



## COUNCIL POLICY C-RP19

## Community Signage Grant Program

Prepared By:	Parks, Recreation and Culture Services	Council Approval Date:	December 13, 2011
Effective Date:	December 13, 2011	Council Resolution No.:	389-11
References:	Policy C-RP16	Previous Revision Date:	New
Function:	Community Services	LAS Review Date:	December 11, 2014

**PURPOSE**

The purpose of this program is to provide matching funding for eligible community associations to purchase, install and/or maintain changeable signage, to utilize at their discretion.

**POLICY STATEMENT**

Parkland County supports the efforts of community associations who choose to improve their presence in the community by using changeable signage, and may provide limited financial assistance for them to do so.

**DEFINITIONS**

1. "Administration" means the staff of Parkland County who are assigned the responsibility of managing the Community Signage Grant Program pursuant to this policy.
2. "Applicant" means an organization applying for a grant pursuant to this policy.
3. "Financial Position Information" means the applicant's audited financial statements from the most recently completed financial year, as well as proposed budget for the year in which the applicant is seeking funding support.
4. "Policy" means this County policy and any schedules hereto, as amended from time to time.
5. "Signage" means public display signs that identify the community association and/or provide the Community Association the opportunity to promote activities.

**SCOPE**

This policy applies to all County recognized Community Associations as per policy RP 016, within Parkland County, providing activities and programs for the benefit of Parkland County residents in the areas of social services, arts, recreation and sport.

**MANAGEMENT RESPONSIBILITIES**

The Manager of Community and Protective Services is responsible for the monitoring and evaluating this policy. The Supervisor of Parks, Recreation and Culture is responsible for implementing this policy and associated procedures.

**STANDARDS**

1. To be eligible for this funding, community associations must meet the requirements of Community Association Designation Policy C-RP16.
2. Applicants must submit their requests, in writing, along with their financial position information, to Administration at least three (3) months prior to the project start date
3. Applicants must provide Administration with a complete accounting of the project, to be submitted no later than three (3) months after the work is completed.
4. The applicant shall demonstrate fiscal responsibility, and initiative in generating alternative sources of revenue.
  - a) Applicants are required to abide by all municipal, provincial and federal laws and regulations. Depending on the nature of the project, there may be a number of County departments and/or outside agencies that will be required to sign off on each proposal to address any regulatory, liability, or other potential requirements or concerns. Administration will work with the applicants to determine where such approvals are required.
  - b) Projects may be subject to inspection by County staff during project work and upon completion.
  - c) Parkland County reserves the right to remove any physical installations or improvements on public land at any time.
  - d) Physical improvement projects on private property (landscaping, construction, tree planting, etc.) require the property owner's permission. Permission, if required, must be included with the application as a signed letter with approvals by the property owner. The property owner must also agree to an easement/caveat (or some other form of formal agreement) that guarantees that the improvements will remain, even if the ownership of the property changes.
  - e) The applicant must clearly demonstrate their financial ability to maintain and sustain the proposed project prior to final approval of County funding. In cases where projects/structures that are placed on County lands are not maintained, become in disrepair, and/or present a health or safety risk, Parkland County has the authority to remove the said projects/structures. Should Parkland County deem it necessary to remove a sign due to disrepair or damage, the County will recover those sign removal costs by reducing future grants to the applicant until costs are recovered.
  - f) The community association is responsible for the maintenance and/or replacement of the signage.
5. 50/50 matching contributions/sponsorship funds can include cash, in-kind contributions and volunteer labor, as follows:
  - a) In-kind contributions include donated materials, supplies, and business services. Business services are those services provided by a business or by a person whose trade, profession, or occupation is to provide those services.
  - b) The value of an in-kind contribution is its purchase price or market value.
  - c) The value of volunteer labor shall be consistent with the provincial minimum wage rate.
  - d) Cost overruns are the responsibility of the applicant.
  - e) Funds must be used within one year of receiving them.
  - f) Applicants are eligible for a maximum of \$4,500.00, one-time funding.
  - g) Retro-active funding will be considered up to one year following the work completion.
6. Administration will be responsible for approval of applications based on the application requirements being met, in conjunction with when it is received by Administration.
7. A final report with photos and financial accountability upon completion of the project will be provided to the County.