

COMMUNITY INITIATED PROJECTS

Date Issued: January 23, 2018, R5-18

Mandated by: City Council

Current Revision: January 23, 2018

Cross Reference:

- Community Initiated Projects Administrative Procedure GOV-014-A
- Community Sustainability Plan
- Intermunicipal Agreements
- Strategic Plan
- Applicable Department Plans

Next Review: February 1, 2021

Responsibility: City Manager

PURPOSE

To provide direction on how the City manages community initiated projects.

POLICY

The City shall consider community initiated projects requested by local resident non-profit organizations.

DEFINITIONS

Capital Plan - shall mean the Council approved 10 year Capital Plan for the City.

City - shall mean the City of Fort Saskatchewan.

Community Contribution - shall mean 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 the Review Committee with decision based on complexity of project).

Community Initiated Projects - shall mean new facilities, specialized amenities, or enhancements to existing infrastructure that are not currently addressed in City plans and/or departmental plans.

Community Sustainability Plan - shall mean the guiding document that reflects the vision of Fort Saskatchewan citizens for the next 30 years.

Intermunicipal Agreements - shall mean any agreement that the City has or may enter into with another municipality to work together regarding service delivery and cost-sharing opportunities.

Local - shall mean a non-profit organization which has a minimum of 75% of its members living within Fort Saskatchewan municipal limits or owns property and pays taxes to the City. Verification of which shall be completed through membership lists.

Major Capital Project - shall mean the construction of a tangible capital asset valued in excess of \$500,000 and where a Class 3 Estimate is not available, as indicated in, Operations and Capital Budget Policy FIN-024-C.

Minor Capital Project - shall mean the construction of a tangible capital asset valued below \$500,000.

Partnership - shall mean 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.

Project Lead - shall mean the department staff directly responsible to receive and bring forward a community initiated project to the Review Committee and to conduct all presentations to Council.

Recreation Facilities and Parks Master Plan Update (RFPMPU) - shall mean the guiding document and plan adopted by Council for recreation facilities and parks development.

Review Committee - shall mean Project Lead and at least one staff from the following City departments:

- Culture Services
- Family and Community Support Services
- Infrastructure Management
- Planning and Development
- Project Management
- Recreation Services
- Other departments as required

Strategic Plan - shall mean the guiding document built upon the 7 principles identified in the Community Sustainability Plan.

Volunteer Labour - shall mean a local non-profit organization's contribution as determined on a per project basis and supported by the Review Committee, with decisions being based on complexity of the project.

GUIDING PRINCIPLES

1. Local non-profit organizations are eligible to submit applications to the City for community initiated projects.
2. Community initiated projects:
 - (a) shall provide a community contribution and benefit;

- (b) shall provide for innovative public facilities, recreation, parks, cultural and special event opportunities or community services;
- (c) are major or minor capital projects, such as new facilities, specialized amenities, or enhancements to existing infrastructure; and
- (d) may require a partnership to be formed depending on the scope of the project initiated.

3. Community initiated projects shall align with the following:

- Community Sustainability Plan;
- Strategic Plan;
- applicable department plans (such as RFPMPU); and
- intermunicipal agreements

4. Community initiated projects shall be:

- (a) submitted to and vetted by the Review Committee; and
- (b) presented to Council for consideration and prioritization within the capital plan.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The City Manager or designate is responsible for administrative compliance with this Policy.

COMMUNITY INITIATED PROJECTS

Date Issued: February 6, 2018

Responsibility: Director, Recreation

Current Revision: February 22, 2019

Cross Reference:

- Community Initiated Projects Policy GOV-014-C
- Applicable Department Plan
- Community Sustainability Plan
- Intermunicipal Agreements
- Strategic Plan

PURPOSE

To provide direction on how the City manages community initiated project requests submitted in accordance with the Community Initiated Projects Policy GOV-014-C.

DEFINITIONS

Capital Plan - shall mean the Council approved 10 year Capital Plan for the City.

City - shall mean the City of Fort Saskatchewan.

Community Contribution - shall mean 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 the Review Committee with decision based on complexity of project).

Community Initiated Projects - shall mean new facilities, specialized amenities, or enhancements to existing infrastructure that are not currently addressed in City plans and/or departmental plans.

Community Sustainability Plan - shall mean the guiding document that reflects the vision of Fort Saskatchewan citizens for the next 30 years.

FCSS – shall mean the Family and Community Support Services Department for the City.

Intermunicipal Agreements - shall mean any agreement that the City has or shall enter into with another municipality to work together regarding service delivery and cost-sharing opportunities.

Local - shall mean the non-profit organization which has a minimum of 75% of its members living within Fort Saskatchewan municipal limits or owns property and pays taxes to the City. Verification of which shall be completed through membership lists.

Major Capital Project - shall mean the construction of a tangible capital asset valued in excess of \$500,000 and where a Class 3 Estimate is not available, as indicated in, Operations and Capital Budget Policy FIN-024-C.

Minor Capital Project - shall mean the construction of a tangible capital asset valued at \$500,000 or below.

Partnership - shall mean the City and one or more local non-profit organization, agency, or service group working together towards a joint community initiated project.

Project Lead - shall mean the department staff directly responsible to receive and bring forward a community initiated project to the Review Committee and to conduct all presentations to Council.

Recreation Facilities and Parks Master Plan Update (RFPMPU) - shall mean the guiding document and plan adopted by Council for recreation facilities and parks development.

Review Committee - shall mean Project Lead and at least one staff from the following City departments:

- Culture Services
- Family and Community Support Services
- Infrastructure Management
- Planning and Development
- Project Management
- Recreation Services
- Other departments as required

Strategic Plan - shall mean the guiding document built upon the 7 principles identified in the Community Sustainability Plan.

Volunteer Labour - shall mean a local non-profit organization's contribution as determined on a per project basis and supported by the Review Committee, with decisions being based on complexity of the project.

PROCEDURE

1. Community Initiated Project applications shall include a community contribution and shall be submitted to Recreation Services. Recreation Services, working in conjunction with impacted departments, shall determine the department best suited for the Project Lead to come from. The Project Lead will review and screen the application and respond within 60 days of either:
 - a. Application acceptance and to request a business plan: or
 - b. Application refusal with clear written reasons of why.
2. The Review Committee evaluates the business plan and determines the level of community enhancement, utilization and if a partnership is required. A partnership shall clearly define:
 - a. Project goal;
 - b. Authority and responsibility among partners;
 - c. Joint investment of time, funding, expertise and information;
 - d. Allocation of risk among partners; and
 - e. Mutual or complementary benefits.
3. Projects are submitted by local non-profit organizations and are to align with the following:
 - Community Sustainability Plan;

- Strategic Plan;
 - Applicable department plan (Recreation Facilities and Parks Master Plan Update (RFPMPU), etc.); and
 - Intermunicipal Agreements.
4. Business plans shall be vetted and graded with points from a weighted criteria, see Appendix A.
 5. The Review Committee, working in concert with Finance, shall determine the next steps to be taken to ensure that the project aligns with the City's budget timeline and Capital Plan.
 6. Projects that are reviewed by the Review Committee shall be presented to Council for consideration.
 7. Projects approved by Council and requiring City funds and/or resources (including volunteer labour) shall proceed through the appropriate budget cycle year to be considered for funding.
 8. The application process consists of the following steps:
 - STEP 1 Complete and submit application form by October 1.
 - STEP 2 Applicant will receive a response within 60 days from date of submission.
 - STEP 3 Review Committee will review the project using the specific criteria in Appendix A.
 - STEP 4 Projects presented to Council for consideration of prioritization within the capital plan.
 - STEP 5 Approved Community Initiated Projects will move forward in alignment with the priorities established by Council through the capital budget cycle.

DEPARTMENT RESPONSIBILITY

Department	Responsibility
Corporate Communications	Communication to the public on the implementation of project, project progress and completion.
Culture Services	Facilitate with the applying organization and internal departments for culture requests.
FCSS	Facilitate with the applying organization and internal departments for social services requests.
Financial Services	Facilitate aligning project within the 10 year capital plan with appropriate funding sources.
Information Technology	Assist departments with support as required.
Infrastructure Management	Assess service levels and operational impacts. Facilitate with the applying organization and internal departments for projects involving park areas.
Legislative Services	Review and execute agreements between the City and the partner(s).
Planning and Development	Advise on land availability in relation to allocation of municipal reserve lands, zoning of area, and applicable Land Use Bylaw regulations.
Project Management	Facility review, design, project management. Facilitate with organization and internal departments for facility requests.



Recreation Services	Facilitate with the applying organization and internal departments for recreation requests.
People Services	Review each project for safety requirements.

RESPONSIBILITY TO IMPLEMENT

The City Manager or designate shall implement the following,

Item	Responsible
Implement the Administrative Procedure	Recreation Services, Infrastructure Management, Project Management, Planning and Development, Culture Services, FCSS.
Project Lead (Recreation Services shall aid in determining Project Lead)	Culture Services, FCSS, Recreation Services: <ul style="list-style-type: none"> ○ Point of contact with other contributing departments ○ Point of contact with the partner(s) ○ Accepts and screens submitted application forms and responds within 60 days from October 1 ○ Brings project forward during budget cycle
Review Committee	Project Lead, Cultural Services, FCSS, Infrastructure Management, Project Management, Planning and Development, Recreation Services: <ul style="list-style-type: none"> ○ Develop terms of reference ○ Review of application and business plan ○ Review projects with specific criteria and weighting
Creating a partnership agreement	Project Lead, Legislative Services, Corporate Communications <ul style="list-style-type: none"> ○ Agreement signed by partners ○ Communication to the public
Concept Phase	Project Lead, Infrastructure Management, Project Management, Planning and Development <ul style="list-style-type: none"> ○ Development of a plan ○ Create a project proposal ○ Requirements of capital funding and operational funding budget requests
Development Phase	Project Lead, Infrastructure Management, Project Management, Planning and Development <ul style="list-style-type: none"> ○ Site development plan ○ Financial strategy plan for the partnership project
Implementation Phase	Project Lead, Project Management <ul style="list-style-type: none"> ○ Funding in place ○ Detail drawings ○ Project ready for tender
Closing Phase	Project Lead, Project Management, Corporate Communications <ul style="list-style-type: none"> ○ Construction is complete ○ Inspections completed ○ Communication sent to the public

COMMUNITY INITIATED PROJECTS - Prioritization Assessment Tool

Yes = 1 point

No = 0 point

	weight	Project
Community Sustainability Plan		
Compassionate Community & Sense of Community Is the project open to the public and high level of accessible?		[]
Governance Was the City's Public Engagement Framework used?		[]
Natural Environment Does this project follow the Municipal Development Plan?	13.3	[]
Supporting businesses Will this project give economic benefits to the city?		[]
Urban Resources Will project tie in with other resources (transit, establish facilities)?		[]
Total		0
Strategic Plan		
Positioned for Growth Will the project benefit future growth rates?		[]
Well Planned and Maintained Municipal Infrastructure Does this project fulfill an objective identified within an existing department or master plan?		[]
Vibrant and Thriving Community Is this a collaborative project?	46.7	[]
Is this project consistent with the Strong Community Strategy?		[]
Does this project meet changing community needs within a continuum of social supports?		[]
Excellence in Government Is the tax impact less then \$250,000?		[]
*Is the project self funded?		[]
Total		0
Intermunicipal Agreement		
Does this fall under the ICF consideration?	40	[]
Total		0
Other		
Is there administrative resources available to maintain / operate project?		[]
Can the project be integrated with other capital project work (cost savings)?		[]
Will this project increase booking capacity?		[]
Will this project integrate indoor and outdoor recreation facilities		[]
Is the project located near transit?		[]
Will the project conserve habitat?		[]
Will this project provide new habitat?		[]
Does this project offer four season use?		[]
Is there land available for project?		[]
Does this project offer a multi sport usage?		[]
Will the project allow spontaneous use?	1	[]
Does this project address the youth?		[]
Will this project have usage by seniors?		[]
Will the project serve local needs?		[]
Will the project serves regional needs?		[]
Will this project improve current service levels?		[]
Is this project a frequent request?		[]
Does this project offer a cultural component		[]
Does this project offer a historical component?		[]
Does this project offer a new trend/activity?		[]
Does this project address safety concern?		[]
Will this project be an aesthetic enhancement for the community?		[]
Total		0
Total Score		0

Community Initiated Projects Application Form

- STEP 1 Complete and submit application form by October 1
- STEP 2 Applicant will receive a response within 60 days from date of submission
- STEP 3 Review Committee will vet project with specific criteria
- STEP 4 Projects 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

Organization name: _____

Date: _____ Contact name and Title: _____

Charitable Organization / Society Number _____

Email: _____ Contact phone: _____

Proposed project name: _____

Proposed project location: _____

In report style form, submit a high level proposal with information to include:

1. Description of the proposed project including location and amenities added. Attach a rough site plan (if applicable) showing what the project shall include. (Max 250 words)
2. How the user(s) will benefit from the proposed project? (Max 250 words)
3. How this project will provide community enhancement and utilization including any restrictions on community use. (Max 250 words)
4. Impact on any other organization or user group (positively or negatively)? (Max 250 words)
5. Capital and operational costs for the proposed project and what community contribution the organization is prepared to commit and how (fundraising, grants, sponsors)? (Max 250 words)
6. How the project aligns with the Sustainability Plan, Strategic Plan, applicable departmental plan (Recreation Facilities and Parks Master Plan Update) and intermunicipal agreements. (Max 500 words)

Please attach the following to this application:

- ✓ A copy of the most recent annual return to Alberta Corporate registries.
- ✓ A copy of the motion passed by the board / association supporting this application.
- ✓ Supporting documents as requested (needs assessment, membership surveys, open house feedback).
- ✓ Membership lists to verify non-profit organization local percentage.

Name	Signature	Date
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Submit application to:
 Sheila Gagnon
 Recreation Development Coordinator
 10005 102 street
 Fort Saskatchewan, AB T8L 2C5
sgagnon@fortsask.ca 780.992.6210

The personal information requested on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Act) and will be used for the purpose of submission, review, and approval of community initiated projects. The information will be protected in accordance with the Act. If you have questions about the collection of information, please contact the FOIP Coordinator for the City of Fort Saskatchewan at 780.992.6236.