

**Policy: Municipal Funding for Community Parks Policy  
(formally the Policy Statement on School Playground Development)**

Date Originally Approved: June 28, 2001

Motion: "That Council approves the School Playground Development Policy as amended. Amendment to recognize retroactive applications for equipment purchased up to two years ago (April 1999); and,

That the Municipality ensures that school policy allows for the playground equipment to be available to the community after hours; and,

That Council authorizes the Mayor to send a letter to the School Board requesting its consideration of matching funds for the purchase of playground equipment for elementary school in the County." Motion carried

Date Amended: January 27, 2005

Motion: "That Council approves the adoption of the new Municipal Funding for Community Parks Policy to replace Council's policy on School Playground Development; and,

That the new Municipal Funding for Community Parks Policy be amended under the "Scope" section to change the date of eligibility from September 2004 to July 2004." Motion carried

This Policy is Current as of: March 8, 2005

Motion: "That Council approves the revisions to the Municipal Funding for Community Parks Policy, as presented.

This Policy is Current as of: September 25, 2014

# Municipality of the County of Colchester

## Municipal Funding for Community Parks Policy

### Purpose

To support Community Associations in undertaking capital improvements to community outdoor recreation facilities.

### Background

In January 2001, Council set new direction for the Municipality's participation in the provision of parkland facilities in Colchester County.

A playground improvement program was initiated in the same year to support elementary school parent teacher associations to redevelop their school playgrounds after equipment was removed to comply with new CSA standards. This was a three year program which ended in 2004.

In August 2004, Council set new direction that the playground funding program should continue in an expanded version that included all schools and community parks for capital improvements.

Council recognizes the numerous benefits of public parks and other outdoor recreation facilities to individual residents, families and communities in Colchester County. Such benefits include individual health and quality of life, community quality of life, community pride and sense of place, and environmental health.

### Definitions

Community Recreation Park: a community area that allows local residents opportunity to recreate, including parks, playgrounds, playing fields, multipurpose courts, outdoor rinks, and school sites.

Community Association: an incorporated or informal, not-for-profit, community group including Home and School groups.

### Scope

- A. Types of capital projects eligible are new equipment and facilities as well as upgrading or replacement of current equipment and facilities.

- B. Eligible projects must be located within the Municipality of Colchester boundary. The Municipality may support eligible projects located outside the Municipality of Colchester boundary. Any funding request for an eligible project located outside the Municipality of Colchester boundary will be reviewed and decision made by Council on a case to case basis.
- C. The Municipality will contribute \$80,000.00 annually to a Community Recreation Parks Program reserve.
- D. The Municipality may support eligible projects by contributing up to 50% of the total capital cost of the project.
- E. Municipal funds must be matched with equal cash, or combination cash and in-kind contribution.
- F. The Municipality may consider funding a phased project under this policy, up to a maximum of a three year period.
- G. Upon approval of funding for any large capital project, the Municipality reserves the right to provide the financial contribution over a three year period.
- H. Each year the municipal funds will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available.
- I. In years where grant requests are greater than the funds available, eligible projects will be funded based on the degree to which the application meets the criteria. Projects that are not funded that fiscal year are eligible to re-apply the following year.
- J. Any funding request exceeding \$40,000.00 will be reviewed and decision made by Council on a case to case basis.
- K. The Municipality's role under this policy is funding of the capital project. The Association will be responsible for the purchase, installation and ongoing maintenance of equipment. The Municipality may, at its discretion, play a greater role in projects located on County-owned land.
- L. Prior to issuance of cheques or notification of applicants, Council will receive an information item summarizing the program, including number of applications, who applied, the amount requested and the successful applicants.

#### Procedure for Funding

- A. Applications must be submitted by the Community Association to Recreation Services by the last Friday in February of each year. Applications will be submitted to the Manager of Recreation Services for review. Any questions or requests for

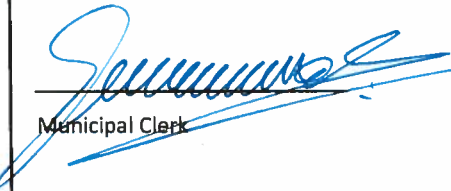
assistance will be directed to the Manager of Recreation Services. Upon completion of review of applications, a recommendation will be made to the Director of Community Development. Cheques will be issued to successful applicants when all funding criteria have been met.

- B. Should funds remain unallocated after the February application process, a second submission date of September 15<sup>th</sup> (or closest weekday prior to September 15th) will be available. Cheques will be issued to successful applicants when all funding criteria have been met.
- C. Applications must include an overall concept plan for the site showing the location and type of materials and equipment.
- D. Applications must include a detailed materials and equipment list.
- E. Applications must include proof of approval from the property owner.
- F. Applications must also include a description of any previous work including phases funded by this program, any additional sources of funding and the source of any in-kind contributions.
- G. Applications must include a detailed budget with written quotes for projects totaling \$3,000.00 or more.
- H. For phased projects, applicants must submit a multi-year plan.
- I. Upon completion of the project, the Community Association must complete and return a Community Park Funding Program Grant Reporting Form and supporting documentation to the Parks and Trails Coordinator.

#### Criteria for Funding

- A. Funding through this program must be used for Community Recreation Park purposes with emphasis on public access.
- B. Projects must be capital projects, i.e., new equipment or facilities, and/or upgrades or replacement of equipment or facilities.
- C. Priority will be given to projects that are accessible to people with disabilities and that are designed to benefit children and youth.
- D. Projects must demonstrate community need and long term sustainability.
- E. Projects must show community support, community benefit and impact.

- F. Projects must provide a safe environment.
- G. Applicants must demonstrate the need for financial assistance.
- H. Playground equipment and components that fall within the scope of the CSA Standard CAN/CSA-Z614 "Children's Playspaces and Equipment" must be compliant with the requirements of that Standard.
- I. Consideration will be given to the geographic distribution of funds when reviewing applications.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum):	<u>September 8, 2014</u>
Date of Passage of Current Policy:	<u>September 25, 2014</u>
I certify that this Policy was adopted by Council as indicated above.	
 _____ Municipal Clerk	<u>Oct 3-14</u> _____ Date