

Recreation Governance Committee Meeting Agenda

February 4, 2020

10:00 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

1. December 3, 2019 RGC Meeting Page 2

B REPORTS

- None

C APPOINTMENTS

- None

D GENERAL BUSINESS

1. All Divisions – File: N/A – KOAC Facilities and Programs Presentation

Staff Report Page 6

2. All Divisions – File: N/A – Bragg Creek Satellite Library Project Proposal

Staff Report Page 21

3. All Divisions – File: N/A – Community Recreation Funding Grant Policy C-317

Staff Report Page 62

4. All Divisions – File: N/A – Langdon Recreation Grant Program Policy C-328

Staff Report Page 94

E UNFINISHED BUSINESS/BUSINESS ARISING

ADJOURN THE MEETING

ROCKY VIEW COUNTY
RECREATION GOVERNANCE COMMITTEE
December 3, 2019

Page 1

A regular meeting of the Rocky View County Recreation Governance Committee was held in the Council Chambers of the County Hall, 262075 Rocky View Point, Rocky View County, Alberta on December 3, 2019 commencing at 1:00 p.m.

Present:

Division 2	Councillor K. McKylor (Chair)
Division 5	Councillor J. Gautreau (Vice Chair)
Division 1	Councillor M. Kamachi
Division 4	Deputy Reeve A. Schule
Division 6	Reeve G. Boehlke
Division 7	Councillor D. Henn

Also Present:

- A. Hoggan, Chief Administrative Officer
- D. Hafichuk, A/Executive Director, Operations
- G. Kaiser, Executive Director, Community and Business
- T. Cochran, Executive Director, Community Development Services
- T. Andreasen, Deputy Municipal Clerk, Municipal Clerk's Office
- M. Mitton, Legislative Coordinator, Municipal Clerk's Office
- S. de Caen, Community Services Coordinator, Recreation, Parks, and Community Support
- A. Panaguiton, Community Services Coordinator, Recreation, Parks, and Community Support
- I. Cortada, Community Projects Coordinator, Recreation, Parks, and Community Support
- P. Kruger, Community Projects Coordinator, Recreation, Parks, and Community Support

Call to Order

The Chair called the meeting to order at 1:00 p.m. with all members present, with the exception of Deputy Reeve Schule.

1-19-12-03-01

Updates/Acceptance of Agenda

MOVED by Councillor Henn that the December 3, 2019 Recreation Governance Committee meeting agenda be approved as presented.

Carried
Absent Deputy Reeve Schule

1-19-12-03-02

Confirmation of Minutes

MOVED by Councillor Henn that the November 5, 2019 Recreation Governance Committee meeting minutes be approved as presented.

Carried
Absent Deputy Reeve Schule

ROCKY VIEW COUNTY
RECREATION GOVERNANCE COMMITTEE
December 3, 2019

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1-19-12-03-03 (D-1)

All Divisions – Rescheduling of September 1, 2020 meeting

File: N/A

MOVED by Reeve Boehlke that the September 1, 2020 meeting be rescheduled to September 8, 2020.

Carried

1-19-12-03-04 (D-2)

All Divisions – Bow Valley Agricultural Society Ice Arena Expansion Project Update

File: N/A

Presenters: Cori Gustasven and Rebecca Miller, Bow Valley Agricultural Society

Deputy Reeve Schule arrived to the meeting at 1:11 p.m.

MOVED by Deputy Reeve Schule that the Bow Valley Agricultural Society Ice Arena Expansion Project Update presentation be received as information.

Carried

1-19-11-05-05 (D-3)

All Divisions – Fall 2019 District Community Recreation Funding Grant Presentations

File: N/A

Presenters: Conrad Schiebel, Greater Bragg Creek Trails Association
Ian Galbraith, Jan Erisman and Val Finch, Springbank Heritage Club
Brian Huntley and Kelsey Johnson, Friends of Chestermere High Society
Jack Rent, Chestermere Regional Community Association

The Chair called for a recess at 2:40 p.m. and called the meeting back to order at 2:50 p.m., all members were present with the exception of Reeve Boehlke.

Reeve Boehlke returned to the meeting at 2:54 p.m.

MOVED by Deputy Reeve Schule that the Greater Bragg Creek Trails Association's grant application presentation for Paving of 2.5 kms of trail from the hamlet of Bragg Creek going west to RR52 in RVC for up to \$100,000.00 be received as information.

Carried

MOVED by Councillor Kamachi that the Springbank Heritage Club's grant application presentation for \$351,749.02 be received as information.

Carried

MOVED by Councillor Henn that the Friends of Chestermere High Society's grant application presentation for \$750,000.00 be received as information.

Carried

MOVED by Councillor Gautreau that the Chestermere Regional Community Association's grant application presentation for \$157,462.00 be received as information.

Carried

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RECREATION GOVERNANCE COMMITTEE
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1-19-11-05-06 (D-4)

All Divisions – Fall 2019 District Community Recreation Funding Grant: Capital Funding Requests

File: N/A

MOVED by Councillor Kamachi that the Bragg Creek Community Association's funding request be approved for up to \$5,475.11 from the 2019 Recreational Tax Levy to assist with the culvert cleanout, the removal of sod areas to ensure proper surface drainage, the regrading of the parking lot to establish proper drainage to landscape, the final grading of the work-site, and the re-sodding of disturbed landscape areas.

Carried

MOVED by Councillor Kamachi that the Bragg Creek Tennis Club's request for up to \$16,000.00 to complete the resurfacing with grinding and levelling, and painting pickle ball lines on the far court be approved from the 2019 Recreational Tax Levy.

Carried

MOVED by Deputy Reeve Schule that the Bow Valley Agricultural Society's request of \$92,950.00 to proceed with stripping, grading, and overall site work to assist with their expansion project site prep be approved from the 2019 Recreational Tax Levy.

Carried

MOVED by Deputy Reeve Schule that the Bow Valley Community Club's request be approved for up to \$16,703.05 from the 2019 Recreational Tax Levy to assist with the renovation of the women's washroom.

Carried

MOVED by Councillor Henn that the Bearspaw Glendale Community Association's request for up to \$29,918.00 to replace the gymnasium rooftop makeup air unit, and to upgrade the north exterior doors of the Bearspaw Glendale Lifestyle Centre to an electronic locking system with a card reader be approved from the 2019 Recreational Tax Levy.

Carried

MOVED by Councillor Gautreau that the Calgary Yacht Club's request for up to \$10,875.00 to purchase a coach /safety boat be declined.

Carried

MOVED by Councillor Gautreau that Camp Chestermere's request be approved for up to \$36,719.64 from the 2019 Recreational Tax Levy to assist in the purchase mattresses for their overnight programming and to update the HVAC system.

Carried

MOVED by Councillor Kamachi that the Greater Bragg Creek Trail Association's funding request for up to \$100,000.00, contingent on the access to CFEP and the TCT Foundation grants, to assist with the engineered gravel trail for 2.5 km from the hamlet of Bragg Creek going west to RR52 in Rocky View County be approved from the 2019 Recreational Tax Levy.

Carried

MOVED by Deputy Reeve Schule that the Springbank Heritage Club's request be approved for up to \$278,940 from the 2019 Recreational Tax Levy to assist with the proposed expansion including: demolition and renovation of part of the old existing structure, and addition of smaller storage spaces, an arts and crafts room, a medical care room, bathrooms, two shuffleboards, and ping-pong tables.

Carried

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RECREATION GOVERNANCE COMMITTEE
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MOVED by Councillor Henn that the Friends of Chestermere High Society's request of \$750,000.00 towards the Chestermere High School's Athletic Field enhancement be declined.

Carried

MAIN MOTION:

MOVED by Councillor Henn that the Chestermere Regional Community Association's request \$157,462.00 towards the repair of the red arena roof be declined.

MOTION TO TABLE:

MOVED by Deputy Reeve Schule that the main motion be tabled.

Defeated

The Chair called for a vote on the main motion.

MAIN MOTION:

MOVED by Councillor Henn that the Chestermere Regional Community Association's request \$157,462.00 towards the repair of the red arena roof be declined.

Carried

MOVED by Reeve Boehlke that the applicant be directed to bring back a complete and fulsome application to the February 4, 2020 Recreation Governance Committee Meeting including figures on the percentage of County use of the facility.

Defeated

The Chair called for a recess at 3:59 p.m. and called the meeting back to order at 4:01 p.m., all members were present.

1-19-11-05-07 (D-5)

All Divisions – Fall 2019 Spray Lake Sawmills Recreation Park Society Land Sale Proceeds Request

File: N/A

MOVED by Reeve Boehlke that the capital funding request for Spray Lake Sawmills Recreation Park Society in the amount of \$95,000.00 to replace the heat exchanger (heat recovery condenser) at the Spray Lake Sawmills Family Sports Centre be approved from the land sale proceeds in the Regional General Reserve.

Carried

Adjournment

MOVED by Councillor Henn that the December 3, 2019 Recreation Governance Committee meeting be adjourned at 4:04 p.m.

Carried

Chair

Chief Administrative Officer or Designate

RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: February 4, 2020 **DIVISION:** 2
FILE: N/A
SUBJECT: Kiyooka Ohe Arts Centre (KOAC) Presentation

POLICY DIRECTION:

The purpose of the Recreation Governance Committee (RGC) is to act as an approving body regarding matters pertaining to Recreation and Cultural services in the County, including grant applications, studies, and master plans, as well as to support Recreation and Cultural facility development and programs through the Community Recreation Funding program.

EXECUTIVE SUMMARY:

Representatives from Kiyooka Ohe Arts Centre will introduce to RGC their mission and offerings to the community. The group's representatives will be available for questions and discussion following their presentation.

ADMINISTRATION RECOMMENDATION:

Administration recommends that the presentation be received as information in accordance with Option #1.

DISCUSSION:

The KOAC is a year-round, sustainable, and art-in-nature destination where all are welcome to find inspiration in their sculpture park, botanical garden, wetlands/woods sanctuary, and exhibition space. Representatives of the centre will introduce to RGC the different services that they offer to the community, and discuss how the County could support their initiatives in the future. Administration has included a copy of the presentation as Attachment 'A'.

BUDGET IMPLICATIONS:

There are no budget implications at this time as presentations are received as information.

OPTIONS:

- Option #1 THAT the Kiyooka Ohe Arts Centre presentation be received as information.
Option #2 THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Theresa Cochran"

"Al Hoggan"

Executive Director
Community Development Services

Chief Administrative Officer

Administration Resources

Ines Cortada, Community Project Coordinator, Recreation, Parks and Community Support



ATTACHMENTS:

Attachment 'A' – Presentation from Kiyooka Ohe Arts Centre

Administration Resources

Ines Cortada, Community Project Coordinator, Recreation, Parks and Community Support



Kiyooka Ohe Arts Centre

Sculpture Park,
Exhibition Space
& Nature Reserve
in Springbank
Rocky View County
Alberta

Presentation to Rocky View County
Recreation Governance Committee





WHY DOES THE KIYOOKA OHE ARTS CENTRE EXIST?

- **Cultural Destination** with more than one hundred pieces displayed under the open sky, some of them of about 2.5 tonnes of steel, the Kiyooka Ohe Arts Centre is poised to become a world-class cultural destination with an exhibition space and the largest outdoor sculpture garden in Western Canada. The Centre will become a destination that will put the region on the map and bring in economic benefits at different levels.
- **Community Engagement Hub** connecting with the community through programs such as public sculpture park self-guided visits, botanic garden appreciation tours, wetlands/woods sanctuary tours, artist studio programs, community and school outreach arts education programs, guided arts appreciation tours of the artist studios and collection, access to the comprehensive art reference library, and silk screen printing studio tours all designed to appeal to a broad spectrum of ability and background.
- **Natural Reserve** preserving the site as a green corridor of parkland open to the public.
- **Tourism Destination** We would like to work closely with Rocky View County to attract tourism to the area. For example, in coordination with the Banff Centre, we are currently receiving international visitors on half-day stops on their way back to Calgary.



OUR MISSION The Kiyooka Ohe Arts Centre was founded by Harry Kiyooka and Katie Ohe in 2007, with a view to:

- Present and celebrate Alberta's and Canada's contemporary art and its heritage, to all audiences;
- Protect the environment by establishing itself as a dedicated sculpture park/botanic garden, wetland, woods/sanctuary;
- Give back to the community that has enabled and supported their long careers as teachers and artists.

“What we want the Kiyooka Ohe Arts Centre to be is a place where artists and the community can come together.”

Katie Ohe
Co-Founder Kiyooka Ohe Arts Centre



The following videos say it well:

<https://www.youtube.com/watch?v=uM-2pTn2a8I>

<https://www.facebook.com/cbccalgary/videos/10154140054853000?vh=e&sfns=mo>

https://www.youtube.com/watch?v=eAH1lpak_U



OUR STORY... SO FAR

<p>2007</p> <p>Kiyooka Ohe Arts Centre Founded by Harry and Katie</p>	<p>2010</p> <p>CRA-Approved Charity Status is received</p>	<p>2017</p> <p>\$2.5 Million Land Donation</p>	<p>2017</p> <p>Land Use Re-designation</p>	<p>2017</p> <p>A New Arts and Cultural Space</p>
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Harry and Katie donate 20 acres to the Kiyooka Ohe Arts Centre Society valued at \$2.5 Million

Re-designation of land use bylaw from Agriculture Holding to Public Services District

Transformation from home-based business to Arts and Cultural Space *



* It took us more than two years to change the land use designation because the County did not have a definition for Cultural Spaces.

Harry can be credited for demanding and making the County create such a definition.



Kiyooka Ohe Arts Centre

OUR ACCOMPLISHMENTS TO DATE

Solidified Institutional Foundations

- Quality of Board
- Efficient Governance Structure
- Operating through committees
- Set of skills of committee chairs match area of development
- Financial Policies in place
- First financial audit

Increased Financial Reserves

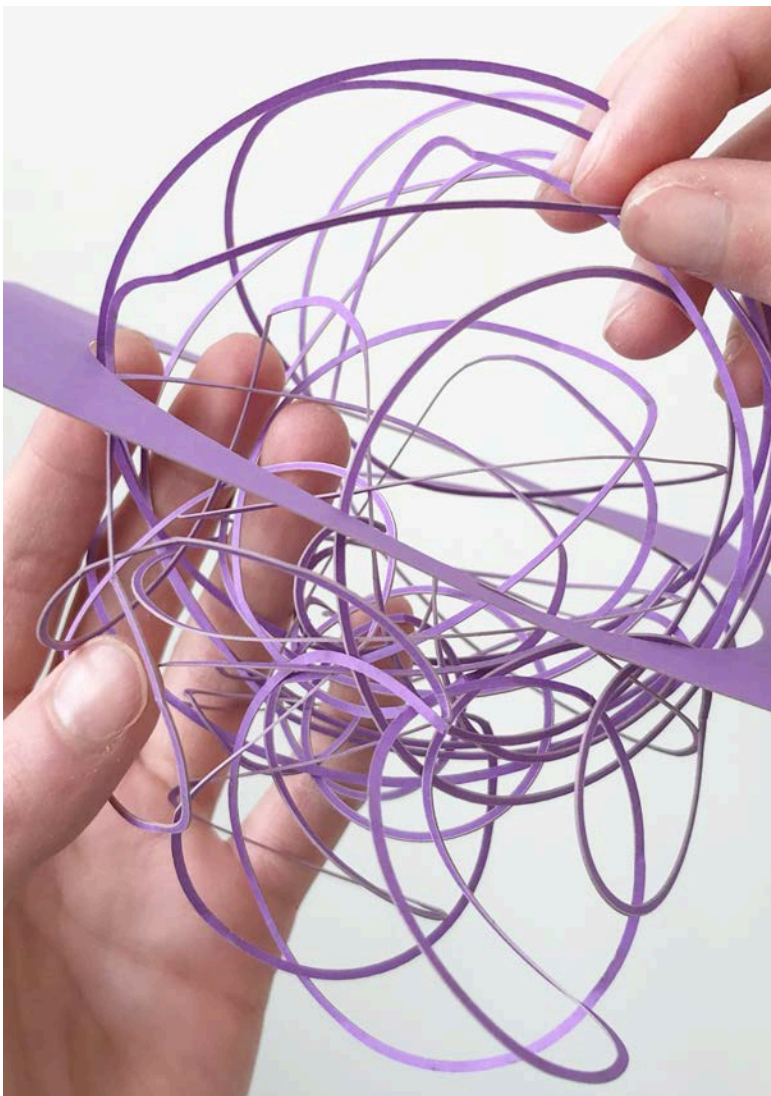
- Gala Fundraisers
- Endowment Funds
- Grants

Acquired and Restored Sculpture

- Heritage Preservation
- Restored at least one significant sculpture per year

Implemented Programs

- Volunteer program
- Outreach programs
- Residencies for artists



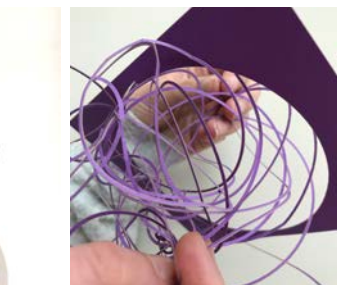
COMMUNITY ENGAGEMENT School Outreach

Project Title Ziegler Tiny Art Facilitating Artist James Ziegler

As an extension of James Ziegler's Residency at the Kiyooka Ohe Arts Centre, he will be facilitating workshops starting with this year's pilot project programming (2019-2020) with Springbank Middle School. This will allow the Kiyooka Ohe Arts Centre to reinforce relationships with local schools and contribute to their art education programming.

Students from participating schools will explore their artistic process while making small sculptures pieces using laser-cut patterns.

The process will be documented and evaluated in order to further develop and expand the program's outreach, and enhance future Artist Residencies.





COMMUNITY ENGAGEMENT Youth Programs

Project Title **The Orchard**
Facilitating Artist **Patricia Lortie**

One of our most ambitious programs involved 120 youth and children from the art clubs of the Springbank High School, and the Elbow Valley Middle and Elementary Schools creating large wooden sculptures.

We will be repeating the program this year with donated materials and students will be encouraged to think about what they want to create.

Students will gain a better understanding of contemporary art and will engage in the creative process of making public artwork.





COMMUNITY ENGAGEMENT Youth Programs

Project Title Cut Ups

Facilitating Artist Katie Ohe

Guided by Katie Ohe, each student is encouraged to develop and evolve a single idea through collage, working with coloured and textured paper, in 3D or two-dimensionally. This process has successfully shown the students how ideas and artistic expectations are developed and resolved.

Further collaborations are planned and projected to reach approximately 250 youth in 2020, throughout Rocky View School District.





COMMUNITY ENGAGEMENT Conservation

Guided Nature Walks

We will continue to work with lifelong naturalist Gus Yaki, a devoted conservationist and educator, to lead groups of nature lovers on walking tours across the Kiyooka Ohe Arts Centre's landscape of Aspen and Willows forest and prairie grassland.

By introducing people to local flora and fauna, the Kiyooka Ohe Arts Centre aims at encouraging the engagement that comes from learning to recognize and care about the species that surround us.





COMMUNITY ENGAGEMENT Inclusion & Diversity

Seniors Programs

A number of programs designed for seniors groups, such as the Springbank Heritage Club, will extend the reach of Kiyooka Ohe Arts Centre to a broader audience and promote quality of life.

Activities such as a nature walk / afternoon tea, education on bees, bird watching, art therapy and a Zeigler Tiny Art workshop are in the planning stages.

First Nations Programs

Local First Nations Elders attended our recent unveiling of Steel Wave and we will continue to engage with them on how to build future programming relevant to their community.

Recreational Days

A Snow Shoe Day through the Sculpture Park and Woods is currently in the planning stages for February. Programs such as this will appeal to a variety of people, and be a great way to feed the body and mind.



OPEN THE PARK TO THE PUBLIC! Poised to be the Largest Sculpture Park in Western Canada, a phased approach will be implemented to provide unrestricted access by enhancing the grounds to allow visitors to experience large-scale and small sculptures under the open sky.



Kiyooka Ohe Arts Centre Park

SCULPTURE

- 1 Bridge, Charles Boyce
- 2 Binder, Ray Arnatt
- 3 Queen of the Night, Michael Sandle
- 4 Dandillon, Katherin Dobbins
- 5 Blocks, Ray Arnatt
- 6 Steel Wave, Roy Leadbeater
- 7 Zigzag, Claudia Questa
- 8 Earth Mother, Mich DeMuth
- 9 2-Wheel House, Alex Caldwell
- 10 St. Zeno, Fonderia Fabris Verona
- 11 Snakes, Elli Scheepens
- 12 Garden Sculpture, John Andrekson

- 13 2 Crack, Pot Column Sculpture, Katie Ohe
- 14 Mother & Turtle, Katie Ohe
- 15 Sphere, Christian Eckhart
- 16 Man Standing, Norman Sjomani
- 17 Abstract Figure, Katie Ohe

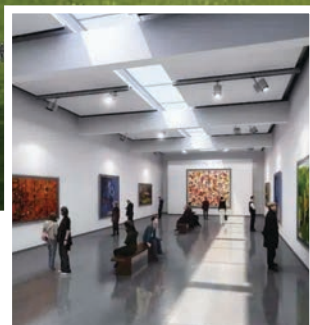
POTENTIAL SCULPTURE PLACES

- A High points and knolls
- B Meadow
- C Forest Glade
- D Grove
- E Native Plant Garden
- F Home Garden

- Existing Forest Trees
- Planted Trees
- Planted Shrubs Perennials
- Surface Water
- Road
- Paths



BUILD THE PAVILION! The Pavilion will serve as a **community hub** while simultaneously preserving and protecting the permanent art collection (valued at \$2.5 Million) and allow space required for rotating art exhibits, lecture series and educational programs to flourish. As a community hub the Centre will be available for pre-booked public events, acting as a revenue generator to aid in the long term sustainability of The Kiyooka Ohe Arts Centre.



Development Permit conditions being met with Rocky View County Planning. Target construction starting date pending RVC's commitment to the project and continued fundraising efforts.



WHY SUPPORT THE KIYOOKA OHE ARTS CENTRE?

This unique Cultural Destination, Community Engagement Hub, Natural Reserve and Tourism Destination will help build a strong, resilient community within Rocky View County.

It will provide a gathering place for all members of the community to meet and build relationships, while enjoying the benefits of art in nature.

We look forward to working with you to build a legacy that we can all be proud, and one that will resonate for future generations.



RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: February 4, 2020 **DIVISION:** 1
FILE: N/A
SUBJECT: Bragg Creek Satellite Library Project

POLICY DIRECTION:

As per policy C-312, Marigold Library System Funding, Council allocates funds annually to the Rocky View County Library Reserve for pending or planned library facilities for areas of the County that are currently without library services, and for which library programs are proposed or pending.

EXECUTIVE SUMMARY:

In an effort to sustainably address the library needs of residents, Rocky View County (RVC) has been working with the Marigold Library System, Cochrane Public Library (CPL), and Bragg Creek Community Association (BCCA) to develop a Satellite Library Proposal for the Recreation Governance Committee's (RGC) consideration.

Currently, Bragg Creek's residents receive limited monthly library programs through the CPL. Further, residents from this area have to travel to the town of Cochrane or to the city of Calgary to receive and return library resources, or order them via mail through the Marigold Library System.

This project proposes to deliver library resources and programs directly in Bragg Creek, through a Satellite Library Branch, to be located within the Bragg Creek Community Centre (BCCC). Satellite Library branch services have proven to be a more sustainable and innovative way to deliver library services to the public without the expenses associated with a more traditional brick and mortar facility. These satellite libraries allow users to utilize, receive, and return library resources and materials through self-service smart lockers, and can include flexible spaces providing not only a community space for gathering and visiting, but for encouraging people of all ages to participate in the library offerings.

The start-up cost of this project includes 28 smart locker units, prep and installation, promotional wrapping/branding, annual operating costs for the first year, furniture, and the first year of programming for the County. The total start-up cost is estimated at \$112,400.00; currently, the Rocky View County Library Reserve balance is at \$391,583.00

This initiative aligns with the Bragg Creek Revitalization Plan, the County Plan, and Council's Strategic Plan. Should it be successful, the satellite library model could be duplicated in other communities within the County as it is an efficient, flexible, and sustainable model for the delivery of library services and programming.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

Administration Resources

Ines Cortada, Community Project Coordinator, Recreation, Parks and Community Support



DISCUSSION:

Public libraries offer immense value to our communities by providing services, programs, and resources related to information, culture, education, and recreation in a public space that is welcoming of all community members. Library services have evolved in the last few years and have become dynamic gathering places that foster community connection, offer diverse programs and services that respond to community needs, and encourage life-long learning, recreation, literacy, and innovation.

Rocky View County provides library services to its residents through the Marigold Library system and by financially supporting libraries within neighboring municipalities including Airdrie Public Library, Beiseker Municipal Library, Chestermere Public Library, Cochrane Public Library, Crossfield Municipal Library, and Irricana & Rural Municipal Library. A County Library Reserve was established to provide library services for those communities that do not have local access to one.

The Bragg Creek community has been in conversation with Cochrane Public Library regarding a local public library space for many years. The community desire was also reflected in the last recreation needs assessment study conducted for the Rocky View West Recreation District in 2017, where Library Spaces scored second in the top five indoor recreation priorities for area residents, as shown in Attachment 'D' of this report.

Administration has been working in collaboration with the Marigold Library System, Cochrane Public Library, and Bragg Creek Community Association on a *Satellite Library Branch proposal*, to bring not only library resources, but programming offerings to the residents of the Bragg Creek area without incurring the costs of building and operating a new library facility. Details of the proposed library branch are included in Attachment 'A' of this report.

The model of a remote or satellite branch service is a fairly new and an innovative way to provide library services to the public. In the past few years, new technologies in the form of *smart lockers* have come to the market, making it possible for physical library materials to be made accessible to library patrons in small, remote locations.

Accompanying this type of technology with *flexible spaces*, portable furniture and shelving will not only allow for the provision of programming, but also offer the community a gathering and visiting space and will encourage people of all ages to participate in public library offerings.

Successful examples of this type of service can be found in the region, in locations such as the Rocky Ridge YMCA site (2017), the Hussar library (2016), and Genesis Place in Airdrie (2016).

The Bragg Creek Satellite Library Proposal aligns with various County strategies and plans including:

- ***Bragg Creek Revitalization Plan***, as it will connect the community bettering public spaces and the creation of recreation opportunities in the hamlet;
- ***Council's Strategic Plan***, as it will support cultural and recreational programs locally, improving service delivery. Furthermore, it will support financial health and responsible growth within the County by providing a service and an infrastructure that is cost-effective, sustainable, flexible, and innovative.
- ***County Plan***, as the County will ensure that recreational, social, and cultural services and facilities are available for residents of all ages, income levels, skills, and lifestyles through the proposed Satellite Library.

The Satellite Branch Library for the Bragg Creek area will require a partnership between the County and Marigold Library System as both parties will incur an initial expense to start the project (equipment and startup costs), as well as a yearly financial commitment to maintain and deliver the services.



As part of Marigold Library System Funding Policy C-312, “per capita funding is allocated annually to the Rocky View County Reserve Library Area that shall be held in a reserve account until a library is built for areas of the County currently without library services, for which a library program is proposed or pending”. Currently, the County Library reserve balance is at \$391,583.00.

The start-up capital cost of this project, which includes 28 smart locker units, a “browse and borrow” tower, prep and installation, promotional wrapping/branding, and furniture for a flex-space, is estimated at \$100,000.00; the yearly on-going operating cost related to the provision of IT peripherals and the annual service contract for the remote lockers is approximately \$4,350.00.

If approved, there will be annual ongoing cost for the delivery of programming to the community of Bragg Creek by the Cochrane Public Library. The frequency and the variety of programming will be related to the funds allocated to this initiative.

As per the current Marigold Library system map catchment areas, a population of 10,098 County residents are considered to be without library services, primarily in the southwest and southeast areas of the County, with \$4.00 per capita for these areas being allocated to the Rocky View County Reserve Library.

If the proposed initiative is supported, it will be serving 2,095 residents in the southwest corner of the County. The \$4.00 per capita that has been annually allocated to the reserve funds for these residents would become a new line item in the library budget for 2021 to cover the on-going cost associated with the branch library. Should the initiative be supported, the new budget line item would amount to approximately \$8,380, from which \$4,350 would cover the operating costs associated with the locker service, and the balance towards library programming through Cochrane Library, which is to be delivered locally in Bragg Creek.

The Marigold Library System will also be incurring a one-time cost of \$10,500.00 for the installation and implementation of the remote lockers and an ongoing annual cost based on the frequency per week that it delivers services, IT support, and library resources as required. A detailed breakdown of these costs are included in Attachment ‘B’ of this report.

Further background and supporting information can be found in Attachments “C” through “G” of this report.

CONCLUSION:

The Recreation Governance Committee acts as an approving body regarding matters pertaining to recreation and cultural services in the County, and supports recreation and cultural facility development and programs.

Bragg Creek’s remote location proves it difficult for members of the community to access library services. Currently, residents from Bragg Creek would have to travel to the town of Cochrane or to the city of Calgary to receive and return library resources, or order them via mail through the Marigold Library System. As it stands, the Cochrane Library provides dedicated programming for the residents of Bragg Creek a few times per month.

The satellite library is a cost-effective, sustainable, flexible, and innovative way to meet the evolving library needs of our community without incurring the costs of establishing a new library building. Bringing library services to Bragg Creek not only aligns with the County Plan and the Council’s Strategic Plan, but will also address key indoor recreation amenity priorities for the residents of this area.

BUDGET IMPLICATIONS:

There are no budget implications at this time as budget approvals are considered by Council.



OPTIONS:

- Option #1
 - Motion 1 THAT the Bragg Creek Satellite Library Proposal be received as information.
 - Motion 2 THAT the Recreation Governance Committee recommends to Council that funds be approved in the amount of \$100,000 + GST from the Library Reserve Fund for the establishment of a satellite library at Bragg Creek Community Centre, including lockers, browsing tower, and flex-furniture.
 - Motion 3 THAT the Recreation Governance Committee recommends to Council that a new line budget be added for 2021 to the annual Library budget based on the \$4 per capital for the residents of the proposed new catchment area to cover the on-going annual costs associated with the library lockers and library programming.
 - Motion 4 THAT the Recreation Governance Committee recommends to Council that Administration be directed to enter into an agreement with the Bragg Creek Community Association for the installation, maintenance, insurance, and operations of the Bragg Creek Satellite Library.
- 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’ – Bragg Creek Satellite Library Project proposal by Cochrane Public Library.
- Attachment ‘B’ – Bragg Creek satellite Library Installation and ongoing costs (Providing estimates for discussion – Municipality without Library Board)
- Attachment ‘C’ – Furniture budget and Cochrane Public Library programing costs.
- Attachment ‘D’ – Rocky View West State of Recreation Report 2017 – Section 9 page 52
- Attachment ‘E’ – 2018 Marigold individual library catchments map
- Attachment ‘F’ – Marigold Library Funding info for 2020 budget
- Attachment ‘G’ – Bragg Creek Satellite Library Project Presentation.



Rocky View County, Marigold Library Systems and Cochrane Public Library

Bragg Creek Satellite Library Project

PROJECT DESCRIPTION:

For a number of years the Bragg Creek community has been in conversation with the Cochrane Public Library around the idea of a public library space. Over the past four years, we have participated in a number of program offerings, attended community outreach meetings, met with community leaders and organizers to discuss just such a project. The local community of Bragg Creek and the surrounding area serves close to 4,000 people and their remote location makes it difficult for many members of the community to access library services. Bragg Creek falls within the Cochrane Public Library service area, but like most non-for-profit organizations, funding limits our capacity to deliver services outside of our local community. Having said that, we live in exciting and innovative times, and when we are asked to call and serve, we dig deep to find flexible solutions. This project summary addresses the issues in Bragg Creek along with solutions as to how we can help support and grow this vibrant little community.

The Cochrane Public Library is a circulating library serving both the town of Cochrane (population nearing 30,000 as of 2019) as well as the surrounding municipality of Rocky View County which includes; Bears Paw, Springbank, Bragg Creek (12,400 residents as of 2018 census). Our collection offers books and AV materials for education, enlightenment, and recreation. It is our mission to provide opportunities for cultural, personal, and intellectual enrichment through the provision of information, ideas, resources and programs in a safe and welcoming environment. We strive to provide all who inquire with friendly, efficient and effective library services to assist in meeting present and future information and educational challenges. To meet that mission, our library offers a diverse number of free programs to our community patrons, ranging from recreational programs such as our Friday Family Fun Nights, Medieval Day, Seniors Tech courses, S.T.E.A.M. sessions and so much more.

The Cochrane Public Library is a welcoming place for all community residents and visitors. We provide support for literacy and are an integral part of families, schools, and other community institutions. We provide free access to information and support an individual's growth from birth to death. In the last few years we have added a number of 'things' well outside of the scope of normal library offerings. Along with our physical and digital resources, you can now borrow items from our; power tool lending library, the TD gardening tool lending library, the board game and puzzle lending library, the ukulele music lending library (along with free lessons), items from our MakerSpace, life jackets from the Life Saving Society lending library, and coming soon, a new grant has made it possible for us to offer snowshoes, poles and avalanche survival kits. Who doesn't want to have access to this world of wonderful 'things'?

So the question remains, how do we deliver all of this and more to a remote location such as Bragg Creel? In the past few years new technologies in the form of lockers have come on the market making it possible for physical library materials to be made accessible to library card patrons in small, remote locations. It is as simple as going online, ordering the books/DVDs/magazines etc. that you want, choosing a location to pick them up at (in this example it would be the Bragg Creek Community Centre branch), and receiving a notification when they are ready for pick up. These lockers are sleek, non-intrusive, and intuitive to use. The key for larger organizations is that they function on their own or without a staff presence. Behind the scenes designated staffing hours run these lockers or kiosks by delivery of the materials to the unit and removing any returned items. The result is a seamless service which allows patrons access to library materials without the costs of an expensive brick and mortar library space.

The Bragg Creek Community Centre provides a beautiful space and easy access for patrons in the area. There is enough room within the foyer of the building to provide not only lockers but café seating, portable book shelves with physical materials, a few booths where people can gather together to read, study, play a game or eat their lunch. The community would benefit greatly by having this space available for them to gather, read, visit and play. There are enough power outlets available to allow patrons and visitors to charge their devices along with the ability to access wifi and all of the Marigold Library Systems digital content and eResources. It has been deemed a need in this community and we feel that this project will provide not only a community space worthy of gathering and visiting, it will encourage people of all ages to participate in public library offerings.

The model of remote or satellite branch service is a fairly new and innovative way to provide library services to the public. Calgary Public Library launched a version of this service at the Rocky View YMCA site in 2017 with great success. This site provides wifi service, access to a small physical book collection, a play area for children complete with a fire engine, a large children's book collection, seating, a program delivery area, and 120 lockers. The space is not closed in but freely accessible to anyone who comes into the complex. Theft of materials has been minimal, patrons love that they can access library materials in a convenient manner, and programs are delivered in an open space. I would encourage anyone in the area to drop in and take a look, it has proven to be a very functional and practical solution to an overburdened library system in a busy and growing part of Calgary.

The Cochrane Public Library would like to continue to visit the Bragg Creek site to deliver programming for all ages as budgets permit. Currently we provide children's storytimes and S.T.E.A.M (Science, Technology, Engineering, Art and Math) related programs a few times a month. The lockers will need weekly, if not biweekly, visits and during this time frame programs could be delivered while we are onsite. We currently deliver programs on a seasonal basis (Winter, Spring/Summer, Fall) according to our program delivery cycle and want to share as much as time and resources permit. Budgets are limited however and staffing is at capacity for us currently, but we continue to deliver as much as we can within the limits of our budgets. Part of the ask for this project would be 4 to 6 hours a week of staffing time as part of the service delivery.

Below we have outlined the components necessary to make this satellite branch viable. More detailed documentation is attached.

Interior Library Space

- 6 – 8 feet on the east wall is available for the remoteLocker with room for 26 locker, self-serve technology and a return bin
- Within the foyer of the Bragg Creek Community Centre there is room for portable book shelves, café tables and chairs, study booths
- Seating capacity would be 16
- The space would be monitored by the Bragg Creek Community staff
- The remoteLockers would be serviced by Marigold Library Services (IT, physical material delivery) and Cochrane Public Library (program delivery)
- Hours of operation to be determined by Bragg Creek

Program Space

- Programs could be held in the foyer space or in the gymnasium of the centre
- Times to be determined in conjunction with Cochrane Public Library staff and Bragg Creek staff
- The furniture is all portable/moveable with the exception of the remoteLocker and can be moved when necessary
- The sustainability of this project and replacement of furniture, shelving units, etc. would be the responsibility of the Bragg Creek Community Centre in partnership with RVS

Maintenance

- Maintenance of all technology related to the remoteLocker would be the responsibility of Marigold Library Systems in conjunction with the vendor, warranty and service contracts. To be determined at time of purchase

Collections

- Physical library collection will be maintained by Cochrane Public Library
- A budget will be assigned on a yearly basis for this branch and managed by both Marigold and Cochrane
- The sharing of the 'library of things' will be determined on an ongoing basis and in partnership with Bragg Creek

Staffing

- Staffing in this instance is based on deliverable program hours and travel to and from Cochrane as budget permits
- Cochrane Public Library will seek grants to provide 'one off' library programs in the community

Budget Projections

Total Setup and Installation for 2019 – Cost to RVS - \$103,638

See Attached:

Appendix A – Budget Marigold

- New Remote Locker Installation – Marigold Library System Provides – Estimate for Discussion – Municipality without Library Board

Appendix B – Budget Cochrane Public Library

- Furniture and Staffing

New Remote Locker Installation - Marigold Library System Provides - Estimate for Discussion
Municipality without Library Board

		Marigold - Bibliotheca Installation and Implementation	Marigold - Ongoing Annual Costs - based on 1 delivery day/week	Marigold - Ongoing Annual Costs - based on 2 delivery days/week	Marigold - Ongoing Annual Costs - based on 3 delivery days/week	County - Installation and Implementation	County - Ongoing Annual Costs with Marigold	County - Furniture	County - Ongoing Annual Costs with Cochrane Library	County - Ongoing Annual Costs with Cochrane Library	Bibliotheca is required vendor. Marigold IT and Bibliotheca currently provide support to Airdrie and Hussar lockers. Marigold has invested in training for IT and IT support, configuration including security protocols and API with ILS , and training and procedures for staff in Delivery Services departments.
Equipment & Vendor Support	Remote locker	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 4,000				28 locker unit including first year warranty, shipping and installation* subject to current quote. Rocky View County would be responsible for replacement parts after end of warranty. Ongoing cost is Annual Service Contract (GST not included). Promotional wrapping/branding of locker is included. "Browse and Borrow" vending tower is also available for an additional \$12,400.
		\$ -	\$ -	\$ -	\$ -	\$ 12,400	\$ -				"Browse and Borrow" vending tower is also available for an additional \$12,400.
IT Support	Electrical work/cabling requiring a electrician (e.g. additional outlets) and surge protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				Rocky View County would be responsible for these costs, if any work is required. To be determined.
	Equipment installation and configuration (onsite) by Marigold IT	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -				Marigold IT staff with vendor technicians (2 staff - one remote, one onsite). 14 hours staff time including travel for onsite staff.
	Internet service provider research	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -				Marigold IT staff will assist with obtaining quotes from area service providers for hardwired internet connectivity. Based on 4 hours IT staff time.
	Internet connection	\$ 150	\$ 900	\$ 900	\$ 900	\$ -	\$ -				Based on \$75/month** All fees are subject to quotes from local service provider, local provider may also charge a higher installation fee if wiring required. RVC responsible for the costs of any hardwired internet connectivity - initial setup and ongoing costs. Static IP address required.
	Internet connection - onsite set up	\$ 2,100				\$ -	\$ -				Marigold IT staff will configure router and firewall prior to equipment installation (2 staff - one remote, one onsite). 7 hours staff time including travel for onsite staff.
	Polaris "branch" profile	\$ 2,000									Required library software. Price to be confirmed by Polaris.
	IT Peripherals	\$ -	\$ -			\$ 700	\$ 350				UPS (\$200) Firewall (\$500) - UPS must be replaced every 2 years, Firewall every 3-4 years
	Annual IT Support - HelpDesk/remote	\$ -	\$ 750	\$ 900	\$ 1,050						HelpDesk support, remote troubleshooting, upgrades. \$150/hr x 5 hr per year.
	Annual IT Support - onsite (estimated 2 visits per year)	\$ -	\$ 3,150	\$ 3,150	\$ 3,150						Onsite visits and troubleshooting. 103 kms one way/206 each return trip (2.5 hours plus onsite time estimated at 1 hour = 3.5 hours x \$150/hr per site visit).
Marigold Administration		\$ 400	\$ 1,403	\$ 2,104	\$ 2,805					Staff/HR admin/supervision/scheduling; interlibrary loan and resource sharing policy and oversight; consortia business; library software annual fees; supplies such as thermal paper, protective packaging, bins and labels for delivery; vehicles insurance, etc.	
Marigold Direct Services (patron support)	51 weeks per year	\$ 600	\$ 2,745	\$ 3,443	\$ 4,131					Marigold staff fill patron hold requests for pickup at the remote locker through interlibrary loan from TRAC consortia and Marigold member libraries. Marigold staff unpack and prepare library material for locker patrons; assign items to a locker and configure locker transactions remotely; check in locker returns, pack up locker returns and ship back to the owning library; assist patrons with questions; and troubleshoot in collaboration with vendor and Marigold IT.	

ATTACHMENT 'B': Bragg Creek Satellite Library Installation and Ongoing Costs											
Marigold Delivery Services	51 weeks per year	\$ -	\$ 4,512	\$ 9,025	\$ 16,518						Requires Marigold staff to access the facility to physically fill the lockers and remove returned items. Marigold drivers fill hold requests by patrons in lockers for local patrons to retrieve; Marigold drivers remove items returned by patrons to the locker and bring them back to headquarters where Direct Services staff complete the check in process. Costs include fuel and delivery staff.
Marigold Communication and Marketing Support	Promotional and informational publications at implementation and ongoing	\$ -	\$ 300	\$ 300	\$ 300						Cost to Marigold is 2 hours staff time and printing/toner costs. Marigold can generate posters/brochures for display in the community regarding the locker service, contact information for patron support and information on other Marigold services available to Rocky View residents (i.e., eResources like language learning software, early literacy, online study help and exam prep for Alberta curriculum, and eMagazines, eBook & Audiobooks available to patrons).
Furniture and Vendor Info	Quote includes: café tables and chairs, bench seating with tables, portable shelving - See attached quote	\$ -	\$ -	\$ -	\$ -			\$ 34,938			
Cochrane - program delivery	Program delivery for the Bragg Creek residents	\$ -	\$ -	\$ -	\$ -				\$ 10,000		Staff/HR admin/supervision/scheduling; program delivery, mileage to and from Cochrane/Bragg Creek. To be reviewed annually. Dependant on staffing and budget restraints.
Collection Development and Maintenance	Book Shelves and material in the Community Centre	\$ -	\$ -	\$ -	\$ -					\$ 8,000	To be reviewed annually. Cochrane to manage collection development, ordering, budget review, based on need and annual assessment. Processing of materials will be part of overall Cochrane/Marigold budget. TBD
Estimated Total		\$ 10,050	\$ 8,948	\$ 10,496	\$ 12,036	\$ 63,100	\$ 4,350	\$ 34,938	\$ 10,000	\$ 8,000	

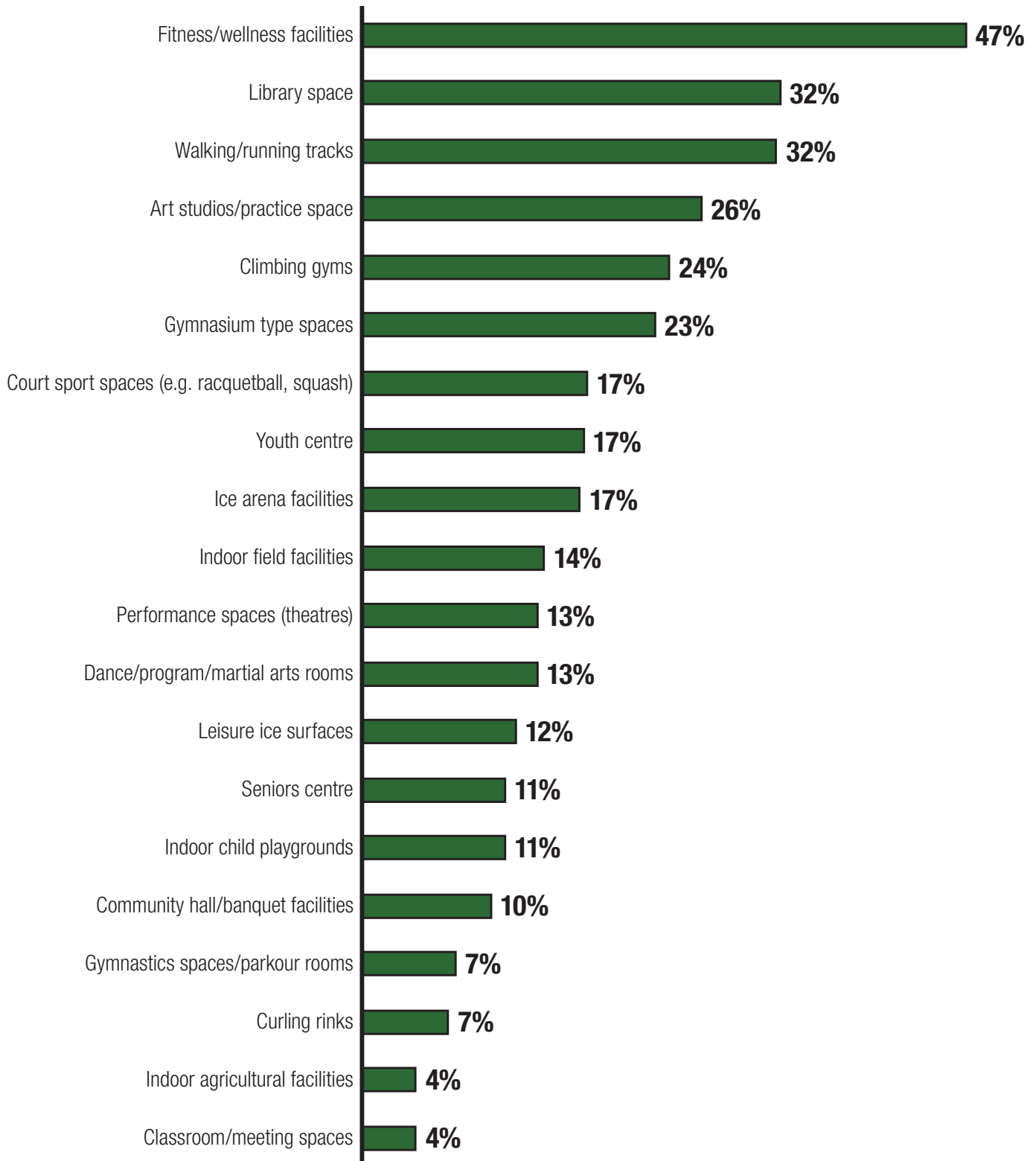
Bragg Creek Satellite Branch - Cochrane Public Library - Estimate for Furniture, Collection, Staffing

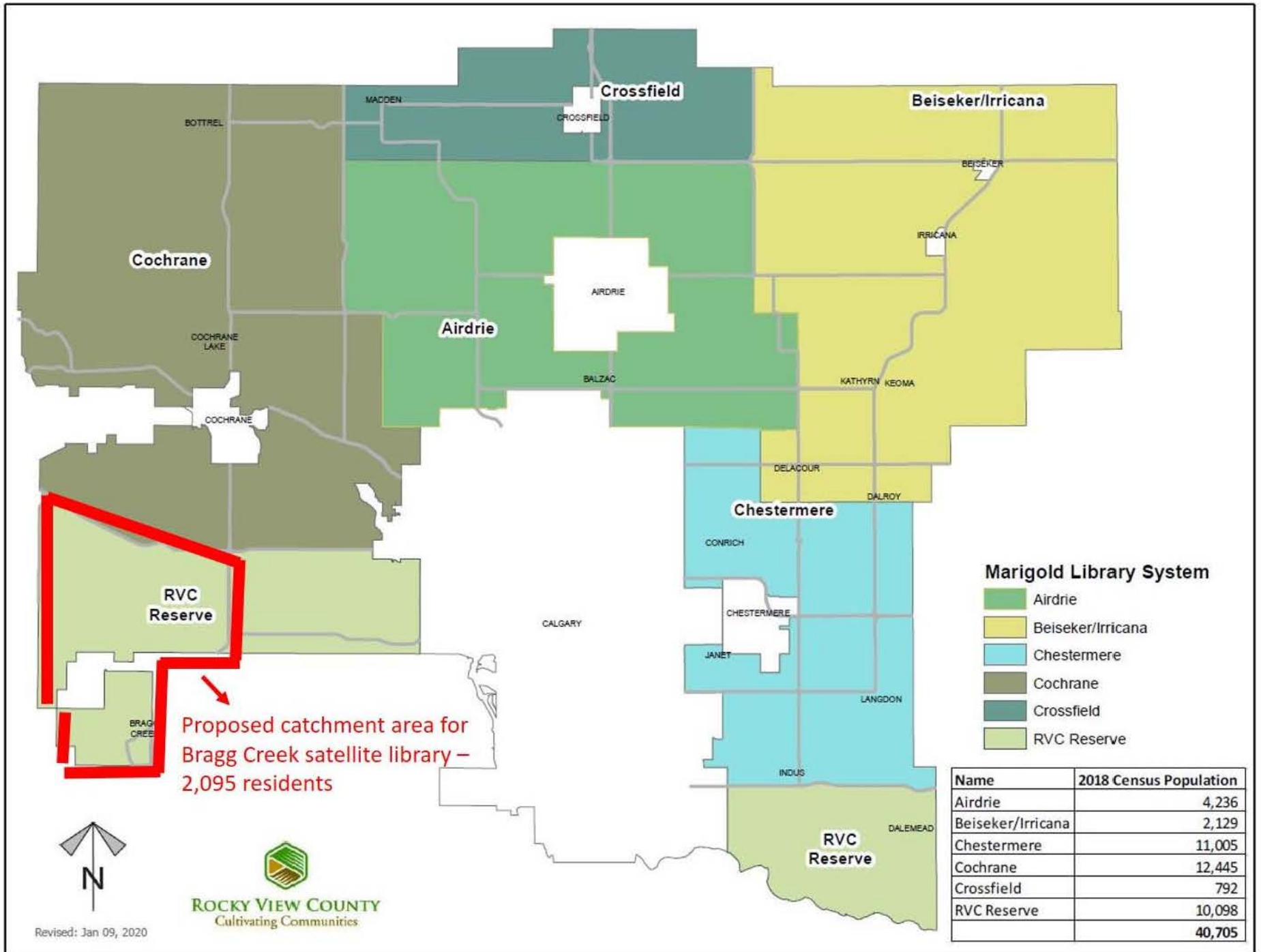
		CPL	RVS	
Furniture and Vendor Info	Loveday on Libraries	\$ N/A	\$ 34,938	Quote includes: café tables and chairs, bench seating with tables, portable shelving - See attached quote.
Cochrane - program delivery		\$	\$ 10,000	Staff/HR admin/supervision/scheduling; program delivery, mileage to and from Cochrane/Bragg Creek. To be reviewed annually. Dependant on staffing and budget restraints.
Collection Development and Maintenance		\$	\$ 8,000	To be reviewed annually. Cochrane to manage collection development, ordering, budget review, based on need and annual assessment. Processing of materials will be part of overall Cochrane/Marigold budget. TBD
Estimated Total		\$	\$ 52,938	RVS to absorb programming delivery and collection costs

Indoor Priorities

Respondents who selected “yes” or “unsure” to the previous questions were then asked to identify their top five indoor and top five outdoor facility needs. Nearly half (47%) of the subsequent respondents believe that fitness/wellness facilities should be more readily available and one-third (32%) selected library space as well as walking/running tracks.

Top Five INDOOR Recreation Amenity Priorities





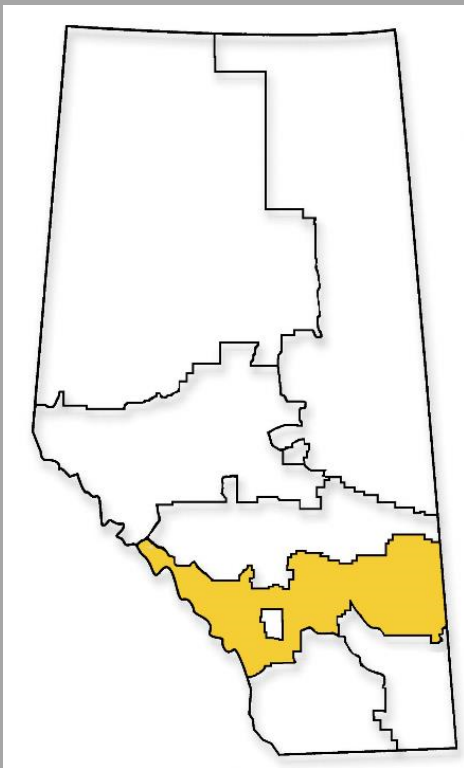
Library	2018 population	multiplier (\$4/capita) as per Marigold Library Policy C-312 (2009)	2019 cheque
Airdrie Public Library	4236	\$ 4.00	\$ 16,944.00
Beiseker Municipal Library	1065	\$ 4.00	\$ 4,258.00
Chestermere Public Library	11005	\$ 4.00	\$ 44,020.00
Crossfield Municipal Library	792	\$ 4.00	\$ 3,168.00
Irricana Municipal Library	1065	\$ 4.00	\$ 4,258.00
Cochrane Public Library	12445	\$ 4.00	\$ 49,780.00
2019 Transfer to RVC Library Reserve	10098	\$ 4.00	\$ 40,392.00
Total Population	40705		

		Multiplier per current Agreement with Marigold	
Marigold Library System Membership Fee - These fees are paid based on an invoice they submit to RVC - no cheque req required from Admin	40705	\$ 10.74	\$ 437,171.70

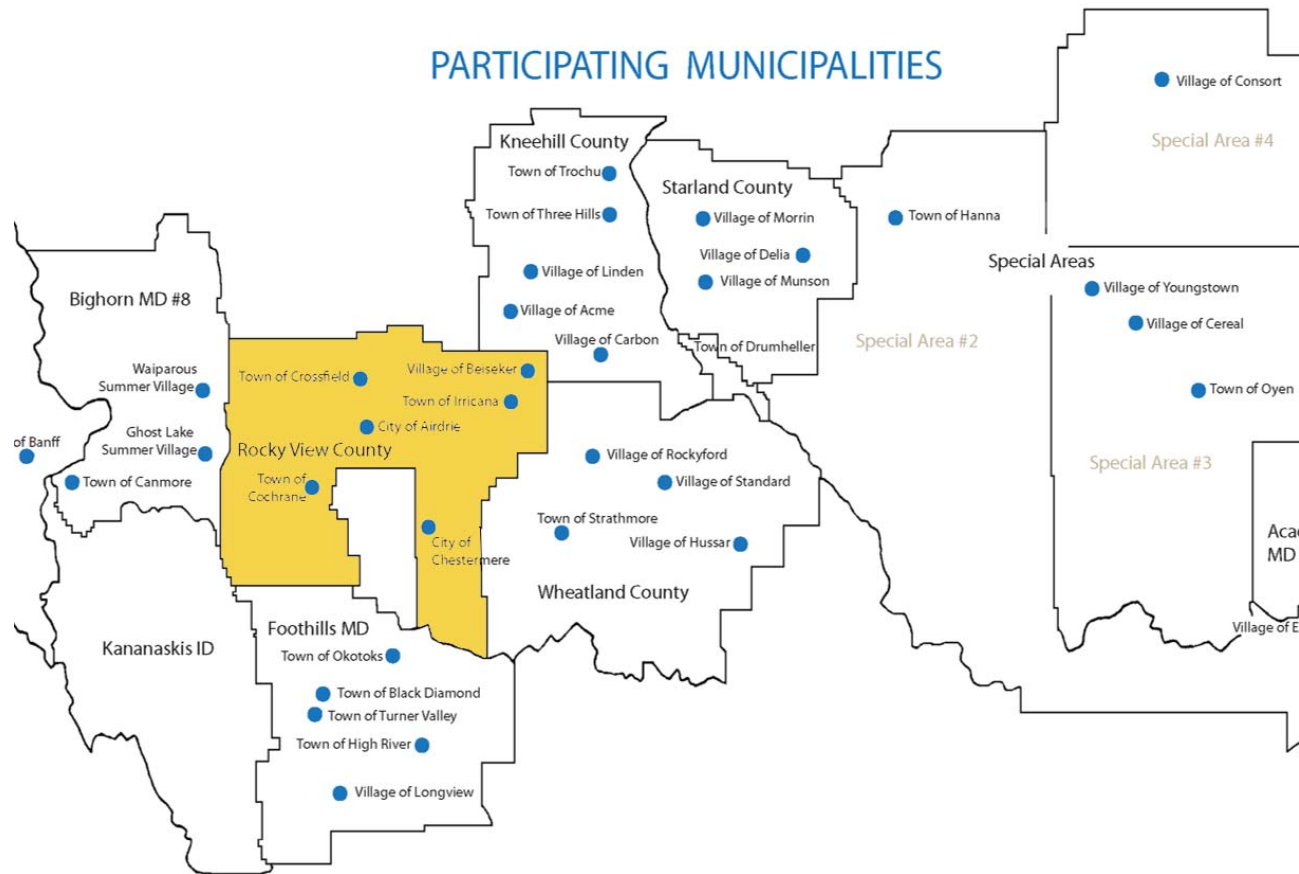


PRESENTATION TO ROCKY VIEW COUNTY

Within Alberta



PARTICIPATING MUNICIPALITIES





Marigold provides Direct Services to Rocky View residents:

- 24/7 virtual library with online resources: eBooks, streaming services, e-magazines and newspapers, eComics, Indigenous Collections & online conveniences
- Online resource training for residents
- “Library to You” mail service to 150 households in Rocky View County
- Calgary Public Library borrowing for Marigold cardholders
- Interlibrary loan services and TAL card to access academic libraries and out-of-province libraries
- Access to accessible collections for people with print disabilities



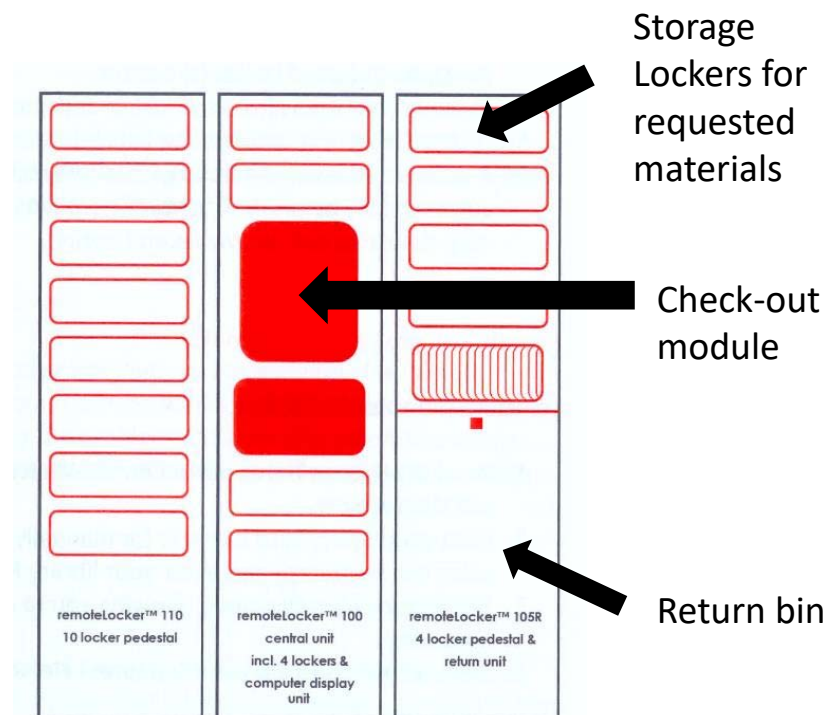
Libraries in Rocky View County: Airdrie, Cochrane, Chestermere, Crossfield, Irricana and Beiseker

- IT and Network Support
- Materials and Digital Content
- Services Grant
- Collection and Delivery Services
- Professional Consultation
- Training for Members
- Purchasing Program
- Insurance
- Services and Programs
- Communication and Marketing

REMOTE LOCKERS



REMOTE LOCKERS



ROCKY VIEW COUNTY CONTRIBUTION

INITIAL CAPITAL AND SET-UP COSTS	
Equipment - Remote Locker	\$50,000
Equipment - "Browse and Borrow" vending tower	\$12,500
ONGOING ANNUAL COSTS	
Equipment annual maintenance fee	\$4,500

*Costs to be confirmed

MARIGOLD CONTRIBUTION

INITIAL CAPITAL AND SET-UP COSTS	
Installation and configuration	\$10,500
ONGOING ANNUAL COSTS	
IT support and Internet costs	\$4,800
Patron service and support, administration and marketing	\$4,448
Weekly delivery service	\$4,500

COCHRANE CONTRIBUTION

INITIAL CAPITAL AND SET-UP COSTS

Furniture and Shelving	\$35,000
Collection development and Maintenance	\$ 8,000

ONGOING ANNUAL COSTS

Programming and supplies	\$10,000
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CREATIVE SPACES





ARE LIBRARIES STILL RELEVANT?

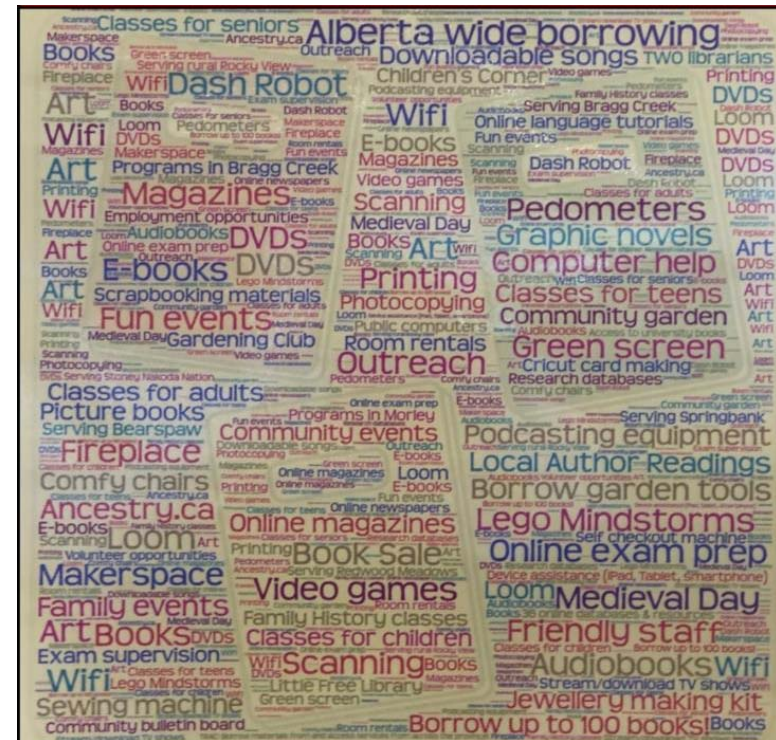
- Eliminate barriers to technology & connectivity
- Contribute to health and wellness among residents
- Contribute to safety in the community
- Serve as a community gathering place
- Improve preschool literacy and school preparedness; lifelong learning
- Considered by many an essential service
- Enrich community life & add to sustainability
- Provide affordable programs and services to all ages

ABOUT COCHRANE PUBLIC LIBRARY



A FEW IMPORTANT STATISTICS

- 18,000 plus memberships
- RVS memberships 3000+
- 350 people per day
- Program attendance 13,500+
- We serve EVERYONE!
- All programs and services are FREE!



Your Library card

HOW DO WE ADD VALUE?

- Books
- DVDs
- Games
- Digital resources
- Research
- Safe space
- Early childhood literacy
- ... all the usual services, plus more



POWER TOOL LENDING LIBRARY



GARDENING TOOL LENDING LIBRARY



GAME LENDING LIBRARY

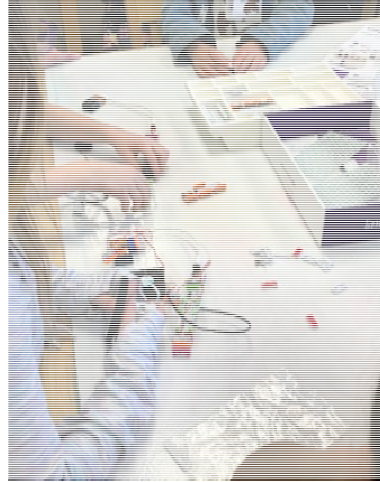


- Bananagrams
- Battleship
- Candy Land Retro
- Caracconne
- Chess
- Clue
- Connect4
- Cranium
- Disney Codenames
- Farkle
- Froggie Boogie
- Guess Who
- Harry Potter Wizard Chess
- Labyrinth
- Monopoly
- Once Upon a Time
- Operation Starwars
- Pacheesi
- Perfection
- Phase 10
- Rat-A-Tat Cat
- Space Cadets
- Ticket to Ride
- Ultimate Werewolf
- Yahtzee
- 7 Wonders
- Alchemists
- Anomia
- Arkham Horror
- Betrayal at House on the Hill
- Boss Monster
- Colt Express
- Cranium
- Game of Thrones RISK
- Imaginiff
- Munchkin Deluxe
- Munchkin Shakespeare
- Munchkin Zombies
- Puerto Rico
- Scrabble
- Settlers of Catan
- Splendor
- Tall Tales
- Telestrations
- The Convoy
- The Enchanted Tarot
- Things
- Trajan
- And more to come



AND ,YES ... LIFE JACKETS!!

3D PRINTER AND MAKERSPACE



FRED PENNER AND BOOKBASH



INTERNATIONAL WOMEN'S DAY



MEDIEVAL DAY 2019



....WE ARE AT CAPACITY



A SATELLITE SPACE ...



WHAT DOES THIS ALL MEAN FOR BRAGG CREEK ?

- We are your Library
- We serve Rocky View Residents
- We want to provide as much service as possible

....WE ARE AT CAPACITY

LITERACY STATISTICS IN CANADA...

- 42% of Canadian adults between the ages of 16 and 65 have low literacy skills.
- 55% of working age adults in Canada are estimated to have less than adequate health literacy skills. Shockingly, 88% of adults over the age of 65 appear to be in this situation
- Impoverished adults often do not have the literacy skills required to get into job training programs.
- Less than 20% of people with the lowest literacy skills are employed
- A 1% increase in the literacy rate would generate \$18 billion in economic growth every year
- Investment in literacy programming has a 241% return on investment

Canadian Literacy and Learning Network <http://www.literacy.ca/literacy/literacy-sub/>



QUESTIONS?



RECREATION, PARKS & COMMUNITY SUPPORT

TO: Recreation Governance Committee
DATE: February 4, 2020 **DIVISION:** ALL
FILE: N/A
SUBJECT: Community Recreation Funding Grant Program, Policy C-317

EXECUTIVE SUMMARY:

The Community Recreation Funding Grant Program Policy C-317 has recently undergone a review under the County’s policy review project. During the review process, it was identified that the policy required amendments for clarity and to reflect new policy standards.

The major amendments to Policy C-317 are the removal of the notwithstanding clause that originally gave Council “the right to approve funding for applications that do not meet some or all of the requirements set out in this policy”; moving “programs that already receive funding from family and community support services or social services” from ineligible to discretionary; and replacing “divisional” with “community” in describing non-regional facilities and programs in the County. Other amendments to the policy include clarity of application requirements, and flow of information. The policy will continue to function as originally intended.

The policy is being brought to the Recreation Governance Committee for their consideration and recommendation to Council.

ADMINISTRATION RECOMMENDATION:

Administration recommends that the Community Recreation Funding Grant Program Policy C-317, be recommended to Council for approval in accordance with Option #1.

BACKGROUND:

Community Recreation Funding Grant Program 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. Amendments to Policy C-317 were approved by Council on November 26, 2019.

Attachment ‘A’ shows further proposed textual amendments to Policy C-317, which are being made for policy consistency, for language clarity and logical flow of information, and to add, remove, and amend definitions as required.

The following table outlines the proposed additions to the existing Policy C-317.

Amended Section	Proposed Addition	Rationale
Global replacements		
	“divisional” has been replaced by “community” in describing non-regional recreation facilities and programs	Clearer terminology
Policy		

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



Purpose - amended	This policy establishes the Community Recreation Funding Grant Program (the Grant Program) by outlining funding sources, eligibility criteria, application requirements, and evaluation guidelines.	Clarification of policy purpose
9 - Amended	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.	Clarifies that funds in the public reserve are available to both recreation organizations and the County.
16(3) – Moved to 18(1)	programs that already receive funding from Family and Community Support Services or social services;	FCSS funded programs may have recreation components that RGC deems eligible for funding
31	An organization's demonstrated financial need is taken into consideration during the evaluation process.	Ensures that applicants' financial needs are considered.
32	Grant funding decisions made by the RCG are final and appeals are not considered.	Establishes RGC as final approving authority for grant allocation decisions. Organizations may reapply at later grant intakes.
ELIMINATED	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	This authority lies with Council, not a committee.
Definitions		
Eliminated	"applicant" means an organization applying for a grant pursuant to this policy;	unnecessary
Eliminated	"CAO" means Chief Administrative Officer;	unnecessary
Eliminated	"community impact" means the maximum return on recreation investment yielded by funding partnerships and sustained results for County residents;	unnecessary
Eliminated	"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;	unnecessary
Eliminated	"development" means a change in use of land or in the footprint of the land;	unnecessary
Eliminated	"incorporating documents" means the legal instruments by which an applicant is incorporated or created; includes an application for	unnecessary

	incorporation, articles of incorporation, memorandum of association, articles of association, and bylaws;	
Eliminated	“municipality” means any civic entity other than Rocky View County;	unnecessary
40(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;	Clarifies meaning of “cash-in-lieu”
40(6) - New	“community” means of, or relating to, an organization that operates and maintains a community facility, or the provision of community recreation programs;	Clarifies meaning of “community”
40(19) - New	“MR” means municipal reserve;	Clarifies meaning of “MR”
40(20) - New	“municipal reserve” means land designated as a municipal reserve pursuant to the Municipal Government Act;	Clarifies meaning of “municipal reserve”
40(26) - New	“project completion report” means a County-supplied financial report template outlining the use of grant funds and how residents benefited from their expenditure;	Clarifies meaning of “project completion report”
40(31) - New	“regional” means of, or relating to, an organization that operates and maintains a regional facility; may include the provision of regional recreation programs;	Clarifies meaning of “regional”
40(34) - New	“retroactive expenses” means expenditures incurred prior to approval of grant by the Recreation Governance Committee.	Clarifies meaning of “retroactive expenses”
40(35) - New	“RGC” means the Recreation Governance Committee;	Clarifies meaning of “RGC”
40(37) - New	“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;	Clarifies meaning of “service club”
40(42) - New	“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.	Clarifies meaning of “Volunteer hours”

BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

Option #1 THAT the amended Community Recreation Funding Grant Program 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
/SdC

Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Proposed Community Recreation Funding Grant Program Policy C-317

Attachment ‘B’ – Existing Community Recreation Funding Grant Program Policy C-317



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:	2019 November 26
Date Last Reviewed:	(TBD)

Purpose

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



Policy Statement

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



Policy

Sources of Grant Program Funding

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



COMMUNITY RECREATION FUNDING GRANT PROGRAM

Council Policy

C-317

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

Recreation Tax Levy

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

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

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

Voluntary Recreation Contributions

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



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Use of Interest

- 13 Interest earned is allocated by Council as follows:
- (1) designated recreation funds in the public reserve are apportioned for maintenance and operation of reserve lands and public parks, of which the County holds an interest; and
 - (2) cash-in-lieu funds are apportioned in accordance with the uses identified in the *Municipal Government Act*.

Grant Eligibility

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

Non-Eligible Organizations and Expenditures

- 16 The following organizations and expenditures are ineligible for capital and operational funding under this policy:
- (1) facilities on private property without a public interest to the land;
 - (2) facilities that do not allow reasonable access to the public;



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

Discretionary Eligibility

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



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Regional and Community Funding

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

Regional Facilities

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

Community Facilities

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

Application Approval Process

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



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Evaluation Criteria

- 30 Grant applications are ranked using the criteria in Schedule A of this policy. Each criterion carries the same weight. Not all evaluation criteria apply to each application. Funding approvals are based, in part, on how each project ranks.
- 31 An organization's demonstrated financial need is taken into consideration during the evaluation process.
- 32 Grant funding decisions made by the RCG are final and appeals are not considered.

Cost Sharing Formulae

- 33 Unless otherwise noted in this policy, for organizations located in the County:
 - (1) the cost sharing formula for capital and emergency funding is:
 - (a) up to a 50% contribution from the County; and
 - (b) a minimum of 50% funding being provided from the facility.
 - (2) Operational funding is non-matching.
- 34 Unless otherwise noted in this policy, for organizations located in neighbouring municipalities:
 - (1) the cost sharing formula for capital and emergency funding is:
 - (a) up to a 25% contribution from the County;
 - (b) up to 25% from the neighbouring municipality where the organization resides; and
 - (c) a minimum of 50% funding being provided from the organization.
 - (2) Operational funding requires matching with the neighbouring municipality providing a minimum 50% matching contribution.
- 35 The County permits organizations to apply volunteer hours to their funding contribution portion up to a maximum of 50% of their matching contribution on the capital project where funding is being requested.



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- 36 Grant funding cannot be used to match funds from other County cost-sharing grant programs.

Grant Recipient Requirements

- 37 Grant recipients must provide a project completion report on how the grant funds were used. The project completion report must be provided to the County no later than three months after completing the project. Future funding requests are not considered if the financial report is not provided.
- 38 Grant recipients must recognize the County as a source of funding. Recognition may be in the form of signage, or another source of recognition, at the discretion of the Chief Administrative Officer.

Conflict of Interest

- 39 At the discretion of the CAO, if the County determines that an organization’s board or any of its directors, officers, or employees have a conflict of interest, and it is not corrected to the satisfaction of the County, the County may withhold or withdraw approved funding without notice.



References

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





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Policy History

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

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



Definitions

40 In this policy:

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



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- (9) “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;
- (10) “Council” means the duly elected Council of Rocky View County;
- (11) “County” means Rocky View County;
- (12) “cultural” means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;
- (13) “emergency funding” means resourcing provided for repairs to a facility that could not remain open or operate safely if the repairs are not completed;
- (14) “facility” means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (15) “grant” means the Community Recreation Funding Grant;
- (16) “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;
- (17) “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;
- (18) “*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;
- (19) “MR” means municipal reserve;
- (20) “municipal reserve” means land designated as a municipal reserve pursuant to the *Municipal Government Act*;
- (21) “non-profit” means an organization incorporated under the *Societies Act of Alberta*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose objectives reflect their interest in serving the recreation needs of the public without realizing a profit to its members;



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- (22) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance;
- (23) “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;
- (24) “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;
- (25) “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;
- (26) “project completion report” means a County-supplied financial report template outlining the use of grant funds and how residents benefited from their expenditure.
- (27) “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;
- (28) “recreation” means an experience that results from freely chosen participation in physical, intellectual, creative, and cultural pursuits that enhance individual and community wellbeing;
- (29) “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;
- (30) “recreation tax levy” means the application of annual tax to residential properties to support recreation and culture;
- (31) “regional” means of or relating to an organization that operates and maintains a regional facility; may include the provision of regional recreation programs;



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- (32) “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.
- (33) “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*;
- (34) “retroactive expenses” means expenditures incurred prior to approval of a grant by the Recreation Government Committee;
- (35) “RGC” means 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) “sustainability” means the relationship between financial sustainability and organizational self-sufficiency in resourcing required for maintaining general operations independent of public funds;
- (40) “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;
- (41) “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; and
- (42) “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



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be preapproved through the granting program, and reported in the project completion report.



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Schedule A: Evaluation Criteria

Funding applications are evaluated using the criteria below.

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

Community Benefits

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



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



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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 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 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:	2019 November 26
Date Last Reviewed:	2019 November 05

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 are 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 25% from the neighbouring municipality where the facility resides; and
 - (c) a minimum of 50% funding being provided from the facility.



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- (2) Operational funding requires matching, with the neighbouring municipality providing a minimum 50% matching contribution.
- 33 The County shall permit facilities and 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.
- 34 Community Recreation Grants Program funding cannot be used to match funds from other County cost-sharing grant programs.

Grant Recipient Requirements

- 35 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.
- 36 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

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





Policy History

Amendment Date(s) – Amendment Description

- 2019 November 26 – Council amended to improve clarity, align with new County standards and processes

Review Date(s) – Review Outcome Description

- 2019 November 26 – Minor amendments recommended to clarify policy and align with new policy template and procedures



Definitions

38 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;



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- (23) “*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;
- (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 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; and
 - (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 are as follows:
 - (1) creates a new or enhanced recreational or cultural amenity;
 - (2) enhances accessibility;
 - (3) contributes to community physical attributes;
 - (4) expands or creates more volunteer opportunities;
 - (5) contributes to safer communities;
 - (6) promotes diversity or inclusion for County residents;
 - (7) provides public use facilities;
 - (8) sound stewardship of public resources; or
 - (9) number of County residents benefitting from the initiative.



Capital Project Viability

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

Capital Expansion: Planning and Financial Sustainability

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

Regional Facility Design Principles

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



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



RECREATION, PARKS & COMMUNITY SUPPORT

TO: Recreation Governance Committee

DATE: February 4, 2020 **DIVISION:** 4

FILE: N/A

SUBJECT: Langdon Recreation Grant Program Policy C-328

EXECUTIVE SUMMARY:

The Langdon Recreation Grant Program Policy, C-328, has recently undergone a review under the County’s policy review project. During the review process, it was identified that the policy required amendments for clarity, and to reflect new policy standards.

The major amendments to Policy C-328 include:

- the RGC has been delegated the approving authority of the grant program;
- clearer policy statement;
- the County (acting on agent on behalf of the hamlet of Langdon) has been provided access to funding;
- the notwithstanding clause that originally gave Council “the right to approve funding for applications that do not meet some or all of the requirements set out in this policy” has been removed; and
- the policy name has been simplified to “Langdon Recreation Grant Program”.

Other amendments to the policy include clarity of application requirements and format changes to meet the new policy templates. The policy will continue to function as originally intended.

The policy is being brought to RGC for their consideration and recommendation to Council.

ADMINISTRATION RECOMMENDATION:

Administration recommends that the Langdon Recreation Grant Program Policy C-328, be recommended to Council for approval in accordance with Option #1.

BACKGROUND:

The Langdon Recreation Grant Program Policy C-328 was adopted by Council on October 14, 2014, to establish an annual funding program to support community initiatives that improve recreational services in the hamlet of Langdon. This program is resourced exclusively through the Langdon Recreation Special Tax Levy. The policy was most recently amended on June 5, 2018.

One major amendment currently proposed is the inclusion of the Recreation Governance Committee as the approving body of the grant program to be delegated by Council. Additional policy statements were included to clarify application requirements, and format changes were also included to meet the new policy template.

Attachment ‘A’ shows the proposed textual amendments to Policy C-328, which are being made for policy consistency, for language clarity, to align with Council’s Strategic Plan, to clarify the roles of Council and Administration, and to add and amend definitions as required.

The following table outlines the proposed additions to the existing Policy C-328.

Administration Resources

Susan de Caen, Recreation, Parks & Community Support



Amended Section	Proposed Addition	Rationale
Policy Name	Langdon Recreation Grant Program	Simplification of grant name
Policy Statement		
2 - new	Council values the volunteers and resources that non-profit recreation organizations in Langdon provide for County residents.	Statement ensures that policy aligns with Council's Strategic Plan.
3 - new	The County also encourages and supports partnership opportunities that enhance quality of life through cultural, recreation, sport, and leisure experiences, and community development opportunities.	Statement ensures that policy aligns with Council's Strategic Plan.
4 – new	Through this grant program, the County provides operational and capital assistance to non-profit recreation organizations with facilities, programs, or services in Langdon.	Clarifies the intent of the grant program.
Policy		
7 – new	The Recreation Governance Committee (the RGC) evaluates grant applications and allocates funding to approved, eligible non-profit organizations.	Previously assigned to Council, but amended to delegate the Recreation Governance Committee to be the approving authority.
8 - new	The RGC reviews grant applications against applicable recreation and open space master plans.	Ensures funded applications align with County recreation and open space master plans
9 – new	The RGC's funding decisions are final.	Establishes RGC as final approving authority for grant allocation decisions.
11(1)(b)	To be eligible for a grant under this policy: applicants must be ... the County acting as an agent on behalf of Langdon.	Provides opportunity for County to access funds to improve recreation opportunities in Langdon

14(3) – new	Discretionary Approvals:... non-profit recreation organizations registered in another province that provide a service to County residents.	Provides for opportunities for organizations that may service the Langdon area, but do not have Alberta as their corporate base.
14(5) - new	the County acting as an agent on behalf of Langdon;	Provides opportunity for County to access funds to improve recreation opportunities in Langdon
17(5)	Grant recipients must:... recognize the County as a source of funding. Recognition may be in the form of signage, or another source of recognition, as approved by the Chief Administrative Officer.	Clarifies requirement that grant recipients recognize the County.
18 – new	Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer.	Clarifies role of administration in grant extension and project change approvals.
Eliminated	Council retains the right to approve funding for applications that do not meet some or all of the requirements set out in this policy.	RGC does not have such authority
Eliminated	Awarded funds cannot be used to match other County grants.	
Eliminated	Any development permit costs are included in the community initiative budget.	This statement is more appropriate in an application form rather than in the Council policy.
Eliminated	(2) Administration: (a) Administers the program in accordance with Council policy; (b) Evaluates grant applications and recommends awards to Council; (c) Establishes procedure that aligns with this policy and the overall direction set out by Council; and (d) Evaluates the program annually for effectiveness.	This an Administrative requirement and is more appropriate as a procedure.
Eliminated	Recreation Facilities must provide space to residents for: (a) Rentals; or (b) Regularly scheduled classes, programs and activities that are open to the public.	This is already covered under recreation initiatives, which are encouraged through the grant program.

Definitions		
21(3) – 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;	Added for point of clarification.
21(9) – new	“maintenance costs” means the ongoing cost of running or maintaining a recreation facility or program	Added for point of clarification.
21(10) – new	“ <i>Municipal Government Act</i> ” means the Province of Alberta’s Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time;	Added for point of clarification.
21(14) – new	“project completion report” means a report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;	Added for point of clarification.
21(17) – new	“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;	Added for point of clarification.
21(20) – new	“retroactive expenses” means expenditures incurred prior to approval of grant by RGC;	Added for point of clarification.
21(21) – new	“RGC” means the Recreation Governance Committee;	Added for point of clarification.
21(22) – new	“Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;	Added for point of clarification.
21(25)	“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.	Added for point of clarification.
Eliminated	“Community Organization” means a voluntary, community-based, Not-For-Profit organization registered (or incorporated) under the Societies Act or the Agricultural Societies Act with a mandate to provide social leisure or Recreational opportunities.	Self-evident
Eliminated	“Hamlet” means the hamlet of Langdon.	Self-evident



BUDGET IMPLICATIONS:

There are no budget implications at this time.

OPTIONS:

- Option #1 THAT the amended Langdon Recreation Grant Program Policy, C-328, 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
 /SdC

Chief Administrative Officer

ATTACHMENTS:

- Attachment 'A' – Proposed Langdon Recreation Grant Program Policy C-328
- Attachment 'B' – Existing Langdon Recreation Special Tax Funding Grant Policy C-328



LANGDON RECREATION GRANT PROGRAM

Council Policy

C-328

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

Purpose

- 1 This policy establishes the Langdon Recreation Grant Program, which resources community initiatives that improve recreation services in the hamlet of Langdon in Rocky View County (the County).



Policy Statement

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



Policy

Funding

- 5 The Langdon recreation special tax levy funds the Langdon Recreation Grant Program.
- 6 Council approves the Langdon special tax levy annually by bylaw.



LANGDON RECREATION GRANT PROGRAM

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- 7 The Recreation Governance Committee (the RGC) evaluates grant applications and allocates funding to approved, eligible non-profit recreation organizations.
- 8 The RGC reviews grant applications against applicable recreation and open space master plans.
- 9 The RGC's funding decisions are final.
- 10 If the number of funding requests exceeds the funds available, eligible initiatives may not receive full funding.

Grant Criteria

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

Non-Eligible Organizations, Initiatives, and Expenditures

- 13 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:
 - (1) libraries;
 - (2) museums;
 - (3) school boards and school activities;



LANGDON RECREATION GRANT PROGRAM

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

Discretionary Approvals

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



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Terms of Award

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

Project Reporting

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





LANGDON RECREATION GRANT PROGRAM

Council Policy

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References

Legal Authorities	<ul style="list-style-type: none"> • <i>Agricultural Societies Act</i>, RSA 2000, c A-11 • <i>Companies Act</i>, RSA 2000, c C-21 • <i>Municipal Government Act</i>, RSA 2000, c M-26 • <i>Religious Societies' Land Act</i>, RSA 2000, c R-15 • <i>Societies Act</i>, RSA 2000, c S-14
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • Rocky View County Bylaw C-7874-2019, “2019 Langdon Special Tax Rate Bylaw”, as amended or replaced from time to time
Related Procedures	<ul style="list-style-type: none"> • N/A
Other	<ul style="list-style-type: none"> • N/A



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> • 2018 June 05 - Council amended - Renumbered from C-322 to C-328 to correct a clerical error
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> •



Definitions

- 21 In this policy:
- (1) “applicant” means an organization or individual applying for a grant pursuant to this policy;
 - (2) “capital” means resourcing used to enhance infrastructure that can be recorded as an asset or depreciated under the organization’s financial statements;
 - (3) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
 - (4) “consumables” means nondurable or soft goods that are meant to be consumed, including food, fuel, and promotional items;



LANGDON RECREATION GRANT PROGRAM

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- (5) “Council” means the duly elected Council of Rocky View County;
- (6) “County” means Rocky View County;
- (7) “funding agreement” means a memorandum of understanding defining the provision of County support or oversight through the life of the project or for the provision of the improvement, including minimum conditions for funding award, and the expectations that:
 - (a) transparent and fair competitive tendering practices occur;
 - (b) all initiatives utilizing public funds are subject to County audit; and
 - (c) the initiative provides for an appropriate level of public use;
- (8) “initiative” means any undertaking by a non-profit recreation organization that results in the purchase, rehabilitation, upgrading, or construction of a recreation facility, or the development or provision of a recreation program;
- (9) “maintenance costs” means the ongoing cost of running or maintaining a recreation facility or program;
- (10) “*Municipal Government Act*” means the Province of Alberta’s *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (11) “non-profit recreation organization” means a voluntary, community-based, organization incorporated under the *Societies Act*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose mandate is to provide social leisure or recreational opportunities to the public without realizing a profit to its members;
- (12) “operational” means the routine functioning and activities of a program, service, or facility such as but not limited to operational costs, utilities, and insurance with the exception of ineligible expenses as outlined in this policy;
- (13) “programs” are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity;
- (14) “project completion report” means a report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;



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



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

Council Policy

Policy #C-328

Purpose

- 1 This policy establishes the Langdon Recreation Special Tax Funding Grant which resources community Initiatives that improve Recreation Services in the Hamlet of Langdon.



Policy Statement

- 2 The County and Community Organizations share the responsibility for Recreation development, Programs, Facilities, and Special Events for the benefit of Hamlet residents.



Policy

- 3 This grant program is resourced exclusively through the Langdon Recreation Special Tax Levy.

4 Roles and Responsibilities

(1) Council:

- (a) Approves the Langdon Special Tax Levy annually through the *Langdon Recreation Special Tax Rate Bylaw*;
- (b) Develops policy governing the Langdon Recreation Special Tax Funding Grant; and
- (c) Approves grant awards.

(2) Administration:

- (a) Administers the program in accordance with Council policy;
- (b) Evaluates grant applications and recommends awards to Council;
- (c) Establishes procedure that aligns with this policy and the overall direction set out by Council; and
- (d) Evaluates the program annually for effectiveness.

5 Criteria

- (1) The following criteria are used to evaluate each grant application:



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

- (2) Applicants are Not-For-Profit organizations that either provide Recreation Programs or develop Recreation Facilities within the Hamlet of Langdon.
- (3) Initiatives must improve the quality and/or quantity of Recreational opportunities within Hamlet boundaries.
- (4) Programs must be offered to residents at a reasonable non-restrictive fee.
- (5) Recreation Facilities must provide space to residents for:
 - (a) Rentals; or
 - (b) Regularly scheduled classes, Programs and activities that are open to the public.
- (6) Funding priority is given to Initiatives that encourage Hamlet residents to participate.
- (7) Applicants submit complete grant reporting (Project Completion Reports) as required for all previously approved Rocky View County grants before making an application for a Langdon Recreation Special Tax Funding Grant.
- (8) Council retains the right to approve funding for applications that do not meet some or all of the requirements set out in this policy.

6 Non-Eligible Associations, Initiatives, and Expenditures

- (1) The following organizations, Initiatives, and expenditures are ineligible for funding under this Policy:
 - (a) Libraries;
 - (b) Museums;
 - (c) School Boards;
 - (d) School Activities;
 - (e) Societies or associations that are not open to the general public;
 - (f) Programs and Recreation Facilities outside the Hamlet of Langdon;
 - (g) Costs to operate the Applicant organization (i.e. salaries, wages, day to day administration);
 - (h) Fundraising activities or salaries;
 - (i) Honoraria;



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

- (ii) Computers and website maintenance;
- (i) Consumables; and
- (j) Retroactive expenditures.

7 Discretionary Associations, Initiatives, Programs, and Expenditures

- (1) The following organizations, Initiatives, and expenditures are subject to Council's discretion:
 - (a) Religious Societies;
 - (b) Programs or Recreation Facilities that receive funding from FCSS or Social Services;
 - (c) Service Clubs; and
 - (d) Recreation Facilities on private property.

8 Terms of Award

- (1) A maximum of \$50,000 can be awarded per Recreation Facility per year.
- (2) A maximum of \$20,000 per application is considered for:
 - (a) Annual Program funding; or
 - (b) Annual Operating and Maintenance of Recreation infrastructure.
 - (c) In the event that the number of funding requests exceeds the funds available, eligible Initiatives may not receive full funding.
- (3) Grant funds are used for the approved purpose identified in the grant application.
- (4) Any unused grant funds are returned to the County upon request.
- (5) Capital funds are used within two years of grant award.
- (6) Operational funds must be used within one year of receipt.
- (7) Awarded funds cannot be used to match other County grants.
- (8) A grant award may be approved subject to Council conditions and funds are released once all conditions are satisfied.



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

- (9) Successful Capital applications may require a Funding Agreement.
- (10) Any development permit costs are included in the community Initiative budget.

9 Project Completion Report

- (1) Community Organizations provide a Project Completion Report no more than three months after the Initiative is completed.
- (2) A Project Completion Report requires evidence of expenditures associated with Program implementation and Initiative completion. If this reporting is not provided, the Applicant is ineligible for future funding until this requirement is fulfilled.

References

Act(s)	<ul style="list-style-type: none"> • <i>Municipal Government Act, RSA 2000, c M-26</i> • <i>Societies Act, RSA 2000, c S-14</i> • <i>Agricultural Societies Act, RSA 2000, c A-11</i>
Regulation(s)	<ul style="list-style-type: none"> • n/a
Plans	<ul style="list-style-type: none"> • n/a
Related Policies, Bylaws, Directives	<ul style="list-style-type: none"> • Bylaw of Rocky View County, <i>Langdon Special Tax Rate Bylaw</i>
Related Procedures	<ul style="list-style-type: none"> • n/a
Service Standards	<ul style="list-style-type: none"> • n/a
Other	<ul style="list-style-type: none"> • n/a
Approval Date	<ul style="list-style-type: none"> • October 14, 2014
Replaces	<ul style="list-style-type: none"> • Note that on June 5, 2018 this policy was renumbered from C-322 to C-328 to correct a clerical error.
Lead Role	<ul style="list-style-type: none"> • Recreation and Community Services
Administrative Responsibility	<ul style="list-style-type: none"> • Recreation and Community Services
Last Review Date	<ul style="list-style-type: none"> • June 5, 2018
Next Review Date	<ul style="list-style-type: none"> • June 5, 2021

Definitions

- 10 In this policy:
- (1) “Administration” means an employee(s) of Rocky View County.



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

- (2) “Applicant” means an organization or individual applying for a grant pursuant to this policy.
- (3) “Capital” means resourcing used to enhance infrastructure that can be recorded as an asset and/or depreciated under the organization’s financial statements.
- (4) “Community Organization” means a voluntary, community-based, Not-For-Profit organization registered (or incorporated) under the *Societies Act* or the *Agricultural Societies Act* with a mandate to provide social leisure or Recreational opportunities.
- (5) “Consumables” means nondurable or soft goods that are meant to be consumed. Included are food, fuel and promotional items.
- (6) “Council” means the elected Council of Rocky View County.
- (7) “County” means Rocky View County.
- (8) “Funding Agreement” means a memorandum of understanding defining the provision of municipal support/oversight through the life of the project or for the provision of the improvement, including minimum conditions for funding award and the expectations that:
 - (a) transparent and fair competitive tendering practices occur;
 - (b) all Initiatives utilizing public funds are subject to County audit; and
 - (c) the Recreation Facility provides for an appropriate level of public use.
- (9) “Hamlet” means the Hamlet of Langdon.
- (10) “Initiative” means any undertaking by a Community Organization that results in the purchase, rehabilitation, upgrading or construction of a Recreation Facility, or development and/or provision of a Recreation Program.
- (11) “Not-For-Profit” means an organization incorporated under the *Societies Act* 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.
- (12) “Operating and Maintenance” means funds for the ongoing cost of running or maintaining a Recreation Facility or Program.
- (13) “Operational” means matters related to the operation of a Program, service or Recreation Facility.
- (14) “Programs” are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area; whether through registering for, or dropping into, a scheduled activity. It does not refer to participant-led, unstructured activities that are accessed at public open



Langdon Recreation Special Tax Funding Grant (Langdon Rec Plus Program)

spaces or through admission into a Recreation Facility, nor the rental of parks, playgrounds, or Recreation Facilities by individuals or groups.

- (15) “Project Completion Report” means a report a Community Organization is required to submit to the County that outlines how grant funds were actually spent.
- (16) “Recreation” is an experience that results from freely chosen participation in physical, social, intellectual, and creative pursuits that enhance individual and community well-being.
- (17) “Recreation Facility” means a location designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities.
- (18) “Recreation Services” means a broad concept related to sports, fitness, social Recreation, special community events, and Capital community Initiative development.
- (19) “Religious Societies “means the incorporated congregations of a church or a religious denomination under the Religious Societies Land Act.
- (20) “School Activities” means any activities that are either provided as part of the regular Alberta Education Curriculum or by a school outside regular school hours.
- (21) “Service Clubs” means voluntary, Not-For-Profit organizations whose members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations.
- (22) “Special Event” means any public or private event, gathering, celebration, festival, competition, contest, exposition or similar type of activity that has an Expected Attendance of 250 or more people in a 24 hour period; or a private or non-profit function, which has an Expected Attendance of 100 or more people in a 24 hour period; and a) takes place in any building that is not normally used for a public assembly or that is not classified for a public assembly use; or b) involves a change in the existing use of a street, park, or other area for the purpose of a public gathering.