

<b>Department:</b> <b>Parks and Recreation</b>	<b>Section:</b> <b>CD- Community Development</b>
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## **CD-01 Community Facility Special Projects**

### **Policy Statement**

Leduc County understands the valuable role that not for profit run community facilities play in providing social and recreational service to residents. Volunteers have built and maintained many facilities in this region and continue to dedicate many hours to ensure that Leduc County continues to be a great place to live. Through partnership, Leduc County will support community associations to ensure that quality and sustainable facilities are available to our communities.

### **Definitions**

“Administration” means the department assigned the responsibility of managing the grant programs pursuant to this policy.

“Community Association” shall mean a registered not for profit volunteer group as recognized by Leduc County, that provides a recreational, parks or cultural service to residents of Leduc County.

“Crisis” means a sudden, urgent, unusually, unexpected occurrence or occasion requiring immediate action.

“Conditional grant support” means support in principle from Leduc County that will be approved once all matching funds have been raised.

“Special Project” is defined as a capital facility improvement greater than \$5,000 that will improve facility operations or service to the community.

### **Policy Authority**

The Director, Community Services is responsible for maintaining & updating this policy and ensuring that the appropriate resources are available to meet service levels.

### **Standards**

- Administration will manage a process and method of communication to allow community associations to request special project funding from Leduc County Council.
- Where possible, special project funding requests will be consistent with the Leduc County budget process. Consideration will be given for crisis events that require immediate action and support.
- As a means of leveraging additional grants and sponsorships from other agencies, Council may provide conditional grant support to a community association.

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- All community associations must display intent and effort to secure matching grant assistance from other agencies and funding sources. When possible, Leduc County will provide approximately 25% of the total project cost. On occasion, when other sources of funding have not been successful and community need or facility safety is identified, additional County support will be considered.
- Project priority and funding allocation will be based on identified community need, impact and benefit to residents of Leduc County.
- Special project funding for new facilities and initiatives will require additional documentation including a complete business plan that identifies sustainability.

### **Policy Responsibilities**

#### Council

- Leduc County Council will administer final decision of all grants following a review and recommendation from Parks and Recreation Administration.

#### Administration

- Lead advertising, criteria and review process for recommendation to Council
- Upon approval, Parks and Recreation will administer, monitor and complete final reporting and accountability of all grant funds.

### **Monitoring & Updating**

This policy will be reviewed every 3 years as designated by Leduc County CAO

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