



# POLICY MANUAL

<b>Legal References:</b> <ul style="list-style-type: none"> <li>• MGA, FOIP</li> </ul>	<b>Policy department:</b> Parks & Recreation
<b>Cross References:</b> <ul style="list-style-type: none"> <li>• C32 – Financial Reserves Policy</li> <li>• K4 –Operating Assistance Grant</li> <li>• K6 – Community Assistance Grant</li> <li>• K2 – 100<sup>th</sup> Anniversary Grant</li> <li>• K5 – Capital Assistance Grant</li> </ul>	<b>Policy Number:</b> K 10
<b>Adoption Date:</b> <ul style="list-style-type: none"> <li>• April 2, 2012 - #04-312-12</li> </ul> <b>Revision Date:</b> <ul style="list-style-type: none"> <li>• March 7, 2016 - #CM20160307.1015</li> <li>• April 8, 2019 - #CM20190408.008</li> </ul>	<b>Policy Title:</b> Major Capital Assistance Grant
	<b>Review Date:</b> March 2022

## POLICY PURPOSE:

The purpose of this policy is to define the process by which the County of Grande Prairie No. 1 provides Major Capital Grant funding to projects valued in excess of \$100,000.00 for Capital improvements to a Facility that is owned and/or operated by non-profit organizations or other municipal government and provides a recognizable benefit to County residents.

## BACKGROUND

Recreational and Cultural facilities provide opportunities for people to enjoy sport, leisure, or community activities that promote healthy, active and satisfying lifestyles.

The County is committed to ensuring that Recreational and Cultural Facilities are available to meet the needs of County residents and visitors. County Council offers financial assistance to organizations and neighboring municipalities to construct, rehabilitate or expand Facilities within the County and neighboring municipalities.



## 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.

**Cultural Facilities:** museums, libraries, art galleries, community centers, historical sites, theatres and other publicly accessible facilities intended to support the enhancement of regional civilization

**Facility:** a physical structure that is designed and built to serve a specific function affording a convenience or service.

**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.

**Grants Deliberation Committee:** a committee comprised of all members of County Council that meet annually in the autumn to consider grant applications, and forward a recommendation to County Council.

**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.

**Organization:** an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

**Recreational Facilities:** ice arenas, swimming pools, curling rinks, community halls, agricultural complexes, playgrounds and other publicly accessible facilities intended to support agreeable exercise or healthy pastimes.

**Regional Recreation Committee:** a committee, employing a Coordinator, comprised of representatives from the municipalities of the County of Grande Prairie, the City of Grande Prairie, the Town of Sexsmith, the Town of Wembley, the Town of Beaverlodge, the Village of Hythe, and the M.D. of Greenview, that is mandated with implementing the 2016 Joint Recreation Master Plan.



**Safety Codes:** a specialized team within the County Planning Division that is capable of inspecting structural, mechanical and electrical systems for CSA Code Compliance.

## **POLICY STATEMENT AND GUIDELINES:**

### **Recreation Capital Funding**

The County establishes funding, during County Council's annual budget process, which may be accessed for the purpose of developing, rehabilitating or expanding recreational and cultural facilities that are accessible to County residents and visitors.

Applicants for Major Capital Grant funding would be eligible to receive up to 100% of the capital costs of proposed construction, rehabilitation or expansion projects.

The funding allocation will be financed through general revenue or such other sources as may be determined by County Council.

Any Major Capital grant funds budgeted but not paid out during a budget year will be transferred to the Community Grants Reserve to be paid out once all conditions are met under Policy C27, Financial Reserves Policy.

Any Major Capital grant funds initially budgeted but not allocated (undersubscribed) during the Grants Deliberation Committee meeting, can either be transferred to the Community Grants Reserve or removed from budget through a motion by Council.

Funding for external professional evaluations (if applicable) will be allocated within the Capital Assistance Grant Budget.

### **Regional Recreation Committee Pre-Screening**

Applicants seeking Major Capital funding for “new build” facilities that meet the Regional Recreation Committee’s definition of being a ‘Regional Facility’, must first bring their project to the Regional Recreation Committee to be evaluated as a candidate for potential multi municipal regional funding.

It is the responsibility of the applicant to complete the necessary documentation and submit their project to the Regional Recreation Committee for consideration. Feedback from the Regional Recreation Committee must be included in the Application. An application for Major Capital grant funds can still be made directly to County Council in the event it is not supported by the Regional Recreation Committee.



## **Applications**

Applications for a Major Capital funding:

- a) Must clearly identify that the Facilities being developed are public Facilities that will benefit all County residents and visitors. If user fees are charged, all users will be charged at the same rate.
- b) Must be submitted before a project begins or any related expenses incurred
- c) Must have completed and submitted all required reporting for previously approved County funded projects
- d) Should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved

Application to the Major Capital Assistance Grant is a two-step process:

- 1) Complete a formal application through the County's online grant portal. Applications must include the following information:
  - a. Current contact information for the group and its officers
  - b. The group's financial status, capacity and operating budget
  - c. Proof of society and/or charitable status (if applicable)
  - d. Feedback from the Regional Recreation Committee about the Project (if applicable)
  - e. Total budget and schedule for the program or project that clearly outlines how the applicant will fund any remaining cost from non-County sources.
  - f. A minimum of 2 quotes for each aspect of the project
  - g. Well organized business plan to include performance measures and operational viability (including budget) of the facility
  - h. Identification of grants from other municipalities or governments
  - i. Volume of volunteerism and fund raising which has been done or is proposed including dollar amounts
  - j. Numbers for benefitting County residents
  - k. Letters of support from other communities, user groups. Recreation boards and other municipalities

Where required, a professional evaluation of the structural or mechanical integrity of the Recreational Facility, either by Safety Codes or an external professional. This evaluation may be ordered and paid for by the County following the initial application submission

Failure to supply all of the above will result in an incomplete application being returned to the applicant without consideration by the Grants Deliberation Committee.

Applications open August 1<sup>st</sup> and close September 15<sup>th</sup> of every year, or on the next business day.

- 2) Prepare and conduct an in person presentation to the Grants Deliberation Committee, dates to be determined annually



The Grants Deliberation Committee will make a recommendation to County Council for those organizations and groups who are being considered to receive Major Capital Grant funding. County Council will make the final determination as to recipients of financial assistance. The County will fund the amount that Council approves for each separate case presented.

Successful applicants will be announced at the first County Council meeting of the New Year.

GST is not an allowable expense. Contingency is not an allowable expense.

Applicants may submit an application to the County's Capital Assistance Grant and the Major Capital Assistance Grant during the same calendar year but are not guaranteed approval of one or both. In special circumstances, organizations may make additional emergency funding requests directly to Council meetings.

Preference will be given to projects that:

- Benefit a large number of County residents
- Provide evidence that there is a large volume of volunteerism, sweat-equity and/or fundraising
- Demonstrate success in achieving project or program goals
- Include a well-organized business plan that includes performance measures and long term operational viability of the facility.

Applicants must identify grants from other municipalities or governments, fund-raising, user fees, debt, value-in-kind, etc. Applicants are encouraged to indicate if they anticipate asking for funding for the same project in subsequent years.

Preference will be given first to projects that address the safety and operational viability of existing facilities, then to projects that will expand existing facilities without significant operational and maintenance cost increases. New projects will be considered where need is strongly demonstrated.

Letters of support from communities, user groups, Recreation Boards, and other municipalities are encouraged.

### **Payment:**

The County reserves the right to determine if payment of Major Capital Assistance Grant funding will be released fully or partially:

- a) In June of the year following application if approved by the Director of Community Services or a designate **or**;
- b) Upon the submission of a Project Summary of expenses to be claimed and associated revenues for the project and / or invoices for completed work, or receipts for the expenditures.

Any clarifications, requests or changes to the method of payout must be specified in a written



agreement signed by the Director of Community Services that can be attached to the original Conditional Grant Agreement as an addendum.

The project budget or project summary may include donated goods and/or donated labour that is linked directly to the project. Documentation of the value of donated goods, and a description and value of the tasks performed by volunteers must be submitted at the end of the project. Donated labour will be valued at the rates as specified in Schedule A.

The County reserves the right to request an externally prepared audit review engagement, by a certified accountant, and any other documentation deemed necessary by the County of the Organization receiving the Major Capital Assistance Grant.

Grant recipients are expected to meet the following responsibilities or jeopardize their opportunity to receive the anticipated funds or be considered for future funding:

- 1) Two duly authorized officers of the organization must sign a conditional grant agreement and meet the conditions outlined therein;
- 2) Expense the grant money in accordance with the project schedule outlined in the application **or** make a special request to County Council to carry over funds into the next calendar year, with County Council having the authority to reclaim the funds;
- 3) Complete an Acknowledgement of Compliance as per Schedule C and attach applicable photos and invoices as a final report before December 31 of the year in which funding was expensed.

### **Recognition Requirements**

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

### **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: communicating grant information to the public, ensuring County Council understands policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern or non-compliance, participating or delegating participation in the administrative grant review meeting, hiring external professionals for facility evaluations, supervising and supporting the Recreation Program Coordinator.

**Recreation Program Coordinator** is responsible for: advertising and making grant applications available, accepting and filing completed applications, setting meeting time for administrative grant review meeting and Grant Deliberations Committee, communicating with groups, ensuring applications are complete, completing AP memos, ensuring compliance, reporting issues or concerns.

**Manager of Safety Codes** is responsible for: attending the administrative review meeting of the applications, providing feedback regarding the requirement for professional evaluations, conducting inspections where appropriate, submitting inspection reports back to the Manager of Parks & Recreation, and participating in the Grants Deliberation meeting if required.

**Manager of Communications** is responsible for: media 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 K 7 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.

## **EXHIBITS:**

Schedule "A" – Donated Labour Rates

Schedule "B" – Acknowledgement of Compliance



## SCHEDULE "A"

### Donated Labour Rates:

1. Donated Labour will be valued at these rates:
  - \$20.00 / hr for unskilled labour
  - \$35.00 / hr for skilled labour
  - \$70.00 / hr for heavy equipment and operator



## SCHEDULE "B"

### Acknowledgement of Compliance

#### 20\_\_ Major Capital Grant

Organization:

Project: \_\_\_\_\_ Approved funding: \_\_\_\_\_

I certify that the following information is true and correct:

1. The entire grant, (plus any income earned, if applicable) was used for the purpose(s) stated in Schedule "A" of the original conditional grant agreement, without material alteration, as signed by the County of Grande Prairie No.1 on \_\_\_\_\_ or as amended on \_\_\_\_\_.
2. The grant (plus any income earned, if applicable) was expended and the work was completed by December 31, 20\_\_ or by \_\_\_\_\_.
3. The Organization did not use any portion of the grant to pay for any item not associated with the project.
4. The Organization did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the County;
5. The County of Grande will be acknowledged for financial support in any publicity prepared in relation to the project, including electronic, print or visual material. The County of Grande Prairie provides electronic versions of the logo for use in meeting recognition requirements.  
Contact [communications@countygp.ab.ca](mailto:communications@countygp.ab.ca) to receive the appropriate logo.

#### Included in this package are the following:

- Detailed Report outlining project expenditures
- Photos of the completed project
- Evidence of compliance with the recognition requirements
- A short report outlining the benefits of the project for the community

\_\_\_\_\_  
Signature of Duly Authorized Signing Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Return completed form to:**

Parks and Recreation department

10001 84 Avenue

Clairmont, AB T8X 5B2

[parksandrecreation@countygp.ab.ca](mailto:parksandrecreation@countygp.ab.ca)