

Policy statement

Leduc County understands the valuable role that not for profit run community facilities play in providing social and recreational services to residents. Volunteers have built and maintained many facilities in this region and continue to dedicate hours of their time to contribute to the quality of life for the residents in Leduc County. Leduc County will partner with community associations to maintain quality and sustainable facilities in our communities.

Definitions

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

Community association means 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 means a capital facility improvement greater than \$5,000 that will improve facility operations or service to the community.

Policy standards

1. Leduc County will maintain a list of approved community facilities that are eligible to request special project funding from Leduc County.
2. Eligible facilities will include facilities that provide recreational, social and cultural services in the Leduc County region. Facilities supported through the recreation cost share program are not eligible for funding.
3. Consideration will be given for crisis events that require immediate action and support. A recommendation will be prepared by administration and brought forward outside of the annual budget process.
4. As a means of leveraging additional grants and sponsorships from other agencies, Council may provide conditional grant support to a community association.
5. 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 may be considered.
6. Project priority and funding allocation will be based on identified community need, impact and benefit to residents of Leduc County.
7. Special project funding for new facilities and initiatives will require additional documentation including a complete business plan that identifies fiscal sustainability.

Policy responsibilities

Council responsibilities:

Council will,

- Approve the Community Facility Special Projects policy.

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- Review and approve funding recommendations from the Parks and Recreation Advisory Committee.
- Review and approve funding allocations annually during the budget review process.

Administration responsibilities:

Administration will,

- Manage a community facility special projects assistance program featuring an application process with established criteria.
- Monitor approved applications for adherence to the established criteria and reporting requirements.
- Upon approval, Parks and Recreation will administer and monitor accountability of all funds.
- The Director of Community Services is responsible for monitoring and updating this policy.

Monitoring and updating

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed every four years.

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