



Department Recreation and Culture	Policy No. RC(1)	Page 1 of 5
Policy Title CAPITAL SUPPORT OF RECREATION AND CULTURAL FACILITIES	Date: June 12, 2014	Resolution No. C/320/14

Policy Statement:

Lacombe County is committed to enhancing the quality of life and well-being of its citizens. To accomplish this, the County will ensure that its citizens have access to quality recreation and cultural facilities and programs through partnerships and by providing financial and in-kind support to organizations for the construction, renovation and repair of community, public-use recreation and cultural facilities. While Lacombe County recognizes that these facilities may require capital support from the County, it is expected that the community and users will contribute to a significant portion of the costs.

Policy Guidelines/Procedures:

1. Organizations Eligible for County Support

- (a) Urban municipalities within or adjacent to Lacombe County.
- (b) Agricultural Societies.
- (c) Organizations registered under the Libraries Act or the Societies Act.
- (d) Organizations having membership in the Alberta Museums Association, the Historical Society of Alberta or the Archives Society of Alberta.
- (e) Volunteer, community groups operating or proposing to construct, renovate or repair a community, public use recreation or cultural facility.

2. Facilities That May Be Considered For County Support

- (a) Regional Facilities (facilities located in urban municipalities within or adjacent to the County that are used by residents of three or more municipalities):
 - i. Indoor/Outdoor Swimming Pools
 - ii. Indoor/Outdoor Multi-Purpose Facilities
 - iii. Libraries
 - iv. Single or Multi-Sheet Arenas
 - v. Visual and Performing Arts Centers
 - vi. Land and Servicing for the Above Facilities
- (b) District Facilities (facilities located in the urban municipalities within or adjacent to the County that are primarily used by residents of that urban municipality and County residents from the surrounding area)
 - i. Baseball Diamonds
 - ii. Community Halls (limit of one per urban municipality)
 - iii. Curling Rinks

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- iv. Libraries
 - v. Museums
 - vi. Outdoor Rinks
 - vii. Playgrounds
 - viii. Single or Multi-sheet Arenas
 - ix. Soccer Fields
 - x. Skateboard Parks
 - xi. Trails (excluding Blackfalds, Lacombe and municipalities outside of the County's boundaries)
 - xii. Water Parks
 - xiii. Land and Servicing for the Above Facilities
- (c) Community Facilities (facilities located in Lacombe County that are primarily used by Lacombe County residents)
- i. Baseball Diamonds
 - ii. Community Halls
 - iii. Libraries
 - iv. Museums
 - v. Outdoor Rinks
 - vi. Playgrounds
 - vii. Rural Lakeshore Areas
 - viii. Skateboard Parks
 - ix. Trails
 - x. Land and Servicing for the Above Facilities

3. Facilities Not Eligible For County Support

- (a) Private or commercial sector facilities.
- (b) Facilities or components thereof that have restricted or extremely limited public use.

4. Conditions of County Support

- (a) A completed application form, and supporting documentation, if required, must accompany all requests. Applications may be submitted at any time throughout the year.
- (b) The project must be deemed by Council as providing a benefit to all or part of the County.
- (c) The land that the facility (or proposed facility) is located on must be owned by an organization identified in Section 1 of this policy, the County or the Province of Alberta.
- (d) There must be strong community support for the project. The County may require the facility proponents to host a meeting for the purpose of 1) presenting the project proposal to the community, and 2) determining the level of community support for the project.

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- (e) There must be demonstrated support by the urban municipality in which the facility is to be located in for the project and the operational costs of the facility.
- (f) A plan identifying how the operational costs of the facility will be addressed must be provided prior to County capital support being considered.
- (g) The County must be involved in the planning stages of the project. An advisory committee, with a County representative being a member of in a non-voting, liaison capacity, may be required for projects exceeding \$500,000 in value, and must be established for projects exceeding \$1 million in value. A representative of the respective urban municipality shall also be invited to be a member of the advisory committee.
- (h) A funding agreement may be required to address matters including, but not limited to, ownership of the facility in the event of dissolution of the organization, repayment of County support upon the sale of the asset constructed or purchased with County funding, etc.
- (i) The following standards will be used as guidelines when considering recreation and cultural facility support requests:

i. Population: The number of people required to support a facility:

<u>Facility</u>	<u>People</u>
Arena	5,000
Baseball Diamond	2,000
Community Hall	10,000
Curling Rink	10,000
Indoor Multi-Purpose Facility	15,000
Indoor/Outdoor Swimming Pool	20,000
Outdoor Multi-Purpose facility	25,000
Outdoor Rink	5,000
Playground	2,000
Skateboard Parks	10,000
Soccer Fields	2,000
Water Park	10,000
Visual and Performing Arts Center	25,000

ii. Driving Radius: The distance users are expected to drive to use a facility is thirty minutes for rural residents and fifteen to thirty minutes for urban residents.

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iii. Cost Recovery Rate - The percentage of costs recovered through user fees and rentals:

<u>Facility</u>	<u>Cost Recovery Rate</u>
Arena	75% - 90%
Community Hall	75% - 90%
Curling Rink	75% - 90%
Indoor Swimming Pool	60% - 75%
Outdoor Swimming Pool	50% - 65%
Indoor/Outdoor Multi-Purpose Facility	75% - 90%
Visual and Performing Arts Center	45% - 60%

iv. Utilization - The percentage of prime and non-prime time facility usage:
(Prime Time: 4:00 p.m. - 11:00 p.m. on Monday - Friday and 7:00 a.m. to 11:00 p.m. on Saturday and Sunday. Non-prime Time: 7:00 a.m. to 4:00 p.m. on Monday to Friday)

<u>Facility</u>	<u>Prime Time</u>	<u>Non-Prime Time</u>
Arena	100%	25%
Curling Rink	90%	25%
Community Hall	90%	25%
Indoor/Outdoor Multi-Purpose Facility	90%	25%
Indoor/Outdoor Pool	90%	25%
Visual and Performing Arts Center	90%	25%

v. Maintenance - Facilities supported by Lacombe County must have a life cycle plan and facility operation guidelines in place. Also, facilities must undergo a periodic analysis of the Cost Recovery Rate and Utilization standards identified above.

5. Support Criteria and Limits

(a) Regional and District Facilities

- i. County support may be provided, with County resident use of the facility and projected growth of the County and the urban municipality(s) being used to establish the level of support, up to a maximum of 50% of the total project cost, and
- ii. The urban municipality in which the facility is located in must contribute to the project in an amount reflective of its resident's use of the facility, and
- iii. If the facility is owned or operated by an organization other than a municipality, that organization must contribute a minimum of 15% of the total project cost, in cash funds, through fundraising activities, donations and grants.

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(b) Community Facilities

- i. County support may be provided up to a maximum of 50% of the total project cost.

(c) Payment of County support shall be as follows:

- i. 50% percent upon confirmation that the project is 50% complete.
- ii. 50% percent upon confirmed completion of the project and after a full accounting of the project has been provided to the County.
- iii. At the discretion of the County Commissioner, in extenuating circumstances the payment timelines identified in this section may be advanced.

6. General

- (a) Strong consideration will be given to applications for joint and/or regional projects and projects exhibiting significant volunteer effort in the project and operation of the facility.
- (b) Approval of capital support does not imply future operating support by the County.
- (c) Notwithstanding this policy, Council retains the right to provide capital support:
 - i. For projects which do not meet the requirements of this policy, and
 - ii. At levels exceeding the limits of this policy.

Approved: C/110/84
Revised: April 11, 1985
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