

Recreation Governance Committee Meeting Agenda

November 5, 2019

11:00 a.m.



ROCKY VIEW COUNTY
Cultivating Communities
262075 ROCKY VIEW POINT
ROCKY VIEW COUNTY, AB
T4A 0X2

CALL MEETING TO ORDER

UPDATES/ACCEPTANCE OF AGENDA

A CONFIRMATION OF MINUTES

- None

B REPORTS

- None

C APPOINTMENTS

- None

D GENERAL BUSINESS

1. All Divisions – File: N/A – 2019-2020 Recreation Governance Committee Meetings

Staff Report

Page 2

2. All Divisions – File: N/A – Recreation Governance Committee Agenda Review

Staff Report

Page 4

3. All Divisions – File: 0323 – Community Recreation Funding Policy C-317

Staff Report

Page 7

E UNFINISHED BUSINESS/BUSINESS ARISING

- None

ADJOURN THE MEETING

RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: November 5, 2019 **DIVISION:** All
SUBJECT: 2019-2020 Recreation Governance Committee Meetings

POLICY DIRECTION:

The Terms of Reference of the Recreation Governance Committee (RGC) provides that the meeting dates for the year will be established at the first meeting following the annual Organizational Meeting.

EXECUTIVE SUMMARY:

The purpose of this report is to provide recommendation to the Recreation Governance Committee regarding setting the dates for the Committee's meetings for the rest of 2019 and for 2020. As per the Terms of Reference, RGC will meet a minimum of four times per year, the dates of which will be set at the first meeting following the annual Organizational Meeting.

Administration has provided the following dates, which includes the November 6, 2019 meeting, for the Committee to approve. The proposed dates coincide with the Governance and Priorities Committee (GPC) meetings – RGC will meet following the adjournment of GPC.

1 ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BACKGROUND:

As per the Terms of Reference, RGC will meet at a minimum of four times a year. Administration provides the following dates for the Recreation Governance Committee:

1. November 6, 2019
2. December 3, 2019
3. May 5, 2020
4. September 1, 2020

These dates coincide with annual grant deadlines and provide opportunities for both Community members and Administration to meet with the Committee to discuss any matters pertaining to recreation, parks, and cultural services. RGC meetings will be held at the County Hall Council Chambers, subsequent to the Governance and Priorities Committee.

Additional meetings will be scheduled at the call of the Chair, as per the Terms of Reference.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

¹ **Administration Resources**
Althea Panaguigon, Recreation, Parks and Community Support

OPTIONS:

Option #1: THAT the following dates be approved as the Recreation Governance Committee dates for 2019-2020:

1. November 6, 2019
2. December 3, 2019
3. May 5, 2020
4. September 1, 2020

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

“Theresa Cochran”

“Al Hoggan”

Executive Director,
Community Development Services

Chief Administrative Officer

RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: November 5, 2019 **DIVISION:** All
SUBJECT: Recreation Governance Committee Agenda Review

EXECUTIVE SUMMARY:

The purpose of this report is to provide information to the Recreation Governance Committee (RGC) regarding the format and process for all RGC meetings. To assist with the transition of the newly established Committee, Administration has drafted a proposed agenda outline that will guide RGC's meetings going forward.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends Option #1.

BACKGROUND:

Administration wishes to consult with the Recreation Governance Committee regarding the agenda format as this will be the process used for meetings going forward. The following agenda outline as shown in attachment 'A' is available for review. The example provided is the proposed agenda for December 3, 2019.

BUDGET IMPLICATIONS:

There are no budget implications.

OPTIONS:

Option #1: THAT the proposed Meeting Agenda Outline be received for review and that direction be provided.

Respectfully submitted,

Concurrence,

"Theresa Cochran"

"Al Hoggan"

Executive Director
Community Development Services

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Proposed Meeting Agenda Outline

¹ **Administration Resources**
Althea Panaguigon, Recreation, Parks and Community Support

Recreation Governance Committee Meeting Agenda



ROCKY VIEW COUNTY
Cultivating Communities
262075 ROCKY VIEW POINT
ROCKY VIEW COUNTY, AB
T4A 0X2

December 3, 2019

10:00 a.m.

CALL MEETING TO ORDER

UPDATES/ACCEPTANCE OF AGENDA

A CONFIRMATION OF MINUTES

- 1. November 6, 2019 RGC Meeting Page X

B REPORTS

- None

C APPOINTMENTS

**MORNING APPOINTMENTS
10:00 A.M.**

- 1. All Divisions – File: N/A – Indus Recreation Centre Expansion Update Presentation

Presenters: Bow Valley Agricultural Society Expansion Committee

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- 2. All Divisions – File: N/A – Fall 2019 Capital Funding Proposal Presentation

**Presenters: Greater Bragg Creek Trails Association
Springbank Heritage Club
Chestermere Regional Community Association
Friends of Chestermere High Society**

Staff Report Page X

Presentation Page X

D GENERAL BUSINESS

- 1. All Divisions – File: N/A – 2019 Fall Capital Applications

Staff Report Page X

Recreation Governance Committee Meeting Agenda



ROCKY VIEW COUNTY
Cultivating Communities
262075 ROCKY VIEW POINT
ROCKY VIEW COUNTY, AB
T4A 0X2

December 3, 2019

10:00 a.m.

E UNFINISHED BUSINESS/BUSINESS ARISING

- None

ADJOURN THE MEETING

DRAFT



RECREATION, PARKS & COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: November 5, 2019 **DIVISION:** All
FILE: 0323
SUBJECT: Community Recreation Funding Policy C-317

POLICY DIRECTION:

Council regularly develops and reviews Council Policies to ensure that Council’s objectives are represented, and that the needs of the County are addressed, pursuant to its responsibilities in the *Municipal Government Act* as it may be amended from time to time.

As per the *Recreation Governance Committee Terms or Reference TOR-#C-RGC*, the Recreation Governance Committee (RGC) 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.

EXECUTIVE SUMMARY:

Policy C-317 has recently undergone a review under the County’s policy review project. During the review process, it was identified that Policy C-317, Community Recreation Funding, required amendments for clarity, and to reflect new policy standards. The policy is being brought to RGC for their consideration and recommendation to Council.

1ADMINISTRATION RECOMMENDATION:

Administration recommends that Community Recreation Funding Policy C-317 be recommended to Council for approval as per Attachment ‘A’.

BACKGROUND:

Community Recreation Funding Policy C-317 was adopted by Council on April 24, 2012, to establish a framework for Rocky View County to support the recreational and cultural needs of County communities. Format changes to the County policy template require that the policy amendments to Policy C-317 be made in the new policy template.

Attachment ‘A’ shows the proposed textual amendments to Policy C-317, which are being made for policy consistency, for language clarity and logical flow of information, to align with Council’s Strategic Plan, to clarify the roles of Council and Administration, to remove duplication of information, and to add, remove, and amend definitions as required.

The following table outlines the proposed amendments to the existing Policy 317.

¹ **Administration Resources**
Susan de Caen, Recreation, Parks & Community Support



Amended Section	Proposed Amendment	Rationale
Global replacements		
	“Districts” have been replaced by “Divisions”	Alignment with new Recreation Governance Model.
	References to “District Recreation Boards” have been removed.	Alignment with new Recreation Governance Model.
	“Policy and Priorities Committee” has been replaced by “ Recreation Governance Committee ”	Alignment with new Recreation Governance Model.
	The Recreation Governance Committee, has been given the responsibility of reviewing, approving, and allocating recreation operational and capital funding, with no need to seek Council’s approval.	Alignment with new Recreation Governance Model and increased efficiency in grant approval process.
	All references to “joint regional facilities” have been removed.	For all intents and purposes, joint regional and regional facilities are one in the same.
	All procedural components have been removed from policy.	
Purpose		
1 - Amended	This policy provides eligibility criteria and evaluation guidelines for the Community Recreation Funding program at Rocky View County (the County).	More concise wording of purpose.
Policy Statement		
2 - New	The County values volunteers and the resources that non-profit recreation organizations provide for County residents.	Statement ensures that policy aligns with Council’s Strategic Plan.
Policy		
Funding	Fund Allocation	
5 - New	Council allocates community recreation funding in its annual operational budget.	Clarifies the primary source of County recreation funding.
6 - New	Any unused operational funds must be transferred to the public reserve annually, with regional funds transferred to individual public reserve accounts.	Specifies what happens to unused annual operating funds
	Cash-in-Lieu	
11 - New	The County’s portion of the cash-in-lieu or public reserve funds received, including the proceeds	Clarifies how cash-in-lieu funds are split



	from the sale of reserve lands, is apportioned as follows: (1) 50% to the divisional general reserve; and (2) 50% to regional general reserve.	between the divisional and regional sections of the public reserve.
	Applicant Eligibility	
14 - New	To be considered for community recreation funding, community organizations must: (3) be registered or incorporated non-profit organizations under the <i>Agricultural Societies Act</i> , the <i>Alberta Societies Act</i> , or Part 9 of the <i>Companies Act</i> ; (4) complete a grant application form provided by the County; and (5) if recreational funds were previously granted by the County, provide the project completion financial report, if not already provided.	Clarifies funding eligibility.
15 - New	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 recognition of the County's funding shall be promoted; and (4) the number of County and non-County residents served by the facility or program.	Clarifies required application documentation.
	Non-eligible Organizations, Initiatives, and Expenditures	
16 - New	The following organizations, initiatives, and expenditures are ineligible for Capital and Operational funding under this policy: (3) programs that already receive funding from family and community support services or social services; (4) libraries and museums; (5) religious societies registered under the <i>Religious Societies' Land Act</i> ; (6) societies or associations that are not open to the general public; (7) school boards and school activities or teams; (8) retroactive expenses, unless in the case of emergency funding requests; (9) reimbursement of employee salary and hourly wages; (10) honoraria; and (11) fundraising activities.	Consolidates and clarifies additional ineligible organizations, initiatives, and expenditures for both operational and capital applications.
17 - New	The following initiatives and expenditures are ineligible for Capital funding under this policy: (1) costs to operate the Community Organization, including but not limited to	Clarifies additional ineligible initiatives and expenditures for



	<p>salaries, wages, and day-to-day administration; and</p> <p>(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.</p>	both operational and capital applications
Eliminated	Items that fall within the facility's life cycle plan, or will fall within the facility's life cycle plan in the future, and individually are \$10,000 or less to replace/repair.	All of these are eligible as capital projects.
Eliminated	Removed the reference to projects less than \$5,000 from the ineligible capital consumable list.	Removes confusion over fund limitations for matching on capital project. All capital projects now require matching.
Discretionary Organizations		
18 - New	<p>The following organizations may receive a community recreation funding grant subject to the Recreation Governance Committee's discretion:</p> <p>(1) non-profits registered in another province but providing a service to County residents; and</p> <p>(2) service clubs.</p>	Defines organizations that may apply at the Recreation Governance Committee's Discretion.
Facility Funding		
19 - New	Recreation facilities and programs are categorized as divisional or regional. Funding availability depends on the facility or program category, and County residents served.	
20 - New	The Recreation Governance Committee determines if a facility is regional or divisional. The Recreation Governance Committee may alter the status of a facility as it deems necessary to meet the needs of the County.	
Regional Facilities		
23 - Modified	Upon the Recreation Governance Committee's approval for emergency funding, regional facilities may access the regional general fund once they have depleted funds from their individual recreation facility capital reserve accounts.	Regional general fund may now only be accessed for emergency funding.
Application Approval Process		
25 - Modified	Only one operating and one capital funding application per community organization may be submitted per fiscal year. Facilities and organizations must apply annually, in the spring or fall, to be eligible.	Clarifies that although there are two grant intakes each year, only one operational and one capital application will be accepted from



		each organization each year.
26 - Modified	Emergency funding requests are considered year-round.	Clarifies year-round intake for emergency applications.
28 - New	Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer (CAO).	Clarifies role of administration in grant extension and project change approvals.
Cost Sharing Formulae		
32 (2) - New	Operational funding requires matching, with the neighbouring municipality providing a minimum 50% matching contribution.	Clarifies that facilities in adjacent municipalities must receive matching operational funding from the municipality in which the facility is located.
Grant Recipient Requirements		
34 - New	Successful applicants must provide the project completion report on how the grant funds were used no later than three months after completion of the project. If the financial report is not provided, future funding requests are not considered.	Specifies reporting requirement and consequences if not submitted.
35 - New	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.	Clarifies requirement that grant recipients recognize the County.
Facility Volunteer Hour Contributions		
Eliminated	The County shall permit facilities and organizations to apply volunteer hours to their funding contribution portion on the capital project where funding is being requested.	To ensure fiscal responsibility, funds allocated to community groups must now be matched by actual cash dollar amounts.
Timelines	Eliminated	Procedural in nature.
Definitions		
Eliminated	“accountability” means that community partnerships demonstrate good governance practices, such as financial accountability, transparency, due diligence, equity, and fairness to assure the best value for public funds.	Term not part of policy text.
Eliminated	“administration” means an employee(s) of Rocky View County.	Term not part of policy text.



Eliminated	“alignment” means that partnerships are based on mutual interest, common objectives, clear responsibility, joint investment of resources, shared risk and benefits.	Term not part of policy text.
Eliminated	“building” includes anything constructed or placed on, in, over, or under land, but does not include the highway or public roadway.	Term not part of policy text.
(7) - New	“Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the <i>Municipal Government Act</i> or their authorized delegate;	Clarifies the definition of “Chief Administrative Officer”
(15) - New	“cultural” means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;	Clarifies the definition of “Cultural”
Eliminated	“development permit” means a document issued pursuant to the Land Use Bylaw authorizing development.	Term not part of policy text.
Eliminated	“dissolution agreement” is a document that sets out the allocation of assets in the event of termination when the County invests in a facility for which it does not hold title.	Term not part of policy text.
Eliminated	“District Recreation Boards” are Council appointed volunteer Boards of members who reside within a specific geographical area are tasked with the responsibility of providing recommendations to Council on the operating, capital funding, open space, and recreational needs within their designated boundaries.	Term not part of policy text.
(19) - Amended	“facility” means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;	Aligns with RGC Terms of Reference
Eliminated	“fee simple” are any lands that are held in freehold title, owned by Rocky View County, and are unencumbered by a reserve designation.	Term not part of policy text.
Eliminated	“joint regional facility” – a classified regional recreational facility designed and operated in synergy under shared funding with other regional facilities within a service planning catchment area established and classified by Policy & Priorities Committee by Schedule A – Procedure 317.	Term not part of policy text.
Eliminated	“Master Rates Bylaw” is a Council-approved regulation that includes a consolidation of rates charged to the public for various municipal services.	Term not part of policy text.
Eliminated	“MSI” means Municipal Sustainability Initiative; a provincially supported grant program. Under the MSI program, the province sets the criteria by which projects must qualify, and the County	Term not part of policy text.

	Council sets the individual priorities for those projects that meet the eligibility criteria.	
(25) - Modified	“non-profit” means an organization incorporated under the <i>Societies Act of Alberta</i> , the <i>Agricultural Societies Act</i> , or Part 9 of the <i>Companies Act</i> whose objectives reflect their interest in serving the recreation needs of the public without realizing a profit to its members;	Includes organizations that are registered under Part 9 of the <i>Companies Act</i> .
Eliminated	“performance outcomes” are measurements of the end results that indicate whether the service actually produced the intended benefits, and includes a combination of financial and non-financial measurements.	Term not part of policy text.
Eliminated	“Policy and Priorities Committee” is an advisory committee comprising all Councillors with a broad mandate to hear public presentations and make recommendations to Council regarding all recreation related matters; this includes new community initiatives, policy development, and funding requests for regional recreation facilities.	Term not part of policy text.
Eliminated	“public use agreement” – an agreement with the successful applicant for community funding outlining minimum conditions for accommodating public use and provision of opportunities for public participation in programming and facility use and required steps to publicize and encourage this use.	Term not part of policy text.
Eliminated	“Publicly Supported School Authorities” includes Rocky View Schools and the Calgary Roman Catholic Separate School District No. 1.	Term not part of policy text.
(30) - Amended	“recreation” means an experience that results from freely chosen participation in physical, intellectual, creative, and cultural pursuits that enhance individual and community wellbeing;	Clarifies the definition of “recreation” to include cultural and exclude spiritual pursuits. Aligns with RGC Terms of Reference
Eliminated	“Recreation Districts” are defined by geographical areas within which Recreation Boards enable the delivery of recreational services to residents.	Term not part of policy text.
(31) - New	“Recreation Governance Committee” is a Council committee that makes strategic decision to better prioritize recreation funding;	Clarifies the definition of “Recreation Governance Committee”.
(33) - Amended	“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.	Clarifies the definition of “regional facility”.
Eliminated	“regional service planning catchment” means the geographic area from which a regional facility or	Term not part of policy text.



	joint regional facility attracts clients or customers for facility use. Catchment areas establish facility service levels centred on meeting public expectations for access and program availability	
Eliminated	“Reserve Agreement” means joint use agreement between Rocky View County, Rocky View Schools, and the Calgary Roman Catholic Separate School District No. 1 for the planning, development, funding, maintenance, and operation of all reserve lands in Rocky View County.	Term not part of policy text.
Eliminated	“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.	Term not part of policy text.
Eliminated	“subdivision approving authority” means a Council appointed committee that has the authority to specify the amount, type, and location of reserve land, or money in lieu thereof.	Term not part of policy text.
Schedule A – Evaluation Criteria		
Community Benefits		
2(9) - New	Number of County residents benefitting from the initiative	Ensure that County residents benefit from funding
Eliminated	<p>A. Partnership & Operational Viability</p> <ol style="list-style-type: none"> 1. Compliments the design and operations other facilities’ in line with regional service planning catchment areas as defined by Schedule A – Procedure 317; 2. Adopts Performance Measures to assess community impact and public value; 3. Public Access Agreement exists between County and facility service provider 4. If applicable, Intermunicipal Partnership: <ol style="list-style-type: none"> 4.1 The complimenting municipality supports inter-municipal recreation agreements; 4.2 The complimenting municipality supports the capital project; and 4.3 The complimenting municipality has approved cost sharing with the County. 	Premature – require Recreation Master Plan to initiate.
Eliminated	<p>Capital Project Viability</p> <p>Project can be completed if the full funding grant request is not approved;</p>	Illogical



Eliminated	Capital Expansion: Planning and Financial Sustainability A completed Financial Operational Sustainability Projections Plan spanning five to ten years;	Not required to assess project feasibility
Eliminated	B. Governance 1. Governance structure, policies, and procedures are in place to ensure that the Not-for-Profits operate community facilities in a responsible, equitable, and transparent manner. 2. A clear and appropriate conflict of interest policy that addresses, at a minimum: 2.1 Any transaction by or with the Not-for-Profit organization in which a director, officer, or employee has a direct or indirect personal interest; 2.2 Any transaction in which a director, officer, or employee is unable to exercise impartial judgment or otherwise act in the best interest of the Not-for-Profit organization.	Responsibility for governance lies with the Government of Alberta

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

Option #1 THAT the amended Community Recreation Funding Policy C-317 be recommended to Council for approval as per Attachment 'A'.

Option #2 THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

“Theresa Cochran”

“Al Hoggan”

Executive Director
Community Development Services

Chief Administrative Officer

ATTACHMENTS:

- Attachment 'A' – Proposed Community Recreation Funding Policy C-317
- Attachment 'B' – Existing Marigold Library System Funding 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:	(TBD)
Date Last Reviewed:	(TBD)

Purpose

- 1 This policy provides eligibility criteria and evaluation guidelines for the Community Recreation Funding program at Rocky View County (the County).



Policy Statement

- 2 The County values volunteers and the resources that non-profit recreation organizations provide for County residents.
- 3 The County 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 through cultural, recreation, sport, and leisure experiences, and community development opportunities.



Policy

Funding

Fund Allocation

- 5 Council allocates community recreation funding in its annual operational budget.
- 6 Any unused operational funds must be transferred to the public reserve annually with regional funds transferred to individual public reserve accounts.



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- 7 Council may designate the interest earned on the municipal reserve funds and funds allocated to the public reserve to the maintenance of municipal reserve parcels and public parks.
- 8 Public reserve funds are available for future capital projects, life cycle enhancement or debt service costs for debts incurred to fund a capital project or life cycle enhancement.
- 9 The Recreation Governance Committee allocates funding to each designated regional facility annually.
- 10 Existing intermunicipal recreation cost sharing agreements take precedence over this policy.

Cash-in-Lieu Funds

- 11 The County's portion of the cash-in-lieu or public reserve funds received, including the proceeds from the sale of reserve lands, is apportioned as follows:
 - (1) 50% to the divisional general reserve; and
 - (2) 50% to the regional general reserve.

Voluntary Recreation Contributions

- 12 All voluntary recreation contribution funds received are apportioned to the electoral division in which the subdivision was located.
- 13 Voluntary recreation contribution funds are available only for new recreation capital projects, or expansion of capital projects as directed and approved by Recreation Governance Committee.

Applicant Eligibility

- 14 To be considered for community recreation funding, community 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 form provided by the County; and
 - (3) if recreational funds were previously granted by the County, provide the project completion financial 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 recognition of the County's funding shall be promoted; and
- (4) the number of County and non-County residents served by the facility or program.

Non-eligible Organizations, Initiatives, and Expenditures

16 The following organizations, initiatives, 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) programs that already receive funding from family and community support services or social services;
- (4) libraries and museums;
- (5) religious societies registered under the *Religious Societies' Land Act*;
- (6) societies or associations that are not open to the general public;
- (7) school boards and school activities or teams;
- (8) retroactive expenses, unless in the case of emergency funding requests;
- (9) reimbursement of employee salary and hourly wages;
- (10) honoraria; and
- (11) fundraising activities.

17 The following initiatives and expenditures are ineligible for capital funding under this policy:

- (1) costs to operate the community organization, including but not limited to salaries, wages, and day-to-day administration; and



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- (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 Organizations

- 18 The following organizations may receive a community recreation funding grant subject to the Recreation Governance Committee's discretion:
 - (1) non-profits registered in another province but providing a service to County residents; and
 - (2) service clubs.

Facility Funding

- 19 Recreation facilities and programs are categorized as divisional or regional. Funding availability depends on the facility or program category, and County residents served.
- 20 The Recreation Governance Committee determines if a facility is regional or divisional. The Recreation Governance Committee may alter the status of a facility as it deems necessary to meet the needs of the County.

Regional Facilities

- 21 Regional facilities may only access identified regional operational or capital funds as defined by their annual allocations.
- 22 Upon the Recreation Governance Committee's approval for emergency funding, regional facilities may access the regional general fund once they have depleted funds from their individual recreation facility capital reserve accounts.

Divisional Facilities

- 23 Divisional facilities may only access identified divisional operating and capital funds.

Application Approval Process

- 24 The Recreation Governance Committee reviews and approves funding requests in the spring and fall of each year.



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- 25 Only one operating and one capital funding application per community organization may be submitted per fiscal year. Facilities and organizations must apply annually, in the spring or fall, to be eligible.
- 26 Emergency funding requests are considered year-round.
- 27 Due to the volume of applications received and the limited amount of funds available, not all eligible projects may receive any funding.
- 28 Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer (CAO).

Evaluation Criteria

- 29 Applications are ranked using the criteria in Schedule A of this policy. Each criteria carries the same weight. Not all evaluation criteria applies to each application. Funding approvals are based, in part, on how each project ranks.
- 30 Notwithstanding this policy, the Recreation Governance Committee retains the right to approve funding for applications that do not meet some or all of the requirements set out in this policy.

Cost Sharing Formulae

- 31 Unless otherwise noted in this policy, for facilities 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.
- 32 Unless otherwise noted in this policy, for facilities 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 a 25% from the neighbouring municipality where the facility resides; and
 - (c) a minimum of 50% funding being provided from the facility.



- (2) Operational funding requires matching, with the neighbouring municipality providing a minimum 50% matching contribution.

33 Community Recreation Grants Program funding cannot be used to match funds from other County cost-sharing grant programs.

Grant Recipient Requirements

34 Successful applicants must provide the project completion report on how the grant funds were used no later than three months after completion of the project. If the financial report is not provided, future funding requests are not considered.

35 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

36 Should the County determine that a non-profit’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, then the County may withhold or withdraw approved funding without notice.



References

Legal Authorities
Related Plans, Bylaws, Policies, etc.
Related Procedures
Other

- *Agricultural Societies Act*, RSA 2000, c A-11
- *Municipal Government Act*, RSA 2000, c M-26
- *Societies Act*, RSA 2000, c S-14
- *Companies Act*, RSA 2000, c C-21

- Municipal Development Plan (County Plan)
- Parks & Open Space Master Plan

- n/a

- Community Needs Survey 2010



Policy History

Amendment Date(s) – Amendment Description
Review Date(s) – Review Outcome Description

- 2019 November 26 – minor amendments to clarify policy and align with new policy template



Definitions

37 In this policy:

- (1) “access” means that all County residents shall receive equity through accessible, available, and affordable services, programs, and facilities;
- (2) “applicant” means an organization applying for a grant pursuant to this policy;
- (3) “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;
- (4) “CAO” means Chief Administrative Officer;
- (5) “capital” means funding for an expenditure creating future benefits, a fixed asset, or a tangible item (bricks and mortar).
- (6) “cash-in-lieu” means money acquired instead of land for municipal reserves;
- (7) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
- (8) “community impact” means the maximum return on recreation investment yielded by funding partnerships and sustained results for County residents;
- (9) “community organizations” means non-profit groups or organizations 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;
- (10) “component” means a portion of a facility used for a specific function or activity; i.e. gymnasium, fitness centre;
- (11) “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;
- (12) “cost sharing grants” means funds approved by the County and may be proportioned up to a maximum of 50% of the total project cost to be contributed by the County;



- (13) "Council" means the duly elected Council of Rocky View County;
- (14) "County" means Rocky View County;
- (15) "cultural" means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;
- (16) "development" means a change in use of land or in the footprint of the land;
- (17) "divisional facility" means a facility with two or fewer components that provides services according to defined divisional 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;
- (18) "emergency funding" means resourcing provided for repairs to a facility that could not remain open nor operate safely if the repairs are not completed;
- (19) "facility" means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (20) "incorporating documents" means the legal instruments by which an applicant is incorporated or created; includes an application for incorporation, articles of incorporation, memorandum of association, articles of association, and bylaws;
- (21) "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;
- (22) "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;
- (23) "*Master Rates Bylaw*" means the Rocky View County bylaw known as the *Master Rates Bylaw*, as amended or replaced from time to time, is a Council-approved regulation that includes a consolidation of rates charged to the public for various municipal services;
- (24) "municipality" means any civic entity other than Rocky View County;
- (25) "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



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- interest in serving the recreation needs of the public without realizing a profit to its members;
- (26) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance;
- (27) “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;
- (28) “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;
- (29) “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;
- (30) “recreation” means an experience that results from freely chosen participation in physical, intellectual, creative, and cultural pursuits that enhance individual and community wellbeing;
- (31) “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;
- (32) “recreation tax levy” means the application of annual tax to residential properties to support recreation and culture;
- (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) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;



- (36) “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;
- (37) “sustainability” means the relationship between financial sustainability and organizational self-sufficiency in resourcing required for maintaining general operations independent of public funds;
- (38) “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; and
- (39) “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 financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.



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) County Plan;
 - (5) 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 includes:
 - (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.



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);
 - (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.

POLICY

#317



	<p>Title: Community Recreation Funding</p>
<p>Legal References: Provincial Act(s): Municipal Government Act Provincial Regulation(s): Council Resolution(s): Others: Reserve Agreement between Rocky View County, Rocky View Schools and the Calgary Roman Catholic Separate School District No. 1 Recreation Cost Sharing Agreements with Municipalities</p>	<p>Policy Category: Recreation & Community Support</p>
<p>Cross References: Supersedes: Policy 202 Procedure 307 Others: Master Rates Bylaw Land Use Bylaw Municipal Development Plan (County Plan) Parks & Open Space Master Plan Community Needs Survey 2010 District Recreation Master Plans (in development)</p>	<p>Adoption Date: April 24, 2012 Effective Date: April 24, 2012 Revision Date(s): October 14, 2014 October 25, 2016 April 4, 2017 September 5, 2017</p>
<p>Purpose:</p> <p>Rocky View County values the contribution that the not-for-profit sector makes in the provision of recreation facilities, programs, and services for public benefit. The County is known for its vibrant volunteer community. Many of these volunteers serve the community through not-for-profit organizations that provide a range of cultural, social, recreational, sport, and other community-based programs and services that the County could not sustain without their involvement. In addition to the direct services they provide, the not-for-profit sector develops community leadership and empowers citizens to build strong and caring communities.</p> <p>The purpose of this policy is to provide eligibility criteria and evaluation guidelines for the awarding of Community Funds to organizations providing access and services to Rocky View County residents.</p> <p>This policy also establishes a framework of principles with which to guide recreational development and ongoing partnerships that provide public recreational opportunities, and enhance recreational facility services for greatest community impact.</p> <p>Definitions:</p> <p>“Access” means that all County residents shall receive equity through accessible, available, and affordable services, programs, and facilities.</p> <p>“Accountability” means that community partnerships demonstrate good governance practices, such as financial accountability, transparency, due diligence, equity, and fairness to assure the best value for public funds.</p> <p>“Administration” means an employee(s) of Rocky View County.</p> <p>“Alignment” means that partnerships are based on mutual interest, common objectives, clear responsibility, joint investment of resources, shared risk and benefits.</p> <p>“Applicant” means an organization or individual applying for a grant pursuant to this policy.</p> <p>“Building” includes anything constructed or placed on, in, over, or under land, but does not include the highway or public roadway.</p>	

“Business Plan” is 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, capital and marketing projections.

“Cash-In-Lieu” means money acquired instead of land for municipal reserves.

“Capital” means funding for an expenditure creating future benefits, a fixed asset, or a tangible item.

“Community Impact” means the maximum return on recreation investment yielded by funding partnerships and sustained results for Rocky View County residents.

“Component” – a portion of a facility used for a specific function or activity; i.e. gymnasium, fitness centre.

“Conflict of Interest” is 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, and/or the public interest.

“Cost Sharing Grants” are funds approved by the County and may be proportioned up to a maximum of 50% of the total project cost to be contributed by the County.

“Council” means the legislative assembly of Rocky View County.

“County” refers to Rocky View County.

“Development” means:

- a) A change of use of land; or
- b) A change in the footprint of the land.

“Development Permit” means a document issued pursuant to the Land Use Bylaw authorizing development.

“Dissolution Agreement” is a document that sets out the allocation of assets in the event of termination when the County invests in a facility for which it does not hold title.

“District Facility” is a *facility* with two or less components that provides services according to defined district 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 cost sharing agreement.

“District Recreation Boards” are Council appointed volunteer Boards of members who reside within a specific geographical area are tasked with the responsibility of providing recommendations to Council on the operating, capital funding, open space, and recreational needs within their designated boundaries.

“Emergency Funding” is defined as resourcing provided for repairs to a facility that could not remain open nor operate safely if the repairs are not completed.

“Facility” is a building or other physical feature or improvement designed, constructed, and managed for recreational use.

“Fee Simple” are any lands that are held in freehold title, owned by Rocky View County, and are unencumbered by a reserve designation.

“Incorporating Documents” - means the legal instruments by which an Applicant is incorporated or created; includes an Application for Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, and Bylaws.

“Inter-municipal Recreation Cost Sharing Agreement” is 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.

“Joint Regional Facility” – a classified regional recreational facility designed and operated in synergy under shared funding with other regional facilities within a service planning catchment area established and classified by Policy & Priorities Committee by Schedule A – Procedure 317.

“Life Cycle Plan” is defined as the documentation and inventory of the facility’s assets, which includes a repair and/or replacement schedule and the costs associated with the scheduled repair and/or replacement.

“Master Rates Bylaw” is a Council-approved regulation that includes a consolidation of rates charged to the public for various municipal services.

“Municipality” means any civic entity other than Rocky View County.

"MSI" means Municipal Sustainability Initiative; a provincially supported grant program. Under the MSI program, the province sets the criteria by which projects must qualify, and the County Council sets the individual priorities for those projects that meet the eligibility criteria.

"Not-for-Profit" organization incorporated under the Societies Act of Alberta or the Agricultural Societies Act whose objectives reflect their interest in serving the recreation needs of the public without realizing a profit to its members.

"Operational Costs" are the expenses related to the operation of a program, service or facility.

"Partnership" is two or more organizations working together towards a joint interest where there is:

- a) Definition of authority and responsibility among partners;
- b) Joint contribution of input costs (e.g. time, funding, expertise, information);
- c) Sharing of risk among partners; and
- d) Mutual or complementary benefits.

"Performance Outcomes" are measurements of the end results that indicate whether the service actually produced the intended benefits, and includes a combination of financial and non-financial measurements.

"Policy and Priorities Committee" is an advisory committee comprising all Councillors with a broad mandate to hear public presentations and make recommendations to Council regarding all recreation related matters; this includes new community initiatives, policy development, and funding requests for regional recreation facilities.

"Programs" are defined as 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.

"Public Use Agreement" – an agreement with the successful applicant for community funding outlining minimum conditions for accommodating public use and provision of opportunities for public participation in programming and facility use and required steps to publicize and encourage this use.

"Public Use Facilities" means any property or *facility* that has been designated through an agreement with Rocky View County as being available for use by individuals, groups, or other organizations that are not directly associated with the County.

"Publicly Supported School Authorities" includes Rocky View Schools and the Calgary Roman Catholic Separate School District No. 1.

"Recreation" an experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.

"Recreation Districts" are defined by geographical areas within which Recreation Boards enable the delivery of recreational services to residents.

"Recreation Levy" means the application of annual tax to residential properties to support recreation and culture.

"Recreation Master Plan" is a Council approved planning document that defines the recreational and cultural needs of residents.

"Regional Facility" is a *facility* that is determined by the County to be qualified as such, is owned or co-owned by the County, or is financially supported by the County but resides in another municipality and must provide public access without discrimination to County residents.

Further, a *regional facility* is a public facility designed and operated to include an integrated range of recreational interests, skill levels, and service areas. It is responsive to the needs of all ages and abilities, and contributes to a sense of community. It incorporates multiple indoor and outdoor components, participation and opportunities for both structured and organized sport, as well as unstructured and spontaneous recreational activities. Facility services may be provided through an alternative municipal service provider with public access negotiated through an intermunicipal cost sharing agreement.

"Regional Service Planning Catchment" means the geographic area from which a regional facility or joint regional facility attracts clients or customers for facility use. Catchment areas establish facility service levels centred on meeting public expectations for access and program availability.

"Reserve Agreement" means joint use agreement between Rocky View County, Rocky View Schools, and the Calgary Roman Catholic Separate School District No. 1 for the planning, development, funding, maintenance, and

operation of all reserve lands in Rocky View County.

“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. **“Subdivision Approving Authority”** means a Council appointed committee that has the authority to specify the amount, type, and location of reserve land, or money in lieu thereof.

“Sustainability” refers to the relationship between financial sustainability and organizational self-sufficiency in resourcing required for maintaining general operations independent of public funds.

“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.

“Voluntary Community Groups” are non-profit groups or organizations that exist to serve the public benefit, are typically governed by a voluntary board of directors, and depend on volunteers to carry out essential parts of the groups’ or organizations’ work.

“Volunteer” is 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 financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

“Voluntary Recreation Contribution” means a voluntary monetary donation by owners and/or developers, as per the Master Rates Bylaw, applied to each new unit for residential or non-residential development.

Policy Statement:

Rocky View County:

1. May provide limited operating and capital assistance to not-for-profit organizations whose facilities, programs or services result in benefits to County residents;
2. Encourages and supports partnership opportunities that enhance quality of life through cultural, recreation, sport, and leisure experiences, and community development opportunities.

Regional Facilities Guidelines:

The Policy and Priorities Committee shall determine, through a formal motion of Council, which facilities qualify as a *regional facility* or as a joint regional facility as per the criteria specified in Procedure #317 and Regional Service Planning Catchments forming Schedule A – Procedure #317..

The Policy and Priorities Committee, with formal approval from Council, has the authority to amend regional eligibility criteria as they deem appropriate to meet the needs of the County.

The Policy and Priorities Committee, with formal approval from Council, has the authority to alter the status of a *regional facility* and service catchment resourcing as it deems necessary to meet the needs of the County.

Only identified *regional facilities* have access to identified regional operational or capital funds. Facilities classified as ‘joint regional’ shall collaboratively plan and share resourcing allotted to a service planning catchment. Funds to be allocated in accordance with the Council approved annual operational budget.

The County shall allocate funding to each designated regional facility annually on or before July 15 of each year, as approved by Council. Existing Inter-municipal recreation cost sharing agreements shall take precedence over this policy. This funding is not to be considered as matching funds for further cost sharing grants from the County.

All regional facilities must apply annually through the Policy and Priorities Committee to be eligible for annual funding.

The County shall permit regional facilities to apply for capital funding. Capital funding will be based on an opportunity to cost share up to 50% of the total project cost; however, this will be at the discretion of the Policy and Priorities Committee and Council. If the facility is located within a neighbouring municipality, the cost sharing formula will be based on: a) up to 25% contribution from the County; b) up to 25% from the neighbouring municipality where the facility resides; and c) a minimum of 50% funding being provided from the facility.

Upon Council's approval, regional facilities will have access to the Regional General Fund once they have depleted funds from their individual recreation facility capital accounts.

The County shall permit regional facilities to apply for emergency funding. Emergency funding will be based on an opportunity to cost share up to 50% of the total project cost; however, this will be at the discretion of the Policy and Priorities Committee. If the facility is located within a neighbouring municipality, the cost sharing formula will be based on: a) up to 25% contribution from the County; b) up to 25% from the neighbouring municipality where the facility resides; and c) a minimum 50% funding being provided from the facility.

Council will review capital funding requests that have been recommended by the Policy and Priorities Committee in April and November of each year.

Emergency funding requests, in consultation with the Policy and Priorities Committee, will be presented directly to Council for approval.

The County shall permit regional facilities to apply for expansion funding if the project is supported by evidence of public need. Possible cost sharing will be determined with each application. Application requirements for expansion will be considered on a project by project basis.

Expenditures incurred prior to approval of the capital project by Council will not normally be considered for funding.

Facilities shall recognize the County as a source of funding for any capital projects. Recognition can be achieved with signage, or another source of recognition, pending discussion with County administration.

Non – Eligible Regional Capital Items:

1. Items that fall within the facility's life cycle plan, or will fall within the facility's life cycle plan in the future, and individually are \$10,000 or less to replace/repair.
2. Libraries, theatres, and museums, unless they are attached to a recreation facility.
3. Consumable and/or items including but not limited to kitchen items, sports equipment, entertainment units, tools, maintenance supplies, or any items that have a life span of less than five years.
4. Reimbursement of employee hourly wages.
5. Volunteer hours that are not directly associated with the construction of the project.
6. Projects on private property without a public interest to the land.
7. Projects that do not allow reasonable access to the public.

District Facilities Guidelines:

The County shall permit district facilities and organizations to apply for annual operating funding each spring. Applications are processed through their District Recreation Board or Recreation Boards where residents utilize their facilities or programs.

District facilities have sole access to district operating and capital funds, and regional facilities are not permitted to use these identified district funds.

Annual operating funding requests will be reviewed by the District Recreation Boards in February/March, with recommendations from the District Recreation Boards being reviewed by Council in June; if approved, funds will be disbursed to facilities prior to July 15 of each year.

Facilities and organizations must apply annually through their District Recreation Boards to be eligible for annual operating funding. Operating grants are not considered cost sharing grants.

Council will review capital funding requests that have been recommended by the Recreation Boards in April and November of each year.

Capital funding requests will be based on an opportunity to cost share up to 50% of the project cost; however, this will be at the discretion of the District Recreation Board and Council for facilities located in the County. If the facility is located within a neighbouring municipality, the cost sharing formula will be based on: a) up to 25% contribution from the County; b) up to 25% from the neighbouring municipality where the facility resides; and c) a minimum 50% funding being provided from the facility.

The County shall permit district facilities to apply for emergency funding based on the opportunity to cost share up to 50% of the total project cost; however, this will be at the discretion of the District Recreation Board. If the facility is located within a neighbouring municipality, the cost sharing formula will be based on: a) up to 25% contribution from the County; b) up to 25% from the neighbouring municipality where the facility resides; and c) a minimum 50% funding being provided from the facility.

Upon Council's approval, Recreation Boards will have access to the District General Fund once they have depleted funds from their individual district capital accounts.

The County shall permit district facilities to apply for expansion funding if the expansion falls within the County's Recreation Master Plan and the District's Recreation Master Plan. Possible cost sharing will be determined with each application.

Application requirements for District facilities and organizations are specified in Procedure #317B.

Non-Eligible District Capital Expenditures:

1. Libraries, theatres, and museums, unless attached to a recreational facility.
2. Consumable and/or items including but not limited to kitchen items, sports equipment, entertainment units, tools, and maintenance supplies, or any items that have a life span of less than five years, or items under \$5,000.
3. Reimbursement of employee hourly wages.
4. Volunteer hours that are not directly associated with the construction of the project.
5. Projects on private property without a public interest to the land.
6. Projects that do not allow reasonable access to the public.

Facility Volunteer Hour Contributions:

The County shall permit facilities and organizations to apply volunteer hours to their funding contribution portion on the capital project where funding is being requested.

E.g.: Total project cost = \$1,000

County contribution = \$600 Cash (\$500 for 50% contribution and additional \$100 to recognize volunteer labour)

Facility contribution = \$400 Cash and \$100 for labour (*includes 10 volunteer hours at the dedicated per hour rate set out in the County's Master Rate Bylaw.*)

Allocation of Funds:

Budgeted resourcing for District Board activities (Tax Levy) shall be apportioned to the recreation district in which it was generated. Council will also apportion a percentage of the annual departmental budget to support identified regional facilities.

Monies received for capital projects through the County's Cash-In-Lieu/Public Reserve program, shall be allocated between the County and the publicly supported school authorities operating in the County, in accordance with the agreement between them.

The County's portion of the Cash-In-Lieu/Public Reserve funds received, including the proceeds from the sale of reserve lands, is apportioned as follows: a) 5% to the District Capital Fund; b) 25% to the Regional Capital Fund; and c) 20% to the Recreation District in which the subdivision was located. These funds are to be used for capital projects.

The County's portion of Voluntary Recreation Contribution funds received is apportioned 100% to the Recreation District in which the subdivision was located, and these funds are available for regional and district projects respectively as directed and approved by Council. These funds are to be used only for new projects, or expansion of capital projects.

Interest income generated on the municipal portion of the reserve monies and the Recreation Tax Levy monies shall be allocated to the Municipal Reserve Fund. Interest income generated on the school authorities' portion of the monies shall be allocated proportionally to the School Funds.

Subject to Council approval, the interest earned on the Municipal Reserve Funds and funds allocated to the District and Regional section of the Public Reserve may be designated for maintenance of Municipal Reserve Parcels and Public Parks.

The unused operating dollars within each Recreation District account will be transferred to the Recreation District specific Capital Public Reserve account annually. Unused operational funds at the regional facilities will remain within their individual accounts. Tracking of allocations to specific Recreation Districts will be completed by the

appropriate Administrative function of the County.

These funds will be available for future capital projects, life cycle enhancement or debt service costs for debts incurred to fund a capital project or life cycle enhancement.

Conflict of Interest

Should the County determine a Not-for-Profit’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, then the County may withhold or withdraw approved funding without notice.

Application Process :

Applicants can only submit one operating funding application per facility or program per fiscal year.

Applicants can submit capital funding request per facility or program no more than twice per year.

The County’s fiscal year is January 1 to December 31.

Due to the volume of applications received, and the limited amount of funds available, not all eligible projects will receive funding.

Timelines:

Type of Funding	Received Date	Recommendation From	Decision Date	Approved By
Annual Operating	January to March	District Recreation Board	TBD	Council
Annual Regional	January to March	Policy and Priorities Committee	TBD	Council
Capital	March & October	Policy and Priorities Committee and/or District Recreation Board	TBD	Council
Emergency Capital	Anytime	County Administration	First Opportunity	Council
Capital Expansion	March & October	Policy and Priorities Committee and/or District Recreation Board	Not Specified	Council
Capital for New Facility	March & October	Policy and Priorities Committee and/or District Recreation Board	Not Specified	Council

Evaluation Criteria:

Seven criteria will be used to evaluate Applications.

A. Alignment with County Policy:

1. Community Recreation Funding Policy 317 – Definitions and guidelines.
2. Rocky View County Strategic Plan
3. District Recreation Master Plans;
4. Parks and Open Space Master Plan;
5. County Plan;
6. Registered non-profit organization under the Societies or Agricultural Societies Acts;
7. Incorporating documents that demonstrate a recreation service mandate.

B. Community Benefits

1. Creates a new or enhanced recreational and/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 and/or inclusion for County residents;
7. Provides public use facilities; and
8. Sound stewardship of public resources.

C. Partnership & Operational Viability

1. Compliments the design and operations other facilities' in line with regional service planning catchment areas as defined by Schedule A – Procedure 317;
2. Adopts Performance Measures to assess community impact and public value;
3. Public Access Agreement exists between County and facility service provider
4. If applicable, Intermunicipal Partnership:
 - 4.1 The complimenting municipality supports inter-municipal recreation agreements;
 - 4.2 The complimenting municipality supports the capital project; and
 - 4.3 The complimenting municipality has approved cost sharing with the County.

D. Project Viability

1. A minimum of 50% funds raised or committed;
2. Other funding opportunities have been sourced;
3. Project can be completed if the full funding grant request is not approved; and
4. Project is part of facility's capital priority plan and/or life cycle plan.

E. Capital Expansion: Planning & Financial Sustainability (applicable for new development)

1. A completed five year Life Cycle Plan;
2. A completed, current, Business Plan;
3. A completed Financial Operational Sustainability Projections Plan spanning five to ten years;
4. A completed, detailed Feasibility Study;
5. A completed Master Site Development Plan;
6. The required public engagement sessions have been completed;
7. Other requested studies related to the project have been completed.

F. Governance

1. Governance structure, policies, and procedures are in place to ensure that the Not-for-Profits operate community facilities in a responsible, equitable, and transparent manner.
2. A clear and appropriate conflict of interest policy that addresses, at a minimum:
 - 2.1 Any transaction by or with the Not-for-Profit organization in which a director, officer, or employee has a direct or indirect personal interest;
 - 2.2 Any transaction in which a director, officer, or employee is unable to exercise impartial judgment or otherwise act in the best interest of the Not-for-Profit organization.

G. Regional Facility Design Principles

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 Facilities:** recreation facilities shall be 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.
3. **Grouping of Facilities:** Facilities will be twinned or grouped together to support economies of scale and expanded user opportunities; i.e. tournaments.
4. **Range of Opportunities:** Facilities shall provide 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.
5. **Flexible Design of Facilities:** Facilities shall be flexible in design with opportunities to accommodate as wide a range of use as possible, and shall be able to be converted to other uses in the future.

All applications will be ranked on the above criteria, with all criteria carrying the same weight of importance. Not all seven evaluation criteria will apply to each application. Funding approvals will be based, in part, on how each project ranks.

Notwithstanding this policy, Council retains the right to approve funding from the Public Reserve for applications that do not meet some or all of the requirements set out in this policy.