



Operating Assistance – Recreation Advisory Boards

Parks and Recreation
Policy K15

Policy:	K15 – Operating Assistance – Recreation Advisory Boards
Policy Department(s):	Parks and Recreation, Communications, Legislative Services
Adoption Date:	January 25, 2021
Adoption Reference:	CM20210125.012
Effective Date:	January 25, 2021
Last Amended:	March 7, 2022

Policy Purpose

To define the process by which the County of Grande Prairie No. 1 provides Operating Assistance Grant funding through Recreation Advisory Boards to local organizations and volunteer groups that provide recreational or cultural programs and opportunities on a not-for-profit basis.

Policy Statement

All 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 to assist in the provision of recreational or cultural opportunities through not for profit community groups

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 non-profit entity, local organization or volunteer group that provides recreation or cultural programs and opportunities that benefit County of Grande Prairie residents.

“Operating Assistance funding” means funding for general operations related to maintaining or enhancing recreation and cultural services, including programming, equipment, and general expenses. Special one-time events should apply through the Community Assistance grant program.

Policy Guidelines

1. Recreational and Cultural Opportunities
 - 1.1. 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.



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2. County Recreation Advisory Board Designations and Boundaries
 - 2.1. County Council allocates Operating Assistance Grant funding through the existence of the six (6) County Recreation Advisory Boards as defined in County Policy K17 - Recreation Advisory Boards.
3. County Recreation Advisory Board Membership
 - 3.1. Nomination and vacancies for members at large are handled as per County Policy B30 – Public Appointment to Boards and Committees Policy and Policy K17 – Recreation Advisory Boards.
4. County Recreation Advisory Board Responsibilities
 - 4.1. County Recreation Advisory Boards shall encourage applications from eligible organizations and groups. Recreation Advisory Boards will meet annually in May of each year as a minimum to review applications for Operating Assistance Grant funding, or as often as directed by County Council.
5. County Recreation Advisory Board Funding
 - 5.1. County Council will allocate Operating Assistance Grant funding annually to each of the six (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.
 - 5.2. 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.
 - 5.3. 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.
6. Applications for Funding
 - 6.1. Applicants seeking Operating Assistance Grant funding from County Recreation Advisory Boards shall complete an online application that can be accessed on the County of Grande Prairie website.
 - 6.2. Applications to Recreation Advisory Boards can be made for funds to a maximum of \$5,000 for recreational and cultural programming or for infrastructure improvements including:
 - 6.2.1. land or buildings;



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- 6.2.2. facility construction, renovation or repair;
 - 6.2.3. facility assessment, study design or construction documents to support the above projects;
 - 6.2.4. furnishings or equipment for use at community operated facilities; and
 - 6.2.5. site improvements
- 6.3. Applications must be submitted through County of Grande Prairie's website by the deadline of April 1 of each year or the next business day, or unless otherwise advertised.
 - 6.4. Organizations are only eligible to submit one application per intake.
 - 6.5. The same program(s) or project(s) cannot be funded by two separate groups.
 - 6.6. 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 non-profit, the Grant funding is not used towards religious activities and the program is inclusive to all members of the community regardless of race, sexual orientation or religion.
 - 6.7. Family & 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.
 - 6.8. Recreation Boards may provide funding for programs that do not meet FCSS provincial requirement but enhance the social supports in the County.
 - 6.9. Applications for Operating Assistance Grant funding must include:
 - 6.9.1. Total budget for the program or project
 - 6.9.2. Program or project objectives
 - 6.9.3. Benefit to County residents
 - 6.9.4. Member information, including both total and County resident members or participants
 - 6.9.5. Level of volunteerism and fundraising efforts
 - 6.9.6. 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'
 - 6.9.7. Proof of valid insurance



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- 6.10. Applications for Operating Assistance Grant funding 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:
 - 6.10.1. Benefit a large number of County residents
 - 6.10.2. Provide a life skill such as swimming lessons
 - 6.10.3. Provide evidence that there is a large volume of volunteerism and/or fundraising
 - 6.10.4. Demonstrate success in achieving project or program goals
 - 6.10.5. Include a well-organized business plan that includes performance measures
 7. Application Review
 - 7.1. Applications will be reviewed at the Annual Recreation Advisory Board Meeting in May of each year.
 - 7.2. Applicants who receive an annual Facility Operating Grant (as per County Policy K14 – Operating Assistance - Facilities) cannot apply for Recreation Advisory Board Operating Assistance Grant funding that is intended to offset additional facility operating expenses. They may only apply for programming requirements. The Operating Assistance Grant funding does not allow for “top-up” funding for utility expenses covered in Policy K14 – Operating Assistance - Facilities.
 - 7.3. Only groups that have submitted a formal application will be considered for Operating Assistance Grant funding.
 8. Recommendations of the Board
 - 8.1. County Recreation Advisory Boards will review all applications for Operating Assistance Grant 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 or amend as applicable.
 9. Notification
 - 9.1. Upon approval of the request by County Council, each applicant will be advised of the status of their application and notified with two business weeks of Council approval
 10. Distribution of Funds
 - 10.1. Upon approval by County Council, funding will be distributed to successful applicants in June of each year.



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11. Reporting Requirements

- 11.1. Organizations receiving Operating Assistance Grant funding through the Recreation Advisory Boards must submit a letter outlining how the funds were spent and impact on the community by the end of the calendar year to be eligible for future funding.

12. Recognition

- 12.1. All Grants recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council.

Attachments

Schedule 'A' – Map Depicting the Recreation Board Boundaries

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development B30 – Appointment to Boards and Committees C27 – Community Grants Reserve C31 – Budget Development K5 – Capital Assistance Grant K6 – Community Assistance Grant K14 – Operating Assistance – Facilities K17 – Recreation Advisory Boards
Other	Operating Assistance Grant Application Form Online

Revision History

Review Date	Description
March 7, 2022	Reviewed and Amended CM20220307.016
January 25, 2021	Adoption Date – CM20210125.012



Schedule 'A' – Recreation Advisory Group Boundary Designations

