

**SECTION:** FINANCE  
**SUBSECTION:** FACILITY FUNDING POLICY  
**SUBJECT:** PERTH EAST RECREATION FUNDING POLICY

**Approved by:** Council  
**Venue approved:** Council Meeting  
**Date approved:** October 12, 2012  
**Applicable By-law:**  
**Applicable Resolution:** Resolution No. 12-418  
**Applicable Staff Report:** Item 8.2.2 CAO Report  
**Revision Date:**  
**Repeal Date:**

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**Purpose of Policy** – provide the basis for decisions for Council to use in allocating financial assistance to specified recreation programs provided in the Township of Perth East.

**Intent of Policy** – The intent of this policy is to assist and support volunteer organizations who provide specified recreation programs in as equitable fashion as possible based upon the available resources while recognizing, supporting, and encouraging the safe sustainable participation of the respective user groups/associations.

An additional intent of this policy is to assist user groups and the Township in the long term planning for recreation facilities. It is important that all involved parties have as much information as possible necessary to make informed decisions.

The primary objective is to ensure that first and foremost that all recreation programs across the Township are run at facilities that are safe. In the instances where requests exceed the available resources, priority will be given to projects which are needed to ensure public safety. It is the intent of the Township to undertake and document a safety inspection at each Township owned facility prior to commencement of activities early in the year, and again at mid season. These inspections will be undertaken at Township owned facilities that the Township operates and at facilities that Recreation associations operate. Results of the inspections will be shared with any applicable operating groups.

Recreation associations that request funding under this policy will be required to undertake and document the same inspections at facilities not owned by the Township.

It is the intent of the Township to continue to encourage local volunteer organizations to provide the valued community contributions in the long tradition that they have been and to assist them further by moving towards a situation over a period of 7 years where the Township will be in a position to assist with funding capital facility replacement and thereby partially remove that financial burden from the volunteer organizations.

**Key Principles** - This Policy and amendments deemed appropriate shall take into consideration the following guiding principles:

- a. A consistent level of service is desirable across the municipality
- b. It must be recognized that certain facilities require significant investments and minimum participation levels to assist a facility in being viable and sustainable and therefore they serve areas of differing sizes. For example, a recreation complex typically serves a much broader area than a less intensive facility such as a soccer field. The priority for the Township will be to strive to assist with the provision of access to recreation facilities across the municipality for its residents, however this does not mean that duplicate individual facilities will be funded in numerous communities in all cases.

- c. Funds should only be provided for new capital facilities or repairs to existing facilities where there is a demonstrated need to meet an established standard.
- d. Funds would not be provided if there are nearby comparable facilities which are underutilized.
- e. Funds will only be provided to formal established associations. These associations must provide annually:
  - i. Annual financial statements
  - ii. Duly elected executive for the association consisting of at least 5 members
  - iii. Demonstrated financial viability
- f. Funds will only be provided to associations which have a financial plan in place for each project and acceptable history/future projections for participant levels.
- g. Funds will only be provided to associations which collect appropriate user fees comparable throughout the area.
- h. Funds will only be provided for new construction/renovation that fully complies with all codes, regulations, and standards.
- i. Funds will only be given where approved maintenance plan is in place and demonstrated that it is adhered to
- j. Annual participant reports which demonstrate extent of usage of facility
- k. Funds may not be available to deal with all requests. All allocations will be subject to available funds and will be determined by the Township's overall priorities
  - i. Safety
  - ii. Structural integrity
  - iii. Impact on program / service delivery
  - iv. Bringing facility up to standard
  - v. Can benefit multiple groups
  - vi. Number of benefitting users

**Specified Recreation Programs** – For the purpose of this policy, Specified Recreation Programs shall include:

- a. Softball
- b. Soccer

**Definitions** - For the purpose of this policy, the following definitions shall apply:

- Operating costs
  - definitions and limitations to be consistent with definitions in other existing policies
  - all costs related to all care and general maintenance of the facility and grounds including but not limited to utilities, grass cutting, turf management, general repairs, painting, and keeping the facility safe, clean, and in good repair.
  - Day-to-day expenditures of a facility or service for items such as salaries, wages, benefits, utilities, building maintenance, etc.

- Capital costs
  - definitions and limitations to be consistent with definitions in other existing policies
  - All costs relating to the construction of new facilities, or replacement of existing facilities or components thereof with a construction or replacement cost of \$5,000 or greater including but not limited to items such as roofs, doors, windows, HVAC, major mechanical equipment, etc.
  - Any significant expenditure incurred to acquire or improve land, buildings, vehicles, furniture and fixtures and machinery and equipment.
  - Cost that confers a benefit lasting beyond one year and results in the acquisition or extension of the life of a capital asset.
  - An expenditure on repair or maintenance designed to maintain an asset in its original state is not a capital expenditure, unless the expenditure confers a benefit lasting beyond one year.
- Maintenance
  - definitions and limitations to be consistent with definitions in other existing policies
  - all tasks related to all care and general maintenance of the facility and grounds including but not limited to grass cutting, turf management, general repairs, painting, and keeping the facility safe, clean, and in good repair.
  - An expenditure on repair or maintenance designed to maintain an asset in its original state
- User fees
  - Fees / registration collected by volunteer association from the users to support the running of the programs in their entirety including but not limited to all operating maintenance costs, uniforms, insurance, umpires/referees, memberships/affiliation fees
- Financial statements
  - A written report of the financial condition of an organization. Financial statements include the balance sheet, income statement, and statement of cash flows.
  - Balance sheet. Shows the entity's assets and liabilities.
  - Income statement. Shows the results of operations and financial activities for the reporting period.
  - Statement of cash flows. Shows changes in the entity's cash flows during the reporting period.
  - Include full reserves
- Annual reports
  - Annual statement of income/expenses
  - Annual number of events
  - Participant numbers
  - Maintenance activities undertaken
- Facility
  - Any physical structure or piece of equipment which is utilized provide or support a service or activity
  - Including but limited to buildings, equipment, fencing, lighting, seating, sport fields, support areas, driveways, parking areas, etc.

**Objective Facility Standard**

- o the minimum standard necessary to provide for the safe and effective enjoyment of specified recreation programs for participants and spectators. This shall also include applicable Building Code, Fire Code, and Accessibility requirements. The scale of the installation shall be appropriate for the demonstrated participation levels
- Facility Management Plan – the overall corporate plan developed to manage its assets in accordance with requirements.

**Ball Fields**

**Required**

<b>Infield</b>	The infield shall be level, the batter’s box and pitching mound should be level with the infield – no ditches, the infield lip (where grass meets infield) should not be build up to cause trip hazard while playing, and the infield shall be maintained to enable the safe use.
<b>Outfield</b>	The outfield shall be level, properly drained, appropriately vegetated and maintained to enable the safe use.
<b>Players Bench</b>	Benches should be level, secure; seat area should be not be split or cracked. Protective fencing in front of benches. Ground should be level and clear of holes or trip hazards. Any applicable Building Code Standards must be met.
<b>Spectator Seating</b>	Seating units should be level, secure; seat area should be not be split or cracked. Railings, framing, and stairs, should be secure. Any applicable Building Code Standards must be met.
<b>Fencing</b>	Fencing should be free of any loose wires or have holes. Low fencing should have tiling as a protective covering.
<b>Parking Area</b>	Parking area shall be level gravel, well drained, properly graded and well maintained and shall be of sufficient size to accommodate the users of the facility. Grassed areas shall not be used for parking.

**Optional**

<b>Pavilion</b>	Any Pavilion (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards.
<b>Concession</b>	Any Concession (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards.
<b>Washroom</b>	Any Washroom (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards.
<b>Lighting</b>	Any Lighting (if present) shall meet any applicable Building Code (towers), Electrical Code, and Fire Code Standards

## Soccer Pitches

### Required

<b>Soccer Pitch</b>	The field shall be level, the appropriate size, properly drained, and appropriately vegetated and maintained to enable the safe use.
<b>Parking Area</b>	Parking area shall be level gravel, well drained, properly graded and well maintained and shall be of sufficient size to accommodate the users of the facility. Grassed areas shall not be used for parking.

### Optional

<b>Pavilion</b>	Any Pavilion (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards and must be met.
<b>Concession</b>	Any Concession (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards and must be met.
<b>Washroom</b>	Any Washroom (if present) shall meet any applicable Building Code, Accessibility, and Fire Code Standards and must be met.

## Policy

1. Funding for new or replacement facilities will only be provided in the circumstance where a detailed Facility Condition Assessment which meets the Township's standard has been completed for all facilities on the subject property. This Assessment will then be utilized as a basis to make informed decisions and to assist in evaluating overall priorities. Once this has been completed, then the facility may be entered into the Township's overall facility management / financing plan.
2. Taking into consideration the available financial resources, the Township will strive to set aside funds for future capital replacement for facilities which it owns and which are in its overall facility management / financing plan.
3. The provision of funds for future capital replacement shall be considered the Township's contribution and support to the overall program.
4. All facilities to be considered for funding will need to have an approved maintenance plan in place and complete, detailed maintenance records.
5. Funding for new or replacement facilities will only to be provided when financial sustainability through participant fees can be demonstrated.
6. No funding will be considered for new or additional facilities if existing facilities on the subject property have been determined to be a priority as a result of requiring repairs/replacement as defined in a Facility Condition Assessment.
7. All facilities operated by volunteer organizations will be required to meet the appropriate standard. Volunteer organizations will be assisted financially by municipality to meet appropriate standard.

8. In the event that the Township provides funds to a volunteer organization for a recreation facility on property not owned by the municipality, there needs to be a financial agreement in place that will provide the following assurances:
  - a. The funds will only be used for the purposes specified.
  - b. All work must be done in accordance with all applicable safety and building guidelines and codes.
  - c. In the event that the volunteer association makes the decision to terminate the program or to sell the facility the Volunteer organization shall:
    - i. return the Township the full amount of the funds provided by the Township; or
    - ii. transfer ownership of the complete facility and property to the Township.
9. In the event that the Township provides funds to a volunteer organization for a recreation facility (owned by the municipality or the volunteer organization) an Agreement will need to be in place to clearly identify what the intended uses / limitations of the facility will be.
10. The Township will not financially support a facility which in the Township's view directly competes with or will have a negative impact on another Township funded facility which is underutilized.
11. Higher priority will be given to volunteer organizations that demonstrate partnerships between associations, thereby maximizing the effective use of combined resources.
12. Higher Priority will be given to projects based on the Township's priority ranking system as defined in this policy, i.e. matters relating to safety have highest priority.
13. If a volunteer association decides that the new facility they wish to construct is of a higher standard than that defined as the Township's "Facility Standard" all funds required over and above the "Facility Standard" shall be the sole responsibility of the volunteer organization.