



Great Spaces Fun Places

Neighbourhood Park
Development Program

Community Manual

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

Margaret Mead

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Acronyms and Definitions -Neighbourhood Park Development Program

CCC	Construction Completion Certificate
CFEP	Community Facility Enhancement Program
COE	City of Edmonton
CPM	Community Project Manager
CRC	Community Recreation Coordinator
LA	Landscape Architect
NPDP	Neighbourhood Park Development Program
PIP	Public Involvement Plan
TOR	Terms of Reference
Change to Parkland Process	Steps outlined to obtain City's approval to make changes or improvements to City of Edmonton parkland.
Construction Agreement	The agreement that confirms the City's and the group's financial commitment to the project. It outlines the roles and responsibilities during the construction and implementation period.
Concept Plan	Defines the relationship between difference spaces and connecting elements necessary to satisfy the program functions for the park project.
Equipment Supplier	Source for the playground equipment and park furniture required to carry out the approved park project
Needs Assessment	A process undertaken to determine a community's needs or requirements for certain kinds of opportunities.
Park Project Committee	Small group of community residents (often 10-12) who work together to plan and implement the park project.
Project Proposal	It is the detailed 'road map' that explains how the project will be implemented. It is the guiding document for the development phase.
Project Request Form	The communication tool used to initiate the services provided by the Parks Design and Construction Branch.
Site Contractor	Contractor, selected from a pre-approved list, responsible for building the park.
Site Development Plan	Provides the Park Project Committee with an idea of the project elements in relation to the overall park and a clearer understanding of the scope of the project.
Stakeholders	People impacted by the park project.
Tendering Process	A legal process whereby suppliers or contractors are offered the opportunity to submit a bid on a job to supply materials or equipment at a set price.
Understanding of Services	A document, signed by the Park Project Committee during the Development Stage, that outlines the services provided by Parks Design and Construction

The Neighbourhood Park Development Program (NPDP)

Under direction from City Council, the Neighbourhood Park Development Program, commonly referred to as **NPDP**, was launched in 1983 by the Edmonton Parks and Recreation Department in response to concerns expressed by the residents of Edmonton over the timing of neighbourhood park development, particularly in new neighbourhoods.

Community groups expressed interest in forming a partnership with the City to help speed up the pace of neighbourhood park development and improve the quality of parkland.

This desire to partner with the City resulted in the Neighbourhood Park Development Program (NPDP). Over many years, the program has been revised, enhanced and updated. The most recent update took place in 2008.

**The intent of the Neighbourhood Park Development Program (NPDP) is:
To guide, facilitate and support the creation of great spaces and fun places
for neighbourhood play, wellness and learning through active partnerships
with the community.**

The Neighbourhood Park Development Program provides a consistent opportunity across the City for communities to undertake park development projects in their neighbourhoods. These park development projects can be located on City of Edmonton owned parkland; outside of Community League and sport group's licensed areas; and on joint use land with school boards (not on school board owned land). Projects include park improvements such as landscaping, community gardens, playgrounds, water features, benches, walking trails and more.

Beyond creating "**Great Spaces, Fun Places**", the Neighbourhood Park Development Program also supports building healthy communities and promotes a sense of ownership by the community.

Developing a park can take time, yet it is a rewarding experience. The City provides a team of experts to support community volunteers in their endeavours. In partnership, parks can be created that are safe, diverse and accessible.

This manual, **Great Spaces Fun Places**, was created to guide community groups from the initial steps of planning and preparing for a park project through to completion. There are also many other resources to help you as you embark on a new learning experience. Enjoy the journey and the rewarding outcome!

City Staff and Roles in Parkland Development

The City provides a team of experts to support community volunteers throughout the NPDP process. These City experts are often referred to as the Project Team.

The Community Recreation Coordinator (**CRC**) is the primary contact from the start of the project until the group submits its NPDP application. It is the role of the CRC to orientate the community group on the NPDP process and to provide information on park development. The CRC is an important resource to the community group as it puts together the Park Project Committee, the Public Involvement Plan, a needs assessment and a funding strategy. This will all lead to the submission of the NPDP application and supporting documentation. It is also the role of the CRC to help the group plan a grand opening or celebration upon project completion.

A Parks Planner is a resource to the CRC and thus indirectly to the community group. It is the Parks Planner who identifies land and policy issues. The Parks Planner reviews the community group's project request to make sure the project is feasible and within scope for the neighbourhood.

The Community Project Manager (**CPM**) becomes the primary contact once the NPDP application is completed. The CPM will guide the group through the actual building of the park project until its final completion. This will include the signing of various contracts and overseeing the tendering process.

The Landscape Architect (**LA**) works with the group to ensure community needs are met in the park design. The LA is responsible for the concept site development and construction drawings and will participate in public presentations.

Overview of NPDP Funding

The three levels of NPDP project funding neighbourhoods are eligible for:

Basic Projects:

- **\$15,000** in matching funds for basic projects every **5 years**.
Also available **\$15,000** in unmatched funds for planning (*See next page for details*)

Intermediate Projects:

- **\$75,000** in matching funds for intermediate projects every **10 years**.

Extensive Projects:

- **\$250,000** in matching funds for extensive projects every **15 years**.

Basic Projects

a) Definition

Basic projects are defined as projects that are less expensive, simple to implement, and require a less exhaustive process. The Basic Project level is meant to make it easier for community organizations to make small improvements in neighbourhood parks.

b) Funding

Basic Projects offer matching funds for physical infrastructure up to \$15,000.

Every neighbourhood is eligible for up to \$15,000 in basic funding every five years. Funding does not carry over to the next five year cycle if it is not used.

For example, if a basic project takes place in a neighbourhood using \$10,000 of basic project funding in 2011, this neighbourhood would be eligible for up to \$15,000 in basic project funding in 2016, not \$20,000.

c) Criteria

In order for a project to be considered a basic project, it must meet one of the following criteria:

1. The project replaces a current element within the park
2. The project is identified as part of an already agreed to master plan
3. The project is for a single element within the park

In the event that one of the first two criteria is met, there is no need for consultation with the larger community. The community would have been consulted originally in both these instances. The community organization simply needs to contact their CRC who will lead the group through an expedited process.

d) Planning Funds

To assist and encourage communities to undertake planning projects in their neighbourhoods, a special provision has been made for these endeavors. A neighbourhood can use basic project funding for a planning project **without** having to match the funds provided by the City.

Planning projects include:

- Start up funding for new park societies (if no Community League exists)
- Master Plans
- Comprehensive park site reviews
- Green space and open space assessments

Intermediate Projects

a) Definition

Intermediate projects are medium scope physical infrastructure improvements in neighbourhood parks. Intermediate projects bridge the gap between basic and extensive projects, ensuring the availability of funding for multi-phased projects and for significant enhancements to neighbourhood parks.

b) Funding

Every neighbourhood is eligible for up to \$75,000 in matching funds for intermediate projects every 10 years. Intermediate project funding does not carry forward after the 10-year cycle if it is not used.

Examples include but are not limited to:

- Entrances
- Community gardens
- Trails and pathways
- Signage
- Trees
- Landscaping
- Playground development
- Naturalization
- Seating
- Picnic areas
- Security lighting
- Sliding hills
- Public art
- Water play

c) Criteria

Intermediate projects are determined based on scope and scale. They may have similar elements to a basic project but require additional funding, or they may have similarities to an extensive project. They fall between basic and extensive projects and it is up to the community, in consultation with City staff, to determine when a project should use the intermediate project funding.

Extensive Projects

a) Definition

The extensive project stream is primarily designed to support projects that will add several park amenities and fully develop a neighbourhood park. This level of funding can be used for any neighbourhood park project, regardless of cost or complexity. Extensive Projects are often completed in phases / stages.

b) Funding

Each neighbourhood is eligible for up to \$250,000 in extensive project funding every 15 years. Unused funding does not carry over to the next 15 year cycle if it is not used.

Examples include but are not limited to combinations of the following:

- Entrances
- Community gardens
- Trails and pathways
- Signage
- Trees and landscaping
- Playground development
- Naturalization
- Seating
- Picnic areas
- Security lighting
- Sliding hills
- Public art
- Water play

c) Criteria

Extensive projects can help build urban village parks, community parks, and school parks on City owned Parkland. The scope of the project must not exceed the standard for a neighbourhood level park.

**Accessing project funding is limited to one level in one year.
Funding levels cannot be combined. Unused funding is not carried forward
into the next funding cycle.**

Introduction to the Community Manual

Where do you begin?

It's simple! Contact the **Community Recreation Coordinator (CRC)** for your neighbourhood. CRCs are assigned to specific neighbourhoods to provide support to recreation initiatives, including any changes or improvements to parkland. If you do not know the name of your CRC, you can find out by phoning 311, your connection to the City of Edmonton.

To start, get in touch with your Community Recreation Coordinator

Any changes or improvements to City of Edmonton parkland must have the approval of the City and be built to City specifications. The CRC for your neighbourhood is there to help you make this happen. This manual is a guide for your Park Project Committee.

The manual is divided into sections that align with steps outlined in the City of Edmonton Change to Parkland Process (See page 11)

The Change to Parkland Process is not always sequential, as outlined in this manual. There are times when many processes are taking place at the same time. Your CRC is there to be your guide. Ask your CRC about the annual NPDP community workshop for groups interested in parkland development projects.

To be eligible for NPDP funding, the proposed projects must be on a neighbourhood park, which includes pocket parks, urban village parks, community parks, and school parks.

Check with your CRC that your project is on a neighbourhood park site. Your CRC, in consultation with a Parks Planner, can help you determine this. Does your project qualify? If yes, continue with this manual. If no, continue with the Change to Parkland Process and explore other funding options with your CRC.

Change to Parkland Process – Steps for Community Groups

Initiation

- A. Idea for a Park Project
 - B. Determine Interest
 - C. Form a Park Project Committee
 - D. Submit a Project Request Form
 - E. Terms of Reference (TOR) or Bylaws
- Request is reviewed by City of Edmonton Parks Planning Department

City Staff
 CRC
 CRC
 CRC
 CRC
 CRC
 Planner

If approved, move to next step.

Concept Phase

- A. Public Involvement Plan (PIP)
- B. Community Needs Assessment
- C. Project Proposal
- D. Fundraising
- E. Develop a Concept Plan

CRC
 CRC
 CRC
 CRC
 CPM/LA

Group signs off on Concept Plan to proceed to next step.

Development Phase

- A. Site Development Plan
- Group signs off on Site Development Plan and Understanding of Services Agreement to proceed to the next step
- B. Selection of Equipment
 - C. Community Consultation
 - D. Financial Strategy and Grants
 - E. Submit NPDP Application

LA/CPM
 CPM/LA
 CRC
 CRC
 CRC

Implementation Phase

- A. Funding is in Place
- B. Construction Agreement
- C. Construction Drawings
- D. Tender Process
- E. Contracts Signed
- F. Construction

CPM/LA
 CPM
 LA/CPM
 CPM
 CPM
 CPM

Termination Phase

- A. Construction Complete
- B. Celebration
- C. Financial Reconciliation
- D. Operation and Maintenance

CPM/Parks
 CRC
 CPM/CRC
 Parks
 Operations

CRC Community Recreation Coordinator

LA Landscape Architect

CPM Community Project Manager



Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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Initiation

A. Idea for a Park Project

A great idea for a park improvement is being discussed in the neighbourhood or at a community league meeting. How do you determine greater community interest and support for such a project? How much will this new idea cost? Are there grants to pay for it? How long will this project take?

Park upgrades or improvements can be expensive, time consuming and a challenge. They are also a rewarding venture. Most extensive projects take two to three years. The City provides a team of experts to support and guide you as your great idea becomes a reality.

Regardless of whom initiates a project, the Community Recreation Coordinator (CRC) assigned to the neighbourhood will begin consulting with the group and provide an orientation to the Neighbourhood Park Development Program (NPDP). The CRC may suggest attending a NPDP Workshop offered once a year by the City. This workshop provides an overview of NPDP that most groups find informative. The CRC will be your primary contact during the initiation of the project.

B. Determine Interest

A very important first step is to identify who is interested in the park project. The CRC will assist you in creating a list of who in the neighbourhood would be interested in this project.

This list can include:

- Schools (administration, parent councils and students)
- Local businesses
- Daycares
- Senior centres
- Residents
- Many others

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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Brainstorm a list of who may be interested (community stakeholders).

Now that you have created the list, it should be kept for community consultation at various stages throughout the process. It is also an important part of the **Public Involvement Plan (PIP)**. (See page 17)

The CRC will assist you in communicating the project idea to those interested. This should include a call for committee members. This initial communication can be a letter, an article in the Community League newsletter, a broad email to the Community League or group's distribution list, or a combination of the above.

The intent here is to inform as many people as possible about the potential new park project in their community. Planning dollars (basic project) can be used to support the start up administrative costs for the park society or committee.

Select how you will communicate the project idea.

- Letter
- Article in the Community League newsletter
- Email through a community distribution list
- Other _____
- Combination of above

All park projects have an impact on the neighbourhood. As a result, the public (neighbourhood) needs to be consulted.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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C. Form a Park Project Committee

By now, you have had a chance to review the steps involved in the Change to Parkland Process.

It may take two to three meetings to form a Park Project Committee to coordinate the park project. The ideal size for the Park Project Committee is 10-12 people. Smaller sub-committees may be formed that range from 4-8 members. It is a good idea to begin with a large group as some committee members may later have time conflicts.

When you recruit committee members, be sure to recruit people with varied backgrounds and skill sets. Often a core group of interested people is identified at the initial meeting. The group then grows over the next few months. Specific recruitment may be needed to secure a representative from an interest group or specific segment of the population. It is important to have the committee members be representative of the neighbourhood as much as possible.

For example:

- Seniors
- Parents of school-aged child
- Young adults 20-30
- School rep
- Business rep
- Community League liaison
- Youth

If the proposed project is child or youth related, it is very important to involve them from the start so they have influence over the project.

Park projects are often linked to the Community League. The Park Project Committee can be set up as an ad hoc committee of the league with a league representative serving on the Park Project Committee. It is not necessary to have a league liaison on the committee or to be linked with the Community League. It is important to note that the Community League is considered a primary stakeholder in neighbourhood park projects and needs to be aware of the project.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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If linking to the Community League is **not** possible, then the group should explore linking with another not-for-profit organization with a similar mandate. If that is not possible, they can choose to become a society. A not-for-profit status is necessary to qualify for NPDP and for obtaining most grants. The CRC can assist the group with identification of groups with not-for-profit status or with the process to start a park society.

Looking for meeting space for your park committee? The City of Edmonton has meeting spaces available. Also you may find meeting spaces in Community League halls or libraries.

Create a contact list for the Park Project Committee and distribute to committee members and your CRC.

D. Submit Project Request Form

Now that there is an official committee and the project idea has been discussed with the greater community, it is time to let other departments within the City know about the proposed improvements for the neighbourhood park site.

The Project Request Form is the communication tool used to initiate the services provided by the Parks Design and Construction Branch. Only complete the sections that are required as designated by a red asterisk * and those sections that you have information to complete at this time. (See Appendix 1 on page 33 for a copy of the Project Request Form. A sample of a completed Project Request Form is found in Appendix 2, on page 35.)

Your CRC will assist you in the completion and submission of the Request Form. The completed form is submitted to the CRC, who will review it and forward to Parks Planning on your behalf.

The form is also available electronically from your CRC and online at www.edmonton.ca, search NPDP.

Project Request Form is submitted (checkpoint #1)

Not all projects move forward.

Reasons: Need not supported by greater community, costs are too high, not eligible for NPDP funds, scale of project does not fit a neighbourhood park, or not an appropriate development for the area.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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E. Terms of Reference (TOR) or Bylaws

The **Terms of Reference (TOR)** is important in helping the Park Project Committee determine how decisions are made. It is a valuable document that saves time in the long run and assists in determining roles and responsibilities as the project progresses. It is a useful tool to keep projects on task and keep the process fair. All committees will differ in how they function. The TOR is a useful tool in mediating disagreements and building consensus. Your CRC will help you in developing the TOR. The following TOR will serve as a guide (See Appendix 3, on page 37, for an outline of a TOR)

Terms of Reference or Bylaws outline:

- Name of the committee
- Purpose of the committee
- Nature of the committee
- Reporting structure – who do they report to?
- Composition of the committee
- Roles of committee members
- Objectives and time frame for the committee
- Public consultation methods to be used
- Organization and responsibilities of the committee to include such things as chair and secretary functions, decision-making process , adding of new members, removing members

Make sure to approve the TOR / bylaws with a motion at an official committee meeting and ensure copies are provided to all Park Project Committee Members / Society Members

If the community has formed a society, bylaws will be created instead of a terms of reference.

Change to Parkland Process				
Initiation	Concept	Development	Implementation	Termination

Concept Phase

Now that you have the Park Project Committee in place, it is time to further develop the concepts for park upgrades. This is often referred to as the Concept Phase.

A. Public Involvement Plan (PIP)

What is a Public Involvement Plan ?

A PIP is a planning tool that outlines how the Park Project Committee will inform stakeholders (as identified earlier) about park upgrades or improvements and how it will receive needed feedback. It is important to keep stakeholders informed about any changes to the park that may impact them. The City’s Public Involvement Plan is a tool that is used to ensure public consultation happens at different stages along the way around projects that impact the residents of Edmonton. All park projects have an impact on the neighbourhood. The completion of a PIP is the responsibility of the CRC with assistance from the Park Project Committee. Ask your CRC for the PIP template and a sample of one that is completed.

B. Community Needs Assessment

To better determine what to build on your park, a needs assessment is essential. It is important to determine what a neighbourhood needs as opposed to what a neighbourhood wants. Try not to be influenced by what is being built in parks in neighbouring communities. The purpose of a community needs assessment is to seek support from residents for the proposed park project. The needs assessment will identify other needs and gaps in the neighbourhood, and ensure that the project is representative of the community. ie. children, youth, seniors, multicultural groups etc.

A Community Needs Assessment can take a few months and is a critical step in the process to enhance neighbourhood park spaces.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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When deciding which needs assessment tool to use, think about who your stakeholders are and what information you need from them. Often, more than one type of tool is needed. Your CRC will be a great resource in providing samples of various types of tools. Ask your CRC for a copy of the Needs Assessment Toolkit.

Once you have decided which tool(s) to use, the method for distribution and implementation needs to be selected for each stakeholder group. These tools can be adapted to meet the needs of your community. There are many methods to implement the needs assessment. The method will depend on the time period to collect the data and the time commitment from the members of the Park Project Committee.

It is important to only collect data you need. When creating tools, be sure all stakeholders are asked questions about the same topics and think about how you will use the information once it is collated. Be certain that the level of language used is appropriate to your audience.

Analyze the data and tally the results to determine:

- Is there support for the proposed project?
- Does it address the needs of the broader community?
- What is the scope and scale of the project? Has it been narrowed or enlarged?
- Have new needs emerged?
- Are there any gaps in respondents? Any age groups not consulted?

Needs assessment data is collected and collated (checkpoint #2)

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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C. Project Proposal

A Project Proposal is a detailed “road map” that explains how the project will be implemented.

A Project Proposal should:

- Explain the project (scope and scale).
- Describe the neighbourhood.
- Outline the process used and the outcomes / priorities identified from the needs assessment (public involvement).
- Describe the detailed elements (amenities) of the project.
- Outline a basic funding strategy.
- Provide preliminary timelines for the project.
- Outline the need for a ‘Maintenance’ or ‘Partners in Parks Agreement.’
- Include the PIP

Once complete and approved, the Project Proposal is submitted to Parks Planning for concept approval and referral to an LA. The proposal is also used as a reference tool and guiding document for the Development Phase of the project. It will also assist committee members with information required in grant applications and other evaluative processes. Assistance is available from your CRC to help develop the Project Proposal.

The Project Proposal template is found on page 39, Appendix 4. The template is also available electronically from your CRC.

Project proposal is submitted (checkpoint #3)

D. Fundraising

The Park Project Committee may not know the exact scope of the park project or exact costs, but it should begin to create a fundraising plan. A Fundraising or Finance Committee, made up of members from the Park Project Committee and others from the community with skills in this area, is needed for this important task. It is important to start fundraising early if a large project is anticipated and funds are uncertain

Some of the tasks that can be done at this stage include:

- Check to see what funds from the community may be available for the project
- Explore grants that are available for this type of project. Note their deadlines and matching requirements.
- Develop a financial strategy including a budget for the project.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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Check Appendix 8, page 43, for ideas on developing a Fundraising Plan.

When designing the park project, ensure consideration is given to the cost. Start fundraising early to ensure funds are in place when needed.

Community Donations

Now that your project has been approved, fundraising can begin. Donations must be made payable to the City of Edmonton directly from the donor to obtain a tax receipt. The name of the parkland development project must be referenced on the cheque and deposit form. Community Leagues must make a motion in their minutes confirming they are aware of the fundraising initiative for Parkland Development by their Community League. This should be provided to the CRC and then forwarded to the Project Manager.

Once a donation has been made to the Parkland Development Project and deposited into the City of Edmonton accounts, there are no refunds regardless of the project status.

E. Develop a Concept Plan

The intent of the Concept Plan is to provide the Park Project Committee with an idea of spatial relationships of the park elements. It is a high level planning tool that encourages the group to make decisions prior to investing staff resources.

Now you are ready to invite the City's **Landscape Architect (LA)** for your area to the next Park Project Committee meeting. At this meeting, the data from the needs assessment and the original project idea are used as a reference for the creation of a concept design. This design may be for a specific park element such as a water feature, walkways or a complete park (re)development.

During this meeting, the LA supplies a map of the specified park site and gathers information from the discussion and the design exercise to produce a Concept Plan.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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The LA then takes away the notes and map used in the session to create a Concept Plan. A Concept Plan is a bubble diagram that shows the location of the project on a specific park / open space.

When ready, the Concept Plan is taken back to the Park Project Committee for comment. The Concept Plan is changed and adapted to meet the Park Project Committee's approval (See Appendix 5, page 40, for a sample of a Concept Plan). At this time the LA may be able to provide a cost estimate for the project +/- 50%. Many variables are yet to be defined.

It is important to agree on the Concept Plan. It takes time and can be cost prohibitive to make changes once the Site Development Plans are created.

When the group reaches agreement on the Concept Plan, the Chair of the Park Project Committee signs and dates the drawing. You may consider having all committee members sign the Concept Plan indicating consensus. The drawing is then scanned by the LA and retained for future reference.

Understanding of Services

The Park Project Committee enters into an Understanding of Services with the Design and Construction Section. The Understanding of Services document outlines the services provided to the community from Parks.

Park Project Committee signs off Concept Plan (checkpoint #4)

Change to Parkland Process				
Initiation	Concept	Development	Implementation	Termination

Development Phase

A. Site Development Plan

Your project is taking shape and you are entering the Development Phase. During this phase, the Community Project Manager (CPM) is the project lead. A Site Development Plan provides the Park Project Committee with an idea of the project elements in relation to the overall park and a clearer understanding of the scope of the project. This level of detail can also provide the costing of the project to + / - 25%.

The Landscape Architect (LA) creates a detailed Site Development Plan based on feedback recorded from the Park Project Committee’s review of the Concept Plan and the Project Proposal. (See Appendix 6, page 41, for a sample of a Site Development Plan)

The Site Development Plan is taken to the Park Project Committee for final approval. Once a Site Development Plan is in place, any major changes cost time and money, and will delay the project. Once the group reaches consensus on the Site Development Plan, the Chair of the Park Project Committee signs the drawing. Again you may consider having all committee members sign the Site Development Plan indicating consensus. The drawing is then dated and scanned by the LA for future reference.

The Site Development Plan is then taken back for City of Edmonton review and comment. This is called a Circulation Review.

Depending on the project, plans may go to:

- Forestry
- Parks Operations
- Neighbourhood and Community Development
- School Board, as required
- Other pertinent areas based on the project
- Parks Planning
- Building Trades

Park Project Committee signs off Site Development Plan (checkpoint #5)

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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B. Selection of Equipment

You are now ready to begin the selection of equipment. The CPM or LA will help you with this task. Not all equipment is approved for use by the City of Edmonton; all equipment approved by the City must comply with the current Canadian Standards Association (CSA) and City of Edmonton Playspace Standards. All suppliers of play equipment approved by the City of Edmonton are responsible to make their equipment compliant. Your CPM will provide a current list of City approved playground suppliers as well as a list of recently developed park spaces in Edmonton. Your committee may wish to visit various City parks to check out play equipment to further develop the wish list for your project.

Prior to contacting the approved suppliers, your project will need to be at the "Site Development Phase" of your project design. The supplier will need to know the following:

- Square footage for the play pods, spray decks
- location and size of any shade structures (where does it fit in the park and size may need to be determined if it is a tight location)
- Number and placement of park furniture items
- Approximate budget for each area (i.e.: x dollars allotted to play equipment not including installation).

Discuss the process for contacting and interviewing suppliers with your CPM and/ or LA. Your committee will want to interview several playground suppliers; we recommend a minimum of three to allow for comparisons. Each year a Playground Suppliers Fair is held. Attending this event is an opportunity to meet the suppliers and to see what they have to offer.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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When reviewing your quotes, please consider:

- Does the estimate include freight charges?
- Does the estimate include installation?
- Does the estimate include engineering drawings (i.e; shade structures)?

Your CPM is a great resource when it comes to reviewing quotes and can assist with booking supplier's presentations.

Once equipment is selected for your project, the CPM can then act as a liaison for the group and assist with any follow up questions

At this time, the drawings are reviewed by the Playground Supervisors to consider safety of the layout of the play equipment, proximity to other features such as trails, and placement of park furniture.

C. Community Support for Project

Now that the details of the project have been worked out and approved by both the Park Project Committee and the City's Parks Design and Construction Branch, the community needs to be consulted for a final time.

With the completion of the needs assessment, the Concept Plan and the Site Development Plan, the community consultation is the final step to ensure that the project has the support of the greater community. Your CRC can provide support with this important consultation step.

This consultation, like the needs assessment, can take many forms:

- Public meeting
- Displays at community events
- Insert in the community newsletter
- Flyers with a response mechanism
- Other

Note: Provincial Legislation requires all property owners close to the project be notified.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
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Be sure to send an invite or notice to those who provided an address for that purpose on their needs assessment. It is also important to include those residents who are adjacent to the park site.

During the community consultation, there needs to be a formal feedback tool. This tool records any questions, suggestions for additional information, and asks for volunteer support with the fundraising.

A Sample of a Feedback Tool for Community Consultation is available in Appendix 7, page 42.

The Park Project Committee will assign a representative to collect and review the feedback forms. If any themes or gaps are identified, the representative will meet with the Community Project Manager (CPM) and the Landscape Architect to discuss them. Any necessary revisions to the plans will be made.

Community Supports the Site Development Plan (checkpoint #6)

It is important the Community supports the Site Development Plan

D. Financial Strategy and Grants

With the approval of the Site Development Plan, you should have a better idea how much the park upgrade is going to cost. Now is the time to take a hard look at your finances and finalize a budget. It is important to be realistic during the design stages.

A financial strategy is a plan that identifies sources of funding available for your project, deadlines for the applications and whether or not the funds need to be matched. Included in the financial strategy should be any contributions from the Community League. This can include casino funds designated to the project and volunteer labour dedicated to the project. (See Appendix 8, page 43 to view a Fundraising Template)

Your CRC is a great resource to assist you in the identification of grants and other resources that may be available to support the park project.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
------------	---------	-------------	----------------	-------------

It is important to track when a grant was submitted and the amount of the request for any follow-up calls. (Refer to the Grant Tracking Tool in Appendix 9, page 44.)

Once you are ready to start submitting grant applications, it is helpful to create a grants package. The package can include:

- A color copy of Site Development Plan
- Project Proposal
- Project Budget
- Letters of support for the project

Some sources for the letters of support are:

- Community League
(or a motion confirming support for the project-including the dollar amount)
- City of Edmonton - Neighbourhood and Community Development (CRC)
- City of Edmonton - Parks Design and Construction (CPM)
- Local School Principal or Parent Advisory Council and / or the school board
(if applicable)
- Businesses in area
- Other community groups in favour
- MLA / MP

Grants package is complete (checkpoint #7)

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
------------	---------	-------------	----------------	-------------

E. Submit NPDP Application

You are now ready to apply for one of the three levels of project funding (basic, intermediate or extensive) that are available from the City to support the development of your project. Please use the same application to apply for funds to support the development of a new spray deck or water feature.

This application needs to be submitted to your CRC by **October 1st** of each year. The dollars applied for through this program **must** be matched by community dollars. Examples of community matching dollars are:

- Funds from other granting agencies
- Casino funds
- Fundraising activity proceeds, e.g. garage sales
- Any funds that are NOT City funds
- Donations

The NPDP application requires signatures from:

- Park Project Committee Chair
- CRC
- Director of Park Operations (Service Area)

Your CRC will assist in the obtaining of signatures and submission of the application with needed attachments.

The NPDP Application Form is found in Appendix 10, page 45. The form is also available electronically from your CRC or online at www.edmonton.ca

Please note matching funds DO NOT need to be in place prior to submitting the NPDP application. Incomplete applications will NOT be accepted.

NPDP application is submitted (checkpoint #8)

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
------------	---------	-------------	----------------	-------------

Implementation Phase

A. Funding is in Place

All the project funding is in place and the project is ready for implementation.

B. Construction Agreement

At this point, the Park Project Committee and Parks Design and Construction sign the Construction Agreement. The Construction Agreement confirms the City's and the Group's financial commitment to the project. The document outlines the roles and responsibilities during the construction/implementation period. It also includes a detailed scope of work and project budget. This is a legal agreement giving the community group permission to build on parkland.

From this point on, the CPM is the primary point of contact for the project. All communications are to go through the CPM.

C. Construction Drawings

Now that confirmation of the funding has been received, the Landscape Architect will prepare the construction drawings. It takes 4-6 weeks to complete the drawings, depending on the complexity of the project.

Once finalized, the plan is signed by the Director of Parks Design and Construction and the Landscape Architect. It is now ready for tender.

D. Tender Process

All park projects are sent out for tender to preapproved City of Edmonton Site Contractors. Most NPDP projects are tendered by a Community Tender. In this case the CPM prepares the tender documents and helps the Community Groups release, receive, evaluate, and award the tender for their project.

Some tenders need to go through the City of Edmonton tender process. Your CPM will help you identify if this is necessary for your project. City Tenders are administered through the City of Edmonton Materials Management Department. Your CPM will guide you through this process.

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
------------	---------	-------------	----------------	-------------

E. Contracts Signed

The tender has been awarded. Now a contract must be signed between the successful Site Contractor and the Community Group. Other contracts for safety surfacing and play equipment installation may be required. The CPM will assist with this process.

F. Construction

During the construction of the project, all communication goes through the CPM. The role of the CPM during construction is to keep the project on schedule and on budget. This includes:

- Coordinating delivery of equipment and water features to the site
- Scheduling of equipment installation
- Follow up on any missing or incorrect features
- Scheduling of safety surfacing installation
- Scheduling of site inspections and invitations to the appropriate staff
- Trouble shooting any issues that arise
- Keeping the Park Project Committee and the CRC informed of project progress.

Prior to construction, the CPM holds an on-site start up meeting. At this meeting, the CPM will introduce all involved in the project. Those in attendance at this meeting may include:

- Site contractor (awarded the project)
- Equipment supplier/vendor
- One-two representatives from the Park Project Committee
- Parks Operations Playground Supervisor- responsible for safety inspections during construction and ongoing maintenance once the playground is installed.
- Landscape Architect for the project
- COE building trades- plumbers and electricians
- Forestry
- Any other interested parties (i.e. school principal)

Change to Parkland Process				
Initiation	Concept	Development	Implementation	Termination

Termination Phase

The tasks described below may happen concurrently.

A. Construction Complete

The Park Project is complete. All inspections have been conducted and the security fence has been removed. The Construction Completion Certificate (CCC) is signed off and the site becomes the responsibility of the City for ongoing operation and maintenance. The City also assumes all liability on the park.

The CPM works with the Park Project Committee and Parks Operations to evaluate the completion and identify any areas that need attention from the contractor. This is usually done by an on-site walk through. The CPM then communicates any deficiencies to the contractor. At this time, the CPM also requests feedback from all involved for the Post Implementation Review.

B. Celebration

Groups often plan a grand opening or celebration to encourage community residents to view the new park. This is also a time to thank the funders and to recognize the community volunteers who assisted in the planning, funding and creation of the park project.

Your celebration can take on whatever form the planning groups finds suitable.

If you are planning a large grand opening, give yourself plenty of lead in time. There can be lots of details to work out. Ask your CRC for a copy of the Community Programming and Special Event Guide to help you with program details.

You may wish to have a formal ceremony with speeches as part of your celebration. This could require a podium and microphone. Make sure the time of the ceremony is well promoted so everyone can be there at that time to take part.

Official Ceremony Agenda (for your consideration)

- Welcome and Introductions/Master of Ceremony
- Presentations by community volunteers and dignitaries, acknowledging the community's efforts (Your CRC can assist with protocol)
- Official Opening (consider involving the major park users as well as dignitaries)
- Closing remarks

Change to Parkland Process

Initiation	Concept	Development	Implementation	Termination
------------	---------	-------------	----------------	-------------

Your CRC will help coordinate the attendance of the Mayor, Councillor for your ward and other appropriate City staff. The community group, if they wish, may coordinate the attendance of their MP or MLA. You will also want to invite people and organizations who have donated funds towards the park project. Have people on hand to welcome guests.

Your CRC will work with you to help plan the celebration of your choice. You may wish to check out this City of Edmonton website for more celebration information.

www.edmonton.ca/attractions_recreation/attractions/festivals_events/events_planning

C. Financial Reconciliation

Once the park project has been completed, the final paperwork needs to be done. The CPM will provide the Park Project Committee with all the necessary documentation for the reconciliation of the grants. The CRC will assist the group in reconciling the grants (CFEP and others)

At the time of reconciliation, the CPM updates and verifies the final construction budget and will invoice the group for any funds that are owed to the City above their NPDP funding level. If the COE owes the group money, the CPM will arrange to have this funding released to the Park Project Committee.

D. Operation and Maintenance

Parks Operations will inspect and maintain Playground Equipment on a biweekly rotation from April to October and monthly from November to March. Park furniture will be refurbished every two years unless required sooner.

The safety of those who use the parks is Parks Operations highest priority. Be sure to report any concerns to 311. General maintenance concerns of graffiti and/or vandalism can also be reported to 311. Do not call your CRC or CPM for maintenance concerns.

Congratulations! Your vision has become a reality. Due to hard work, your neighbourhood has a **Great Space, Fun Place** that will be enjoyed for many years to come.

Appendices	Page
1. Project Request Form	33
2. Project Request Form (Sample)	35
3. Terms of Reference (TOR)	37
4. Project Proposal	39
5. Sample Concept Plan	40
6. Sample Site Development Plan	41
7. Sample Feedback Tool - Community Consultation	42
8. Fundraising Template	43
9. Grant Tracking Tool	44
10. NPDP Application	45

Parks Project Request

Project Name Date Submitted

Have already been in contact with a Parks staff person with respect to this request POSSE Number (if known)

Parks Branch Contact Please Provide the persons name (CRC, Parks Staff, etc)

Project Proponent Information (Required Information*)

Dept / Group / Org	<input type="text"/>	Telephone*	<input type="text"/>
Contact Name*	<input type="text"/>	Telephone (Cell)	<input type="text"/>
Address	<input type="text"/>	Fax	<input type="text"/>
Postal Code*	<input type="text"/>	E-Mail	<input type="text"/>

Proposed Site Location, Physical Address - (Required Information*)

Neighbourhood*	<input type="text"/>	Address*	<input type="text"/>
Park Name (if applicable)	<input type="text"/>	Location within Park	<input type="text"/> (Beside a landmark, or distance from)

Scope (Required Information*)

Project Description*	Provide a brief description of your project / request for service
Project Justification*	Provide the justification for the project; why is the work needed? Who identified the need? What approvals are required? (Provide 2-3 lines)
Site Factors / Considerations	(If known) Describe any existing site conditions, any special site considerations that might impact the project. (e.g. existing development, unsafe areas, poor soil conditions, utilities present not present, etc) (Provide 2-3 lines)
Major Partners / Consultation / Stakeholders*	Who needs to be consulted? (Those impacted by the proposed development or anyone having a say in the project legally or financially or direct impact to land use (Sports Fields) (Provide 2-3 lines)
Implementation	Text
Agreements or Obligations	(If known) Please identify any previous, or existing agreements or obligations related to this project? (Such as a maintenance agreement, Council Initiative) (Provide 2-3 lines)
Support Documentation & Attachments	(If applicable) please list any other related documents or attachments that are to accompany this project submission.

Projected expenditure amount

How is this project funded? 100% City of Edmonton
(Check off only one of the three) 100% External Partner / Group
 Shared (City of Edmonton & External Partner)

Anticipated Project Elements: These may be subject to change as you move through the process. Please check off all anticipated amenities.

<input type="checkbox"/> Linkages (access, parking lots, walkway construction, security lighting etc...)	<input type="checkbox"/> Buildings, please check off the type listed below:
<input type="checkbox"/> Park Furniture (benches, picnic tables, garbage receptacles, gazebos & shelters etc...)	<input type="checkbox"/> New Buildings (storage, rink change facility, community hall, etc...)
<input type="checkbox"/> Playground (new playground construction, redevelop existing playground, additional playground equipment only, etc...)	<input type="checkbox"/> Building Renovation or Addition (structural change, new space, and/or a change in intended use, etc...)
<input type="checkbox"/> Sports field Realignment (realignment or removal of fixtures, field use changes)	<input type="checkbox"/> Facility Restoration (no change to the intended use, cosmetic changes only)
<input type="checkbox"/> Water Feature (spray deck, wading pool, fountains, ponds, etc...)	<input type="checkbox"/> Utility Services, please check off type below:
<input type="checkbox"/> Landscaping & Greening (trees, planting, berm or sliding hill, outdoor classrooms, theme gardens, naturalized area, etc...)	<input type="checkbox"/> Utility Services - Above Ground
<input type="checkbox"/> Park Sign / Monuments / Naming	<input type="checkbox"/> Utility Services - Under Ground
<input type="checkbox"/> Courts/Rink (baseball, volleyball, hockey or social skating rink, etc...)	<input type="checkbox"/> Other, <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block; vertical-align: middle;"></div>
<input type="checkbox"/> Wheeled Sport Parks (skate parks, bike tracks, in-line skate, etc...)	Please Specify:

Please Note. Projects involving work in, over, or near water and within the River Valley, may take additional time for application processing, environmental review and/or permitting.

Project Support: Department, Group/Partner or Organization (Authorized Representative)

Name: Title: Date:

Signature *A signature is not required if being sent in by e-mail*

Note: This parks project request does not constitute a formal requirement or agreement on the part of the group to implement or carry out the project as initially proposed. Nor does approval to proceed from concept phase to development phase imply that the City has formally granted approval of the project to proceed to implementation phase.

Please Submit the Completed Form:

- By E-Mail to: AMPWParksPlanningProjects@edmonton.ca

OR

- In person to: 10th floor CN Tower

- By mail to: Parks Branch

10th Floor CN Tower

10004 - 104 Avenue NW

Edmonton, Alberta

T5J - 0K1

The Information Below is For Internal City of Edmonton Use (Inter and Intra Departmental Project Requests)

Note: Please provide the CP/OP# for the project and allocate the budget. Parks Services Project Requests will not be processed until this information is provided.

Department Project Owner SAP / CP# NWA/Work Order#

Year	2011	2012	2013	2014	Total
Budget Allocation \$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorization for Spending:

Please E-Mail the completed form to:

Parks - Office Use Only

Request Processed By:

This information is being collected under the authority of Section 33(C) of the Freedom of Information and Protection of Privacy Act and for the purpose of providing access to the City of Edmonton's Information Systems. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.

Version 1.0 03/18/11



Parks Project Request

Project Name Date Submitted

Have already been in contact with a Parks staff person with respect to this request POSSE Number (if known)

Parks Branch Contact Please Provide the persons name (CRC, Parks Staff, etc)

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Dept / Group / Org	<input type="text"/>	Telephone*	<input type="text"/>
Contact Name*	<input type="text"/>	Telephone (Cell)	<input type="text"/>
Address	<input type="text"/>	Fax	<input type="text"/>
Postal Code*	<input type="text"/>	E-Mail	<input type="text"/>

Proposed Site Location, Physical Address - (Required Information*)

Neighbourhood* Address*

Park Name (if applicable) Location within Park (Beside a landmark, or distance from)

Scope (Required Information*)

Project Description*	Provide a brief description of your project / request for service
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Major Partners / Consultation / Stakeholders*	Who needs to be consulted? (Those impacted by the proposed development or anyone having a say in the project legally or financially or direct impact to land use (Sports Fields) (Provide 2-3 lines)
Implementation	Text
Agreements or Obligations	(If known) Please identify any previous, or existing agreements or obligations related to this project? (Such as an maintenance agreement, Council Initiative) (Provide 2-3 lines)
Support Documentation & Attachments	(If applicable) please list any other related documents or attachments that are to accompany this project submission.
Projected expenditure amount <input type="text"/>	<p>How is this project funded? <input type="checkbox"/> 100% City of Edmonton</p> <p>(Check off only one of the three) <input type="checkbox"/> 100% External Partner / Group</p> <p><input type="checkbox"/> Shared (City of Edmonton & External Partner)</p>

Anticipated Project Elements: These may be subject to change as you move through the process. Please check off all anticipated amenities.

<input type="checkbox"/> Linkages (access, parking lots, walkway construction, security lighting etc...)	<input type="checkbox"/> Buildings, please check off the type listed below:
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<input type="checkbox"/> Water Feature (spray deck, wading pool, fountains, ponds, etc...)	<input type="checkbox"/> Utility Services, please check off type below:
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<input type="checkbox"/> Courts/Rink (baseball, volleyball, hockey or social skating rink, etc...)	<input type="checkbox"/> Other, <div style="border: 1px solid black; width: 200px; height: 40px; display: inline-block; vertical-align: middle;"></div>
<input type="checkbox"/> Wheeled Sport Parks (skate parks, bike tracks, in-line skate, etc...)	Please Specify:

Please Note. Projects involving work in, over, or near water and within the River Valley, may take additional time for application processing, environmental review and/or permitting.

Project Support: Department, Group/Partner or Organization (Authorized Representative)

Name: Title: Date:

Signature *A signature is not required if being sent in by e-mail*

Note: This parks project request does not constitute a formal requirement or agreement on the part of the group to implement or carry out the project as initially proposed. Nor does approval to proceed from concept phase to development phase imply that the City has formally granted approval of the project to proceed to implementation phase.

Please Submit the Completed Form:

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Note: Please provide the CP/OP# for the project and allocate the budget. Parks Services Project Requests will not be processed until this information is provided.

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Authorization for Spending:

Please E-Mail the completed form to:

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Request Processed By:

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Appendix 3

COMMITTEE TERMS OF REFERENCE

Project:

Committee:

Committee Chair:

Date Adopted:

TERMS OF REFERENCE

Name and Type of Committee

- Is this a Steering Committee, Advisory Committee or Project Team?

General Purpose

- What is the area of responsibility?
- What type of work is the committee expected to do?

Key Responsibilities (Scope of Authority)

- What results are expected from the committee?
- What authority does the committee have?

Composition and Appointment

- Who is appointed to the committee?
- Who appoints the committee members?
- How long is the appointment, e.g. entire project or designated phase within a project?
- How is the committee chairperson appointed?

Meetings and Decision Making Process

- What is the expected number of meetings during the project and length of meetings?
- How are the meetings scheduled?
- What is the meeting format, protocols, and decision making process, e.g. consensus or voting, attendance/quorum requirements, etc.?

Resources

- What are the allowable committee costs approved within the project?
- What are the restrictions?
- What approval is necessary?
- Are there any additional staff requirements outside of the project that are needed for committee support?

Reports

- What reports are required by the committee?
- Is a committee evaluation required at the end of the project to include in the final project evaluation?
- What is required in the committee evaluation?

Signatures of the Park Project Committee:

Date:

PROJECT PROPOSAL

Project Title

If a project request form was submitted, please use the same title for this proposal.

Project Owner (and where applicable project sponsor)

Provide contact information.

Proposal Definition (What)

Provide an executive summary that gives the reader a strong understanding of the project.

Background and Current state (Why)

Describe the circumstances and activities leading up to the project proposal. For example:

- *A summary of previous studies and documents pertaining to this proposal*
- *Applicable needs assessments*
- *Previous studies as appendices where applicable*

Project Objectives

Describe project objectives and proposed outcomes

Proposed Strategy (How)

Describe how the project will be implemented. Include:

- *Proposed project methodology and/or activities needed to complete the project*
- *identification of roles and responsibilities where known*
- *preliminary time line*
- *preliminary financing or funding strategy*

Impact of Not Doing/Doing Late:

Describe the impact of a late implementation or no implementation of this project

Impact on Other Projects/Systems:

Identify how the project affects other projects/ programs in the park/community or organization

Concept Drawings

Include preliminary concept drawings for the proposed project

Public Involvement Plan

Complete the City of Edmonton Public Involvement Plan

http://www.edmonton.ca/transportation/involving_Edmonton_2008.pdf

Proponent Sign-off

Attach a cover page that indicates the project proposal is signed-off by the Proponent.

Appendix 6 Sample Site Development Plan

Kiniski Gardens Park



Appendix 7

Sample Feedback Tool for Community Consultation

Park Development Comment Card

To be used at Parks Open Houses to gather input on the Site Development Plan

1) Do you support this park project?

Yes

No

2) Do you have comments / questions that you would like to share with us regarding the plans for the park?

3) Do you feel you were given enough information tonight on the park project?

Yes No

Comments: _____

If you would like us to respond to your comments / questions after tonight's meeting or are interested in becoming involved in the project, please supply us with the following information:

Name: _____

Address _____

City _____ Province _____

Postal Code _____

Information Become Involved

For additional information, please contact: _____

Community Recreation Coordinator, Phone _____

Email _____

Freedom of Information and Protection of Privacy (FOIP) Statement

This personal information is being collected under the authority of section 33(c) of the *FOIP Act* and will be used for purposes described above. All information collected by the City of Edmonton Community Services is protected by the provisions of the *FOIP Act*. If you have any questions about the collection, use or disclosure of your personal information by this program, contact Community Services, East Service Area Office at (780) 496-1901.

Appendix 8 Fundraising Template

Fundraising is an important activity for the Park Project Committee. Successful fundraising may mean the difference between building a new park or not. Below is a template you may use for tracking the revenue needed for your park project from a variety of sources.

Park Project Name:

Project Revenues		Amount Projected
Grants:	NPDP (City of Edmonton)	
(See next page)	CFEP (Provincial Grant)	
	List other grants	
Fundraising	List Fundraising Activities	
	Casino	
	Friday Bake Sale	
	Sell a Brick	
Donations	Community League	
	School	
	List Personal Donations:	
	Total	

Appendix 10

NEIGHBOURHOOD PARK DEVELOPMENT PROGRAM FUNDING APPLICATION FORM

Applications will be accepted up to October 1st for the next funding year.

Date Application Submitted	
Community Group Information	
Name of Community Group	
Chair of Parkland Committee	
Address	
Postal Code	
Phone/Fax	
Email Address	
Park Project Location	
Neighbourhood	
Park Site	
Street Address	
Funding Source	Neighbourhood Park Development Program
<i>Please check the funding source and fill out the amount requested.</i>	<input type="checkbox"/> Basic (unmatched planning dollars) <input type="checkbox"/> Basic (up to \$15,000) every 5 years <input type="checkbox"/> Intermediate (up to \$75,000) every 10 <input type="checkbox"/> Extensive (up to \$250,000) every 15 years
	Outdoor Aquatic Strategy
	<input type="checkbox"/> Base level / new construction (50% of total costs up to \$125,000)
	Amount Requested: _____

Total Project Costs	What is the total proposed cost of your project?												
Construction Start Date	When is your proposed construction date? Year:												
Proposed Project	<input type="checkbox"/> New Project <input type="checkbox"/> Redevelopment												
Attachment Checklist	<input type="checkbox"/> Project Proposal <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Funding Strategy (may be included in the project proposal) <input type="checkbox"/> Copies of any motions approving funding for the project – Community League or Parent Council <input type="checkbox"/> Letter of support from the Community League <input type="checkbox"/> Letter of support from the School Principal (if applicable) <input type="checkbox"/> Contact List for Park Project Committee												
Signatures for Support of Funding Application	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 70%;"></td> <td style="border-top: 1px solid black; width: 30%;"></td> </tr> <tr> <td>Chair, Park Project Committee</td> <td>Date</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>Community Recreation Coordinator</td> <td>Date</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>Director, Parks Operations</td> <td>Date</td> </tr> </table>			Chair, Park Project Committee	Date			Community Recreation Coordinator	Date			Director, Parks Operations	Date
Chair, Park Project Committee	Date												
Community Recreation Coordinator	Date												
Director, Parks Operations	Date												

Applications are due to your **CRC** for review no later than October 1st.

In November, a confirmation letter will be sent to the Park Project Committee Chair from Parks Design and Construction confirming they have received the application.

