

# THE RURAL MUNICIPALITY OF PINEY

## “Recreation Commission Policy”

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**Subject:** Recreation Commission

**Effective Date:** November 11, 2015

**Replaces Policy:** Recreation Commission Policy of June 23, 2015

**Resolution No.:** 707                      **Resolution Date:** November 10, 2015

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### **A. DEFINITION :**

**Recreation:** For the purpose of this policy, recreation is defined as infrastructure or services that improve resident’s quality of life by providing ever-greater access to a range of sports and social activities. Recreation promotes the organization of events that build community spirit and use recreational facilities for all residents of the Rural Municipality of Piney.

**Eligible Organizations:** An eligible organization must have a charter or mission statement or constitution and elected board of directors and independent funds. The RM may request supporting documentation. The organization must have long standing merit with the greater interest of the community at large in mind. Organizations must be open for all residents of the RM and provide broad benefit. All eligible organization must have a plan for solvency and disposal of community funded asset whereby the assets remain in the RM.

**Eligible Projects:** An eligible project must satisfy and comply with the definition of recreation contained herein. Eligible projects must be recreation based and contain at least a 90% capital improvement component. The completed projects must serve a broad segment of the community’s population and must be open to all resident of the municipality.

**Ineligible Organizations and Projects:** Ineligible Organizations would include museums, arts centres and churches. Ineligible projects would be projects with a focus on historical, commemorative or spiritual meaning. Projects that could qualify for insurance claim are not eligible.

**In-kind Contributions:** In-kind contributions are non-cash contributions which can be goods, services or the labor of people who will not be getting paid for their time. In-kind labour must be calculated at a reasonable rate not to exceed \$15.00 per hour.

## **B. PURPOSE:**

This policy provides for the framework necessary to establish a Recreation Commission within the Rural Municipality of Piney. The purpose of the Recreation Commission is recreation & event coordination, recreation infrastructure development and promotion. The Recreation Commission is community driven, focusing on the needs of the residents of the municipality and the future needs of the next generation of residents.

## **C. EXPECTATIONS:**

The expectations of this policy are for the coordination and development of recreational services and facilities within broad geographical and demographical areas within the Rural Municipality of Piney. The Policy and funds associated with the implementation of this policy are 100% recreational based to benefit recreational activities. Results of this policy will be meaningful recreational facilities and services that have a broad benefit to all ratepayers of the RM, available to all ratepayers of the RM and for all age ranges, from young to old.

## **D. ROLES AND RESPONSIBILITIES:**

Roles and responsibilities of the various parties involved in this Recreational Policy are as follows:

1. Rural Municipality of Piney:
  - Budget funds
  - Initiates policy review, revision and implementation
  - Makes final decisions regarding project grant funding
2. Recreation Commission:
  - Recommends to Council changes to policy
  - Reviews projects as to eligibility according to policy (prior to Community Committee prioritization)
3. Community Committee:
  - Recommend policy change
  - Prioritize and recommend for funding, up to six eligible projects per district. (submit to RM office/Council for final approval)
  - Gather from communities and submit to RM, 4 year capital plans
4. Community Organizations:
  - Prepare project applications including all required information and present it to the Community Committee by September 30
  - Deliver project and submit all required reports
  - Prepare 4 year capital plan

## **E. POLICY:**

### **Community Committees**

Three Recreation Districts have been developed for the Rural Municipality of Piney, as shown on the attached Schedule “A”. Each Recreation District is to have an appointed Community Recreation Committee comprised of a minimum of 5 voting members. The Community Committee is to hold a minimum of 3 meetings per year; the meetings are open to the public. Minutes of each meeting are to be recorded, posted locally and provided to the Recreation Commission and R.M.

The Community Committee will prepare a yearly local project list by *September 30<sup>th</sup> of preceding year* for presentation to the Recreation Commission. A maximum of six projects may be funded yearly in each Community Recreation District and only eligible organization may apply for funding. The Recreation Commission will determine the required details to be presented by the Community Committees, but each project must list the project value, cost breakdown, a minimum of 15% supporting cash funds and community benefit on the submission form attached as Schedule “B”. All Community Recreation projects must be recreation based and contain a 90% or better capital improvement component. In-kind contributions can contribute up to 5% of the project value and reduce the minimum supporting cash contribution by a maximum of 5%.

Yearly, the Community Committee will prepare and review a 4 year capital plan for presentation to the Recreation Commission. The 4 year plan is intended as a planning tool and allows the Recreation Commission to determine future needs within the three recreation districts.

### **Recreation Commission**

The Recreation Commission is a 5 member board, comprising of one member from each of the three Community Committees and two members from council. Yearly a chair shall be elected from the Community Committee representatives. The Recreation Commission will meet a minimum of 2 times per year, correlating with the meetings of the Community Committees. The meetings are open to the public and minutes will be recorded for each meeting, posted at the municipal office and provided to the municipality for distribution to council and on the RM of Piney Website.

*By November 15<sup>th</sup> of the preceding year*, the Council of the RM of Piney will approve a grant to the Recreation Commission for distribution to the Community Committees in the following year. The grant must be balanced for equal distribution over a three year period; this allows for larger projects to be completed but does not remove the equal rights of the other community committees.

Funds may be provided in advance to the Community Committees to assist with the completion of community projects. All Community Committee accounts are to have two signing officers and any withdrawal will require two signatures. Accounts will be administered in a manner that provides supporting documentation for all expenditures. Accounts should be managed to General Accepted Accounting Principles.

By December 31 of the current year, all funds allocated for the current year must be expended on the projects proposed, in the manner proposed. Supporting material, which includes receipts for all expenditures, a record of in-kind contributions and photos of the completed project, is to be provided by the Community Organization to the Recreation Commission who in turn must provide the supporting material to the RM of Piney. If a Community Organization fails to provide the necessary supporting documentation to the Recreation Commission, they will not be eligible for future funding.

### **Submission Forms**

The Submission Form attached hereto as Schedule “B” must be used by all Community Organizations when applying for a grant under the Recreation Commission Policy.

### **Program Deadlines**

1. The RM of Piney will have the submission forms available for the Community Organizations by July. Forms will be available by contacting the RM office and posted on the website.
2. Initial Submission of Projects: must be completed by September 30 of each year for the following year’s program. The Recreation Commission will review the applications and return them to the community committee.
3. Submission for Final Review: Community Committees must submit finalized application in one submission package to the RM for final review by November 10.
4. Council Approval: Council to provide a decision by November 30 of the approved projects for the following year.

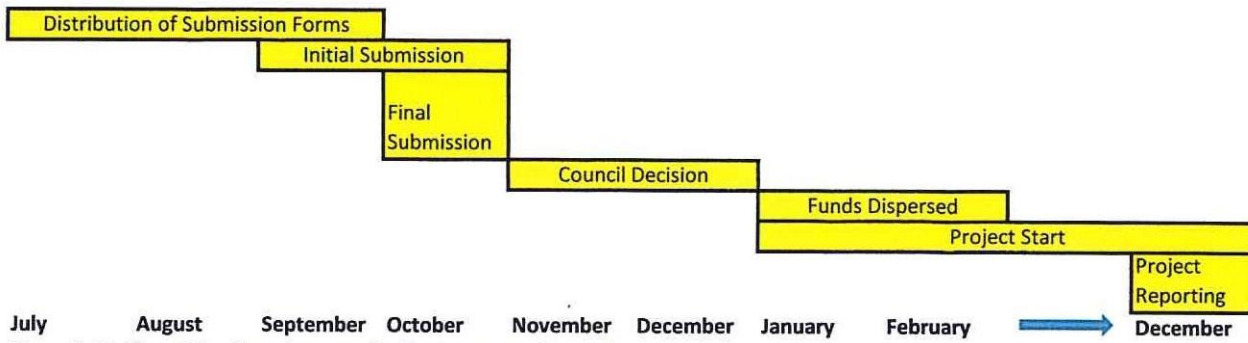
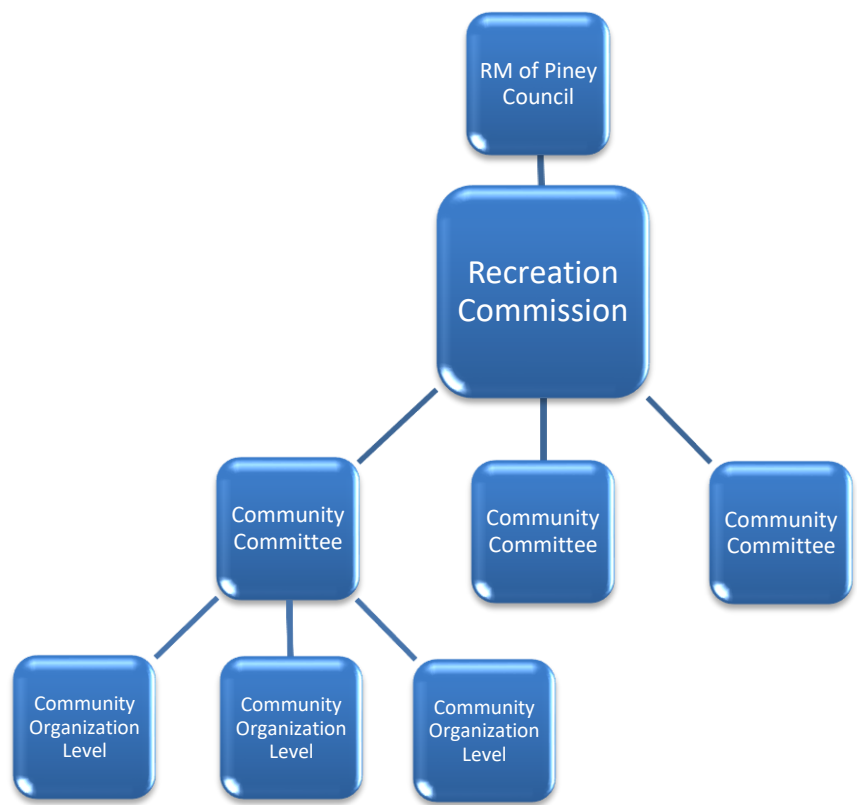


Figure 1: Outline of timelines from application to approval to project completion.

# Building Permits

When the construction of structures or renovations to existing structures triggers the need for a Building Permit, a building permit **must** be obtained. Failure to obtain a Building Permit will result in the suspension of future funding.

# F. RECREATION COMMISSION CHART



## Recreation Commission Policy Submission Form

Application Year: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Project Details

Project Location: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Anticipated Date of Completion: \_\_\_\_\_

Have you applied for additional funding from other government agencies: \_\_\_\_ Yes \_\_\_\_ No

If No, why not: \_\_\_\_\_

If Yes, have you been successful: \_\_\_\_ Yes \_\_\_\_ No

If No, why not: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Community Benefit (additional information may be on separate form)

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## Budget

## Revenue

RM Grant Request:

Other Government Grants (confirmed/unconfirmed):

Community Contribution must be 15% of project cost as follows:

Supporting Cash Contribution  
(Minimum 10%)

In Kind Contribution  
(Maximum 5%)

Total Community  
Contribution 15%

**Total Project Revenue:**

Expense Detail:

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### Total Project Value

Signature: \_\_\_\_\_

Date: \_\_\_\_\_