



POLICY MANUAL

Legal References: <ul style="list-style-type: none"> • MGA, FOIP 	Policy department: Parks & Recreation
Cross References: <ul style="list-style-type: none"> • SDAB Bylaw • K6 – Community Assistance Grant • K5 – Capital Assistance Grant • K2 – 100th Anniversary Grant • K8 - Major Capital Grant 	Policy Number: K 4
Adoption Date: December 6, 2004 – 12/1281/2004 Revision Date: <ul style="list-style-type: none"> • February 5, 2007 – 02-238-07 • March 7, 2016 - #CM20160307.1013 	Policy Title: Operating Assistance Grant Policy Review Date: March 2019

POLICY PURPOSE:

The purpose of this policy is to define the process by which the County of Grande Prairie No. 1 provides Operating Assistance Grant funding to local organizations and volunteer groups that provide recreational or cultural programs and opportunities on a not-for-profit basis.

DEFINITIONS:

Capital: any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

County: the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the *Municipal Government Act* and other applicable legislation.



Freedom of Information and Protection of Privacy Act: *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Major Recreation Facilities: ice arenas, swimming pools, curling rinks, community halls which are eligible to receive a funding allocation on an annual basis under this policy.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto also known as MGA.

Operating: funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

Recreation Advisory Committee: a committee comprised of all members of County council that meets quarterly to review operations of the Parks & Recreation Department, and forward recommendations to County Council.

POLICY STATEMENT AND GUIDELINES:

Recreational and Cultural Opportunities

Recreational and cultural opportunities include all those programs, services and facilities that enable County residents to participate in activities that promote a healthy, active and satisfying lifestyle.

County Recreation Board Designations and Boundaries

Country Council provides operating assistance through the establishment of the following six County Recreation Boards:

- County of Grande Prairie No. 1 - Sexsmith-LaGlance-Teepee Creek Area Recreation Board
- County of Grande Prairie No. 1 - Clairmont-Bezanson Area Recreation Board
- County of Grande Prairie No. 1 - Beaverlodge-Elmworth-Huallen Area Recreation Board
- County of Grande Prairie No. 1 - Wembley-Dimsdale-Saskatoon Lake Area Recreation Board
- County of Grande Prairie No. 1 - Hythe-Demmitt-Valhalla Area Recreation Board
- County of Grande Prairie No. 1 – Grande Prairie Area Recreation Board

- The boundaries of each of the Boards are defined in Schedule A.

County Recreation Board Membership

County Recreation Boards are each composed of seven members, two of whom are members of



County Council and five of whom represent the residents within the Recreation Board boundaries as follows:

- One elected or administrative official from any incorporated municipality within the recreation board boundary, nominated by the incorporated municipality
- Members at large representing a diverse geographic area

County Council must approve all appointments to recreation boards. Terms of appointment shall be as follows:

- County Councilors – annual terms approved at the County Organizational meeting
- Incorporated municipality representatives – annual terms approved at the County Organizational meeting
- Members at Large – four year terms approved at the County Organizational meeting

Vacancies may be filled at any County Council meeting or any Board member may be removed at any time upon Council Motion.

The Chairperson for each Board shall be selected from within the Board at their annual meeting.

County Recreation Board Funding

County Council will allocate funding annually to each of the six Recreation Boards. The allocations will include a common base level of funding for each Board and a per capita allotment. The level of funding will be established during County Council's annual budget process and will be financed through general revenues or such other funding source as may be determined by Council.

County recreation boards will review all applications for operating grant funding from community- based organizations and will recommend specific grant allocations to County Council.

Major Recreation Facility Funding

County Council will allocate funding for Major Recreation Facilities in the Recreation Board during their annual budget process. This funding will be distributed directly to facility operators without an application process to help offset utility and operational costs unless directed by Council.

Receipt of Major Recreation Facility funding does not disqualify the facility from seeking additional Operating Assistance through the application process described below.

Groups seeking an annual allocation of Operating Funds for a Major Facility not currently included must make an application to the Recreation Advisory Committee, and a recommendation will be forwarded to County Council by the RAC.



Criteria for Operating Assistance

Applicants seeking funding from County Recreation Boards shall complete an Application for Operating Assistance Grant as per Schedule B.

Application can be made for operations funding of any value.

Applications can be made for Capital funds to a maximum of \$5,000.00. A minimum of 2 quotes are required to accompany any requests for Capital funds.

Applications for Operating Assistance must include:

- Total budget for the program or project
- Program or project objectives
- Benefit to County residents
- Member information, including both total and County resident members or participants
- Level of volunteerism and fundraising efforts
- Which Recreation Board the application is being made to (only one can be selected)

Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

Applications are to be submitted to the Parks & Recreation Department and are to be submitted by **April 1st** of each year or **the next business day**.

Applications for Operating Assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of all County residents. If user fees are charged, all users will be charged at the same rate.

Preference will be given to projects that:

- Benefit a large number of County residents
- Provide evidence that there is a large volume of volunteerism and/or fundraising
- Demonstrate success in achieving project or program goals
- Include a well-organized business plan that includes performance measures

County Recreation Board Responsibilities

County Recreation Boards will call for applications from eligible organizations and groups. Recreation Boards will typically meet annually to review applications for assistance. If necessary, County Council may recommend that Recreation Boards meet more often.

Each County Recreation Board will make recommendations to County Council for those organizations and groups who are to receive funding. County Council will make a final determination as to recipients of financial assistance.



Recognition Requirements

All grant recipients must publicly recognize the contributions that the County made to their project in accordance with the County's Recognition Policy.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required

Community Services Director is responsible for: working with Parks and Recreation in reviewing recommendations and giving feedback if required

Director of Corporate Services is responsible for: working with Parks and Recreation in reviewing recommendations and giving feedback if required

Manager of Parks & Recreation is responsible for: Policy adherence, supervising and supporting grant programs, approving fund distribution, budgeting for grants

Recreation Program Coordinator is responsible for: advertising grants, collecting applications, organizing Rec Board meetings, minute taking and record keeping at Rec Board meetings, forwarding recommendations to Council

Manager of Communications is responsible for: press releases regarding grant programs.

ETHICS AND CODE OF CONDUCT:

All County Staff will comply with the County Personnel Policy, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action

CONFIDENTIALITY:

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.



NON COMPLIANCE:

Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.

POLICY AUTHORITY:

The County Administrator has the authority to amend the related Schedules of Policy K4 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

Schedule "A" – Map depicting Recreation Board Boundaries

Schedule "A"

Map Depicting the Recreation Board Boundaries

