

VULCAN COUNTY POLICY NO. 12-2215	Recreation and Cultural Funding Policy
Effective: January 1, 2012	Amended: July 10, 2024
Cross Reference: MTN 2011-02-22 MTN 2012-03-06 MTN 2012-07-06 CC 2024-07-10-08	Page 1 of 7
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RECREATION AND CULTURAL FUNDING POLICY

PURPOSE

A wide range of recreation activities is important to the quality of life enjoyed by Vulcan County residents. County Council encourages recreation, leisure and cultural participation that is affordable and accessible to all. This policy is designed to provide, in accordance with the Municipal Government Act (MGA) a fair and equitable method to distribute recreation and culture funding grants. It is the intent of Council that the Recreation and Culture Funding Policy, which incorporates funding programs, is for the benefit of the County's residents.

The following will guide and govern decisions made by the County about how funds within its control are used to invest in recreation and culture within the region.

1.0 DEFINITIONS

- 1.1 ***Recreation*** – an activity related to team or individual sports and development. Recreation facilities include swimming pools, golf courses, skating rinks, curling rinks, arenas, beaches, baseball diamonds, sports fields, community parks and trails as well as other facilities which endorse recreation. Recreation programs include baseball and soccer programs, public swimming, swimming classes, water safety, public skating, and gymnastics, as well as other programs which endorse recreation.
- 1.2 ***Culture*** – a connection between individuals and their natural heritage and human history, including the arts. Cultural facilities include museums, community halls, performing arts theatres, and other cultural facilities as well as other facilities which endorse culture. Cultural programs include public speaking, drama, Aboriginal interpretation, concerts, bands and/or other programs which may be deemed to have significant cultural content.
- 1.3 ***Funding Types*** – the following are the classifications of the different recreational and cultural funding provided by the County:
 - 2.2.1. Operating Costs - expenses associated with administering and providing a recreation program/facility and/or cultural program/facility on a day-to-day basis. These are typically providing for annual operating costs for these programs.
 - 2.2.2. One-time Event Funding – expenses associated with administering and providing a recreation and/or cultural event. These typically are provided for short-term events and activities.

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- 2.2.3. Minor Capital Projects - projects with costs between five thousand (\$5,000) and twenty-five thousand (\$25,000) that add new space or alter the programmed design or function of space or building systems, including related fixed equipment, and site development improvements.
- 2.2.4. Major Capital Projects - projects with costs over twenty-five thousand (\$25,000) that add new space or alter the programmed design or function of space or building systems, including related fixed equipment, and site development improvements.

2.0 PROCEDURE – FUNDING SUPPORT

Vulcan County will support public recreation and culture within the region that meets real local need and delivers public benefit in four separate ways; namely it will support:

- operating costs of facilities and/or programs;
- one-time event or activity costs;
- minor capital costs; and
- major capital projects.

The local Recreation Board for each of the Recreational Districts will provide recommendations to Vulcan County for the following funding support:

- 2.1 Operating Costs and One-Time Event Funding – With respect to operating and/or event/activity costs, it will attempt to provide grants in a manner consistent with the proportion of use of a facility and/or program that is attributable to County residents, at a level consistent with its ability to do so, and vary these grants with the degree of local support and region wide benefit that the facility or program exhibits.
- 2.2 Minor Capital Projects – With respect to minor capital recreation costs, it will provide support to facilities and programs on a short-term basis. With respect to minor capital recreational and cultural costs, it will provide support at a level consistent with its ability to do so and provide grants consistent with the elements of local need, and local support.
- 2.3 Major Capital Projects – With respect to the major capital projects, it will consider larger and multi-year commitments of grants to support projects. With respect to major capital recreational and cultural costs, it will provide support at a level consistent with its ability to do so and provide grants consistent with the elements of local need, and local support.

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3.0 **PROCEDURE – REQUIREMENTS FOR APPLICATIONS**

Applicants will complete “Recreation & Culture Funding Application” as outlined in FORM 12-2215A. The application shall be submitted directly to the local Recreation Board on or before midnight on August 1st in the year proceeding the budget (See Appendix A for reference).

All applications will provide the following information:

- Organizational and contact information.
- Project Information, including name, description, requested funding and details of user residency; including local residents, County residents, residents from other communities, and from outside the region.
- Financial Details (costs and funding sources).
- Submission & Supportive Documents, including listing of organizational members and/or representatives.
- The Recreation Board may require the applicant to also provide long-term / multi-year operating and capital plans.

The following provides further clarification and information on the requirements for recreational and cultural funding applications:

3.1 Applicants for operating and one-time event support must apply through their local Recreation Board and applications shall include but not limited to:

- i. Project / program name;
- ii. A brief description and related benefits of the facility or program;
- iii. Budget (including expenditures and other funding sources);
- iv. Financial statements (if available).

3.2 Applicants for minor and/or major capital support must apply through their local Recreation Board and applications shall include but not limited to:

- i. Project / program name;
- ii. A description of the facility, program or project;
- iii. Details of the proposed lifecycle of the project;
- iv. Information on the project outcome; this may include increases of quantity of users, lengthened usable life of the facility, and increased safety;
- v. A verified estimate of the capital costs of the project;
- vi. A schedule on how the project will be financed including community financial support, fundraising, corporate sponsorship, donated material and equipment, and volunteer labor; and
- vii. Upon completion of the project a report will be submitted to the local Recreation Board illustrating details of how the project was financed.

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4.0 PROCEDURE – IMPLEMENTATION – RECREATION BOARDS

The following are the procedures relating to the implementation of the recreation and cultural funding programs for the Recreation Board:

- 4.1 Applicants will complete “Recreation & Culture Funding Application” as outlined in FORM 12-2215A. Requests for funding will be sent to each applicant’s local area Recreation Board where they will be reviewed by the Recreation Board and categorized as operating, one-time event, minor capital or major capital funding. The application will be submitted directly to the local Recreation Board on or before midnight on August 1st in the year proceeding the budget (See Appendix A for reference).
- 4.2 The local Recreation Board will review and consider the merit of each of the Recreation & Culture Funding Applications that are received on or before the deadline of midnight on August 1st. It is at the discretion of the local Recreation Board to review applications received subsequent to the deadline.
- 4.3 Recreation Boards will in turn direct their “Recreation Board Funding Request and Application Summary” (as prescribed by the County) with their recommendations to the County no later than midnight on October 31st in the year proceeding the budget.
- 4.4 Recreation Boards may hold a Contingency Reserve up to a maximum of \$5,000 in aggregate that may be used for mid-year requests and/or requests that did not meet the deadlines, which a Recreation Board may still support under the policy.
 - 4.4.1. A maximum annual funding allocation of \$1,000 may be attributed within the “Recreation Board Funding Request and Application Summary” to fund and/or replenish the reserve. No direct approvals are required from Vulcan County on the use of this Contingency Reserve if the allocations meet the purpose of this policy. Annual reporting of use will be required to be submitted to the County.
 - 4.4.2. The Contingency Reserve will be held directly by the Recreation Board and/or the managing urban municipality.
- 4.5 The members-at large of the Recreation Board may be eligible to receive annual per diems for their contributions and support toward to Recreation Board. This is not eligible for municipal councillors nor employees of the County or the managing urban municipality.
 - 4.5.1. The Board Chair will be eligible for up to \$75.00 per board meeting and the other members-at-large will be eligible for up to \$50.00 per board meeting. The annual budget may allow for up to two board meetings per year.
 - 4.5.2. The per diems will be paid directly either by the Recreation Board and/or the managing urban municipality.

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- 4.5.3. Unused and/or contributed back per diems may be added to the Contingency Reserve if considered appropriate by the Recreation Board and the member-at-large.
- 4.6 The Board Chair, or alternative, is the main point of contact for the submission of the funding applications. The contact information shall be provided within the annual "Recreation Board Funding Request and Application Summary"; however, if there are mid-year changes, this should be provided to the County on a timely basis.
- 4.7 The managing urban municipality shall not be directly reimbursed for staff and/or council time; however, this estimated time/costs (if reasonable) may be accounted for as part of their "in-kind contribution" toward the Recreation District's funding model. The maximum annual in-kind contribution is \$1,500 per year for administration/governance support and up to \$5,000 per year for other municipal support (i.e., support with public works staffing). Supporting documentation on in-kind contributions are required from the managing urban municipality.

5.0 PROCEDURE – IMPLEMENTATION – COUNTY

The following are the procedures relating to the implementation of the recreation and cultural funding programs for Vulcan County:

- 5.1 Council will consider the Recreation Boards recommendations and approve grants to the Recreation Boards as they see fit.
- 5.2 Should there be late or no submission by the Recreation Board to the County as per section 4.3; the Interim Operating Budget will be set at 75% of the prior year's approved ongoing operating funding (no capital unless part of a multi-year request that is currently in process). For the Final Budget, the Recreation Board will be required to submit the planned use of the available funding (set at interim).
- 5.3 Grants will then be allocated to each of the Recreation Boards, through the managing urban municipality, as soon as possible and these grants are to be applied to only the projects identified by Council. Distribution of grant funding will typically occur after the approval of the Final Budget; however, earlier distribution may be accommodated in the budget year if approved in the Interim Budget and considered appropriate by County Administration.
- 5.4 At the discretion of County Administration, for Recreation and Cultural funding applications over \$40,000 per year, funding distributions may be provided on a quarterly basis, if considered appropriate.
- 5.5 Approved Recreation and Cultural funding will be raised through a Special Levy Tax Bylaw each year for the specific Recreation Districts in accordance with the MGA, Section 382. When considered appropriate, certain Recreation and Cultural funding will be raised through the general mill rate.

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6.0 **REFERENCES**

Legislative:

Municipal Governments Act, Section 382 (*Special Tax Bylaw*)
County BYLAW 2022-027 – Vulcan County Recreation Districts
County BYLAW 2013-005 – Champion Recreation
County BYLAW 2013-007 – Northwest Recreation Area Board
County BYLAW 2013-008 – Carmangay Recreation Area Board
County BYLAW 2013-009 – Lomond Recreation Area Board
County BYLAW 2013-011 – Milo Recreation Area Board
County BYLAW 2022-028 – Vulcan District Recreation Board

County Policies:

FORM 12-2215A - Recreation & Culture Funding Application

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APPENDIX A

Schedule of Recreation & Cultural Timelines

