ROCKY VIEW COUNTY

LANGDON RECREATION AND CULTURE GRANT PROGRAM

Council Policy

C-328

Policy Number:	**C-328**
Policy Owner:	**Recreation Community Support**
Adopted By:	**Council**
Adoption Date:	**2014 October 14**
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Date Last Reviewed:	**2026 September 16**

Purpose

1 The purpose of this policy is to establish the Langdon Recreation and Culture Grant Program, which resources community initiatives that improve recreation services in the hamlet of Langdon in Rocky View County.

Policy Statement

2 The County administers the Langdon Recreation and Culture Grant Program in a fair, transparent, and accountable manner in accordance with this policy.

3 Council approves the Langdon special tax levy annually by bylaw to support the total funding approved by the Recreation Governance Committee for the Langdon Recreation and Culture Grant Program.

4 The Langdon Recreation and Culture Grant Program supports planned operational and capital initiatives that enhance access, safety, participation, and community well-being.

Funding Eligibility and Application Requirements

Conflict of Interest

5 Any person involved in submitting, evaluating, or implementing a grant application or initiative must disclose any actual or perceived conflict of interest. This includes situations where:

(1) a board member, staff person, contractor, or volunteer of the applicant organization may receive personal benefit;

(2) a County employee or member of the Recreation Governance Committee has a direct or indirect relationship with the applicant or initiative; or

(3) any individual involved in the applicant's decision-making who could influence, or be perceived to influence, the outcomes for personal or financial gain.

6 The County may require mitigation measures, additional documentation, or recusal of decision-makers where a conflict exists. The Recreation Governance Committee may decline or revoke funding if conflicts are not disclosed or appropriately managed.

Funding Eligibility

7 Applications are accepted once annually and must be received no later than November 1 of each year by 4:30 p.m.

(1) Applications will be accepted until 4:30 p.m. of the next business day if the deadline falls on a weekend or statutory holiday.

(2) Incomplete or late applications may be accepted at the discretion of the Recreation Governance Committee. The Recreation Governance Committee reserves the right to dismiss or refuse incomplete or late applications.

8 To be eligible for a grant under this policy, applicants must be:

(1) the County acting as an agent on behalf of Langdon; or

(2) registered or incorporated non-profit organizations under:

(a) the Agricultural Societies Act;

(b) the Alberta Societies Act; or

(c) Part 9 of the *Companies Act*.

9 Eligible applicants must demonstrate that:

(1) they provide a recreation program or manage a recreation facility within Langdon;

(2) the initiative improves the quality or quantity of recreational or cultural opportunities in Langdon; and

(3) the initiative is offered at a reasonable, non-restrictive fee.

Funding Source Requirements

10 Applicants may stack non-County funding with funding received from the Langdon Recreation and Culture Grant Program.

11 Applicants are not permitted to stack funding for the same initiative from more than one funding source offered by the County. This condition applies regardless of changes to the project title, scope, timing, or funding stream.

12 Applicants must disclose any approved funding received for the same initiative under either the Langdon Recreation and Culture Grant Program or any other grant funding programs offered by the County.

13 Applicants whose funding request is not approved under the Langdon Recreation and Culture Grant Program may apply for funding under another County funding program.

Non-Eligible Organizations, Initiatives, and Expenditures

14 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:

(1) libraries;

(2) museums;

(3) school boards and school activities;

(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 of Langdon;

(7) honoraria, salaries, and wages;

(8) fundraising activities;

(9) consumables;

(10) retroactive expenses; and

(11) emergency funding requests.

Capital Grant Stream

15 Eligible expenses under the capital grant stream include:

(1) life cycle enhancements for existing structures and amenities, with the life cycle report clearly identifying the need for maintenance;

(2) maintenance equipment with a life cycle of over 5 years and total cost of over $10,000 per item;

(3) adjustments to the existing structure to add minor changes.

16 Capital grant applications are evaluated using an assessment framework that considers the following factors:

(1) community need and impact;

(2) public access and benefit;

(3) organizational capacity and readiness;

(4) financial stewardship;

(5) risk and feasibility; and

(6) alignment with County priorities.

17 Recipients must notify the County within 30 days of any changes in project scope, material, budget, timeline, or risk profile.

18 Funding requests for new capital projects concerning County-owned assets should be advanced through County-wide funding frameworks.

Operational Request Stream

19 Eligible expenses under the operational grant stream include:

(1) program delivery;

(2) program supplies;

(3) utilities, insurance, rental fees, routine maintenance services of the facility/amenity; and

(4) minor, planned repairs under $10,000, excluding emergency repairs.

20 Operational grant applications are evaluated using an assessment framework that considers the following factors:

(1) community need and impact;

(2) public access and benefit;

(3) organizational capacity and readiness;

(4) financial stewardship;

(5) risk and feasibility; and

(6) alignment with County priorities.

21 Recipients must notify the County within 30 days of any changes in project scope, material, budget, timeline, or risk profile.

Funding Approvals

22 The Recreation Governance Committee makes the final decision on all funding requests.

23 The Recreation Governance Committee's decisions are final and appeals are not considered.

24 Eligible organizations may submit up to one capital and one operational funding request per funding cycle.

25 Funding maximum:

(1) up to $50,000 per year, per organization for capital requests;

(2) up to a maximum of $40,000 per year, per organization for operational requests;

(3) the total annual funding available through the Langdon Recreation and Culture Grant Program is capped at a maximum of $200,000 for all grant streams combined.

26 Eligible initiatives may not receive funding, or full funding, if the number of requests exceeds the available funds.

27 Grant awards are subject to conditions. The County releases the approved funds once all grant conditions are met.

28 Depending on the nature of the application, the Recreation Governance Committee may require a funding agreement for successful capital and operational requests.

29 A funding agreement defines 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 and the expectations that:

(1) transparent and fair competitive tendering practices occur;

(2) all initiatives utilizing public funds are subject to County audit; and

(3) the initiative provides for an appropriate level of public use.

30 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 receipt of funds;

(4) use operational funds within one year of receipt of funds; 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.

31 Grant extensions or minor changes in project scope may be granted at the discretion of the Chief Administrative Officer.

Project Reporting

32 Grant recipients must submit a final funding 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.

33 The final funding report must include:

(1) evidence of expenditures associated with program implementation and initiative completion, such as invoices, receipts, financial statements;

(2) a summary of outcomes and community impact, such as participation, access, safety, inclusivity, satisfaction; and

(3) evidence of community engagement conducted at least every three years, where applicable, to show the need and values for the program or service in Langdon.

References

Legal Authorities	• *Agricultural Societies Act*, RSA 2000, c A-11 • *Companies Act*, RSA 2000, c C-21 • *Municipal Government Act*, RSA 2000, c M-26 • *Religious Societies' Land Act*, RSA 2000, c R-15 • *Societies Act*, RSA 2000, c S-14
Related Plans, Bylaws, Policies, etc.	• *Langdon Special Tax Rate Bylaw 2025* C-8622-2025, as amended or replaced from time to time • *Community Recreation and Culture Grant Program* C-317
Related Procedures	• Langdon Recreation and Culture Grant Program PRO-328
Other	• Recreation Governance Committee Terms of Reference TOR-#C-RGC

Policy History

Amendment Date(s) – Amendment Description	• 2018 June 05 - Council amended - Renumbered from C-322 to C-328 to correct a clerical error • 2020 February 25 – Council amended to delegate RGC as approving authority, policy name changed, notwithstanding clause removed • 2020 January 30 – minor amendments recommended to include RGC and improve readability • 2022 May 16 – minor amendments for policy consistency, language clarity, and definitions
Review Date(s) – Review Outcome Description	• 2026 October – amendments for policy consistency, language, definitions, and process clarity

Definitions

34 In this policy:

(1) "applicant" means an organization eligible to apply for the Langdon Recreation and Culture Grant in accordance with this policy;

(2) "capital" means assets with a useful life greater than five years and a per-unit cost greater than $10,000. Capital purchases below $10,000 are treated as operational unless part of an approved capital project;

(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;

(5) "Council" means the duly elected Council of Rocky View County;

(6) "emergency expenses" means unplanned, urgent expenditures resulting from unforeseen events that require immediate action to restore safety or function, including unexpected equipment failure, facility damage, or urgent repairs;

(7) "final funding report" means a report a non-profit organization is required to submit to the County that outlines how grant funds were utilized and the outcomes achieved;

(8) "funding agreement" means a memorandum of understanding in accordance with this policy;

(9) "initiative" means any undertaking by an applicant 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) "non-profit 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, rental fees, and insurance with the exception of ineligible expenses as outlined in this policy;

(13) "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;

(14) "recreation" means an experience that results from freely chosen participation in physical, social, intellectual, creative, and cultural pursuits that enhance individual and community well-being;

(15) "recreation facility" means a location designed and equipped for the conduct of sports, leisure time activities, or other customary and usual recreational activities, and may include both County and non-County owned facilities;

(16) "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;

(17) "recreation services" means a broad concept related to sports, fitness, social recreation, special community events, and capital community initiative development;

(18) "religious societies" means the incorporated congregations of a church or a religious denomination under the *Religious Societies Land Act*;

(19) "retroactive expenses" means expenditures incurred prior to approval of grant by Recreation Governance Committee;

(20) "Rocky View County" or "the County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;

(21) "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; and

(22) "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.