


Alberta Community Partnership - [Intermunicipal Collaboration] - Application

INSTRUCTIONS

1. Please complete all sections of the application form below prior to submission. Fields that require mandatory information will be flagged with a red asterisk or red box.
2. While working on an application, **please save your application form often by using the Save button at the top or bottom of the form.** The system has a 30 minute security timeout limit and any unsaved information will be lost. Previously saved drafts of application forms can be retrieved through the My Applications tab under the left-hand menu.
3. In order to change an answer for questions that ask you to select a single checkbox response from a list, deselect (uncheck) the old response first before selecting a new one.
4. The stated project completion date should allow for sufficient time to fully expend any awarded grant funding and submit required reporting.
5. Refer to the ACP Program Guidelines for further information on project eligibility requirements.
6. If you have additional questions about your project application, please contact a grant advisor at 780-422-7125  (dial 310-0000 first for toll-free calling) or email acp.grants@gov.ab.ca.

The form was submitted on 2018-11-01 16:26:11 by
Ronald B. Smith

MANAGING PARTNER

Legal Name of Entity

City of Calgary

Mailing Address

Address:

PO Box 2100

Postal Station M

City:

Calgary

Province:

AB

Postal Code:

T2P 2M5

Country:

Canada

Contact

First Name:

Ronald B.

Last Name:

Smith

Email Address:

Ron.Smith2@calgary.ca

Phone Number:

403-268-2898

Preferred Contact Name (if different from above):

Preferred Contact Title:

Preferred Contact Phone Number:


Preferred Contact Email Address:

PROJECT TITLE & TIMELINE


Project Title:

Regional Recreation Study of Calgary Municipal Region - Phase Two

Use of Funds Start Date (DD-MMM-YY):

01-Nov-18 

Use of Funds End Date (DD-MMM-YY):

31-Dec-21 

The Start and End Dates default to April 1, 2018 and December 31, 2021 respectively as this will be the time period during which grant funds may be used for any approved 2018/19 ACP non-intermunicipal collaboration framework/intermunicipal development plan projects.

For projects that involve intermunicipal development plans and intermunicipal collaboration frameworks, the default End Date will be March 31, 2021.

Please specify if you require a later End Date for your project.

Note: The evaluation of your application for funding 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 municipalities in the partnership, including the managing partner, must pass resolutions 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.

Partner Municipalities

ROCKY VIEW COUNTY	▼
CHESTERMERE	▼
<input checked="" type="checkbox"/> Insert Partner Municipality	

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

**All council resolutions must be in place prior to submitting an Intermunicipal Collaboration grant application.*

PROJECT OVERVIEW

1. This project produces:

- A regional service agreement, plan, framework or model
- A study (e.g., shared service feasibility study)
- A new Intermunicipal Development Plan
- An amended Intermunicipal Development Plan
- Other (please specify):

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?

Based on the positive feedback by the Calgary Metropolitan Region Board (“CMRB”) and expressed interest by the City of Chestermere (“Chestermere”) to participate in the Regional Recreation Study currently underway, The City of Calgary (“CoC”) and Rocky View County (“RVC”) would like to utilize the learnings from the initial phase of their study and include Chestermere in a phase two of the Regional Recreation Study to explore opportunities for developing intermunicipal approaches to providing recreation, cultural and community services. A consultant will be contracted to complete a comprehensive study of recreation service provision in the North East regional recreation service area including East Calgary, the Eastern Districts of RVC, and Chestermere. This study will build on the results of a study already underway involving CoC and RVC to examine recreation service provision in North West Calgary and RVC areas west of the city.

The specific objectives of the project are to:

- Assess current legislative requirements, applicable municipal policies, bylaws and plans of CoC, RVC and Chestermere to gain an understanding of how these factors influence facility and service provision within the regional recreation service area;
- Inventory all publicly accessible recreation facilities and amenities located in the regional recreation service area;
- Determine current patterns of use and demand for recreation facilities and amenities located in the regional recreation service area;
- Identify expectations, perceptions and priorities of residents living in the regional recreation service area regarding current and future recreation facilities and amenities;
- Identify current and future recreation facility and amenity needs of the regional recreation service area;
- Identify potential opportunities for addressing current and future gaps in recreation facilities and amenities in the regional recreation service area; and
- Examine best practices and develop recommended approaches to develop effective capital and operating funding models to address recreation needs.

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

- Determine utilization and use patterns of recreation facilities and amenities in the regional recreation service area (including inter-jurisdiction use);
- Determine impact and/or benefit of facilities and amenities for communities and their residents, regardless of jurisdiction;
- Identify potential mechanisms for determining appropriate cost sharing;
- Identify appropriate inter-municipal service delivery options; and
- Evaluate the appropriateness of developing an intermunicipal recreation, culture and community service agreement/plan.

If the application is successful, building upon work undertaken in phase one, a working group with representation from CoC, RVC and Chestermere will be established to develop the Terms of Reference for phase two of the study and to develop the specifications for the Request for Proposal (RFP.) The working group will work with the successful vendor to finalize the scope of work, key activities, deliverables and time lines. The format and content of the final report and supporting documents will be determined by the working group in consultation with their respective administration teams.

(max 4000 characters)

PROJECT PRIORITY

3. Why are the project and the grant needed?

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

Discussions are underway regarding shared recreations services for the Calgary Metropolitan Region. There is anecdotal evidence that inter-municipal use of recreation, cultural and community service facilities by residents of Calgary and adjacent municipalities is increasing and will continue into the foreseeable future. To ensure equity across these jurisdictions it may be necessary to identify collaboration opportunities to deliver these services and to establish cost sharing agreements among municipalities. It is also anticipated that residential development on the edges of East Calgary as well as new and planned development in RVC and Chestermere will 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 the benefits of capital investment while addressing service gaps in both jurisdictions.

Results of the study will provide valuable empirical data to inform discussions by the Calgary Municipal Region Board (“CMRB”) about regional recreation, cultural and community services. Recommendations regarding intermunicipal service delivery options, cost sharing and the need for a intermunicipal recreation plan will be presented to the participating municipal administrations and their elected officials.

(max 3000 characters)

- 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?

CoC, RVC, and Chestermere have limited research budgets and little capacity with existing staff resources to complete an intermunicipal study of this size and scope. External funding to contract an external consultant will enable the study to proceed in a timely fashion. In addition, it is important to all participating municipalities that an independent third party conduct the research to ensure the results are objective and to address concerns regarding the validity of the result.

(max 3000 characters)

PARTNERSHIP AND PROJECT READINESS

- 4a. How will each participating municipality be involved in the project planning, administration, and decision making?

Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member municipality will be met in the final outcomes of the project?

The CoC, RVC and Chestermere have identified the need to complete a Regional Recreation Study. The project is proposed to be managed by the CoC in consultation with RVC and Chestermere. Procurement of the professional services contract for the study will be undertaken by CoC as will financial tracking for the project. A working group with representation from both jurisdictions will be established to support the development of an RFP including the purpose of the study, the nature and scope, the deliverables, key milestones and timelines. The working group will also provide general oversight on the execution of the project.

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

(max 2000 characters)

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?

Provide details of any dispute resolution mechanisms that may be in place between the partner municipalities.

Potential areas of conflict and mitigation strategies will be identified through the project management practices incorporated in phase two (e.g., Chartering) whereby project objectives and outcomes are made clear and understood by all parties. The results of the study will enable CoC, RVC, Chestermere to make evidence-based decisions regarding future intermunicipal service delivery, cost sharing agreements and capital investments in recreation facilities and amenities to address service gaps. This project will apply a repeatable methodology for systematically assessing regional recreation service provision identified by the phase one study currently underway.

(max 2000 characters)

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

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

Current State and Suitability Analysis (2019 Q4)

- 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 (2020 Q1-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:
 - o Participation patterns/use of recreation facilities and amenities;
 - o Interests and motivations to participate in various types of recreation;
 - o Perceived barriers to accessing recreation services;
 - o Perceived current and future gaps in recreation services including recreation facilities and amenities; and
 - o 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 Intermunicipal Recreation Service Delivery (2021 Q2)

- Summary of results
- Opportunity identification for the following:
 - o intermunicipal cost sharing
 - o intermunicipal service delivery
 - o intermunicipal facility and amenity planning
- Recommendations for going forward

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

(max 3800 characters)

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

Included 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.

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

(max 2800 characters)

PROJECT BUDGET

6. Provide a comprehensive, itemized breakdown of all your estimated project costs and expenditures in the table below. Use the "Insert budget Item" button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request. Refer to the ACP program guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Review current agreements and make recommendations	\$10,000
Inventory of recreation facilities and amenities in the regional recreati	\$10,000
Identify service areas for each facility and amenity and complete servi	\$10,000
Stakeholder consultation	\$15,000
Suitability analysis	\$20,000
General population survey of residents living in the regional recreator	\$45,000
Intercept surveys at selected sites (n=1000)	\$30,000
Assess current and future facility and service provision gaps on a regio	\$30,000
Final report with recommendations for intermunicipal recreation servi	\$30,000

Insert budget item

Total Project Costs (a)	\$200,000
Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines) (b)	\$0
ACP eligible costs (a-b) (c)	\$200,000
Total funds from other grant programs applied towards eligible costs (d) (Identify grant program name(s) below):	\$0
<input type="text"/>	
Municipal cash contributions towards eligible costs (e)	\$0
*Total ACP grant request [c - (d + e)] (f)	\$200,000

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

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; and
- Provided responses to all questions on the application form.

Incomplete Intermunicipal Collaboration applications will not be reviewed.

APPLICATION CERTIFICATION

Certification Type:

- Chief Administrative Officer Representative

- I, **Ronald B. Smith**, as a representative of the **City of Calgary**, have been authorized to submit this application to the Alberta Community Partnership program on behalf of the CAO and certify that all information contained within this application is true and correct. I certify that all Alberta Community Partnership program funds will be used in accordance with the Alberta Community Partnership Grant Program Guidelines and 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.

By clicking "submit" I certify the statements selected above to be true.

Ronald B. Smith

15-Nov-18

*This document has been electronically submitted to the Alberta Municipal Affairs Grants and Education Property Tax Branch.

The form was submitted on 2018-11-01 16:26:11 by Ronald B. Smith

11/15/2018 8:17:34 AM: validatePortalUser using De portaluser OrganizationProgram on ronaldb..smit 77f8b0a2-e6de-e411: 77f8b0a2-e6de-e411.

LEGAL DISCLOSURE

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 email 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.