



County of Wetaskiwin No. 10 Municipal Policy

Department:
72.0 Parks & Leisure

Policy No.
72.0.1

Title Guidelines for Recreation Funding

1. Policy Statement:

- 1.1. The County recognizes the importance of providing funds to various non-profit community associations to support facilities, recreation, sport, culture, leisure and community based.

2. Responsibilities:

2.1. Council:

- 2.1.1. Appoints Committee Members for Recreation Zones 1 and 5;
- 2.1.2. Shall provide final grant decisions by resolution.

2.2. Director of Leisure and Community Services:

- 2.2.1. Oversees advertising, grant administration, processing and recommendations to Council, provided by Recreation Zone Committees;
- 2.2.2. Provides the current Recreation Zone Committee Chair the Zone allocations of funding by January 31.
- 2.2.3. Provides recommendations for unallocated zone funding to be allocated to its zone specific operational or capital reserves.

2.3. Recreation Zone Committees:

- 2.3.1. Advertise meeting dates, which are to be set prior to March 31;
- 2.3.2. Review grant applications for their appropriate zones and provide funding recommendations in writing to Administration.

3. Recreational Committee Structure, Composition and Conduct:

3.1. Council has divided the County into five geographic areas, as shown on the attached Schedule "A" and described as follows:

- 3.1.1. Zone 1: Includes the City of Wetaskiwin and surrounding area;
- 3.1.2. Zone 2: Includes areas surrounding Battle Lake, Westeros, Falun, Mulhurst Bay, Wizard Lake, and Pipestone;
- 3.1.3. Zone 3: Includes Winfield and surrounding area;
- 3.1.4. Zone 4: Includes Alder Flats, Buck Lake and surrounding areas;
- 3.1.5. Zone 5: Includes the area surrounding the Town of Millet.

3.2. The Director of Leisure and Community Services will relay communication between the Recreation Zone Committees and Council.

3.3. Zone Committees:

- 3.3.1. Zones 2, 3 and 4 shall consist of a minimum of three, with a maximum of seven members elected at a public meeting of electors called on 14 days' notice to electors of each zone;
- 3.3.2. Zones 1 and 5 shall each consist of three councilors, as listed on the Appointed Board and Committee Listing.
- 3.3.3. Members shall be residents of the zone represented;
- 3.3.4. Shall hold a minimum of one meeting annually;

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.020		DM20220810.003	November 17, 2022	1 of 10

County of Wetaskiwin No. 10 Municipal Policy		
Department: 72.0 Corporate Services	Policy No. 72.0.1	Title Guidelines for Recreation Funding

- 3.3.5. Shall keep a meeting minute book and submit copies of minutes to the Director of Leisure and Community Services, within 15 days of the meeting or prior to March 31, whichever comes first;
- 3.3.6. Quorum shall be majority of the members;
- 3.3.7. Shall be aware of the development of a board range of recreation services that will provide opportunities for people of all ages to use their time in wholesome and satisfying manners;
- 3.3.8. No member of the Zone Committee shall have the power the pledge the credit of the County in connection with any matters whatsoever. Nor shall the Zone Committee, or its member, have the power to authorize any expenditure to be charged against the County.

4. Guidelines - Application Deadlines:

- 4.1. Spring Grant Application: March 31;
- 4.2. In the event of surplus funding, Fall Grant Application deadline for Zones 1 and 5: September 30.

5. Guidelines - General Funding and Requirements:

- 5.1. Applicants must submit complete applications to the Zone Committee for review. The Zone Committee must provide the Director of Leisure and Community Services with a copy of the application to determine eligibility. Council will review completed applications with a recommendation for approval through Administration. Only complete applications will be considered.
- 5.2. Prior to December 31, Organizations must provide copies of invoices/receipts to the Director of Leisure and Community Services, totaling the grant amount. Failing to submit invoices/receipts will affect eligibility of future grant applications.
- 5.3. Successful applicants receiving funding must provide recognition of the County's contribution of the grant through printed media, signage or social media tools.
- 5.4. Periodic site inspections may be completed to ensure proper operation, maintenance, and community use of the funded amenity.
- 5.5. The County retains the right to deny funding if proper operations, maintenance, or community use is not evident.
- 5.6. No retroactive funding will be provided for any grant applications.

6. Guidelines - Recreation Zone 2:

- 6.1. Funding Allocation operates using a 60/40 funding model as per the Cultural Master Plan, dating back to 1983.
- 6.2. Sixty (60%) percent of funding is divided among major facilities based on population to provide an annual Operational Funding Grant.
- 6.3. Forty (40%) percent of Recreation Zone 2 is allocated for programs, events and activities.
- 6.4. One (1%) percent of Recreation Funds from Recreation Zone 2 are allocated to the Winfield Agriplex Arena in Recreation Zone 3 and the increase is included in the County's Municipal Capital and Operating Budget deliberations for continuation in all future Recreation budget life cycles.

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.020		DM20220810.003	November 17, 2022	2 of 10

County of Wetaskiwin No. 10 Municipal Policy

Department: 72.0 Corporate Services	Policy No. 72.0.1	Title Guidelines for Recreation Funding
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6.5.

Halls	Population	% Allocation
Falun Community Hall	593	20.5
Fletcher Hall	82	2.8
Lakedell Community Centre	544	18.8
Lone Ridge Hall	143	5
Mulhurst Community Centre	403	14
Pipestone Community Hall	426	14.7
Porto Bello Community Hall	253	8.8
Usona Community Centre	445	15.4
Total	2889	100

6.6. Community organizations must complete an application to apply for the Operational Funding Grant.

7. Guidelines - Recreation Zone 4:

7.1. Ten (10%) of Recreation Funds from Recreation Zone 4 are allocated to Recreation Zone 3.

8. Guidelines - Capital Funding:

8.1. Each not-for profit community association that actively maintains and operates a recreational facility in the County may submit one (1) application for Capital Grant Funding. Associations that operate multiple facilities on a property, for example a hall and curling rink, may submit one application per facility.

8.2. Funding is based on the following priorities:

8.2.1. Fire, safety and health projects that are required to conform to fire and safety codes.

8.2.2. Preventative maintenance projects that are necessary to prevent the facilities infrastructure from deteriorating. For example, replacing a furnace, roof, wiring, plumbing, etc.

8.2.3. Renovations and improvement projects that restore the facility to its previous condition due to aging, heavy use or adding a facility or amenity where one did not previously exist. For example, new flooring, upgrading of a washroom or kitchen facility.

8.3. Capital projects may be covered up to 50% of the cost of the project, excluding GST, to a maximum of \$20,000 in total projects cost in one year, per Community Association Facility.

9. Guidelines - Operational Funding:

9.1. Each not-for profit community association that actively maintains and operates a recreational facility in the County may submit one (1) application for Operational Grant Funding. Associations that operate multiple facilities on a property, for example a hall and curling rink, may submit one application per facility.

9.2. Funding may be covered up to 50% of eligible Recreation Facility Operating costs from the previous year, excluding GST, for the following:

9.2.1. Sewer Servicing;

9.2.2. Electricity;

9.2.3. Natural Gas, Propane, Oil;

9.2.4. Custodial costs;

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.020		DM20220810.003	November 17, 2022	3 of 10

County of Wetaskiwin No. 10 Municipal Policy		
Department: 72.0 Corporate Services	Policy No. 72.0.1	Title Guidelines for Recreation Funding

- 9.2.5. Parking lot maintenance (ex. snow removal, grading gravel, etc);
- 9.2.6. Landscaping maintenance (ex. grass cutting, tree removal, etc.);
- 9.2.7. Outdoor arena maintenance (ex. snow removal, ice maintenance, etc.)
- 9.2.8. Curling arena maintenance (ex. ice installation, maintenance, etc.)
- 9.2.9. Insurance Costs

9.3. Refer to Section 66 for Recreation Zone 2 instructions.

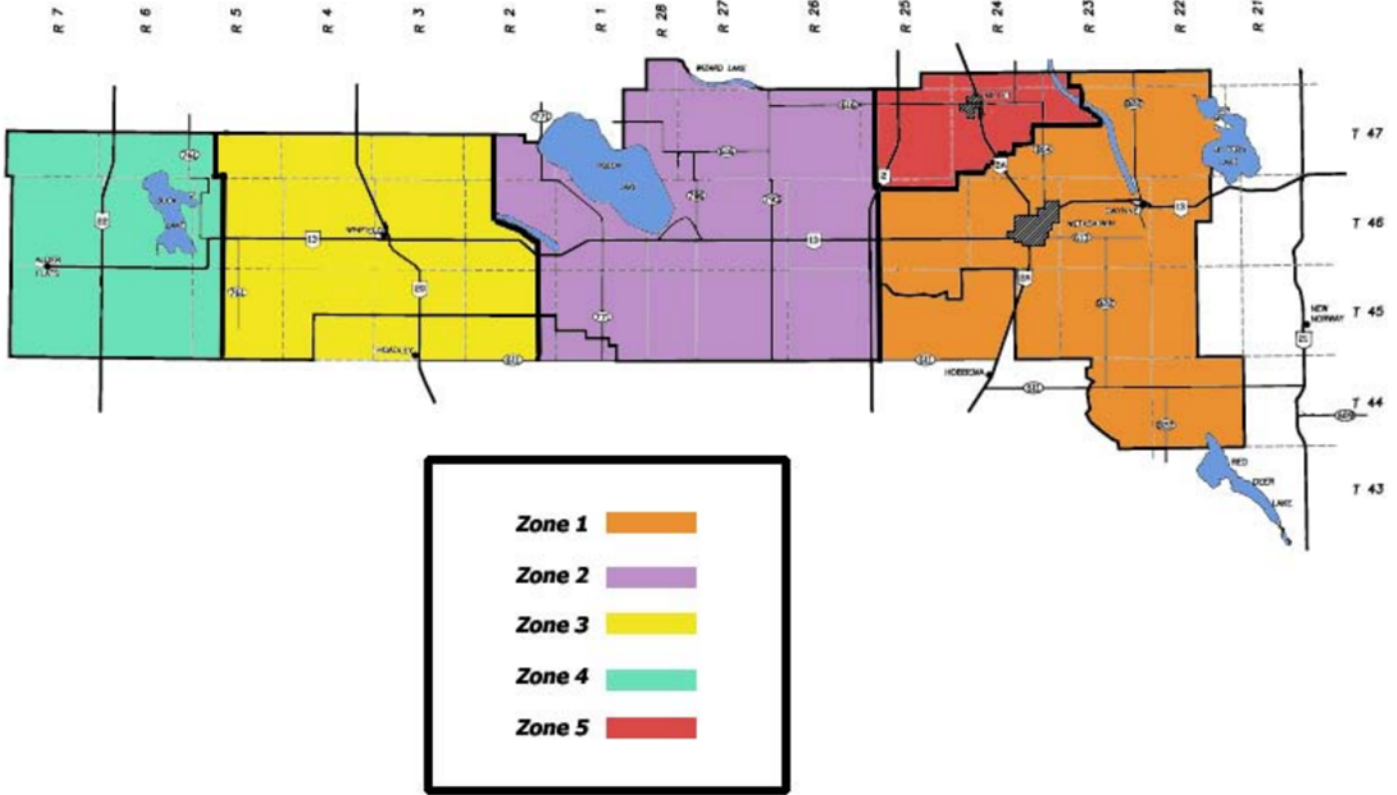
10. Guidelines - Program, Event and Activity Funding:

- 10.1. Each not-for profit community association that actively hosts recreational programs, events and activities in the County may submit one (1) application per program, event or activities.
- 10.2. Funding may be covered up to 50% of eligible costs, to a maximum of \$2,000.00, from the Community Association on the following criteria:
 - 10.2.1. Special event activities (ex. Family Day, July 1st, Children’s Christmas party);
 - 10.2.2. New programming (ex. Start-up funds to support new programs, membership drive or equipment for programs);
 - 10.2.3. Equipment components, new or replacement, for an existing program (ex. adding some new features to a program that is already successful to attract greater community awareness/participation);
 - 10.2.4. Volunteer Training (ex. workshop attendance fees)
 - 10.2.5. Any program or event that provides services must be available for public use.
- 10.3. Eligible Expenses Include:
 - 10.3.1. Purchase of program supplies and equipment;
 - 10.3.2. Payment for program/event staff or instructors;
 - 10.3.3. Payment for entertainment;
 - 10.3.4. Publicity costs;
 - 10.3.5. Food or non-alcoholic beverage costs
 - 10.3.6. Licensing/permit fees (ex. Public Performance License)
- 10.4. Ineligible expenses:
 - 10.4.1. Purchase of alcohol for program/event
 - 10.4.2. Liquor licensing fees
 - 10.4.3. Programs already funded by another agency (ex. FCSS)
 - 10.4.4. Facility and Ice Rentals
 - 10.4.5. School/Day Care programs
- 10.5. “Stacked Funding” or applying for multiple County grants to complete the project is not permitted.
- 10.6. Refer to Section 6 for Recreation Zone 2 instructions.
- 11. **Additional Pages:**
 - 11.1. Schedule A - Recreation Zones 1-5 Map
 - 11.2. Schedule B - Recreation Grant Process
- 12. **Related Documents:**
 - 12.1. Policy Directive - Recreation Grant Application – Zones 1 - 5

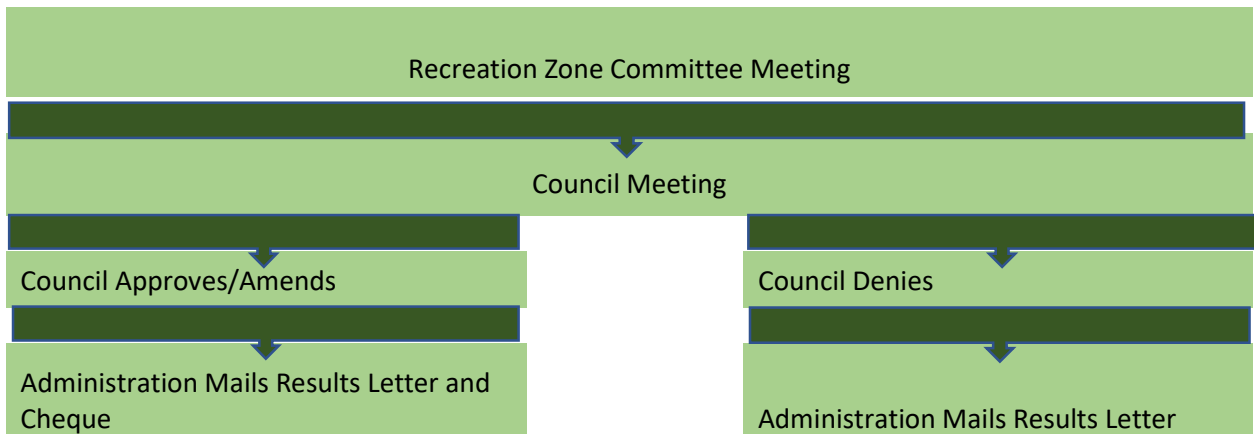
Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.020		DM20220810.003	November 17, 2022	4 of 10

County of Wetaskiwin No. 10 Municipal Policy		
Department: 72.0 Corporate Services	Policy No. 72.0.1	Title Guidelines for Recreation Funding

Schedule "A"
4.1 Recreation Zones



Schedule "B"
4.2 Recreational Grant Process



Council Approval	Council Revised	Administrative Review	Policy Committee	Page
CG20221213.020		DM20220810.003	November 17, 2022	5 of 10



**County of Wetaskiwin No. 10
Policy Directive**

Title Recreation Grant Application – Zones 1 - 5

Incorporated (Legal) Name of Organization:				
Common Name of Organization (if different from incorporated name):				
Act your Group is Registered Under:		Is your Organization a: <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Corporation		
Registration Number:		Registration Date:		
Address:				
City:		Province:		Postal Code:
Project Location				
Name of Facility (if applicable):				
Address or legal description (if different from above):				
City:		Province:		Postal Code:
Primary Project Contact (This is the person we will call for project information):				
First Name:		Last Name:		Title:
Daytime Phone:	Ext:	Fax:	Email:	
Alternate Project Contact:				
First Name:		Last Name:		Title:
Daytime Phone:	Ext:	Fax:	Email:	
Signing Authority Contact (This is the legal/financial signing authority for the organization):				
First Name:		Last Name:		Title:
Daytime Phone:	Ext:	Fax:	Email:	
PROJECT OVERVIEW				
Project Name:				
Project Type (pick one): <input type="checkbox"/> Facility Capital <input type="checkbox"/> Facility Operations <input type="checkbox"/> Program/Events				
FOR OFFICE & COMMITTEE USE ONLY	RECREATION ZONE #	RECOMMENDED APPROVAL AMOUNT		



**County of Wetaskiwin No. 10
Policy Directive**

Title Recreation Grant Application – Zones 1 - 5

Main Category (Pick one):

- Arts Community Services Culture Education Environment Health
 Sports and Recreation Other (please specify): _____

Group that will benefit from the project (pick one):

- Children General Public Men Seniors Women Youth
 Other (please specify): _____

Organization Overview

a) What is the purpose of your organization?

b) What services do you provide to the community?

Project Description

a) Explain what you want to do with the funds. This includes a description of the issues and benefit to the community.

Created	Policy Reference	Department	Reviewed	Page
December 2022	72.0.1	LCS		7 of 10



**County of Wetaskiwin No. 10
Policy Directive**

Title Recreation Grant Application – Zones 1 - 5

b) How many people do you estimate or know will benefit from this grant?

c) If your grant is successful, how long will it take to complete your project once funding is approved?

Need For Financial Assistance

a) If your organization has a current operating surplus, operating reserves or unrestricted cash assets, explain what your plan is to do with these funds, if they are not allocated to this project.

b) If your organization has a current operating or accumulated deficit, explain how the deficit was acquired and your plan for reducing it.

c) Have you applied for, or already received, funding for this project from any other funding sources?

Yes (If yes, provide details) No

Created	Policy Reference	Department	Reviewed	Page
December 2022	72.0.1	LCS		8 of 10



**County of Wetaskiwin No. 10
Policy Directive**

Title Recreation Grant Application – Zones 1 - 5

BUDGET

Revenue	
Requested Grant Amount (Maximum 50% of project/program cost)	\$
Cash Contributions	\$
Donated In-Kind	\$
Other Funding	\$
Total Revenue	\$

Total Project Cost and Donated Components Breakdown			Amount Donated In-Kind (Labour/Equipment/Material)			
Item/Description	Cash/Cost (A)	Quote/Source of Estimate	Unskilled (B)	Skilled (C)	Equipment (D)	Material (E)
	\$					
	\$					
	\$					
	\$					
	\$					
Sub-totals	\$					
	(A)		(B)	(C)	(D)	(E)
Total Project Costs=	\$	(Sum of A+B+C+D+E). This figure must equal 'Total Revenue' above.				
<ul style="list-style-type: none"> • Include quotes. If not included, indicate source of estimates. • Include confirmation of all corporate in-kind materials and or services (i.e. letter from donor). • Cash contributions should be supported by Financial Statements. 						



**County of Wetaskiwin No. 10
Policy Directive**

Title Recreation Grant Application – Zones 1 - 5

Mandatory Attachments

- Financial Statement
- List of Executives. Include a complete list of Board Members and Organization Executive (i.e. CEO, Treasurer, or equivalent positions) along with daytime phone numbers and email, if available.
- Facility owner support (if applicable)
- Estimates, supplier quotations or sources of estimates
- Other supporting documentation (Example: Letter of Support from Community Groups)
- Business Plan (if requested)
- Capital Plan (if applicable)
- Detailed Budget (For Facility/Program)

Signature of Applicant

Date

Print Name

Position

Zone Approval/Rejection

Date

Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) authorizes the County of Wetaskiwin No. 10 to collect personal information on this form for the purpose of managing funding applications County administered 'Recreation Grants' and may be included on reports that are available to the public. If you wish to inquire about the collection, use, and disclosure of this personal information, or if you have questions about correcting your personal information, please contact the FOIP Coordinator by email: foip@county10.ca; by phone 780.352.3321 (ext. 2270) or toll free at 1.800.661.4125; in person at 243019A Highway 13; or by mail at PO Box 6960, Wetaskiwin AB, T9A 2G5.

Created	Policy Reference	Department	Reviewed	Page
December 2022	72.0.1	LCS		10 of 10