



DISTRICT RECREATION FUND

Council Administrative

EAST HANTS

PURPOSE

The Municipality of East Hants recognizes the importance and value of not-for-profit, community-based organizations. These organizations own or operate in facilities that provide recreational opportunities that benefit East Hants residents. Funding is available to assist with completing projects that support the maintenance and enhancements to their assets.

The objectives of the District Recreation Fund are to:

1. Support community-based organizations to maintain and enhance their recreation facilities.
2. Establish criteria which is equitable and consistently applied.
3. Maintain accountability when dispersing public recreation funds.
4. Support the vision and strategies of municipal strategic plans.

SCOPE

The District Recreation Fund program provides funding for enhancements of assets to not-for-profit community-based organizations that own or operate in facilities, which provide recreational opportunities that benefit East Hants residents.

DEFINITIONS

Term	Definition
Accessibility	The degree to which places, goods, services or information are usable by everyone.
Emergency Repairs	When the ability of a facility to meet ongoing community needs are impaired.
In-Kind Contributions	Goods, services and labour of people that are received at no cost.
Not-for-Profit	An organization that provides a service to the community at-large without the objective of making a financial gain.
Recreation	Is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community well-being.
Registered Canadian Charitable Organization	A charitable organization registered pursuant to the <i>Income Tax Act</i> (Canada).



POLICY

POLICY STATEMENT

1. Eligibility

1.1. District Recreation Funds are available to non-profit organizations that:

1.1.1. Are registered under the Nova Scotia Joint Stocks or Registered as a Canadian Charitable Organization.

1.1.2. Operate facilities within the boundaries of the Municipality of East Hants and provide recreation services that are accessible to all residents.

1.2. Own the land and associated assets or have long term guaranteed access. The municipality may consider, an organization that has a long-term lease or can provide an acceptable alternative in accordance with section 5.3.6.

2. District Recreation Funds are designated for projects pertaining to:

2.1.1 Trail, park and playground development

2.1.2 Indoor and outdoor sport and recreation facilities

2.1.3 Community halls and recreation centres

2.1.4 Improvements to facility grounds

2.1.5 Maintenance Equipment (i.e. lawn mowers)

2.1.6 Life-Cycle analysis and needs assessments

2.1.7 Emergency Repairs at Council's discretion

2.1.8 Equipment that enhances the ability to provide services at the facility. The equipment must have a minimum of \$1,000 in value and have a life span greater than five years.

3. Funding

3.1. Council approval is required for disbursement of all District Recreation Funds.

3.2. Council will annually allocate District Recreation Funds to support this program on the basis of residential assessment per district and will annually carry over unused funds for each district allocation.

3.3. Organizations are automatically considered for 50% of project costs.

3.4. An organization's project budget may include "in-kind" contributions.

3.4.1. In-Kind contributions will be accepted to form a part of an organizations contribution. Eligible contributions include:



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- 3.4.1.1. Project Planning Time is valued at \$15.00 an hour to a maximum of \$500.00. Planning includes volunteer time related to fundraising, preparing grant applications and other planning activities related to the project.
- 3.4.1.2. Unskilled Labour for volunteers working directly on project is valued at \$15.00 an hour.
- 3.4.1.3. Skilled Labour for qualified trades and professionals are valued at \$25.00 an hour or company book value by official invoice.
- 3.4.1.4. Equipment costs are based on the Nova Scotia Road Builders Association (NSRBA) Construction Equipment rental rates or an invoice reflecting the value of the donation.
- 3.4.1.5. Materials are valued at fair market value by means of an official invoice.
- 3.4.1.6. Professional Services are valued at fair market value by means of an official invoice
- 3.5. Organizations may receive up to 50% of a District's available funds.
- 3.6. Council may approve funding projects from multiple Districts. Special consideration will be given to projects that have facilities and users of facilities that service a large area of the municipality. Example; sporting associations, trail systems, destination parks, etc.
 - 3.6.1 In order to process a project that services multiple Districts, an organization may be required to submit additional details on users of their services. For example; place of residence.
- 3.7. In special circumstances, Council may contribute more than 50% of the total project cost or more than 50% of the funds not yet committed in the District Recreation Fund if:
 - 3.7.1. The applicant is the only organization maintaining a recreation facility in that district; or
 - 3.7.2. There is evidence of significant community support demonstrated by written letters of support from the other eligible organizations; or
 - 3.7.3. The project directly advances municipal plans.
 - 3.7.4. At the direction of council.
- 3.8. Costs incurred prior to project approval, except for project planning costs as outlined within this policy, are not eligible. When exceptional circumstances exist the CAO may provide permission to proceed with project expenses without committing Council to an approval.
- 3.9. A change of project scope must be requested in writing and approval received in writing from the Municipality prior to any expenses being incurred. Any scope changes that have not received prior approval may not be eligible for funding.
- 3.10. An initial installment of up to 90% will be paid upon project approval. The remaining payment will be made once the final report has been submitted and accepted as complete.



4. Deadlines

- 4.1. There are two application deadlines. The first round being January 31 and the second round being April 30.
- 4.2. Applicants are encouraged to apply by January 31 as funds in this program are limited.
- 4.3. In order for an application to be processed, it must include all of the requested information as identified in the approved application requirements.

5. Application Requirements

- 5.1. Applications for funding must be submitted and approved by Council prior to the start of a project.
- 5.2. Projects must comply with all municipal, provincial and federal regulations.
- 5.3. In order for applications to be considered complete and ready to process, organizations must include:
 - 5.3.1. Proof of incorporation under the *Societies Act* and active with NS Registry of Joint Stocks;
 - 5.3.2. If applicable, proof of charitable registration status under the *Income Tax Act*;
 - 5.3.3. Organizations meeting minutes approving application submission;
 - 5.3.4. Signatures from two (2) organization executives;
 - 5.3.5. Proof of liability and property insurance;
 - 5.3.6. Deed, lease (5 years) or acceptable alternative;
 - 5.3.7. Organizational Financial Statement (most recent fiscal year);
 - 5.3.8. Proof of District Councillor awareness either through Councillor signature on the application or confirmation that the Councillor has been notified by email.
 - 5.3.8.1. In situations where users are known to be from multiple districts the applicant will be required to indicate as such on the application. The Councillor for the district in which the facility is located will be notified as in section 5.3.8. In addition, all of Council will be notified of the application by staff as part of the application review process (ex. Minor Hockey, Nine Mile River Trails).
 - 5.3.9. Project plan that includes:
 - 1. Project description
 - 2. Project budget (expenses & revenues)
 - 3. Project quotes - 3 quotes required
 - 4. Confirmation of submission for other funding sources
 - 5. Facility Usage Form (if applicable)
 - 5.3.10. Organizations that are not able to provide 3 quotes, must provide rationale in their project



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plan on how they are demonstrating due diligence and obtaining best value for procurement of goods and services.

5.3.11. Projects of significant dollar value (municipal investment in excess of \$100,000), may require an open public procurement, to be determined through consultation with the CAO.

6. Reporting

6.1. Organizations have twelve (12) months from project approval to complete the project and final report which includes:

- 6.1.1. Completed report form provided by the Municipality.
- 6.1.2. Project expenses including receipts and in-kind tracking log.
- 6.1.3. Photographs of completed projects.

6.2. Organizations may request a final report extension in writing with the rationale as to why an extension is needed.

6.3. The municipality has the right to audit any organization's records.

6.4. Organizations are not eligible to apply for future District Recreation Funds until outstanding grant reports have been submitted and accepted by the Municipality.

6.5. Organizations must work with the Municipality to develop an appropriate strategy for recognizing the funding contribution of the Municipality.

6.6. Successful projects will be announced publicly once a year as per the Municipal Government Act (MGA).

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	<ul style="list-style-type: none"> • Responsible for ensuring that the policy is implemented and being followed. • Responsible for reviewing the policy on a yearly basis for potential updates. • Present reports to Council.
Program Coordinator	<ul style="list-style-type: none"> • Advertise District Recreation Fund. • Receive, evaluate and recommend applications. • Process payment of approved funding. • Follow up with recipients to ensure reporting requirements are met.
Manager of Recreation & Aquatics	<ul style="list-style-type: none"> • Prepare report to Council with recommendations. • Review the policy annually and provide recommendations for potential updates.
Municipal Council	<ul style="list-style-type: none"> • Approve grants presented by staff.



RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Municipal Grant Program Policy		Council Policy
District Recreation Fund Application	N/A	Form
Facility Usage	N/A	Form
In-Kind Labour and Materials Log	N/A	Form
Final Report Form	N/A	Form
Nova Scotia Municipal Government Act (MGA)		Legislative

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Policy Owner	Approved By	Approval Date
1.0	Approval of Policy		Director of Parks, Recreation & Culture	CAO	October 2013
1.1	Amendment to Policy		Director of Parks, Recreation & Culture	Council	January 2014
1.2	Update of Policy		Director of Parks, Recreation & Culture	Council	March 28, 2018
1.3	Amendment of Policy	Director of Parks, Recreation & Culture	Director of Parks, Recreation & Culture	Council	October 23, 2019

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk