

ROCKY VIEW COUNTY RECREATION GOVERNANCE COMMITTEE (RGC) REQUEST TO PRESENT FORM

Name of the group/individual:

Representative(s) for the group:

Contact telephone/cell number:

E-mail:

Presentation Topic:

Please check off the appropriate information about the presentation:

Funding request

Information –
public interest

Community group update

Other, please explain

Details of the topic and purpose of your presentation:

If a group, tell us about your group (mandate/membership, including a statement on why this matter should go before (RGC)

Has this issue previously been raised with administration?

If yes, who did you contact?

Please review the next page for important information about your request

Presenting to the Recreation Governance Committee:

The purpose of the Recreation Governance Committee is to:

- (1) Foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, Parks, and Park Land;
- (2) Act as an approving body regarding matters pertaining to Recreation and Cultural services in the County, including grant applications, studies, and master plans;
- (3) Support Recreation and Cultural facility development and programs through the Community Recreation Funding program;
- (4) Support the County-wide Recreation Master Plan, recreation planning, and community engagement; and
- (5) Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

The Recreation Governance Committee is responsible for the following:

- (1) the review of current and future recreation services in the County;
- (2) Collaborate with other governmental agencies, school boards, and stakeholder groups in the advancement of Parks, sport, and recreation planning and programming;
- (3) Engage non-profit organizations and community groups in the advancement of Parks, sport, and recreation planning and programming to ensure the most effective use of resources in the community;
- (4) Receive, evaluate, and approve operational, capital, and emergency recreation grant applications based on policy, Administration's recommendations, criteria identified in the Countywide Community Needs Assessment, and the priorities established in the County Recreation Master Plan.
 1. Grant applications over \$100,000.00 will be compiled by Administration, and submitted to the RGC to determine if a presentation is required, with the exception of the pre-approved multi-year agreements.
- (5) Hear presentations from the public and stakeholder groups on matters affecting the recreational needs of the County;

The Recreation Governance Committee hears presentations from the public and stakeholder groups on Recreation matters affecting Rocky View County. Once your presentation request is received by the Recreation, Parks and Community Support department, it will be circulated internally to the appropriate departments and the Executive Leadership Team.

- (1) A completed application form must be submitted to Administration eight weeks prior to the scheduled RGC meeting in order for the presentation to be included on the agenda.
- (2) For all presentations, Administration will review the proposal and determine if the subject matter of the presentation is within the mandate of the RGC.
- (3) If the presentation request proceeds to the RGC, Administration will contact the presenter to confirm their presentation date and time and the deadline for submitting presentation materials.
- (4) Presentation materials must be submitted to Administration six weeks prior to the scheduled RGC meeting.
- (5) Administration will prepare an introductory cover report for each presentation, and the presentation materials provided by presenters will be included in RGC agendas.
- (6) If the Chair and Vice Chair reject a third party presentation request, Administration will advise the presenter of the reason for the rejection and that a revised presentation may be submitted in the future.
- (7) Presentations are no longer than 20 minutes in duration unless the GPC passes a resolution to extend the presentation time. Presentations may be followed by questions from the GPC.

The Recreation Governance Committee will meet a minimum of four times per year. Meeting dates for the year will be set at the Committee's first meeting following the annual Organizational Meeting. Please refer to the meetings and hearings schedule on our website at www.rockyview.ca.

Please send this request via email to recreation@rockyview.ca.