding.
- 29 The Chief Administrative Officer (CAO) may permit grant extensions or minor changes in the project's scope at his/her discretion.

#### Evaluation Criteria

- 30 The RGC uses the criteria in Schedule A of this policy to evaluate grant applications. Not all evaluation criteria apply to each application. Funding approvals are based, in part, on how each project ranks.
- 31 The Chief Administrative Officer (CAO) may amend Schedule A without Council approval if the amendments are limited to establishing a framework for weighting and scoring the criteria in accordance with the *Recreation and Parks Master Plan*.
- 32 If the CAO amends Schedule A in accordance with section 33, the Policy Coordinator reviews the proposed amendments and updates the final version of Schedule A.
- 33 The RGC considers an organization's demonstrated financial need during the evaluation process.
- 34 Grant funding decisions made by the RGC are final and appeals are not considered.

#### Cost Sharing Formulae

- 35 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 provided from the organization.
  - (2) Operational and community enhancement funding is non-matching.
- 36 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; and



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- (b) a minimum of 75% funding provided from the organization.
  - (2) Operational funding requires matching, with the organization providing a minimum 50% matching contribution.
  - (3) Community enhancement funding is matching.
- 37 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.
- 38 Grant funding cannot be used to match funds from other County cost-sharing grant programs.

### Grant Recipient Requirements

- 39 Grant recipients provide the project completion report on how the funds were used to the County no later than three months after substantial completion of the project. Future funding requests are not considered if the completion report is not provided.
- 40 Grant receipts must return any unused funds back to the County; carry-overs of operational funds are not permitted.
- 41 Invoices and expenditures may be subject to verification and audit by the County.
- 42 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

- 43 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.
- 44 Members of an organization applying for a grant must not act or appear to act in order to benefit, financially or otherwise, themselves or their family, friends, associates, or businesses.







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## References

Legal Authorities	<ul style="list-style-type: none"> <li>• <i>Agricultural Societies Act</i>, RSA 2000, c A-11</li> <li>• <i>Companies Act</i>, RSA 2000, c C-21</li> <li>• <i>Municipal Government Act</i>, RSA 2000, c M-26</li> <li>• <i>Societies Act</i>, RSA 2000, c S-14</li> </ul>
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> <li>• <a href="#">Rocky View County Master Rates Bylaw</a></li> <li>• <a href="#">Rocky View County Municipal Development Plan (County Plan)</a></li> <li>• <a href="#">Rocky View County Parks &amp; Open Space Master Plan</a></li> <li>• <a href="#">Rocky View County Recreation and Parks Master Plan</a></li> </ul>
Related Procedures	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other	<ul style="list-style-type: none"> <li>• <a href="#">Recreation Needs Assessment Study - 2020</a></li> <li>• Schedule B, <a href="#">Community Operational Assistance Grant (Application Form)</a></li> <li>• Schedule C, <a href="#">Community Capital Assistance Grant (Application Form)</a></li> <li>• <a href="#">Community Enhancements Grant (Application Form)</a></li> </ul>



## Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> <li>• 2019 November 26 – Council amended to improve clarity, align with new County standards and processes.</li> <li>• 2020 February 25 – Council amended to remove notwithstanding clause, moving FCSS and social services programs to discretionary, clarified wording, and added the Boards and Committees Bylaw’s “conflict of interest” Definition.</li> <li>• 2021 February 23 – Council amended to include Community Enhancement Funds, consolidate Regional and Community Recreation Funding programs, change eligibility, application, and matching requirements, and give CAO permission to amend funding criteria in Schedule A.</li> </ul>
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Review Date(s) – Review Outcome  
Description

- 2019 November 19 – Minor amendments recommended to clarify policy and align with new policy template and procedures.
- 2020 January 15 – Minor amendments recommended to clarify and update policy.
- 2021 February 18 – Major amendments recommended to include new funds, consolidate existing programs, change eligibility, application, and matching requirements, and give amending authority to CAO.





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### Definitions

45 In this policy:

- (1) “access” means that all County residents shall receive equity through accessible, available, and affordable services, programs, and facilities;  
OR  
“access” means the ability to obtain and/or make use of sources of funding subject to eligibility and application processes outlined in this policy, as the context requires;
- (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, a tangible item (bricks and mortar), or a one-time facility rental and recreational programming software expense;
- (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 designate;
- (7) “community” means an organization that operates and maintains a community facility, or the provision of community recreation programs;
- (8) “recreation 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;
- (9) “component” means a portion of a facility used for a specific function or activity; i.e.: gymnasium or fitness centre;



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- (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 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*;
- (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 needs of the public without realizing a profit to its members;



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- (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 designated through an agreement with the County as 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, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing;
- (30) “Recreation Governance Committee (RGC)” 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 taxable properties to support recreation and culture and established according to the *Municipal Government Act*;
- (32) “regional” means an organization that operates and maintains a regional facility and may include the provision of regional recreation programs;



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- (33) “regional facility” means a community hub, designated as regional by Council, that provides 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 Governance Committee;
- (36) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (37) “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;
- (38) “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;
- (39) “substantial completion” means the point in a project where the amenity is fit to be used for its intended purpose. At this point, the contractor is entitled to receive full payment for the work, less any amounts retained to secure outstanding items or deficiencies;
- (40) “sustainability” means the relationship between an organization’s financial sustainability and self-sufficiency in securing the resources required to maintain general operations without relying on 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) the County *Recreation and Parks Master Plan*
  - (3) the County Strategic Plan, *Leading Rocky View County*;
  - (4) the County *Parks and Open Space Master Plan*;
  - (5) the County *Active Transportation Plan: South County*;
  - (6) the County Master Plan, *County Plan*; and
  - (7) registered non-profit organizations under the *Societies Act of Alberta*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act*.

### Community Benefits

- 2 To be eligible for community benefits funding, a facility must
  - (1) create a new or enhanced recreational or cultural amenity;
  - (2) enhance accessibility;
  - (3) contribute to community physical attributes;
  - (4) expand or create more volunteer opportunities;
  - (5) contribute to safer communities;
  - (6) promote diversity or inclusion for County residents;
  - (7) provide public use facilities;
  - (8) consider and provide detail regarding the impact of the project on other community or regional facilities or programs;





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- (9) promote sound stewardship of public resources; or
- (10) consider the number of County residents benefitting from the initiative.

### Project Viability

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

### Capital Expansion: Planning and Financial Sustainability

- 4 Capital expansion: planning & financial sustainability criteria includes the following:
  - (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 are complete; and
  - (6) other requested studies related to the project are complete.
- 5 Capital expansion criteria applies only to new developments.

### Regional Facility Design Principles

- 6 Regional facility design principles criteria includes the following:
  - (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;



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- (2) Integrated facility: recreation facility that accommodates 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;
- (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 creates 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 uses as possible, and may be converted to other uses in the future.



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### Schedule B: Community Operational Assistance Grant

Schedule B, can be found here: <https://www.rockyview.ca/Portals/0/Files/Government/Funding/Community-Operational-Assistance-Grant.doc>



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### Schedule C: Community Capital Assistance Grant

Schedule C can be found here: <https://www.rockyview.ca/Portals/0/Files/Government/Funding/Community-Capital-Assistance-Grant.doc>