



## Operating Assistance – Facilities

Parks & Recreation  
Policy K14

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<b>Policy:</b>	K14 – Operating Assistance – Facilities
<b>Policy Department(s):</b>	Parks & Recreation, Financial Services
<b>Adoption Date:</b>	January 25, 2021
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### 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 operate recreational or cultural facilities on a not-for-profit basis.

### Policy Statement

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 help support a portion of facility operating expenses

### Definitions

“Automatic Funding” refers to operating funding for facility/organizations that has been allocated for distribution on a recurring basis unless otherwise directed by Council.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1

“County” means the municipality municipal corporation of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

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

“Facility” means a physical structure that is designed and built to serve a specific function affording a convenience or service

“Grants” are non-repayable funds or products disbursed by the County Council to a recipient. Under this policy it is typically a non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County residents.



# Operating Assistance – Facilities

Parks & Recreation  
Policy K14

“Operating Funding” is funding intended to help offset utility and operating costs unless otherwise directed by Council.

“Organization” means 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

“Recreation and Community Facilities” are ice arenas, swimming pools, curling rinks, community halls, major event centers and facilities operated by non-profits that provide services that benefit a large amount of County residents which are eligible to receive a funding allocation on an annual basis under this policy.

“Term Funding” refers to operating funding for a facility/organization that has been allocated through a council motion with specific timelines attached.

## Policy Guidelines

### 1. Funding

- 1.1. County Council establishes Operating Assistance funding for recreation and community facilities during their annual budget process. This funding will be distributed automatically to approved facility operators without an application process. The intention is to help offset utility and operational costs unless otherwise directed by Council.
- 1.2. Automatic Operating Assistance funding is dependent on completion of the previous year’s reporting requirements.
- 1.3. Term funding is dependent on the organization making a request to Council to extend funding to another term.
- 1.4. Intermunicipal Collaboration Framework agreements with neighbouring municipalities fall outside of this policy.
- 1.5. Council retains the right to modify annual Operating Assistance funding for a specific facility outside of this policy with a Council motion.
- 1.6. Emergent funding requests for facilities are covered by Policy K6 – Community Assistance.

### 2. Applications for Funding

- 2.1. Applications for Operating Assistance grants are managed by the Parks and Recreation department according to established grant procedures.
- 2.2. New groups seeking an annual allocation of Operating Assistance funds for a recreation or cultural facility, not currently included, must make an application to County Council.



## Operating Assistance – Facilities

Parks & Recreation  
Policy K14

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- 2.3. New applications for Operating Assistance must include:
    - 2.3.1. Current year operating budget;
    - 2.3.2. Financial statement from prior year;
    - 2.3.3. Clearly identify costs for telephone, internet, heating, water, sewer, solid waste and insurance;
    - 2.3.4. Program and project objectives;
    - 2.3.5. Benefit to County residents;
    - 2.3.6. Using the attached template, provide membership and facility usage data;
    - 2.3.7. Level of volunteerism and fundraising efforts; and
    - 2.3.8. Proof of valid insurance.
  - 2.4. New applicants should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.
  - 2.5. New applicants are required to contact the Parks and Recreation department to request a council delegation to present their request.
  3. Allocation of Funds
    - 3.1. Funding allocations are primarily determined by facility:
      - 3.1.1. Halls
      - 3.1.2. Curling Rinks
      - 3.1.3. Arenas (does not include natural or seasonal ice surfaces)
    - 3.2. Additional financial consideration may be given to facilities that are significantly greater in size, scope or operating budget.
    - 3.3. The amount of funding for each facility will be determined at the annual Interim Budget process, based on a flat rate or percentage of facility utility expenses as determined by Council.
  4. Notification
    - 4.1. New applicants will be notified on the status of their application following presentation to Council.
    - 4.2. There is no formal notification process for automatic recurring Operating Assistance funding, unless it was discontinued by a Council motion.
  5. Distribution of Funds



## Operating Assistance – Facilities

Parks & Recreation  
Policy K14

- 5.1. Operating Assistance facility funding is released to organizations in late June / early July. Requests for early release of funds can be submitted to County Administration or approval by the Community Services Director.
6. Reporting Requirements
  - 6.1. Recipients of annual Operating Assistance funding for recreation facilities (arenas, halls and curling rinks) must submit:
    - 6.1.1. Valid and adequate insurance certificate – property and liability;
    - 6.1.2. Financial statements for prior year;
    - 6.1.3. Society Annual Return/proof of filing;
    - 6.1.4. Current year operating budget;
    - 6.1.5. Clearly identify costs for telephone, internet, heating, water, sewer, solid waste and insurance; and
    - 6.1.6. Complete and submit the Compliance Report (Schedule A) by December 31<sup>st</sup> of the year that funding is received.
  - 6.2. Recipients of annual Operating Assistance funding for recreation facilities (arenas, halls and curling rinks) must notify the County if the facility becomes inoperable for any reason.
  - 6.3. Failure to comply with 6.1 or 6.2 may impact an organization's ability to receive any additional County grants in the future.
7. Risk Management & Insurance Considerations
  - 7.1. Organizations receiving Operating Assistance facility funding are required to hold valid insurance and be willing to undertake a review process by the County's Risk Management & Insurance Coordinator to ensure insurance compliance and best practices are followed.
  - 7.2. Insurance inspections and building maintenance best practice expectations are to be followed as determined by the County.
8. Recognition
  - 8.1. All Operating Assistance grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

### Attachments

N/A



## Operating Assistance – Facilities

Parks & Recreation  
Policy K14

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### References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 - Policy Development Policy K6 - Community Assistance Grant Policy K10 - Capital Grant Policy C27 - Financial Reserves
<b>Other</b>	Compliance Report

### Revision History

<b>Review Date</b>	<b>Description</b>
December 12, 2022	Reviewed and Amended CM20221212.016
January 25, 2021	Adoption Date CM20210125.012