

Community Initiated Projects

This guiding document is to assist local non-profit organizations who desire to add a new facility, specialized amenities, or enhance existing infrastructure. Partnerships may be developed to complete projects that require funding and/or specialized knowledge.

Partnership means the City and one or more local non-profit organization, agency or service group working together towards a joint community initiated project with a clear understanding of:

- project goal;
- authority and responsibility among partners;
- joint investment of time, funding, expertise and information;
- allocation of risk among partners; and
- mutual or complementary benefits.

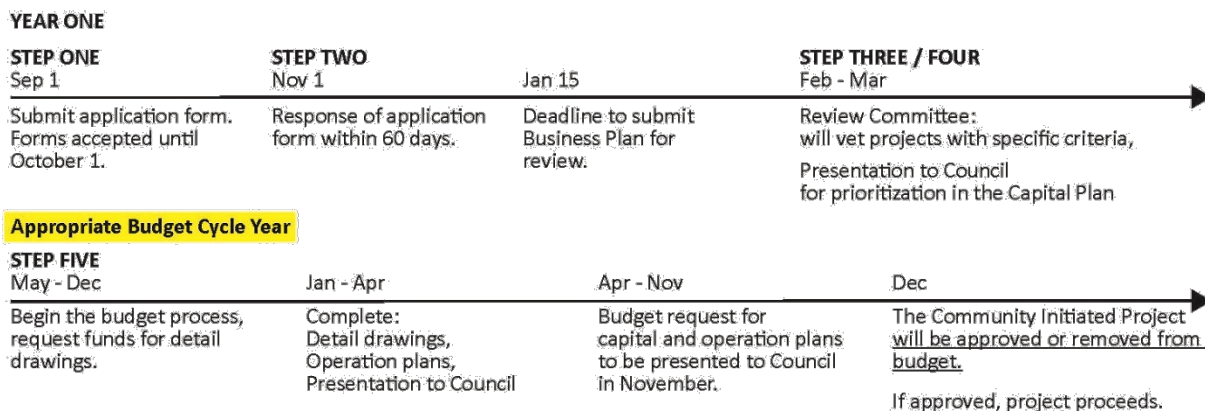
The City will consider partnerships where:

- a completed application is submitted and brought forward to the Review Committee; and
- the project aligns with the following:
 - Community Sustainability Plan;
 - Strategic Plan;
 - applicable departmental plan; and
 - intermunicipal agreements.

Community Contribution means any one or a combination of the following which supports the project:

- monetary contribution;
- relevant knowledge; and/or
- in-kind contribution, such as but not limited to volunteer labour, services, equipment, materials etc. (determined on a per project basis and supported by Committee with decision based on complexity of project).

Timeline Overview:



Generally the timeline associated with the completion of a minor community initiated project is one to three years, and a major community initiated project is two to ten years depending on the scope and resources available.

Application process

- Step 1 –** Complete and submit application form by October 1
- Application form with required signatures and attachments
- Step 2 –** Applicant will receive a response within 60 days from October 1, the organization may be contacted to submit the following:
- Business Plan (project description) will include but not limited to:
- project name;
 - organization's community contribution;
 - project justification and requirements;
 - site factors/considerations;
 - financial resources / capital costs / operational costs consideration;
 - proposed implementation schedule (aligning with City's budget cycle);
 - explanation as to how this project aligns with the following plans:
 1. Community Sustainability
 2. Strategic Plan
 3. Departmental required plan
 4. Intermunicipal agreements
 - needs assessment that demonstrates need and demand for the proposed project, including current and projected participation rates (locally, regionally and nationally), municipal comparators, waiting lists, service trends, operating costs and usage thresholds; and
 - partnerships sought with other organizations or municipalities.
- Step 3 –** Review Committee will vet project with specific criteria:
- The Review Committee will vet projects and determine the next steps and requirements for the project, based on the estimated capital cost, operational costs, scope of project and City infrastructure priorities.
 - Projects will be reviewed and prioritized with a set of criteria that include, but are not limited to (in no specific order):
 - Revitalizing and re-investing in existing infrastructure before considering new construction.
 - Public availability with a high level of accessibility
 - Public engagement and support shown for the project
 - Alignment with Community Sustainability Plan, Strategic Plan, department plan (if applicable) and Intermunicipal Agreements
 - Community contribution
- Step 4 –** Qualified projects presented to Council for consideration and prioritization:
- Projects successfully vetted by the Review Committee will be presented to Council for consideration of prioritization.
- Step 5 –** Approved Community Initiated Projects will move forward in alignment with the priorities established by Council through the capital budget cycle

- Projects that are approved by Council and are funded entirely by the organization, will be considered for immediate implementation after the necessary approval by Council and the required permits/procedures outlined by the City.
- Projects approved by Council that require City funding and/or resources will move forward in alignment with the priorities established by Council through the capital budget process.

To discuss possibilities contact:

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Additional Resources

Community Initiated Projects Policy, GOV-014-C
[Community Sustainability Plan](#)
[Intermunicipal agreement](#)
[Recreation, Facilities and Parks Master Plan Update](#)
[Strategic Plan](#)