Community Recreation Program

Program Guide

October, 2011

Ministry of Community, Sport and Cultural Development
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1 Program Overview

1.1 Purpose

British Columbians, as a whole, live healthier lifestyles than other Canadians. However, many are still not physically active enough to reap the health benefits. The Community Recreation Program (Program) was developed to address the unique challenges faced by communities in British Columbia with respect to sustainability and meeting their recreational infrastructure needs.

The Program aims to invest in those capital projects that make communities healthier, more active places in which to live. Specifically, projects will be selected based on their contribution towards:

- Extent to which the community is advancing the principle of being more physically active; and
- Providing community health benefits.

By providing communities with funding assistance for the construction of recreational infrastructure, the Program supports healthier families through increased physical activity by providing greater access to recreation facilities such as recreation centres, trails, bike paths, walkways and playgrounds.

The Community Recreation Program supports the provincial Families First and the BC Jobs agenda. By increasing the availability of recreational spaces and providing opportunities for people of all ages to participate in physical activity and improving community infrastructure, the Program supports the creation of communities that attract families and economic activity.

1.2 Amount of Grant

The Program will provide funding to municipalities and regional districts, noting that priority will be given to smaller communities. The cost-sharing formula will be up to 80% provincial contribution, with the balance being the applicant contribution. The program has no defined funding cap. Applicants will be required to look closely at the amount of funding being requested and identify what is the minimum provincial contribution that will allow the project to move forward.

In addition, a key Program objective is to maximize funding for as many communities as possible. Applicants should consider provincial contribution limits identified in past provincial programs, such as Towns for Tomorrow (up to $400,000) when submitting an application. However, consideration will still be given to applications of any value provided they meet program criteria.

Under the Community Recreation Program, applicants will be required to utilize internal funding sources to meet their contribution. This may include monies from the Gas Tax Agreement Community Works Fund, local sources (e.g. borrowing, reserve funds, development cost charges), Small Community and Regional District Unconditional Grant Programs and other third party sources.
2 Eligibility

2.1 Eligible Applicants

An eligible applicant must be:

- An incorporated municipality; or
- A regional district. A regional district may submit an application for a community that is not incorporated. A community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area or a proposed or established service area.

2.2 Application Limit

- Each municipality is allowed to submit one application.
- Each regional district is allowed to submit three applications.

2.3 Eligible Projects

Eligible projects must:

- be for construction, renewal, expansion or material enhancement of community public infrastructure;
- not be started (construction) prior to application;
- stipulate a construction completion date of no later than March 31, 2015;
- be duly authorized by a resolution of the applicant’s Municipal Council or Regional District Board;
- be consistent with the planning practices and guidelines of British Columbia; and
- meet the requirements of all applicable federal and provincial legislation.
Project Categories

Eligible projects include, but are not limited to:

- **Recreation and Sport Projects** – sports or indoor recreation infrastructure (See section 3.4 - excludes facilities used primarily by professional athletes), community recreation spaces, community gardens, fields, and parks.

- **Bike Paths** – capital projects that provide on-street cycling facilities.

- **Walkways** – capital projects that improve sidewalks or pedestrian crossings.

- **Greenways** – multi-use activity (i.e. walking, cycling and other recreational activities such as cross country skiing, jogging or in-line skating) trails. Rails to trails projects, which can provide tourism and economic opportunities, will also be considered.

- **Amenities** – vehicle parking for cyclists, bicycle lock-ups and storage, on road yarrows, changing facilities, signage, lighting, seating, water fountains, barriers from traffic, and enhancements to improve accessibility.

- **Capital projects that get children and youth playing again in our communities and parks** – provide access to schools, playgrounds, parks, natural areas, youth centres and other recreational centres.

2.4 Ineligible Projects

Projects will be deemed ineligible if:

- Construction has already begun prior to the submission of the application;
- The project is considered routine maintenance or repair;
- The project is submitted by an ineligible applicant (see section 2.1); or
- The project will be completed after March 31, 2015.
2.5 **Eligible Costs**

Eligible costs are defined as all direct costs properly and reasonably incurred and paid solely and specifically in relation to the project. Such costs would normally be capitalized in the records of the local government.

Eligible costs include:

- Design costs;
- Engineering costs;
- Construction costs;
- The use of a local government’s own workforce if used for project construction; and
- Other costs that, in the opinion of the Province, are considered to be direct and necessary for the successful implementation of the Project.

Committed engineering or design costs are eligible for reimbursement provided construction has not commenced.

Only those itemized project costs approved by the Province will be funded. Any grants that may be approved will be based on the net cost to the applicant; that is, net of contributions from other local governments, provincial agencies, or the federal government.

2.6 **Ineligible Costs**

Ineligible costs include:

- Administration or administrative overhead charges;
- Any costs that are not capitalized under PSAB 3150 (Tangible Capital Assets);
- Any equipment that is not permanently installed;
- The cost of any goods and services which are received through donations or in kind; and
- Land acquisition.
3 Application Process

3.1 How to Apply

**Step 1:** Download and read the Community Recreation Program Guide available from the web at: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm).

**Step 2:** Download the Application Form, Application Checklist, and the Certification Form from the web: [http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm](http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/community_recreation_program.htm).

**Step 3:** The Application Form, Application Checklist and Certification Form are protected Word® Documents that should be completed electronically. Please note that the area below each question will expand as necessary to provide additional space to answer a question.

**Step 4:** Save the completed Application Form with the following filename format, using the applicant’s name, then REC (Program reference) and date completed (ymd). For example: *Elkford_REC_111220.doc*

**Step 5:** Using the Application Checklist as a guide, prepare and copy any supporting documentation that will be submitted with the Application Form (e.g. detailed cost estimates, work plan, consultant’s proposal, site plan, council resolution, map). Include the completed Application Checklist with the application package. Supporting documentation should be submitted electronically.

**Step 6:** Email the completed Application Form, Application Checklist and any supporting documentation to the Ministry at: infra@gov.bc.ca.

**Step 7:** Complete a Certification Form, then print, sign and mail it to the Ministry. By signing this form, the applicant is certifying that the information contained in the application is correct, and complete. (see 3.4 for mailing address)

Once all required materials have been received by the Ministry, notification will be sent advising applicants that their application package is complete and eligible for assessment.
3.2 **Application Guidelines**

For each project an applicant must submit a completed Application Form, signed Certification Form and mandatory supporting documentation. Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry. Applications with incomplete information will not be considered. Please contact Ministry staff if you have questions about the materials required.

Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the Community Recreation Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide.

If it is not possible to complete the Application Form electronically, please contact the Ministry.

3.3 **Application Selection Criteria**

Project selection criteria will be focused on the following:

1) **Extent to which the community is advancing the principle of being more physically active;**

and

2) **Providing community health benefits.**

The table below provides questions/information and examples that further define the above mentioned selection criteria. Specifically it identifies information/questions that should be addressed in the application and/or through supporting documentation.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Extent to which the community is advancing the principle of being more physically active** (see Section C of application form) | • Provides opportunities for community sport and recreation clubs/organizations to expand or develop new programming;  
• Provides multi-use recreation facilities that increase access and opportunities for physical activity;  
• Improves overall walkability/wheelchair access of the community and increases access to parks, green spaces and the natural environment;  
• Links travel networks to promote self-propelled travel;  
• Promotes active transportation  
• Increase awareness of physical activity opportunities;  
• Provides inclusive, barrier-free facilities and amenities |
<p>| Describe how this project increases physical activity levels in the community. | |
| Describe how the project improves access and participation for the inactive or specific populations. | |
| Describe how the existing community | |</p>
<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Examples</th>
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<tbody>
<tr>
<td>facilities are used to capacity and therefore new infrastructure is required to</td>
<td>that meet the needs of children and youth, caregivers with children, seniors and people with disabilities, First Nations people, ethnic</td>
</tr>
<tr>
<td>increase sport and recreation activity.</td>
<td>communities and people of low income; and</td>
</tr>
<tr>
<td></td>
<td>• Promotes the development of compact and complete communities that enhance mobility and allow people to be active.</td>
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<tr>
<td></td>
<td>• Shared-use agreements across sectors (e.g. education, health, other)</td>
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<tr>
<td>Describe the strategy that will be used to maximize the long-term usage and</td>
<td></td>
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<tr>
<td>accessibility of the infrastructure.</td>
<td></td>
</tr>
<tr>
<td>Describe how the project encourages innovative approaches.</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Community health benefits</strong> (see Section C of application form)</td>
<td>• Promotes healthy living where people live, work, learn and play;</td>
</tr>
<tr>
<td></td>
<td>• Promotes community collaboration and shared-use agreements;</td>
</tr>
<tr>
<td></td>
<td>• Ensures accessible opportunities for those of all ages, gender, income, and abilities;</td>
</tr>
<tr>
<td></td>
<td>• Creates local employment opportunities;</td>
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<tr>
<td></td>
<td>• Improves liveability and attractiveness of the community for economic benefit/growth;</td>
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<tr>
<td></td>
<td>• Linkages with Official Community Plan, Sustainability Plan, etc.</td>
</tr>
<tr>
<td></td>
<td>• Supports Healthy Families BC, Age-friendly BC, Northern Sport Strategy, etc.</td>
</tr>
<tr>
<td></td>
<td>• Assists signatory local governments in meeting their British Columbia Climate Action Charter goals; abd</td>
</tr>
<tr>
<td></td>
<td>• Features energy efficiency and green building principles.</td>
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<td></td>
<td></td>
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<tr>
<td>Additional Criteria (see Section D of application form)</td>
<td></td>
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<td></td>
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<tr>
<td>Financial Criteria</td>
<td>Council/Board resolution supporting project</td>
</tr>
<tr>
<td>Partnerships</td>
<td>Financial plan/business plan that identifies capital cost and on-going operation and maintenance costs</td>
</tr>
<tr>
<td>Risk Management</td>
<td>The ability of the applicant to finance their share of the project cost to completion</td>
</tr>
<tr>
<td></td>
<td>Priority may be given to small and rural communities.</td>
</tr>
</tbody>
</table>
Projects will be assessed on how they meet these criteria. Those applications that are able to effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval. Please provide sufficient information to enable a proper assessment of your project.

3.4 Mandatory Supporting Documentation

In addition to the completed Application Form, applicants must include the following documents in their application package:

The mandatory supporting documentation provides the minimum amount of information that is required to make an application assessment. Applications will be assessed based on the information provided. Insufficient information may negatively impact the assessment of the application.

- Certification Form;
- Application Checklist;
- Resolution from Council or Board authorizing the project to proceed;
- Detailed cost estimates, including an itemized description, cost per unit of measure, number of units, as well as engineering and contingency costs;
- Documentation verifying that your share of project’s funding is in place; and
- Map showing the location of the project.

For sport or indoor recreation infrastructure (meaning sport fields, gyms, ice rinks, pools, any outdoor infrastructure in which community sport clubs would regularly use such as BMX trails, ski trails, or ski hill facilities):

- Documentation that use of the infrastructure will be maximized and accessible. Documentation should include detailing the use of the facility (ie what programming will take place, which groups will be targeted for programming such as seniors, girls, teenagers and young adults, individuals with disabilities, aboriginal populations), the hours of operation and seasons of operation for each type of programming.
- Letters of support and/or documentation demonstrating support from relevant potential user groups (e.g. Provincial Sport Organizations or their local member community club(s), school user groups, other community groups). For communities in Northern British Columbia, preference will be given to projects that are in alignment with the Northern Sport Strategy which will guide legacies associated with the 2015 Canada Winter Games.
- Demonstration that existing facilities are used to capacity, and therefore new infrastructure is required to increase sport and recreation activity and/or proposed projects will increase capacity and community use of existing facilities (e.g. school fields or gymnasiums, community facilities).
- If applicable, letters of support from local tourism and/or sport organizations that outline the economic potential of the infrastructure to bring sport event hosting – or other events – to the community as a way to enhance community economic development.
3.5 Optional Supporting Documentation

It is highly recommended that applications be submitted with additional documentation in order to fully assess the selection criteria (refer to Section 3.3). Some examples of supporting documentation include, but are not limited to, the following:

- Documentation detailing the public health issues being addressed by the project (e.g. increase levels of physical activity, obesity reduction, community development);
- Projects involving strategic partnerships can provide documentation outlining the nature and history of the partnerships (e.g. MOU);
- Engineering feasibility study of options along with detailed cost estimates and design criteria, with sufficient details to fully describe the project;
- Letters of support and/or documentation demonstrating support from relevant agencies such as local Health Authorities, local Chambers of Commerce/Community Organizations, Ministry of Transportation and Infrastructure, etc.;
- Applicable information from project consultation and community engagement (First Nations, Stakeholder, Public);
- Demonstration of how this project is supported by a long-term plan (e.g. Official Community Plans, Parks and Recreation Master Plans, Healthy Living Plan, Community Energy Plan, Transportation Plan/Active Transportation Plan) and a plan or report summarizing the community’s demand management strategies (transportation demand management strategy);
- A financial plan and/or asset management plan/policy which details long term sustainable management of the community’s infrastructure (see www.assetmanagementbc.ca);
- Reports, studies and plans стрategies with respect to community’s climate change initiatives. For new building projects, demonstration that the project will be designed and constructed to meet standards for green buildings and energy-efficiency.
3.6 **Where to Apply**

All completed Application Forms and supporting documents should be emailed to the Ministry of Community, Sport, and Cultural Development at: infra@gov.bc.ca

Please mail the signed Certification Form to:

Ministry of Community, Sport, and Cultural Development
Local Government Infrastructure and Finance Branch
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

If you are unable to submit the application package by email, please contact the Local Government Infrastructure and Finance Division at: 250 387-4060.

3.7 **Application Deadline**

All Application Forms and supporting documentation must be received at the Ministry by **December 28, 2011**.
4 Approval and Payment of Grants

4.1 Transfers between Projects

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference, a consultant’s proposal or a detailed work program, may be considered only with approval from the Ministry. Any project scope change must produce similar results to that for which the grant was approved.

4.2 Reporting Requirements

Successful applicants will be required to meet program stipulations and/or program monitoring requirements. Details will be provided at time of approval/announcements.

4.3 Permanent Signage

Recipients will be required to provide and install a permanent sign upon project completion. The recipient is responsible for paying the cost and installation of such signage. The expense is deemed to be an eligible cost. The design, wording and specifications of such permanent signage require Ministry approval. Please contact the Ministry prior to project completion.

4.4 Events and Communications

The Ministry appreciates at least 15 working days notice of any scheduled communications materials or public events relating to your project. Please keep the Ministry informed of all upcoming opportunities.

5 Contact Information

Mailing Address
Ministry of Community, Sport and Cultural Development
Local Government Infrastructure and Finance Branch
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Location Address
4th Floor - 800 Johnson Street, Victoria, BC
Phone: 250 387-4060
FAX: 250 356-1873
Email: infra@gov.bc.ca
Website: http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/index.htm