



Policy #8004

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Policy Title:	Rural Recreation and Culture Funding
Policy No.:	8004
Approval:	County Council
Effective Date:	April 23, 2014
Supersedes Policy No.:	Section D Services 4(a) Recreation & Culture Funding Cremona & District Recreation & Culture Board Terms of Reference 2009 Policy No. 8004 Rural Community Grants – May 9, 2007

Policy Statement: Mountain View County will provide annual funding to the urban centres for recreation and cultural programs, and facilities that are available for use by rural residents in Mountain View County. Mountain View County will also provide grants to rural communities and organizations operating recreation and cultural programs and facilities in rural Mountain View County.

This policy is intended to address grant/funding requests from Community Organizations that are not eligible to receive funding under the County's other grant/funding programs. Other Grant/Funding Programs include, but are not limited to, the following:

- Library Requisitions
- Community Engagement Sites
- Historical Societies
- Mountain View County Donations

Purpose: To encourage and provide community organizations throughout Mountain View County recreation, leisure and culture, that is affordable and accessible to all, and to ensure each community has a fair and equitable method to distribute recreation and culture funding.

Mountain View County Council and the Cremona Recreation Board are responsible for ensuring that quality of life opportunities are available to the residents of the County through the development, management and support of recreational and cultural services.

Capital Recreation and Culture Funding Investments will be dealt with independently from this Policy and Procedure.

- Principles:**
1. Mountain View County recognizes the value of rural recreation, culture and community associations.
 2. Mountain View County supports community development in the rural areas.
 3. The amount per rural resident transferred to each urban centre is identified in the Memorandum of Agreement (MOA).
 4. Each urban centre has the responsibility to distribute these funds as they wish for recreation and cultural purposes, with the exception of the Cremona Recreation Board.
 5. The Cremona Recreation Board will continue to distribute funds on behalf of the County due to the high percentage of rural residents in that community.

End of Policy

Approved: April 23, 2014



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1. Definitions

- 1.1 “Administration” means an employee(s) of Mountain View County.
- 1.2 “Administrative Support Services” includes the taking of minutes, the distribution of the agenda and other duties requested.
- 1.3 “Annual Grant Funds” means the amount of funds allocated annually to the General Grants component of the County’s Budget.
- 1.4 “Applicant” Person or group applying for funding on behalf of their organization.
- 1.5 “Community Organization” means community based not-for-profit organizations that are registered (or incorporated) under the Province of Alberta’s Societies Act.
- 1.6 “Council” means the Council of Mountain View County.
- 1.7 “Facility” is defined as a not-for-profit amenity that provides indoor and/or outdoor services for active and/or passive recreation or social and cultural events, organizations and programs, and is available to the public.
- 1.8 “Financial Report” means the report a Community Organization or Urban Municipality is required to remit to the County that outlines how the grant/funds received, were actually spent.
- 1.9 “Grant Application” means the application form that a Community Organization remits to the County or the Cremona Recreation Board, as part of its efforts to obtain a grant/funding under this policy, outlining a specific project or program.
- 1.10 “Not-for-profit” is defined as an organization which exists for educational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.
- 1.11 “Project or Program” means the specifics of the application for which any approved funding will be allotted to.
- 1.12 “Recreation Districts” The geographic areas within the county which designates the delivery of recreation services to residents.

2. General

- 2.1 The Towns and the County agree that recreation and culture facilities and programs require assistance from the taxpayers in order to subsidize youth, family and senior programs.
- 2.2 This funding will be a per capita amount based on the rural population in each recreation district for the amounts transferred to the towns and the Cremona Recreation Board.
- 2.3 The per capita rate will be annually adjusted by the previous year’s Alberta Full Consumer Price Index.
- 2.4 This funding is to assist in the cost of providing recreation and culture programs, except as elsewhere provided in this agreement, including the operation and maintenance of all indoor and outdoor

- recreation and culture facilities located in the Town. The Cremona District Recreation & Culture Board, established by separate bylaw, will allocate funding as described in section 3.
- 2.5 As a condition of receiving financial support, Mountain View County residents shall be granted the same access and pay the same user and/or registration fees as residents of the urban municipality in which the facility is located in.
 - 2.6 Not for profit groups requesting funding must be incorporated under the Alberta Companies Act or registered under the Alberta Societies Act.
 - 2.7 The intended use of this funding is for recreation and cultural purposes, but is not limited to those uses. Programs outside of the definition of recreation and culture may be eligible but cannot be an essential service such as education or social services.
 - 2.8 County Council will annually determine the total amount of grants/funding to be distributed under the Rural Community, Rural Community Hall and Gravel/Dust Suppression portion of this policy in each fiscal year.
 - 2.9 Grant/funding applications are to include information regarding the description of the project, estimated costs and other sources of funds for the project/program.
 - 2.10 Grant/funding applications will be prioritized according to need, membership, contributions of time and funds by the organization and availability of County funds.
 - 2.11 Rural Community Grants and Cremona Recreation Board funding will not be awarded to for-profit organizations.
 - 2.12 County Council shall appoint a special committee(s) to review rural recreation and culture funding grant applications.. The Cremona Recreation Board will be responsible for grant allocations within the Cremona Recreation District.
 - 2.13 The Cremona & District Recreation Board decisions and Community Services Grant Review Committee decisions will be forwarded to County Council, as information, prior to June 1st of each year.
 - 2.14 Grants of \$2,000 or less will receive 100% of the funds upon approval of the grant. Grants greater than \$2,000 will receive 75% of the grant upon approval of the grant and the remaining 25% when the project is completed and a Financial Report has been received.
 - 2.15 Accountability of Funds through the Rural Community Grants and Cremona Recreation Board
 - Approved Applicants pursuant to this policy, shall be accountable for the expenditure of funds provided.
 - The program, event and activity shall be undertaken without material alteration.
 - The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.
 - The program, event or activity must be conducted in the year in which the support was requested for.
 - If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided to the County.
 - Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
 - If the organization does not comply with the above requirements, future financial support from the County pursuant to this policy may not be considered.
 - 2.16 Programs/Projects eligible for funding from other County sources will not be eligible to receive Rural Community Grant Funding and Cremona Recreation Board Funding, excluding funding received from Family and Community Support Services (FCSS).
 - 2.17 Multiple applications to different grant funding programs will generally not be accepted.
 - 2.18 Major Capital projects located in an Urban Municipality are not eligible for funding through this Procedure.

3. Cremona & District Recreation Board

Committees strengthen our communities by allowing competent and interested citizens to bring forward their ideas and solutions to address the needs of the broader community. Public members of Council committees are valuable additions to the political and administration team.

The goal of the Cremona and District Recreation Board is to assist in application review and to make funding allocations within the Council approved budget for eligible groups in the Cremona Recreation District. The objective is to facilitate a review of the recreation funding applications to Mountain View County for the Cremona & District Recreation district.

- 3.1 Funds will be distributed according to this policy for Recreation and Culture Funding.
- 3.2 All organizations in the Cremona District are to submit applications to the Board. The Board is to review applications for funding from eligible Community groups within the Cremona Recreation District annually.
- 3.3 The County will administer the funds available to Cremona under this Policy and will distribute grants upon the direction of the Board. The Board will take a community development approach to its purpose and function.
- 3.4 Funds that are not distributed in the fiscal year will be held in a funded reserve for future years. The Board may distribute funds up to the total of the current annual allocation, plus reserves from previous years.
- 3.5 The following are not eligible for funding under this policy:
 - Youth and Adult individual sports teams
 - School Reunions
 - Private Functions
 - Programs, events and activities that receive funding through other County programs or policies will not be eligible to receive Cremona Recreation & Culture Funding, excluding funding received from Family and Community Support Services (FCSS).
- 3.6 Rural Community Hall Facilities within the Cremona Recreation District shall apply for funding through the Rural Community Hall Grants.
- 3.7 The Cremona & District Recreation Board shall consist of seven (7) members made up as follows:
 - One (1) Councillor from Division 2 or designated representative,
 - Village of Cremona Councillor or designated representative. The Village of Cremona shall appoint its representative.
 - Five (5) citizens at large from the Cremona Recreation District with a demonstrated interest in the recreation and culture in the community. All members appointed shall be residents of the Cremona Recreation District and shall remain members only during such times as they continue to be residents of this recreation district.

The public members are appointed by Council Resolution for two (2) year terms at their annual organizational meeting, or when required due to the resignation of a board member. In the event a vacancy occurs, the person appointed to fill the vacancy shall hold office for the remainder of the subject term.

A member may resign from the Committee by submitting a letter of resignation to the Chair and/or Administration. Administration will then advise the Committee and Council of the resignation and request Council to appoint a new member.

Administrative staff resources will be provided by the County. The Community Services Coordinator and/or a designated staff member will be provided to assist the committee. The role of the administrative staff is to provide administrative support; advisory and procedural support; serve as resource persons; and support to members. Administrative support services include the taking of minutes, the distribution of the agenda and other duties requested.

- 3.8 Meetings:
 - Committee meetings will be scheduled on an as need basis at the call of the Chair.

- Special meetings may be called on three (3) days' notice by the Chair or at the request of any three Board Members, making their request in writing.
- A Chair and Vice-Chair shall be elected by the Committee at their first regular meeting.
- The Chair serves as the Committees spokesperson. The Chair generally oversees the functions, duties and responsibilities of the Committee and presides over Committee meetings. The Chair provides leadership, builds consensus and liaises with administration staff resources. The Chair ensures that meetings are carried out with proper decorum, courtesy and respect.
- The role of the Vice-Chair is equally important. In the event that the Chair is unavailable or the position is vacant, the Vice-Chair undertakes to perform the roles, duties and responsibilities of the Chair.
- Members are required to attend and participate in meetings and other business of the Committee; maintain confidentiality of information provided to them in their capacity as members, and make a commitment to working in a professional and constructive manner with their colleagues on the Committee. Members are expected to use objectivity and unbiased judgement; and be open- minded and respectful of the opinions and views of others.
- A quorum of the said Board shall be a majority of members of the Board.
- A committee meeting may proceed without a quorum. Decisions made by the Committee must note that the meeting proceeded without the presence of a quorum, and record the number of members who were in attendance at the meeting. This will ensure that the business of the Committee is not unnecessarily delayed.
- A decision made or position taken by the Committee is the position that should be represented by all Committee Members when representing the Committee. It is the majority will of the Committee that should guide comments, rather than the personal views of the member.
- If a Committee Member wishes to present his or her own personal opinion, or the opinion of an organization to which he or she belongs, that member should indicate clearly that his or her presentation is not representative of the Committee's position, rather it is a reflection of his or her personal or organization's position.
- All meetings are open for observation by the general public. Notice of meetings shall be posted on the Public Notice Board at the front entrance to the Mountain View County Office and posted on the County website. Matters deemed to be confidential or sensitive in nature shall be dealt with in-camera and closed to the public.
- Administrative support services shall prepare and distribute a meeting agenda prior to each meeting. Meeting minutes shall be recorded for each meeting and distributed to each member with the next meeting agenda.
- Meeting minutes record topics discussed, motions taken and information received. Minutes do not record:
 - Personal opinion or commentary
 - Direct transcripts of meeting dialogue or conversation
 - Discussion of motions.
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3.9 The Board will establish grant application and approval procedures in accordance with County administration.

3.10 County Council has the authority to amend funding criteria, as they deem appropriate to meet the needs of the Cremona Recreation District.

3.11 The Board may distribute funds up to the total of the current annual allotment, plus reserves from previous years.

4. Rural Community Grants

4.1 This grant may be used towards operating or facility upgrade costs and expenditures required for recreation and cultural programs and facilities, (not including Community Hall Facilities)

4.2 Grants to community halls may be made through "in kind" work or equipment donations on behalf of the County if requested through grant applications.

- 4.3 Organizations within the Cremona Recreation District shall apply for recreation and culture funding through the Cremona and District Recreation Board.
- 4.4 The Community Services Grant Review Committee will be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.

5. **Rural Community Hall Grants**

- 5.1 This grant may be used towards operating or facility upgrade costs and expenditures required for recreation and cultural programs and facilities.
- 5.2 Grants to community halls may be made through "in kind" work or equipment donations on behalf of the County if requested through grant applications.
- 5.3 The Community Services Grant Review Committee will be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.

6. **Rural Community Hall Gravel/Dust Suppression Donation Grant**

- 6.1 This grant is for distribution of the annual gravel or dust suppression donation approved by Council for Community Halls in Mountain View County.
- 6.2 Grant applications for gravel are to include the amount of gravel required (along with a designated contact that will be responsible for hauling) Annual gravel sales per facility are limited, as per Section C, Public Works (5), Gravel Sales Policy. The cost of hauling the gravel would be the responsibility of the community organization.
- 6.3 Grant applications for dust suppression must state the length of dust suppression to be applied. A "Residential Dust Suppression Application" must be completed as part of the application process.
- 6.4 The Community Services Grant Review Committee will be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.

End of Procedure

Approved: April 23, 2014

