

<b>Policy Number:</b>	<b>C-328</b>
<b>Policy Owner:</b>	<b>Recreation, Parks and Community Support</b>
<b>Adopted By:</b>	<b>Council</b>
<b>Adoption Date:</b>	<b>2014 October 14</b>
<b>Effective Date:</b>	<b>2014 October 14</b>
<b>Date Last Amended:</b>	<b>2022 June 28</b>
<b>Date Last Reviewed:</b>	<b>2022 May 12</b>

## Purpose

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



## Policy Statement

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



## Policy

### Funding

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

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

### Grant Criteria

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

### Non-Eligible Organizations, Initiatives, and Expenditures

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

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

### Discretionary Approvals

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

### Terms of Award

- 15 The RGC may award grants:

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

## Project Reporting

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



## References

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



## Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> <li>• 2018 June 05 – Council amended - Renumbered from C-322 to C-328 to correct a clerical error</li> <li>• 2020 February 25 – Council amended to delegate RGC as approving authority, policy name changed, notwithstanding clause removed</li> </ul>
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> <li>• 2020 January 30 – Minor amendments recommended to include RGC and improve readability</li> <li>• 2022 May 12 – Minor amendments for policy consistency, language clarity, and amend definitions</li> <li>• 2022 June 28 – Council approves amendments.</li> </ul>



## Definitions

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

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

- (14) “programs” are formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity;
- (15) “project completion report” refers to the report a non-profit recreation organization is required to submit to the County that outlines how grant funds were actually spent;
- (16) “recreation” is an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;
- (17) “recreation facility” means a location or multiple infrastructure within one location, designed and equipped for the conduct of sports, leisure time activities and other customary and usual recreational activities;
- (18) “Recreation Governance Committee” is a Council committee that acts as an approving body regarding matters pertaining to recreation and cultural services in the County, including grant applications, funding allocation, studies, and master plans;
- (19) “recreation services” means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;
- (20) “religious societies” means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;
- (21) “retroactive expenses” means expenditures incurred prior to approval of grant by RGC;
- (22) “RGC” means the Recreation Governance Committee;
- (23) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (24) “school activities” means any activities that are either provided as part of the regular Alberta Education curriculum or by a school outside regular school hours;
- (25) “service club” means a voluntary, non-profit recreation organization whose members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations; and
- (26) “volunteer” means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work

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