



Parks & Recreation Policy

Title: Community Park & Recreation Grant Funding Policy	Number: RC-001
Objective: Development of policy for the application and approval process of cash in lieu of municipal reserve land so that the allocation of M.R. funding is fair, consistent and transparent.	
Authority: Approved February 25, 2025, Council Meeting	

Cash in Lieu of Dedicated Lands Regulations

Cash in lieu of dedicated lands (MR funding) that the R.M. receives must be for projects on lands owned by the R.M., other municipality, school board, or crown and zoned as municipal, public or environmental reserve. The project must be for public use, (open to all the public), and not for exclusive community or subdivision use.

The funds must be used only for the capital costs incurred for new, upgraded, or replacement public parks and recreational amenities.

The dedicated land account reserve cannot be used for municipal reserve appraisal costs, general maintenance and operating costs of public parks and recreational facilities, nor general infrastructure projects. Funding for these expenses must come from municipal taxes and/or other own-source revenues.

There are two (2) main sources of funds for a municipality's dedicated lands account:

1. Proceeds from the sale, lease, or sublease of dedicated lands; and
2. Money received in lieu of the municipal reserve land dedication.

What and where can funds be used?

MR funds that the R.M. holds have a limited number of potential uses, including:

- Purchasing land that will be dedicated to public use,
- Developing public parks and recreational facilities on existing public, municipal, and environmental reserves within or outside of the municipality,
- Upgrading or replacing existing public parks and recreational facilities on existing public, municipal, and environmental reserves within or outside of the municipality,
- Developing public parks and recreational facilities on lands owned by a specified public authority, provided there is an agreement between the municipal council and the public authority. Such public authorities include the provincial

government, another municipality, a school division, a post-secondary institution, a regional park, the Meewasin Valley Authority, the Provincial Capital Commission, and the Wakamow Valley Authority. This option is subject to approval from the Minister of Government Relations.

- The R.M. could enter partnerships and pool resources with nearby communities to address the recreational well-being of its citizens.
- Partnerships can be formal or informal and can include other municipalities, planning districts, regional parks, and/or First Nations and Métis communities. These partnerships can facilitate greater investments in and contributions to parks and recreational facilities.

Application Review

1. Application(s) for funding shall be reviewed by the Council.
2. Before any funding application may be considered, Administration shall provide to Council the available funds in the cash in lieu of municipal reserve account.
3. The **reserve shall maintain a minimum balance of \$2 million**, with a review during the budgeting process for any minimum reserve increases as required.
4. Cash in Lieu of municipal reserve land is based on subdivision development in the R.M. Therefore, no significant revenue may be received in any given year and application approvals must take into consideration current reserve levels and anticipated revenues, if any, that will continue to build the reserve.

Who Can Apply for Funding?

The following entities may apply for Community Parks and Recreation Funding:

- Incorporated and Non-incorporated Community Associations
- Non-Profit Organizations
- Organized Hamlets within the R.M.
- Other Municipalities
- Regional Parks
- Public or Private Schools

The project must be located:

1. On land owned by the R.M. of Corman Park, other municipality, school board or crown; and,
2. Is or will be zoned Municipal Reserve, Public Reserve or Environmental Reserve; and,
3. Have a demonstrated plan for the ongoing operation and maintenance of the capital asset.

Application Intake

- Once per year, dependent on available funding
- Application(s) must be received by **October 15** for projects that will be completed by the end of the next calendar.
- All submitted applications are reviewed and considered by Council.
- Should an application not be approved for funding during the review period, a new application with updated quotes can be resubmitted by October 15 of the following year.
- Council may consider further applications on a case-by-case basis at their discretion.
- The full application is available under Appendix B of this policy.

Maximum Application Grant Funding

- Maximum grant funding is \$500,000 per year based on availability. If the application is approved, the R.M. shall grant up to 80% of the requested funding with the applicant(s) presenting the demonstrated ability to provide the balance by either the organizations bank statement or financial statement.
- Volunteer labour will also be considered as an own source revenue contribution at \$25/hour.
- The R.M. may consider providing 100% of grant funding requests for smaller projects, up to \$75,000 to qualified applicants.
- In certain circumstances, Council may consider other funding options depending on the merit of the application at its discretion.

Application Evaluation and Considerations

- How the project will benefit the community and the surrounding community/region.
- Community support for the project
- Ongoing Public Use (examples: longevity of the asset, size of community, how many in the area may use the asset)
- Review the number of applications and the total resulting capital grant funding provided by the R.M. to the same applicant over time
- The applicant's ability to meet or exceed the requirements set out in municipal procurement and purchasing policies, including tenders, receipting, and inspections
- Project costs
- Building the facility/amenity according to industry standards
- Other funding sources
- Project management structure from initiation to completion, including timelines

- Demonstrate a plan for the ongoing operating and maintenance of the project
- Provision of bank or financial statements to demonstrate own source revenues
- Recognition of R.M. funding for the project, if approved

Approval Conditions

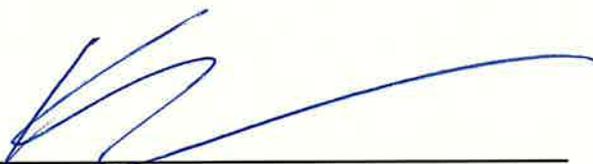
- A formal agreement will be struck between the applicant and R.M. outlining the approved funding amounts, details of the project, land lease details, maintenance, operational, insurance requirements and agreement termination/expiry notices and procedures.
- Certain projects may be approved conditional to an agreement of a phased in funding approach with key milestones to be met, conditional funding through inspection phases, or a combination of any of the above at the discretion of Council.
- Any approved project valued at \$75,000 or more is subject to the procurement policy of the R.M. and will require a formal tendering process posted on the SaskTender website as per the Provincial Trade Agreement. To use the SaskTender website, you must be a government entity. If the approved application is not submitted by another government entity, the R.M. will submit the tender on the applicant's behalf.

Appeals

- There shall be no appeals should an application be denied. The applicant may submit a new application and quotes by the next intake period.

Policy Review

- This policy shall be reviewed every three to four years. A record of amendments is available under Appendix A of this policy.


Kerry Hilts, Chief Administrative Officer





Appendix “B”

Application for Community Park and Recreation Grant Funding

SECTION A - Eligibility Requirements

1. The following entities may apply for funding:
 - Incorporated and Non-incorporated Community Associations
 - Non-Profit Organizations
 - Organized Hamlets within the R.M.
 - Other Municipalities
 - Regional Parks
 - Public or Private Schools

 2. Project must be located:
 - a. On land owned by the R.M. of Corman Park, another municipality, a regional park, school board, or Crown land; and,
 - b. Zoned or will be zoned Municipal Reserve, Public Reserve or Environmental Reserve; and
 - c. Have a demonstrated plan for the ongoing operation and maintenance of the capital asset.

 3. Grant requests will only be considered for “New, Upgraded, or Replacement” **capital costs** for public parks and recreational facilities or purchasing land to be dedicated for public use. *(General maintenance, operating costs and general infrastructure projects for public parks and recreational facilities, are not eligible.)*

 4. Minimum of two (2) project estimates must be included with application. (Note: If application is approved for \$75,000 and over, a formal tender must be submitted on SaskTenders , as per the Provincial Trade Agreement. If the applicant is not a government body, the R.M. will submit any tenders required for the project on your behalf.)

 5. Application(s) must be received by October 15 for projects that will be completed by the end of the next calendar.
- (The R.M. may approve a maximum of \$500,000 in parks and recreation grant funding per year, based on available funding. Further applications may be considered on a case-by-case basis.)*

SECTION B - Organization

Organization Identification	
1. Legal or Operating Name (Organization’s full name, as it appears on legal documents)	
2. Organization Category: (Example- Community Association, Non-Profit, School etc.)	
3. Year Established	4. Does your organization have a registration or incorporation number? Yes / No
5. Organization Registration/Incorporation Number: (if applicable)	
6. Attach separate document confirming proof of your organization’s incorporation, non-profit status, board of directors, community association or other. If you have not provided separate document, please explain why.	

7. Organization Primary Address			
Unit	Street Name/Legal	City/Town	Postal Code
Telephone Number		Email Address	
8. Mailing Address if different from Organization Primary Address			
9. Organization's Primary Activities			
10. Primary Contact Name		Position or Title	
Primary Contact Telephone Number		Primary Contact Email Address	
12. Secondary Contact Name		Position or Title	
Secondary Contact Telephone Number		Secondary Contact Email Address	

SECTION C – Project Proposal			
13. Project Title			
14. Planned Project Start Date (YYYY-MM-DD)		15. Planned Project End Date (YYYY-MM-DD)	
16. Grant Amount Requested (Maximum amount \$500,000 including taxes)			
17. Does your organization have its own funding, minimum of 20%, to contribute to the project total?			
18. If no, what is the total dollar value your organization is contributing towards the project?			
19. Who owns the land that your project is to be located on?			
20. What is the zoning of the land your project is to be located on?			
21. Has your organization received Capital Grant Funding from the R.M. in the last 10 years?			
22. If yes, how much?		23. What was the project?	
24. Project Summary – describe the need for the project, its goals, expected results, community/region support & engagement, expected life of the capital project and any other information relevant to your project and request for grant funding. Attach a separate paper if more space is required.			
25. If your request for funding is approved, how will your organization or community fund the ongoing operational and maintenance of the capital asset(s)? Please explain below.			

26. Provide a detailed budget for the project:

27. How will your organization recognize the R.M.'s financial contribution to your project?

28. List any other funding sources towards your project and the dollar value below, if applicable.

29. Estimates Received	Estimate received from:	Date of Estimate:	Total including taxes:
Estimate 1			
Estimate 2			
Estimate 3 (Optional)			

SECTION D – Documents Enclosed (mandatory)

1. Organization Non-profit or Incorporation Registration Documents or
2. Non-incorporated Community Association official organizational bylaw or charter
3. Organizations current bank account statement or financial statement showing own sourced revenue
4. Copies of all estimates received for capital project

Submission by: _____ **Title:** _____ **Signature:** _____ **Date:** _____