

SER-009-039

Strathcona County  
Municipal Policy Handbook

## Community Partnership Projects-OSRFS

---

Date of Approval by Council: 08/30/11

Resolution No: 580/2011

Lead Role: Chief Commissioner

Last Review Date: August 30, 2011

Next Review Date: 08/2014

Administrative Responsibility: Planning and Development Services and Recreation, Parks and Culture

### Policy Statement

---

The County will consider public recreation, parks, and cultural partnership opportunities that enhance current infrastructure and services and are consistent with the Open Space and Recreation Facility Strategy (OSRFS). Projects may be capital and/or operational in nature.

The County will establish a standardized process of application and review for all Community Partnership Projects. Community Partnership Project proposals will be assessed through an application process that will be open, transparent, fair and consistent with Strathcona County business practices to determine overall benefit to the community and value to the residents.

### Definitions

---

**Community Partnership Project - OSRFS** – any NEW infrastructure implemented on Strathcona County public lands that is intended for public recreation, parks and cultural, enjoyment, i.e., skateboard park, ice rink, gymnasium, urban art, historical signage, indoor field house, tree plantings (not a Volunteer in Parks initiative), entrance feature signs, playgrounds (not a lifecycle replacement initiative), sprayparks, soccer fields, trails, etc.

**Open Space and Recreation Facility Strategy (OSRFS)** - the guiding document and plan approved by Council in 2008, and revised from time to time, for open space and indoor facility redevelopment and development.

**Park Master Plan** – a long term vision of a specific park revitalization or development strategy which lists a set of principles, goals and objectives used to direct more detailed design and implementation processes.

**Partnership**– is two or more organizations or individuals working together towards a joint interest, where there is:

- Definition of authority and responsibility among partners
- Joint contribution of input costs (e.g. time, funding, expertise, information)
- Sharing of risk among partners
- Mutual or complementary benefits and goals
- On-going relationship and an interest in working together

## Guidelines

---

The purpose of this policy is to review and evaluate Community Partnership Projects and weigh them against the principles and standards of the OSRFS. This Policy will ensure these projects align with Park Master Plans, recreational strategies, other Community Partnership Projects, business plans and priorities.

The County will consider Community Partnership Projects that:

- Enhance Strathcona County planned service levels based on approved plans and strategies, and
- Provide for innovative public recreation, parks, and cultural opportunities.

The County will not consider Community Partnership Projects that:

- Are solely for the purpose of private gain, and
- Fail to document a community contribution and benefit.

Partnerships may involve third party organizations including community not-for-profit groups, other public sector groups and private groups, i.e. Agriculture Societies, Older Adult Associations, and Minor Sport Associations.

Collaborations between the County and partners will:

- Meet community needs.
- Protect public interests in the short and long term.
- Provide opportunities that are open and accessible to all citizens of Strathcona County.
- Align with Strathcona County strategic plans, strategies, standards and priorities.
- Demonstrate trustworthiness, mutual respect, and high standards of ethical and professional conduct.
- Demonstrate a clear understanding of respective roles and responsibilities including cost, risk and benefits.

## Roles and Responsibilities

---

1. The directors of Capital Planning and Construction (CPC); Recreation, Parks and Culture (RPC); Information Technology Services (ITS); Legislative and Legal Services (LLS); Planning and Development Services (PDS), Facility Services (FS), Corporate Planning and Intergovernmental Affairs (CPIA) and Communications will implement the program components as set out below:
  - **Community Partnership Project Proposal** – Idea, determine interest and support, form a committee, create a terms of reference and/or bylaws, submit a community partnership project application form, community needs assessment/survey completed (PDS/RPC/FS/Partner)
  - **Concept Phase** – Development of a concept plan, begin a project proposal, begin fundraising and/or capital budget request (PDS/RPC/FS/Partner)
  - **Development Phase** – Site development plan, public participation plan, complete the financial strategy and apply for grants (PDS/CPC/RPC/ITS/FS/CPIA/Communications/Partner)
  - **Implementation Phase** – All funding is in place, construction drawings are signed off, project is ready for tender, all agreements are in place with Strathcona County and the contractor (PDS/CPC/LLS/RPC/FS/Partner)
  - **Closing Phase** – Construction is complete; Construction Completion Certificate is issued; deficiencies, if any, are corrected; invoices are paid; and plan an opening for the new facility (PDS/RPC/FS/Communications/Partner)
  - **Maintenance Phase** - Inspection, land use agreement (PDS/RPC/LLS/FS/Partner)

2. PDS is responsible to:
  - Assist Community Partnership Project applicant from project proposal through to maintenance phase (outdoor projects)
  - Liaise with partner and other departments (outdoor projects)
  - Capital budgeting where Municipal funds are required (outdoor projects)
  - Ensure Community Partnership Project application is a permitted activity through the Area Structure Plan, Area Concept Plan and any other statutory and non-statutory documents.
  - Ensure Community Partnership Project proposal is in compliance with the Land Use Bylaw.
3. RPC is responsible to:
  - Assist Community Partnership Project applicant from project proposal through to maintenance phase (indoor projects)
  - Liaise with partner and other departments(indoor projects)
  - Capital budgeting where Municipal funds are required (indoor projects)
  - Assist partner with grant funding applications (indoor/outdoor)
  - Assess and support operational impacts (indoor/outdoor)
  - Provide consultation to other departments and the partner and manage the maintenance of the recreational projects.
4. ITS is responsible to:
  - Assist involved departments and the partner with mapping information as required.
5. LLS is responsible to:
  - Review agreements between Strathcona County and the partner.
6. FS is responsible to:
  - Assess and support operational impacts of the indoor projects.
  - Provide consultation to other departments and the partner with tendering, procurement and support the maintenance of the indoor projects.
7. Communications is responsible to:
  - Support involved departments with communications pertaining to the Community Partnership Project.
8. Corporate Planning and Intergovernmental Affairs is responsible to:
  - Ensure the Public Engagement Framework and Policy is adhered to.
9. Capital Planning and Construction is responsible to:
  - Assist with design and implementation of trail components and ensure engineering standards are followed.

## **Procedures**

---

Planning and Development Services and Recreation, Parks and Culture will develop a Community Partnership Project process. This process will guide development and on-going partnership relationships that enhance public recreational,parks, and cultural infrastructure, which adhere to Strathcona County policies, plans and strategies.

Strathcona County roles and responsibilities including sharing of costs, risks, and benefits of a possible partnership will be approved by the delegated authority based on Strathcona County policies and procedures.

Procedures to ensure effective implementation of the policy within Creating Community Projects Together Guidebook, Document #: EEP.EOSP.5900.14761.1 and Community Partnership Project OSRFS - Application Form, Document #:EEP.EOSP.5900.13995.1.