

# Recreation Advisory Boards Grants

Recreation and Culture  
Policy K15

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| <b>Policy:</b>               | K15 – Recreation Advisory Boards Grants                                    |
| <b>Policy Department(s):</b> | Recreation and Culture, Communications and Marketing, Legislative Services |
| <b>Adoption Date:</b>        | January 25, 2021                                                           |
| <b>Adoption Reference:</b>   | CM20210125.012                                                             |
| <b>Effective Date:</b>       | January 25, 2021                                                           |
| <b>Last Amended:</b>         | September 8, 2026                                                          |

## Policy Purpose

To establish County Recreation Advisory Boards and define the process by which the County of Grande Prairie reviews funding applications and provides recommendations to County Council for allocation of Operating Assistance Grant funding to local organizations and volunteer groups that provide recreational or cultural programs opportunities on a not-for-profit basis.

## Policy Statement

The County of Grande Prairie is committed to funding activities that support County residents through the allocation of Operating Assistance Grants to local organizations and volunteer groups that provide recreational or cultural opportunities through not-for-profit community groups. The Recreation Advisory Members and County staff will follow the proper procedures to ensure that the intentions of this policy are achieved for collaborative and transparent distribution of Operating Assistance Grant funding.

## Definitions

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

“Grant” means non-repayable funds or products disbursed by the County of Grande Prairie Council to a grant recipient, such as a not-for-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

“Operating Assistance” means funding related to maintaining or enhancing recreation and cultural services, including programming, and transportation for seniors or persons with special needs for programming, equipment, and general expenses. Special one-time events should apply through the County’s Connected Community Grant.

“Recreation” refers to the range of experiences that support individual and community wellbeing, including play, sport, cultural activities, and outdoor pursuits, and that contribute to the social, mental, and physical health of individuals and communities.

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## Policy Guidelines

### Eligibility

1. 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.
2. Applications can include transportation costs for seniors or persons with special needs as part of their overall programming or operational budget. These applications must demonstrate the transportation opportunities being provided are open for the use of rural residents.
  - 2.1. Transportation may be provided using a rented specialized van, bus, or personal vehicle(s) for programming (reimbursing expenses).
  - 2.2. Organizations that own and operate transportation vehicles are not eligible for funding under this program and should apply under Policy K14 - Operating Grants - Facilities and Accessible Vehicles.
3. Recipients are in good standing with no compliance issues.
4. Programs or events do not fall within the funded FCSS mandate.

### County Recreation Advisory Board Designations and Boundaries

5. County Council allocates Operating Assistance Grant funding through the existence of the 6 County Recreation Advisory Boards. The following 6 Recreation Advisory Boards are established with their boundaries defined in Schedule A:
  - 5.1. County – Sexsmith – La Glace – Teepee Creek Area Recreation Advisory Board
  - 5.2. County – Clairmont – Bezanson Area Recreation Advisory Board
  - 5.3. County – Beaverlodge – Elmworth – Huallen Area Recreation Advisory Board
  - 5.4. County – Wembley – Dimsdale – Saskatoon Lake Area Recreation Advisory Board
  - 5.5. County – Hythe – Demmitt – Valhalla Area Recreation Advisory Board
  - 5.6. County – Grande Prairie Area Recreation Advisory Board

### County Recreation Advisory Board Membership

6. Each Recreation Advisory Board is comprised of 7 members, 2 of whom are members of County Council and 5 of whom represent the residents within the Recreation Advisory Board boundaries as follows:
  - 6.1. One elected or administrative official from any incorporated municipality within the Recreation Advisory Board boundary, nominated by the incorporated municipality;

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and

- 6.2. 4 public members representing a diverse geographic area and recreational background.
- 6.3. Where there is no incorporated municipality within the Recreation Advisory Board boundary, 5 public members shall be appointed.
- 7. Nomination and vacancies for public members are handled as per County Policy B30 – Public Appointment to Boards and Committees. Terms of appointment are as follows:
  - 7.1. County Councillors: appointed annually at the Organizational Meeting.
  - 7.2. Incorporated municipality representatives: appointed annually at the Organizational Meeting with nominations submitted by the incorporated municipality to the County prior to September 30.
  - 7.3. Public members: 4-year terms appointed at the Organizational Meeting.
  - 7.4. The Chair for each Recreation Advisory Board shall be selected from within the group at their annual meeting.

### **County Recreation Advisory Board Responsibilities**

- 8. County Recreation Advisory Boards shall encourage applications from eligible organizations and groups. Recreation Advisory Boards will meet annually in April of each year as a minimum to review applications for Operating Assistance Grant funding, or as often as directed by County Council.
- 9. County Recreation Advisory Boards will review all applications for Operating Assistance Grant funding from community-based organizations and will recommend specific Grant allocations, within the allotted budget, to County Council.

### **Funding**

- 10. County Council will allocate Operating Assistance Grant funding annually to each of the 6 Recreation Advisory Boards. The allocations will include a common base level of funding for each board on a per capita allotment with a 3% yearly escalator. The level of funding will be established during County Council's annual budget process and will be financed through general revenues, or another funding source as may be determined by Council.
- 11. Any Operating Assistance Recreation Advisory Board Grant funding initially budgeted but not allocated (undersubscribed) during the Recreation Advisory Boards Annual Meeting, will be transferred to the Community Grants Reserve.

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### Applications

12. Applicants seeking funding from County Recreation Advisory Boards shall complete an online application, applications will be accepted from January 1 - March 1 annually and can be accessed on the County of Grande Prairie website.
13. Applications to Recreation Advisory Boards can be made for funds to a maximum of \$5,000 for recreational and cultural programming expenses, senior and accessible transportation or for infrastructure improvements including:
  - 13.1. land or buildings;
  - 13.2. facility construction, renovation or repair;
  - 13.3. facility assessment, study design or construction documents to support the above projects;
  - 13.4. furnishings or equipment for use at community operated facilities; and
  - 13.5. site improvements.
14. Applicants may only request operating funding for costs directly related to program or service delivery. Funding for general facility operations, maintenance, minor repairs, and other facility-related costs is not eligible.
15. Applications must be submitted through County of Grande Prairie's website by the deadline of March 1 of each year or the next business day, or unless otherwise advertised.
16. Organizations are only eligible to submit one application per intake.
17. The same program(s) or project(s) cannot be funded by two separate groups.
18. Religious faith-based groups may apply if the program services provide a recreational and cultural benefit to the broader community, they are a registered charity or incorporated not-for-profit, the Grant funding is not used towards religious activities or programs and funded programs must be delivered in a manner that is inclusive and non-discriminatory, consistent with the principles of the Alberta Human Rights Act.
19. Family and Community Support Services (FCSS) may assist community groups with applications but are not qualified to seek funding for their own FCSS programs through this Grant.
20. Recreation Boards may provide funding for programs that do not meet FCSS provincial requirement but enhance the social supports in the County.
21. Applications for Operating Assistance Grant funding must include:
  - 21.1. Total budget for the program or project.
  - 21.2. Program or project objectives and fees charged.

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- 21.3. Benefit to County residents including attendance numbers for programming and ridership numbers for transportation funding asks.
  - 21.4. Member information, including both total and County resident members or participants.
  - 21.5. Level of volunteerism and fundraising efforts.
  - 21.6. Organizations are encouraged to seek and confirm support from alternative funding sources for the program, transportation needs, or project. Preference may be given to applicants that can demonstrate their ability to contribute financial resources or secure additional funding partnerships.
  - 21.7. Which Recreation Advisory Board the application is being made to (only one can be selected). Groups must apply to the Recreation Advisory Board that they are located within geographically as per Schedule A.
  - 21.8. Proof of valid insurance.
22. Applications for Operating Assistance Grant funding must demonstrate that the program 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:
- 22.1. Benefit a large number of County residents.
  - 22.2. Provide a life skill such as swimming lessons.
  - 22.3. Provide evidence that there is a large volume of volunteerism and/or fundraising.
  - 22.4. Provide evidence of their ability to contribute financial resources or secure additional partnerships.
  - 22.5. Demonstrate success in achieving project or program goals.
  - 22.6. Include a well-organized business plan that includes performance measures.

### **Application Review**

- 23. Applications will be reviewed at the Annual Recreation Advisory Board Meeting in April of each year.
- 24. Only groups that have submitted a formal application through the County Grant Portal will be considered for funding.
- 25. Funding for Seniors and Accessible Transportation services, that are owned and/or operated by a local municipality will be addressed through Intermunicipal Collaboration Framework Agreements.

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26. In recognition of the Intermunicipal Collaboration Frameworks (ICFs) established between the County of Grande Prairie and surrounding municipalities, organizations located within a partnering municipality are required to apply to their own municipality before seeking County funding. Applicants must outline any municipal funding or in kind support received and identify the extent to which County residents benefit from their facilities.

### Recommendations of the Board

27. County Recreation Advisory Boards will review all applications for funding and will recommend specific grant allocations within the allotted budget to County Council. County Council will review the Recreation Advisory Board recommendations and ratify them or amend as applicable.

### Notification

28. Upon approval of the request by County Council, each applicant will be advised of the status of their application and notified within 2 business weeks of Council approval.

### Distribution of Funds

29. Upon approval by County Council, funding will be distributed to successful applicants in June of each year.

### Reporting Requirements

30. All recipients of the Operating Assistance must complete the following compliance requirements:
- 30.1. All funding recipients will be required to submit a written report that shows outcomes and includes a financial account of the funds expended and net proceeds for fundraising events.
  - 30.2. Failure to submit compliance reporting may result in ineligibility for future funding.

### Recognition

31. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Administration through the County's Recognition Guidelines Administrative Directive.

## Attachments

Schedule 'A' – Recreation Advisory Group Boundary Designations

## References

|                          |                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------|
| <b>Legal Authorities</b> | Municipal Government Act, RSA 2000, c M-26<br>Access to Information Act<br>Protection of Privacy Act |
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| <b>Related Plans, Bylaws, Policies, Etc.</b> | Policy B1 – Policy Development<br>Policy B30 – Appointment to Boards and Committees<br>Policy C27 – Community Grants Reserve<br>Policy C31 – Budget Development<br>Policy K6 – Connected Community Grant<br>Policy K14 – Operating Assistance – Facilities |
| <b>Other</b>                                 | Administrative Directive - Recognition Guidelines Operating<br>Assistance Grant Application Form Online                                                                                                                                                    |

### Revision History

| Review Date       | Description                         |
|-------------------|-------------------------------------|
| September 8, 2026 | Reviewed and Amended CM20260908.005 |
| March 7, 2022     | Reviewed and Amended CM20220307.016 |
| January 25, 2021  | Adoption Date – CM20210125.012      |

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## Schedule 'A' – Recreation Advisory Group Boundary Designations

