LAC LA BICHE COUNTY POLICY

TITLE: RECREATIONAL/CULTURAL-OPERATIONAL FUNDING REQUEST	POLICY NO: CM-71-001
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, RECREATION/CULTURE AND FACILITIES	NEXT REVIEW DATE: MAY 27, 2011
SPECIAL NOTES/CROSS REFERENCE: PS-011	AMENDMENT DATE:

POLICY STATEMENT:

The County with the cooperation of a Society and/or Organization maintains the beliefs that the annual cost to develop, maintain and sustain quality and affordable recreational and/or cultural services for all County residents is a shared responsibility amongst the local Society and/or Organizations, community volunteers, and Lac La Biche County. Sound management and maintenance of Society and/or Organization owned or leased resources through County contributions are applied at levels to promote continued volunteer growth, and commitment to community development.

PROCEDURE:

1. Annually, before the thirtieth (30th) day of September, the Society and/or Organization shall submit to the County a completed Operational Funding Request Application Form. The submission will include a detailed facility operational budget including estimated expenditures and revenues, a complete list of proposed programs and events including dates and the facilities in which the proposed programs and events will take place, and a directors list for the following year for all matters over which the Society and/or Organization has jurisdiction. (See Schedule "B")

2. Applications not received in a completed form by the thirtieth (30th) day of September will only be dealt with after all applications received by the deadline have been reviewed. Applications received after January 1 of each following year may be considered, subject to current budget allotment.

3. The Community Services Department will review applications to make sure criteria are met. If information is missing, the department will contact the Society and/or Organization in writing to try and retrieve information. After initial contact is made by the Community Service Department and the issue of insufficient criteria has been voiced to the Society and/or Organization, the County is no longer responsible for the completion of said application.

4. The County may financially contribute to the Societies and/or Organization operations on an annual basis for recreation services and facilities, as set out in the policy.

5. The Society and/or Organization decide on what is to be included in the operational budget according to the wishes of the cooperating authorities.

6. The Community Services Department and/or designate shall review the request and submit it as part of the County budget process for Council's approval, taking in to account all conditions as stated in Schedule "A".

7. Upon approval of Operational Funding Request application, a standard agreement will be signed which will outline the terms set by the County regarding the allotment and allocation of the award, as stated by policy or other special conditions.

8. A contributory payment by the County shall be made by February 28th of that budget year or on approval of the Lac La Biche County budget. Such payments shall be made during the same year in which the funds were designated for expenditure by the Society and/or Organization. In the event Lac La Biche County has not set their budget by February 28th, 50% of the proposed application will be paid until such time as the budget has been passed, provided the applicant organization has complied with the application procedures in full.

9. Any surplus or deficit of funds incurred by the Society and/or Organization in administering the maintenance and operations budget in any year in which said funds are designated for expenditure by the Society and/or Organization shall be either credited or debited respectively to a reserve account. The balance of funds in the said account shall be administered by the Society and/or Organization in subsequent years. (See Schedule "C")

10. Annually, before the thirty first (31st) day of March, the Society and/or Organization shall submit a completed Accountability Form (see Schedule "C"). The submission will include a listed review of completed programs and events including the actual number of attendees as well as when and where the actual programs/events were held. Attached to the Accountability Form will be an audited Financial Statement which will be done at the expense of the Society and/or organization. ***Note: The financial statements must be audited by an accredited accountant and must include a breakdown of how County issued grants were utilized in each awarded category as per Schedule "A". This requirement for auditing may be waived or amended at administration's discretion for any grant under $20,000.00."***

"Original Signed"	January 22, 2010
Chief Administrative Officer	Date
"Original Signed"	January 22, 2010
Mayor	Date

Schedule "A"
CRITERIA & FORMULA FOR FUNDING

1. **UTILITIES:**
   Utilities for **all** Facilities and/or grounds as listed in Criteria for contributory support.
   Lac La Biche County will contribute 80% funding to the Society and/or Organization for the purpose of providing the costs of utilities (electricity & gas) for the operations of all facilities and/or grounds as specified by the criteria for contributory support. Lac La Biche County will monitor utility consumption annually to avoid any misuse of utilities.

2. **INSURANCE/SAFETY/LIABILITY:**
   Lac La Biche County will contribute 100% funding to the Society and/or Organization for the purpose of providing the costs of Insurance coverage for **all** facilities and/or grounds including insurance for First Aid and/or ambulance coverage at events as well as insurance for Special Events Permits & Insurance Premiums..

3. **RECREATION (INCLUDING CULTURAL) PROGRAM & EVENT SUPPORT:**
   $200.00 will be allocated to Recreational/Cultural events or programs involving volunteers to a maximum of 20 events/programs per year.
   - A **program** is any reoccurring occasion spanning at least 15 hours in duration. In the case of programs, $200.00 will be distributed per individual program.
   - An **event** is defined as any particular occasion that is not prolonged over a number of weeks or months, but is rather an isolated occasion within the year. In the case of planned events, $200.00 will be distributed per five (5) events and <u>not</u> on an individual event basis.

   The awarded grant for programs/events must be utilized towards the following costs only:
   - Travel and Subsistence of volunteers
   - Volunteer recruitment and training
   - Program supplies
   - Advertising
   - Program or event rentals
   - Instructors/Public Speakers
   - Cultural Entertainment

4. **MAINTENANCE SUPPORT FOR COMMUNITY INDOOR AND OUTDOOR FACILITIES:**
   a) **Publicly accessible Indoor Community Social and Program Halls/Senior Centres**
   Lac La Biche County will provide 20% of the annual costs up to a maximum of $5,000.00 per facility for:
   - Water / sewer
   - Supplies purchased for the provision of facility use
   - Services (Ex: grass cutting, garbage removal)
   - Telephone
   - Minor facility/equipment repairs & maintenance
   - Signage/Advertising of facilities

   Note: this does not cover costs associated with honorariums of Society and/or Organization staff, volunteers or contractors and does not cover costs associated with administration of Society and/or Organization business. However, salaries will be paid provided the employee(s) are not members of the Society or Organization.

b) Playgrounds

Lac La Biche County will provide $1000.00 per calendar year for the maintenance of children's playgrounds that are CSA approved and/or which are being upgraded to CSA Standards.

c) Outdoor Rinks

Lac La Biche County will provide:

- $1,000.00 per calendar year for the maintenance of approved boarded rinks operated and programmed by the Society and/or Organization
- $500.00 per year for snow bank rinks. Additional expenses may be reimbursed by submitting a request complete with a copy of receipts and expenditures.

d) Hard Court Areas (tennis / basketball / volleyball)

Lac La Biche County will provide $1000.00 per year on approved Hard Court Areas.

e) Ball Diamonds

Lac La Biche County will provide:

- $1,250.00 per year for each diamond that is regulation size for mixed slo-pitch or fastball (provincial standards), contains backstops and groomed infields, and supports league play. League Schedules need to be provided.
- $500.00 per year for recreational diamonds that are not regulation size but support incidental use at lease five (5) times per year for Recreational Use.

f) Soccer Fields

Lac La Biche County will provide $1000.00 per year for each approved soccer field that supports league or organized programs. Schedules need to be provided.

g) Other Recreational/Fitness Facilities

Lac La Biche County will provide $1000.00 per year for each approved recreational/fitness facility which does not already meet the criteria delineated upon throughout this policy. Examples of eligible recreational/fitness facilities include:

- Climbing/Recumbent Walls
- Provincially regulated and approved zip-lines

Note: Other recreational/fitness facilities not explicitly noted within this clause may be eligible for operational grant funding provided sufficient information regarding the use of said facility is submitted within the Operational Funding Grant Application Form (See Schedule "B")

h) Agricultural Grounds/Motor Sports Grounds/Camp Grounds

Lac La Biche County will provide:

- $4000.00 per year for each Agricultural/Motor Sports/Camp Grounds that support a minimum of two (2) major events per year. Major events include occasions which span two (2) or more days.
- $2000.00 per year for each Agricultural/Motor Sports/Camp Grounds that support a minimum of two (2) minor events per year. Minor events include occasions which do not exceed (2) days.

The awarded grant for indoor and outdoor facilities must be utilized towards the following costs only:

- Salaries
- Supplies purchased for the provision of facility use
- Services (Ex: grass cutting, garbage removal)
- Minor equipment/facility repairs & maintenance
- Water/Sewer
- Telephone
- Signage/Advertising of facilities

Additional expenses may be reimbursed by submitting a request, complete with a copy of receipts and proposed expenditures.

Note: Major and minor events must be located on the Society and/or Organization owned/leased land and form part of Societies and/or Organization Grounds. Should the Society and/or Organization be using grounds other than their own, Lac La Biche County will still support the event if an agreement is in place.

5. ARENA OPERATIONS:

Operational support shall be provided at 50% of net annual operating expenses up to a maximum of $20,000.00 for facilities that are accessible without prejudice by all Lac La Biche County residents and arena user groups; on a first come, first serve booking basis or as developed democratically in an annual, openly advertised user group meeting.

The awarded grant for arena operations must be utilized towards the following costs only:

- Salaries (wages and employee benefits of the Recreational/Agricultural Facility and Arena maintenance workers)
- Supplies purchased for the provision of facility use
- Services (Ex: grass cutting, garbage removal)
- Minor equipment/facility repairs & maintenance (under $5000.00)
- Sewer/Water
- Telephone
- Signage/Advertising of facilities

Note: This only applies to Arena Operations that recover 40% of revenue from booking rentals, fundraising and user fees, "on a 3 year average."

If a Society and/or Organization carries out all pertinent conditions and operational requirements as agreed by the Society and/or Organization and Lac La Biche County and cannot recover 40% (forty percent) of revenue from booking rentals and user fees. A sliding scale of support will be put in place where every 1% (one percent) under 40% (forty percent) recovery rate will be a deduction of $500.00 (five-hundred dollars) of the yearly grantable support provided by Lac La Biche County of the net annual operating expenses, to the maximum allowable amount of $20,000.00 (twenty thousand dollars).

6. CURLING RINK:

Operational support shall be provided at 50% of net annual operating expenses up to a maximum of $5,000.00 per ice sheet for facilities that are accessible without prejudice by all Lac La Biche County residents and user groups.

The awarded grant for curling rink operations must be utilized towards the following costs only:

- Salaries (wages and employee benefits of the Recreational/Agricultural Facility and Arena maintenance workers)

- Supplies purchased for the provision of facility use
- Services (Ex: grass cutting, garbage removal)
- Minor equipment/facility repairs & maintenance
- Sewer/Water
- Telephone
- Signage/Advertising of facilities

Note: This only applies to Public Curling Rinks that recover 50% of revenue from booking rentals, fundraising and user fees, "on a 3 year average."

If a Society and/or Organization carries out all pertinent conditions and operational requirements as agreed by the Society and/or organization and Lac La Biche County and cannot recover 50% (fifty percent) of revenue from booking rentals and user fees. A sliding scale of support will be put in place where every 1% (one percent) under 50% fifty percent) recovery rate will be a deduction of $100.00 (one-hundred dollars) of the yearly grantable support provided by Lac La Biche County of the net annual operating expenses, to the maximum allowable amount of $5,000.00 (five thousand dollars) per ice sheet.

Operational Support shall be provided for public Curling Rinks that are operated by non-profit Societies and/or Organizations that are endorsed as members of recognized Society and/or Organization who contract (under agreement) with Lac La Biche County.

NOTE: Proof of <u>all</u> appropriate allocations of funds as per this policy must be outlined in the Year-End Audited Statement.

LAC LA BICHE COUNTY
P. O. Box 1679 Lac La Biche, AB T0A 2C0
Phone: (780) 623-1747 FAX: (780) 623-2039
E-Mail: main.office@laclabichecounty.com

Recreation/Culture - Operational Funding Request

Application Form 20 ____

Schedule "B" Date:_____

Organization Name: _____ Contact Name: _____

Address: _____ Contact Phone: _____

Contact Fax: _____ Contact E-Mail: _____

Name of Directors:	Position:	Contact #:

BUDGET INFORMATION (All quotes are required as per CM-71-001 or application will not be considered.
If additional space is needed, please attach pages to the application)

FACILITY MAINTENANCE

	Community Hall	Senior's Centre	Playground	Outdoor Rink _____	Hard Court _____	Ball Diamond _____	Soccer Field _____	Agricultural Grounds	Motor Grounds	Camp Grounds	Curling Rink	Arena
REVENUE:												
Rentals:												
Fees:												
Prov. Support:												
Other:												
Total:												
EXPENSES:												
Salaries												
Water/Sewer												
Supplies												
Telephone												
Minor Repairs												
Other:												
Services												
Total:												
Utilities												
Insurance												

PROGRAMS & EVENTS

PROGRAMS	DATE	FACILITY USED	PROGRAMS	DATE	FACILITY USED
EVENTS			EVENTS		

*Application must be submitted and received by Community Services by September 30th of each year. Failure to supply all pertinent information will result in delays to the process, and shall not be the responsibility of Lac La Biche County.

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Recreation/Culture - Operational Funding Request

Accountability Form 20 ____

Schedule "C"

Organization Name: _____ Contact Name: _____

Address: _____ Contact Phone: _____

Contact Fax: _____ Contact E-Mail: _____

BUDGET INFORMATION (All quotes are required as per CM-71-001 or application will not be considered
If additional space is needed, please attach pages to the application)

FACILITY MAINTENANCE

	Community Hall	Senior's Centre	Playground	Outdoor Rink	Hard Court	Ball Diamond	Soccer Field	Agricultural Grounds	Motor Grounds	Camp Grounds	Curling Rink	Arena
REVENUE:												
Rentals:												
Fees:												
Prov. Support:												
Other:												
Total:												
EXPENSES:												
Salaries												
Water/Sewer												
Supplies												
Telephone												
Minor Repairs												
Other												
Services												
Utilities												
Insurance												
Total:												

PROGRAMS & EVENTS

PROGRAMS	DATE	FACILITY USED	NUMBER OF COUNTY RESIDENT ATTENDEES
EVENTS			

*Please ensure an Audited Statement accompanies this Accountability Form

*Accountability Form must be submitted and received by Community Services by March 31st. Failure to supply all pertinent information will result in the refusal of all future Operational Grant Applications and County reimbursement.