



Statement of Policy and Procedure			
Department:	Community Services	Policy No.	92
Section:	Community Services	Issued:	December 1, 2003
Subject:	Recreation Facility Program Policy	Effective:	April 16, 2018
Council Resolution # and Date:	Council Resolution No. 0197 of April 16, 2018		
		Replaces:	Res. No. 0980
Issued by:	Derek Blais, Recreation Manager	Dated:	December 1, 2003
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01** All organizations that lease and operate city-owned recreation facilities are permitted to apply for funding assistance for facility improvements under the Recreation Facilities Program.

2 PURPOSE

- 2.01** To financially assist with the repairs and replacement of mechanical systems and structural components of city-owned recreation facilities.
- 2.02** To ensure proper maintenance is completed in city-owned recreation facilities so that they remain safe and accessible for all users.

3 SCOPE

- 3.01** This statement of policy applies to all organizations that lease and operate city-owned recreation facilities.

4 RESPONSIBILITY

4.01 Community Services Department

- a) Coordinate the distribution and collection of the Recreation Facility Program application forms.
- b) Promote the application period to all applicable organizations.

- c) Review all applications to ensure submissions meet the guidelines and conditions of the program.
- d) Submit bi-annual reports to City Council outlining the applications received for each intake period.
- e) Monitor the balance of the Community Services Building Reserve to ensure adequate funding is available for projects that are brought forward for approval.
- f) Communicate to grant applicants regarding the status of their application following the decisions made by City Council.

4.01 City Council

- a) Final approval of the Recreation Facility Program applications.

5 DEFINITIONS

5.01 In this Policy:

- a) **COMMUNITY SERVICES DEPARTMENT** – designated staff members in the City of Prince Albert Community Services Department.
- b) **RECREATION FACILITIES** – Facilities that allow freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.
- c) **COMMUNITY SERVICES BUILDING RESERVE** – a reserve fund established by the City of Prince Albert which is funded through an annual budget allocation approved by City Council.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Not applicable.

7 PROCEDURE

7.01 CRITERIA

- a) Applications for projects under the program must be submitted on the

Recreation Facilities Program Application Form distributed by the Community Services Department.

- b) There are two (2) annual application intakes for the program. The annual deadline for the first intake is June 30 and the annual deadline for the second intake is December 31.
- c) All applications are subject to approval by City Council.
- d) Funding is only be available if the total cost of the eligible grants does not exceed the funds available in the Community Services Building Reserve.
- e) Should the total amount of the applications received exceed the funding available, priority is given to organizations that did not receive funds previously from this program or have not received funding in the previous three (3) years.
- f) Projects must occur in the calendar year of the application and must be accompanied by supporting documentation that includes detailed project invoices and proof of payment.
- g) The City will fund a maximum of 50% of each qualifying project.
- h) The total minimum cost for any one (1) project to qualify is \$5,000.00.
- i) The maximum funding provided to any organization in a calendar year shall not exceed \$10,000.00.

7.02 ELIGIBLE PROJECTS

- a) Repair or replacement of mechanical and electrical systems including heating, ventilation, lighting and air conditioning.
- b) Roofing repairs or replacements.
- c) Repair or replacement of structural components of the building including foundations, windows and doors.
- d) Replacement of arena board structures, puck-board and glass.

7.02 INELIGIBLE PROJECTS

- a) Repair or replacement of floor coverings, exterior siding, exterior stucco, and painting.

- b) Repair of arena board structures, puck-board and glass.
- c) Facility expansions and leasehold improvements.
- d) Maintenance costs directly related to intentional damage caused by users of the facilities or by neglect on behalf of the organization.
- e) All other capital improvements.