

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

INSTRUCTIONS: This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

Applicant Information

Legal Name of Entity:

Calgary, City of

Contact Name, Title:

Ron Smith, Superintendent of Business & Market Research

Mailing Address (street address, city, province, postal code):

2808 Spiller Road S.E., Building E, North Tower, Mail Code 60, Calgary AB, T2G 4H3

E-mail Address:

Ron.Smith2@calgary.ca

Phone Number:

+1 (403) 268-2898

Grant Component

Select *one* program component for your project application. Refer to the ACP Guidelines for eligibility details.

Regional Collaboration

- ☒ Intermunicipal Collaboration
- ☐ Municipal Restructuring

Capacity Building

- ☐ Mediation and Cooperative Processes
- ☐ Municipal Internship

Project Title

Choose a concise title for your project.

(maximum 100 characters)

Regional Recreation Study for The City of Calgary and Rocky View County

Project Time Line

Project Start Date:

or ☒ Project will commence upon receipt of ACP funds.

Project Completion Date:

For Intermunicipal Collaboration applications, a default Project Completion Date of December 31, 2020 will be used unless a later date is specified.

Intermunicipal Collaboration

*** Note: The evaluation of your grant application will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

Partners

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project prior to applying for funds. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
Calgary, City of
Project Partner(s)
Rocky View County

☐ ***I certify, as the managing partner, that all participating municipalities have passed motions or resolutions supporting participation in the project.****

* An IC grant application may still be submitted by the deadline of January 2, 2018 if council resolutions are not yet in place. In this case, the partnership has until February 2, 2018 to obtain resolutions and send a confirmation email to acp.grants@gov.ab.ca in order for the grant application to be considered for funding.

Project Overview

1. This project produces:

- ☐ A regional service agreement, plan, framework or model
- ☒ A study (e.g. shared service feasibility study, etc).
- ☐ A new Intermunicipal Development Plan
- ☐ An amended Intermunicipal Development Plan

☐ Other. Specify (Limit 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 character

The City of Calgary (The City) and Rocky View County (The County) have agreed to collaborate on a Regional Recreation Study to explore opportunities for developing an inter-municipal approach to providing recreation services in northwest Calgary and the adjacent western region of Rocky View County (regional recreation service area). The study will identify: the current state of recreation, current and future gaps in recreation, and recommendations for future collaborative decision making in providing recreation in the regional recreation service area.

The study objectives of the project are related to the regional service area and include:

- An inventory of all publicly accessible recreation facilities and amenities;

- Current patterns of use and demand for recreation facilities and amenities by residents and user groups;
- Expectations, perceptions and priorities of City and County residents regarding current and future recreation facilities and amenities;
- Current and future recreation facility and amenity needs; and
- Potential opportunities for addressing current and future gaps in recreation facilities.

The project will result in a regional recreation study that will be used by both municipalities to:

- Determine impact and/or benefit of facilities and amenities for communities and their residents, regardless of jurisdiction;
- Identify mechanisms for determining appropriate cost sharing;
- Identify appropriate inter-municipal service delivery options; and
- Evaluate the appropriateness of developing an inter-municipal recreation, culture and community service facility and amenity plan.

This project is well-aligned to Government of Alberta goals of increasing cooperation between municipalities and seeking cost effective regional/inter-municipal service delivery.

Project Priority

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap for the communities within the partnership?
If so, please explain.

(Limit 3000 character)

The Province has mandated the development of shared municipal service agreements (Inter-collaborative Framework Agreements - ICF's) where the potential demand for efficient inter-municipal services exists. In order to understand the need for inter-municipal service, the study seeks to establish and accurately forecast future demand in order to determine appropriate cost sharing for operational and capital investments. The study may also act as a pilot for other regional studies as part of the newly mandated Calgary Metropolitan Regional Board.

The need for the study has been triggered by planned residential development within the northwest edges of Calgary and new and planned development in the County that may result in future recreation service gaps. A more regional approach to recreation facility and amenity planning for current and future recreation service provision across the shared service area will serve to maximize cost effectiveness while addressing service gaps in both jurisdictions.

The information gathered through the Regional Recreation Study will be used to:

- provide information to address current and future recreation service gaps;
- provide recommendations for a regional approach to recreation facility and amenity planning for current and future recreation service provision;
- provide recommendations on inter-municipal service delivery options; and
- provide information on cost sharing models for recreational facilities and amenities.

The study information will provide the City of Calgary Council and Rocky View County Council information for future decision making on recreation within the regional recreation service area including inter-municipal service delivery

options, cost sharing options, and the need for an inter-municipal recreation plan.

- b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

(Limit 3000 Character

The City and County have limited internal capacity, resources and budget to complete an inter-municipal recreation study of this size and scope. Grant funding will allow the project to proceed with the use of an external consultant. It is important for both parties that an independent third party conduct the research to ensure the results are objective and to address concerns regarding the validity of the results.

Partnership and Project Readiness

- 4a. How will each participating municipality be involved in the project planning and administration?
Provide a brief description of the project roles and responsibilities for each partner.

(Limit 2000 character

The City and The County have identified the need to complete a Regional Recreation Study. The project is propose to be managed by The City in consultation with The County. Procurement of the professional services contract and financial tracking for the project will be undertaken by The City. A working committee, with representation from both jurisdictions, is expected to be established to support the development of the Request for Proposal, including the nature and scope of the study, the deliverables, key milestones and timelines. The working committee will also provide general oversight on the execution of the project.

The working committee will be required to make regular update reports to the respective administration leadership teams as required.

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?
Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

(Limit 2000 character

The results of the study will enable The City and The County to make evidence-based decisions regarding future inter-municipal service delivery, cost sharing agreements and capital investments in recreation facilities and amenities to address service gaps. This project will establish a repeatable methodology for systematically assessing regional recreation service provision that can be applied to other recreation service areas shared by The City and The County. The Inter-municipal Development Plan (IDP) provides a road map for dispute resolution which will be implemented to determine a repeatable methodology as required.

5a. Provide a concise overview of the project workplan and timeline, and of any project risk mitigation strategies that are in place.

(Limit 3800 character

The proposed project will include three phases: Current State; Needs Assessment and Gap Analysis; Recommendations for Inter-municipal Recreation Service Delivery.

Current State and Suitability Analysis (2018 Q1-Q2)

- Conduct a review of relevant background materials and an assessment of their implications on current service provision.
- Develop a comprehensive inventory of recreation facilities and amenities in the regional recreation service area.
- Conduct a study of current utilization of facilities and amenities including levels of use and patterns of use.
- Consult with key stakeholders including sport groups, social groups, facility operators regarding current and future recreation needs.
- Develop a service area profile for each major recreation facility within the regional recreation service area.
- Assess the suitability for existing facilities and amenities to meet current recreation service needs.

Gap Analysis (2018 Q3-Q4)

- Conduct a general population survey of residents living in the regional recreation service area and intercept surveys at selected sites to assess their recreation participation, perceptions, expectations, and priorities regarding current and future recreation facilities and amenities. The study should update and complement existing research including but not necessarily limited to the following:
 - Participation patterns/use of recreation facilities and amenities;
 - Interests and motivations to participate in various types of recreation;
 - Perceived barriers to accessing recreation services;
 - Perceived current and future gaps in recreation services including recreation facilities and amenities; and
 - Preferences and priorities in recreation facilities and amenities.
- Identify projected changes in population and recreation participation in the regional recreation service area and the implication for future recreation facility and service provision needs on a regional basis.
- Consult with key stakeholders including sport groups, social groups, facility operators regarding current and future needs for recreation facilities and amenities.
- Complete a demand analysis
- Identify and map current and future gaps in recreation facilities and amenities in the regional recreation service area.

Recommendations for Inter-municipal Recreation Service Delivery (2019 Q1)

- Summary of results

- Opportunity identification for the following:
 - inter-municipal cost sharing
 - inter-municipal service delivery
 - inter-municipal facility and amenity planning
- Recommendations for going forward

The working group will be required to complete regular updates to the respective Administration Teams.

5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

Limit 2800 characters

The estimated projects costs for the study are based on recent work completed by The City, including the Facility Development and Enhancement Study and the Seton Recreation Facility Market Assessment. The study components outlined in this application are similar to those mentioned above. A preliminary discussion concerning costing for this work with the consultant on the projects above yielded some high-level cost estimates.

Intermunicipal Collaboration - Budget

6. List all estimated project costs in the table below. If you are applying for funds for a distinct phase of a long-term project, then only list the project cost information associated with the scope of work under this grant request. Refer to the AC program guidelines for information on eligible and ineligible expenditures.

Note: Capital expenditures are not eligible under the 2017/18 Intermunicipal Collaboration component.

Item Description		Estimated Item Cost
Review relevant background materials, provide an assessment of implications on current service provision.		\$10,000
Inventory of recreation facilities and amenities in the regional recreation service area and use pattern analysis.		\$15,000
Identify service areas for each facility and amenity and complete service area profiles.		\$10,000
Stakeholder consultation.		\$10,000
Suitability analysis.		\$20,000
General population survey of residents living in the regional recreation service area (n=800).		\$45,000
Intercept surveys at selected sites (n=300).		\$30,000
Assess current and future facility and service provision gaps on a regional basis.		\$30,000
Final report with recommendations for intermunicipal recreation service delivery.		\$30,000
		Total Project Costs
a)		\$200,000
		Total
b)	Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)	\$0
c)	ACP eligible costs (a - b)	\$200,000
d)	Total funds from other grant programs applied towards eligible costs (identify grant program name(s) below)	\$0
e)	Municipal cash contribution towards eligible costs	\$0
f)	*Total ACP grant request [c - (d + e)]	\$200,000

Intermunicipal Collaboration - Budget

**The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.*

Application Certification

- ☒ I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

Brad Stevens, Deputy City Manager

Print Name, Title
Duly-Authorized Signing Officer



Jan 2, 2018

Signature
Duly-Authorized Signing Officer

Date

Application Checklist

I confirm that I have:

- ☒ Provided all partnership information and certified in the Partners section that all council resolutions or motions supporting the project are in place. If resolutions are not yet passed but are obtained by February 2, 2018, I will send confirmation email to acp.grants@gov.ab.ca.
- ☒ Provided responses to all questions on the application form; and
- ☒ Provided a certification signature from a duly-authorized signing officer.

Incomplete Intermunicipal Collaboration applications will not be reviewed.

Submission

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

Mailing Address:

Municipal Affairs
Grants and Education Property Tax
Grant Program Delivery Unit
15th Floor, 10155 - 102 Street
Edmonton AB T5J 4L4

Fax:

780-422-9133

E-mail:

acp.grants@gov.ab.ca

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

Useful Resources

Alberta Community Partnership guidelines and application form:

Municipal Internship:

Collaborative Governance Initiative:

Mediation Services for Municipalities:

Municipal Grants Web Portal:

E-mail:

acp.grants@gov.ab.ca

<http://www.municipalaffairs.alberta.ca/alberta-community-partnership>

<http://www.municipalaffairs.gov.ab.ca/ms/internship/>

http://www.municipalaffairs.alberta.ca/mdrs_collaboration

<http://www.municipalaffairs.alberta.ca/mdrs>

<http://www.municipalaffairs.alberta.ca/municipalgrants>

Contact Phone:

For Intermunicipal Collaboration component inquiries:
780-422-7125 (dial 310-0000 first for toll-free calling).