



Corporate Policy & Procedure

Policy Title: Creation and Support of Community Recreational Facilities

Policy Number:

Section: **Corporate Administration**

Effective Date: **October 18, 2024**

Approved by: **Council**

Subsection: **Finance**

Last Review Date: **October 18, 2024**

Contact: **Finance Department**

Basis Of The Policy

Township of The Archipelago – Official Plan

Section 5.10 (Public Services) the Official Plan states that “Because of the nature of the Municipality, a limited number of services will be required to provide adequately for the ratepayers”.

In addition, it is further stated that “Given the recreational nature of the Township, the existing level of services has proven to be satisfactory and few major extensions are likely to be required..... The type and nature of development expected in the Township will generally not demand increased public services and associated costs except in the Pointe au Baril Station Neighbourhood, where certain services may be provided in conformity with the Community Improvement Policies of this Plan.”

Intent Of The Policy

Recognizing that the Official Plan allows for some “extension” (addition) to the recreational services provided, this policy recognizes that the Township has a limited responsibility to provide recreational opportunities to communities throughout the Township. It also recognizes that some cottage and/or community Associations and local not-for-profits (NFP) serving the community may identify the need for community recreational facilities in their area. The Township is willing to support these initiatives if, and only if, at least a part of the facility, located on land owned by the association or NFP, is open to all residents of the community throughout the year.



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Support Provided

The Township will support a community recreational initiative only if it is satisfied that there is a need for the service and that the service will be able to sustain itself without any use of Township resources. This can include one or more of the following three types of support:

- 1) The provision of an annual grant to an association or NFP in recognition of their allowing some public use of their property and facilities. This grant is to be area rated. If any of the property is used for private or commercial purposes the Township will consider reducing the grant or requiring additional action to make the grant consistent with the intention of this policy regarding public use of the facility. Any grant will be used to decrease obligations to the Township. There will be no direct payment to the Association or NFP. Community Recreational grants will not exceed \$40,000 for one organization, to be increased annually by the area rated municipal tax rate percentage increase.
- 2) The provision of a grant to decrease obligations to the Township which are related to improvements to the facility or that part of the facility used for public purposes. These grants are to be area rated.
- 3) When there is to be a campaign to raise funds for construction of a facility to be used for public purposes, the Township, after it has determined that the project is of benefit to the Township and complies with relevant federal and provincial tax laws, may create a committee composed of representatives of the Township and the Association. The purpose of this committee will be to accept donations to the project, issue tax receipts for the donations and disperse the funds directly to persons providing the intended services to the project, after approval by the Association and the Township. Once a tax receipt has been issued to a donor, there will be no refund of donations even if the project does not proceed and the Township shall have full decision-making power over how these "orphan" donations will be used.

Approval Of Grants

All grants and facility support programs must be approved by Council and, wherever possible, be included in the budget before implementation. A grant application must be submitted to Council for approval annually. All eligible entities must also make a deputation to Council at the beginning of each new term of Council to provide information on how they support the community. Prior to approving any initiative Council must be comfortable with the long-term viability of the initiative and the financial stability of the organization being supported.



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Definition Of A Community Recreational Facility

A Community Recreational Facility must be on property owned by an Association or NFP and can be:

- a building, outbuilding or deck used for meetings, regattas and other community events,
- an outdoor sports facility,
- a community dock for short-term docking,
- a parking lot, or
- other structures deemed appropriate.

Administrative Procedures

1. In the initial year of this policy, members of Council and staff shall meet with each organization being supported to establish what services the organization will provide in exchange for the grant. A similar process will be followed where an additional organization requests a new grant. Recommendations will be forwarded to Council for approval.
2. In each subsequent year every organization must apply for the grant by the prescribed deadline. The application for a grant must be submitted to the Treasurer of the Township. A delegation to Council may be appropriate. Any changes in services to the public must be approved by Council and the grant must be approved annually by Council. The amount of the grant is at the sole discretion of Council.
3. The payment of each grant shall be accompanied by a letter outlining how the grant has decreased the Association or NFP's obligations to the Township and the services to be provided in exchange for the grant.
4. The payment of taxes is the responsibility of the taxpayer and all balances owing must be paid by the taxpayer by their due date.