



Creating community projects together

Open Spaces and Recreation Facilities
*investing in a healthy, active
and green community*

Strathcona
County

Creating community projects together

Why do we need partners?

In 2008, the Open Space and Recreation Facility Strategy (OSRFS) was approved by Council. This guiding document was developed following extensive consultation with stakeholders. It helps shape the way Strathcona County plans, develops and re-develops future indoor and outdoor recreational amenities and open spaces.

Strathcona County is committed to supporting the vision of the OSRFS which focuses on three key concepts:

1. An investment in people.
2. A carefully planned infrastructure investment strategy built with the community.
3. An investment in a healthier environment.

To maximize use of Strathcona County's limited resources a Community Partnership Project process has been put into place to assist with responses to infrastructure requests, evaluating them against projects already identified in the OSRFS, approved Park Master Plans, and "other" strategies.

When a group wants to increase the number of amenities, add specialized amenities, or enhance existing infrastructure, a partnership may be necessary as it allows the County to enhance service levels beyond what the municipality can do alone.

Who are our partners?

When Strathcona County receives requests from potential partners to re-develop or provide new infrastructure, it is crucial to identify and prioritize these projects. Clear, well-documented evidence is required to determine if the project is sustainable and meets community and municipal priorities.

- * The Community Partnership Project process is not meant to replace the Life Cycle Replacement Program (community halls, playgrounds) nor projects that would be handled through a Local Improvement Bylaw, ie. fencing and aesthetic improvements to neighbourhoods.

Partners may include, but are not limited to:

- Community associations, amateur sport associations and not-for-profit agencies.
- Public sector service providers such as boards of education and health-care providers.
- Private sector or commercial companies.

Strathcona County defines a partnership as two or more organizations working together towards a joint interest, where there is:

- Clear understanding of authority and responsibility among partners.
- Joint investment of time, funding, expertise and information.
- Allocation of risk among partners.
- Mutual or complementary benefits.

The County will consider partnerships where:

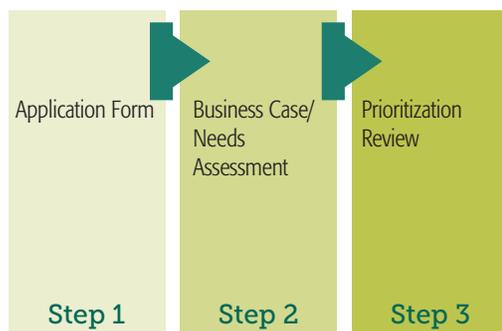
- Community group expectations exceed Strathcona County planned service levels based on approved plans and strategies.
- Proposals are presented to provide improved service levels.
- Proposals are presented to provide for innovative public infrastructure opportunities.

Partnerships that would not qualify:

- Proposals are solely for the purpose of private gain.
- Proposals that fail to document a community contribution and benefit.

Proposed Community Partnership Project steps

Larger Community Partnership Projects



Examples of Larger Community Partnership Projects include: a gymnasium, indoor field house, spray park, tennis court, ball diamond, trail linkages, amphitheatre

Step 1 - Application Form

This form briefly outlines the project idea and the requested level of contribution by Strathcona County, and is the first step in the process. The size and the scope of the project will determine the next steps a potential partner needs to follow in order for the Community Partnership Project to be considered by Strathcona County.

Once the Community Partnership Project - Application Form has been signed by all the prospective partners, Strathcona County will outline the next steps and requirements for the project, based on the estimated cost and/or scope of the project.

So your application has been accepted into the process. What happens next?

Typically, because Larger Community Partnership Projects have ongoing operation and maintenance requirements, the process requires these next steps:

Step 2 - Business Case Review

A business case must provide:

- An outline of the Community Partnership Project in terms of the problem or opportunity it will address.
- The possible solutions to address the problem or opportunity.
- A description of the impact on service delivery and quality of life for Strathcona County residents.

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- Address the following key points thoroughly:
 - The Community Partnership Project demonstrates consistency with Strathcona County’s mandate as outlined in such documents as the Strategic Plan, Open Space and Recreation Facility Strategy, Park Master Plans, Ardrossan Community Recreation Master Plan, Sportsfield Strategy, and other strategies.
 - A Community Needs Assessment that demonstrates need and demand for the proposed Community Partnership Project, including current and projected participation rates (locally, regionally and nationally), competitor analysis, waiting lists, service trends, operating costs and usage thresholds.

* Templates are available to support potential Community Partnership Project applicants with the development of the business case.

Once the potential Community Partnership Project partner completes the business case, it will be evaluated by Strathcona County to determine if it demonstrates sufficient demand and is aligned with County priorities. If the business case fails these steps, the potential partners are either invited to address the deficiencies, or will be informed that the project will not be supported by Strathcona County.

Step 3 – Prioritization Review

Community Partnership Projects that pass the business case review for the Larger Partnership Projects proceed to the prioritization review, where the projects are ranked using specific criteria.

The level of partner involvement is a factor in the ranking of viable initiatives, but does not outweigh other criteria critical to ensuring that community and municipal needs are met.

All proposed Community Partnership Projects will be assessed to determine overall value to the residents of Strathcona County in accordance with a set of criteria that include, but are not limited to:

Core Criteria (in no specific order):

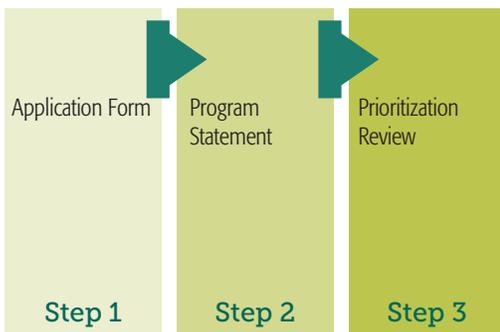
- Revitalize and re-invest in existing infrastructure before considering new construction.
- Demonstrating public support for the service or program.
- Protecting public health and wellness interests in the short and long-term, through examination of cost-benefit analysis, project viability, impacts to the environment, corporate capacity and long-term sustainability.
- Being open and accessible to all residents of Strathcona County.
- Aligning with Strathcona County’s strategic plan, priorities and policies.
- Sharing the costs, risks and benefits (capital and operating).

The prioritization assessment considers the specific criteria and how the potential Community Partnership Project ranks among approved and competing projects. There is a limited amount of funding and land available to support Community Partnership Projects and Strathcona County initiatives.

If all three steps are fulfilled and approved Larger Community Partnership Projects are deemed sustainable and meet the community and municipal priorities.

Generally the timeline associated with the completion of a Larger Community Partnership Project is two to ten years depending on the scope and resources available.

Smaller Community Partnership Projects



Examples of Smaller Community Partnership Projects include: entry feature signs (without power or water requirements), tree plantings, a storage room in an existing facility, urban art, historical signage

Step 1 - Application Form

This form briefly outlines the project idea and the requested level of contribution by Strathcona County, and is the first step in the process. The size and the scope of the project will determine the next steps a potential partner needs to follow in order for the Community Partnership Project to be considered by Strathcona County.

Once the Community Partnership Project - Application Form has been signed by all the prospective partners, Strathcona County will outline the next steps and requirements for the project, based on the estimated cost and/or scope of the project.

So your application has been accepted into the process. What happens next?

Typically, because Smaller Community Partnership Projects have little or no operational maintenance requirements, the process requires these next steps:

Step 2 - Program Statement

Program Statement must include:

- | | |
|-------------------------------|-----------------------------------|
| • Project | • Financial resources |
| • Project justification | • Proposed schedule |
| • Program requirements | • Implementation responsibilities |
| • Site factors/considerations | • Work in-kind resources |

* Templates are available to support potential Community Partnership Project applicants with the development of the program statement.

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Once the potential Community Partnership Project partner completes the program statement, it will be evaluated by Strathcona County to determine if it demonstrates sufficient demand and is aligned with County priorities. If the program statement fails these steps, the potential partners are either invited to address the deficiencies, or will be informed that the project will not be supported by Strathcona County.

Step 3 – Prioritization Review

Community Partnership Projects that pass the program statement for the Smaller Partnership Projects proceed to the prioritization review, where the projects are ranked using specific criteria.

The level of partner involvement is a factor in the ranking of viable initiatives, but does not outweigh other criteria critical to ensuring that community and municipal needs are met.

All proposed Community Partnership Projects will be assessed to determine overall value to the residents of Strathcona County in accordance with a set of criteria that include, but are not limited to:

Core Criteria (in no specific order):

- Revitalize and re-invest in existing infrastructure before considering new construction.
- Demonstrating public support for the service or program.
- Protecting public health and wellness interests in the short and long-term, through examination of cost-benefit analysis, project viability, impacts to the environment, corporate capacity and long-term sustainability.
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The prioritization assessment considers specific criteria and how the potential Community Partnership Project ranks among approved and competing projects. There is a limited amount of funding and land available to support Community Partnership Projects and Strathcona County initiatives.

If all three steps are fulfilled and approved Smaller Community Partnership Projects are deemed sustainable and meet the community and municipal priorities.

Generally the timeline associated with the completion of a Smaller Community Partnership Project is one to three years depending on the scope and resources available.

Next Steps

How are supported "Community Partnership Projects" funded?

Community Partnership Projects that have been approved by Strathcona County and are funded entirely by the partner may be considered for immediate implementation.

Projects that have been approved by Strathcona County and require County funding and/or County resources are included in the capital business plan. Projects move through the capital business plan into the capital budget, at which time they are considered for funding. The approval of projects in the capital budget is based on established criteria and is ultimately approved by County Council.

Partnership opportunities

To discuss partnering with Strathcona County please contact:

revitalize@strathcona.ab.ca

Planning and Development Services

2001 Sherwood Drive

Sherwood Park AB, T8A 3W7

Phone: 780-464-8080

Additional Resources (www.strathconacounty.ab.ca)

- Open Space and Recreation Facility Strategy (OSFRS)
- Park Master Plans-Brentwood, Kinsmen/Westboro, Heritage Hills and South Cooking Lake
- Ardrossan Community Recreation Master Plan
- Sportsfield Strategy
- Open Space Development Standards
- Community Partnership Projects - Policy (SER 009-039)



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