
Community Park Development Program

Policies

PROGRAM OBJECTIVES

PURPOSE

- P.1** The Municipality of the County of Kings shall assist communities with the capital development and/or maintenance of community parks and open spaces for public purposes. This program covers all capital aspects of development and maintenance excluding the purchase of land for future development.

CRITERIA

- P.2** To be considered for a CPDP grant, projects shall:
1. Increase recreation opportunities for people in a community or region.
 2. Where possible and advantageous, be designated for multi-use
 3. Reflect public participation in the planning process.

ELIGIBILITY

- P.3** Organizations located in MPS-designated Growth Centres and Hamlet, as well as “crossroad communities”; members of the Kings County Leisure Delivery System and are community volunteer non-profit recreation associations incorporated under the NS Societies Act.
- P.4** The applicant must have clear title or a long-term lease (minimum 10 years) to the proposed land being developed or maintained.
- P.5** Assurance and supporting evidence of a strong level of support for raising the major portion of the capital and ongoing costs of the project is required.
- P.6** Projects which are normally eligible for assistance will only be considered when directly associated with the improvement of community-owned and operated or county-owned and community -operated parks and open spaces, or lands intended to be or currently being used for community sport and recreation purposes.

- P.7** Among the projects which are generally eligible for assistance are sports fields, tennis courts, playgrounds, multi-purpose paved play areas, trails, landscaping and ancillary items.

PROCEDURE

- P.8** The application must be accompanied by the following:
- a. A copy of the organization's constitution and by-laws, a list of the executive members and proof of current incorporation.
 - b. A copy of a resolution endorsed by the organization's general membership signifying support of the project.
 - c. Estimated construction starting date and time to complete the project.
 - d. Specific details of the proposed method of meeting all capital development, maintenance and ongoing costs.
 - e. Assurance of compliance with local bylaws and National Building Code if applicable. Supplement 5 of the National Building Code (relating to provision for the handicapped).
 - f. Assurance that, where required, working drawings will be submitted and approved by the following before construction starts:
 1. Fire Marshall (check procedure with local fire department)
 2. Local Building Inspector
 3. Nova Scotia Power Corporation
 4. Nova Scotia Department of Environment
 - g. A sketch or drawings of the project must be included if requested:
 1. Site plan showing ownership and phasing where applicable: approximate scale: 1" - 5' - 40'
 2. Details showing building material, type of equipment, etc.
- P.9** Structures or modifications to structures valued in excess of \$60,000.00 must have the design checked and certified by a professional architect or engineer licensed to practice in Nova Scotia.
(A sketch or drawings required as per g.2 above).

P.10 The Cost Analysis section of the application form must be completed in full. If estimated values of donated labour and/or materials are used, this should be clearly and specifically identified.

PAYMENT OF GRANT

- P.11**
1. Payments of approved grants or portions of such grants are only to be made on evidence of costs incurred. Details of financial expenditures will be required. Evidence of actual cost incurred for progress payments should be in the form of a contractor's certificate, where there is a contractor, or a formal declaration certifying costs incurred, executed by the individual responsible for supervision of the construction project.
 2. In the event that the actual costs are significantly less than the estimate, the amount of the approved grant may be reviewed and revised.

P.12 Final payment of a grant will not be made until such time as a certificate of satisfactory completion of the project (including a statement of total expenditures) has been *submitted* to The Department of Community Development: Parks and Recreation Services. The certificate shall indicate that the project conforms with all pertinent regulations and with the project description as approved for the grant.

P.13 The statement must be signed by two members of the executive of the community association and available for perusal by an official of Parks and Recreation Services with the Municipality of the County of Kings.

P.14 **Maximum Assistance Allocation Guidelines:**

Development: 1/2 cost of Park Development to a maximum of \$7,500.

Maintenance: 1/2 cost of Park Maintenance to a maximum of \$4,500.

P.15 **Deadline for Applications shall be August 31st of each year.**