

John Fry Sports Site MASTER PLAN

The City of Edmonton



PREPARED FOR:
Parks, Asset Management and Public Works
PREPARED BY:
Stantec Consulting Ltd.
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ACKNOWLEDGEMENTS

PROJECT TEAM

Ted Jenkins, City of Edmonton
Kevin Dieterman, City of Edmonton
Shelley Kwong, City of Edmonton
Penny Dunford, Stantec Consulting
Elaine Betchinski, City of Edmonton
James Thompson, City of Edmonton
Neil Kobewka, Stantec Consulting
Heidi Mapstone, Stantec Consulting
Diane Fitzpatrick, Stantec Consulting

STEERING COMMITTEE

Debi Anderson, City of Edmonton
Brad Badger, City of Edmonton
Paul St. Arnaud, City of Edmonton

STAKEHOLDERS

Leprechaun Tigers Rugby Club
South Edmonton Elite Baseball Association
Capital City Softball Association
Edmonton Ladies Softball Association
City Parks Operations
Go Community Centre
Alberta Volleyball Association

EXECUTIVE SUMMARY

John Fry Park has been and will continue to be an important venue for major regional and national sports events in Edmonton. As such, it is important that the park site generates positive impressions for visitors to our City. The quality of the sport fields is very important, but the functionality of the site and the aesthetics are equally important.

The site is a 27.5ha City level park site in south Edmonton containing a number of ball diamonds, rugby fields, and a City of Edmonton Parks operations yard. Some of the organized sport clubs currently have lease arrangements with the City for preferential use of the site but the general public may also book the fields when available. A 4.6 ha parcel within the site has been identified for a potential future recreation facility.

This study was funded by the Parks Branch of Asset Management and Public Works to address the complete master plan process, and specifically to:

- confirm the feasibility of a concept plan developed in 2006 based on a physical site assessment
- review and refine the concept plan with input from the stakeholders
- prepare an implementation strategy including budget estimates for construction and recommended phasing of the proposed site improvements

The new Master Plan was developed through a physical site review and a series of stakeholders meetings and open houses. Some of the key elements of the plan which will give John Fry Park the appropriate status in Edmonton's park system are:

- a landmark amenity building which is shared between the various sport groups and the public, and which will foster pride and a feeling of ownership in the park.
- a clear demarcation of different uses in the park and clear circulation routes which will contribute towards stress free visits to the site and minimize congestion during major events. Subtle and attractive controls that prevent unauthorized vehicular traffic through the site will control damage to landscaped areas and eliminate the feeling of "abandonment" in the park.
- attractive landscaping which will provide shade on hot days, and can mitigate wind. It will encourage longer visits to the park and will draw visitors to the park for passive recreation.
- a functional trail system will encourage walking and cycling through the park as an alternative to driving.

A five year time frame has been suggested for completion of the park upgrading. Full development will require a partnership between the City of Edmonton and the sport groups who use the site. The City will be responsible for all components that serve the general public and that relate to the parks operation and maintenance; the sport groups will be responsible for components which are specifically related to their own needs. Costs for components which serve both the public and the user groups will be shared. The proposed schedule is flexible and could be tightened with additional funding from the City and / or the sport groups.

The total budget estimate for completion of the John Fry Park upgrading program in 2007 dollars is \$9,800,000. Expenditures in the five phases would be \$1,400,000 for phase one; \$500,000 for phase two; \$1,300,000 for phase three; \$4,700,000 for phase four; and \$1,900,000 for phase five. A more detailed breakdown of the funding allocation for each of the proposed five phases is included in the Implementation strategy section of the report, beginning on page 25.

INTRODUCTION

BACKGROUND



The John Fry Sports Site is a 27.5ha City level park site in south Edmonton, located between Parsons Road and 92 Street and between 28 Avenue and 31 Avenue. The site contains a number of ball diamonds, rugby fields, and a City of Edmonton Parks operations yard. Some of the organized sport clubs currently have lease arrangements with the City for preferential use of the site but the general public may also book the fields when available. A 4.6 ha parcel within the site has been identified for a potential future recreation facility.

The adjacent land uses include several light industrial businesses to the north, west and east (zoned IM, IB, or DC2); Billy D's Driving Range and the Alberta Volleyball Association each lease a portion of land owned by the City Transportation Department to the south (zoned PU). See *figure 1 below*

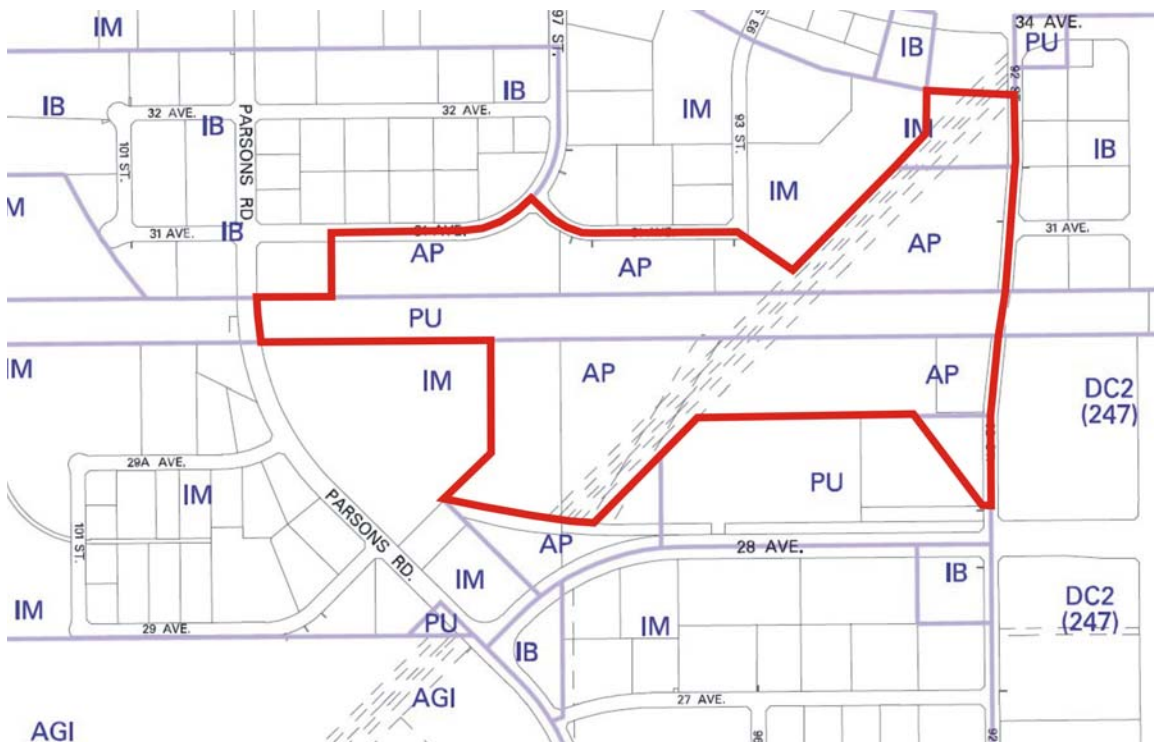


Figure 1 - Area Zoning

The piece of land owned by the Transportation Department is designated for future development of a transit maintenance yard, with an anticipated time line of 10 to 20 years for development. The City of Edmonton Parks Department is currently working with the Transportation Department for a land swap to trade a triangular piece at the southwest corner of the John Fry Park site for a triangular piece at the southeast corner. See figure 2



Figure 2 - Land Swap

Sport groups with an arrangement with the City for preferred use of the site include:

- Leprechaun Tigers Rugby Club
- South Edmonton Elite Baseball Association
- Capital City Softball Association
- Edmonton Ladies Softball Association

The Alberta Volleyball Association does not use John Fry Park but leases a piece of land adjacent to the park from the Transportation Department for sand volleyball courts.

A Master Plan and implementation strategy is required for the site due to the specific needs and expansion desires of current user groups, site drainage issues, and the consideration of using this site for the potential development of the Go Community Centre. (The Go Community Centre is presently negotiating a location at another site). The master plan

process was initiated by the City with stakeholder consultations and the preparation of Needs Assessment reports in the winter of 2005. Development of a Concept Plan followed and was ratified by the stakeholders in June 2006. See *figure 3*. A summary of the groups needs is included in section 3 of this report with the full needs assessments included in the Appendix 1 – Stakeholder Consultation.

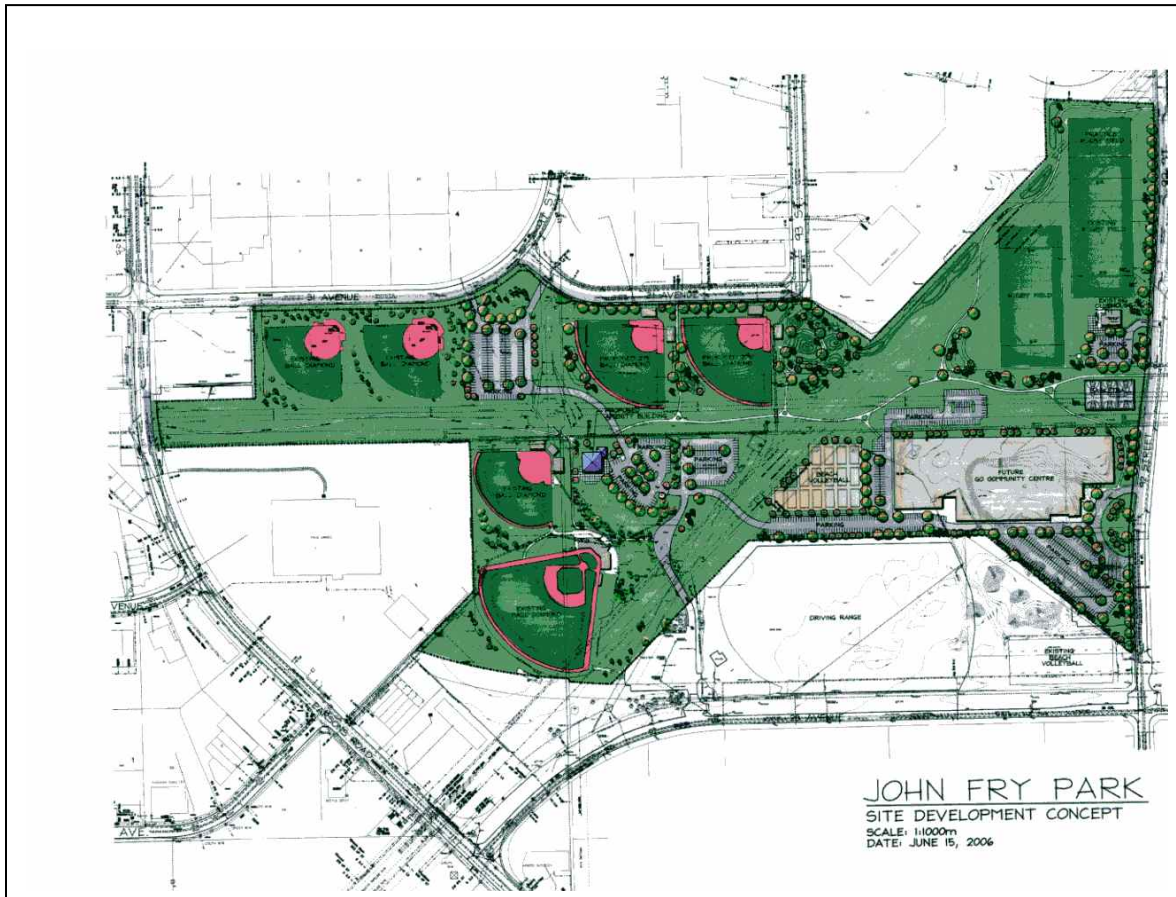


Figure 3 - Concept Plan June 2006

STUDY PURPOSE

This study is being funded by the Parks Branch of Asset Management and Public Works to complete the master plan process, and specifically to:

- confirm feasibility of the current concept plan
- review and refine the concept plan with input from the stakeholders
- prepare an implementation strategy including budget estimates for construction and proposed phasing of site improvements

EXISTING SITE REVIEW

Based on several site visits and interviews with site stakeholders in the fall of 2006 and in the spring and summer of 2007, this section summarizes information about the current conditions at the site.

GRADING and DRAINAGE

The entire site was not graded to base level standard when it was developed. Several site grading and drainage issues were identified in the Concept Plan and reviewed in more detail during this study. These issues are shown on figure 4 and described below.

There are several low areas within and adjacent to the site that do not drain properly. Specific problem areas include: the east end of Billy D's Driving Range, the sand volleyball court area, and the northwest corner of the rugby field area. The photo to the left shows the



low area northwest of the rugby fields which is frequently wet and in major rain events will drain onto the adjacent industrial property; drainage also flows towards this same property from the south. The west portion of the park drains towards a property to the northwest, however, in 2006 a drainage swale and catch basin were constructed to intercept the run-off prior to leaving the site.

Sport fields in the park were constructed at different times and to different standards. Three of the ball diamonds drain well and are usable shortly after rain storms; the other two diamonds do not drain well and remain wet for some time after a rain. The rugby fields also do not drain well, and have some water ponding issues after rain storms.



The park site has been used by Parks operations in the past as a storage site for marginal soils and topsoil. A topsoil pile is located in the north central portion of the site and a pile of marginal material is located to the southeast of the site on Transportation land. A topsoil broker, "Dirt Guy", has been salvaging topsoil through a screening operation from the marginal pile and his tailing piles are also located on Transportation lands (photo to the left). All of these "piles" should be incorporated into the site grading or removed as they are being used as an unauthorized ATV and dirt bike site. Parks has agreed to grade the east portion of the Transportation area in conjunction with the John Fry Park upgrading.

The site is reasonably well serviced by storm water utilities. A 2275mm diameter storm sewer line crosses the site along the south edge of the Altalink R.O.W. and there are existing storm sewer connections to 31 Avenue and Parsons Road. Several catch basins service the central ball diamonds; two service the rugby area and three service the north edge of the site. See figure 4 for Grading and Drainage Issues

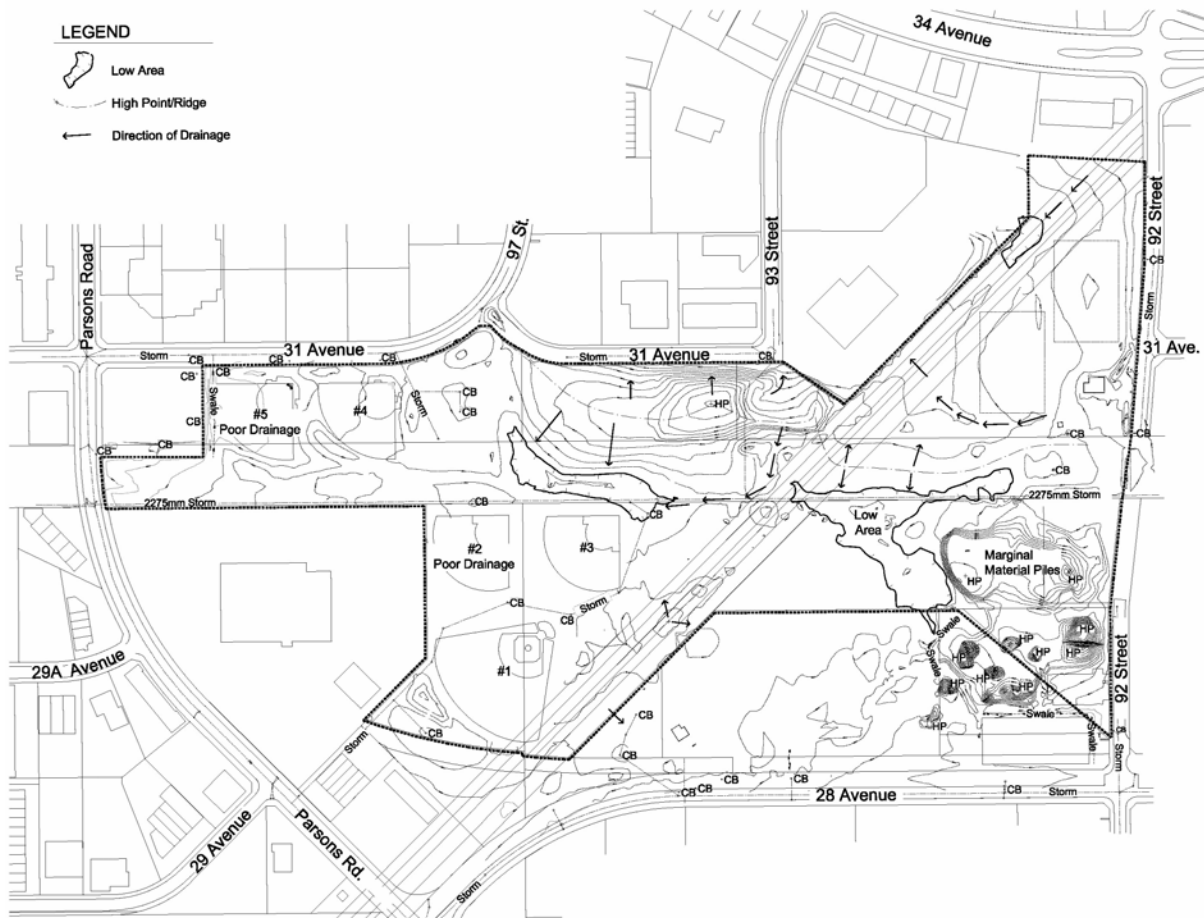


Figure 4 - Grading and Drainage Issues

UTILITIES



A major underground pipeline utility corridor traverses the site from the southwest to the northeast and a major Altalink power line corridor runs from west to east across the centre of the site. All utility companies restrict development on their right of ways. Plan approval and crossing permits are required from each before any development can occur on or adjacent to their right of ways. Crossing agreements are required within one year of construction of any improvements on or within 30m of a right of way. All utility companies have been provided with copies of the master plan.

There are four pipeline companies with 11 active pipelines in the park site. From north to south in the pipeline corridor, the pipelines are as follows:

Atco Gas (formerly N.U.L.) – has two right of ways on site. The north R.O.W. contains a 610mm gas line and a 323mm gas line.

Imperial Oil (formerly Nisku Products) – has four pipelines within their R.O.W., a 114mm high vapour pressure line and a 60mm high vapour pressure line (propane), a 60mm oil pipeline, and an 88mm oil pipeline

Pembina has one 406mm oil pipeline

BP Amoco (formerly Dome) – has two pipelines; a 273mm high vapour pressure line and a 219mm low vapour pressure line (butane)

In addition to these active pipelines, there is an abandoned 73mm gas line – formerly owned by Strathcona

AltaLink has several overhead high voltage power lines crossing the site. A series of wooden power poles carry lines along the north edge of their R.O.W. and large metal towers carry lines along the south edge.

Epcor also has two power towers which connect to the AltaLink power lines

Contact information and crossing permit application information for each company is included in Appendix 3 – Crossing Agreement Information. *Refer to figure 5 for utility ROW locations*

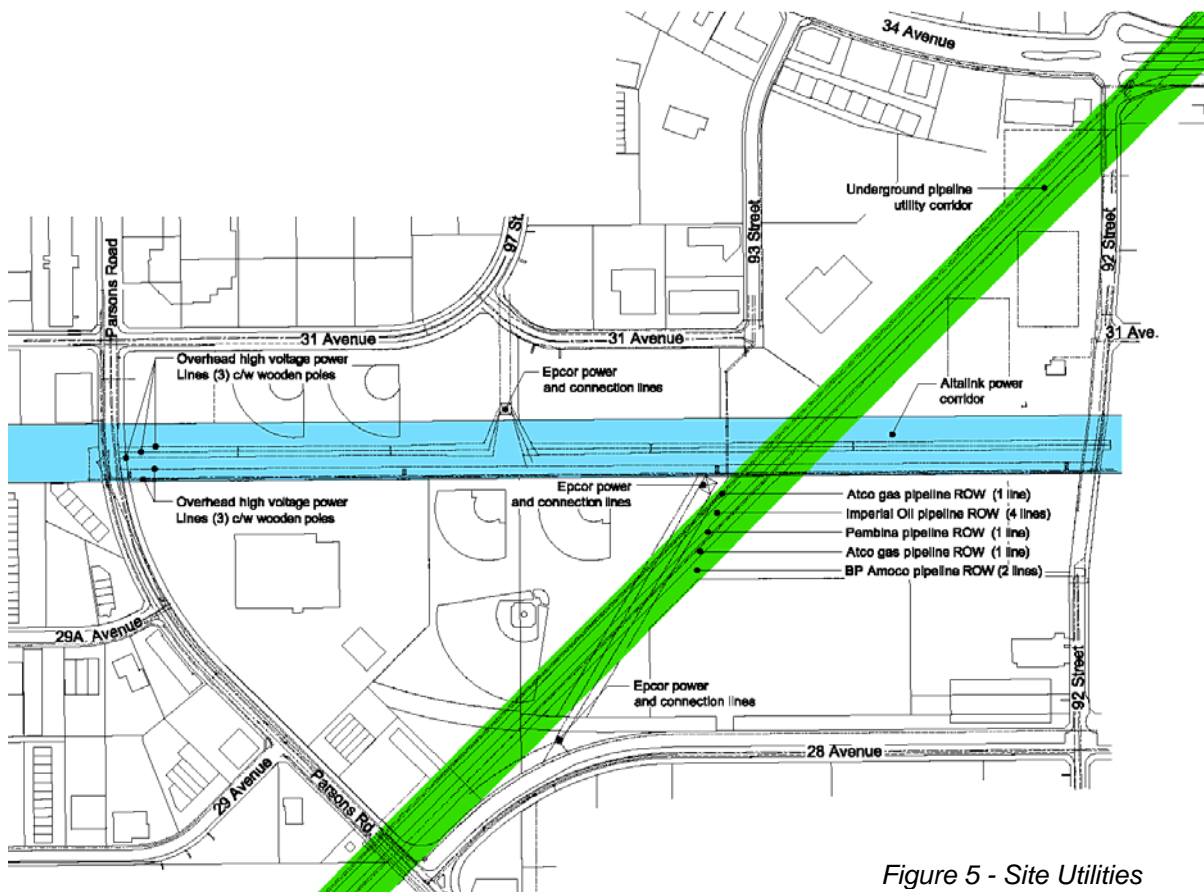


Figure 5 - Site Utilities

LANDSCAPING



Landscaping of the site was completed with the original ball diamond development and there are many mature trees in the west half of the site and surrounding the ball diamonds. More recent development of the site, however, has not included a landscape component and overall, the site is deficient in landscaping. Currently there are approximately 155 trees on site. The City of Edmonton parks standard planting rate for park development is 70 trees per plantable hectare. With this standard, the total tree requirement

would be 877 trees, implying a shortage of 722 trees. Landscape enhancements are a key component of the upgrading proposals for the park.

The western half of the site is irrigated including the five ball diamonds. Diamonds #1, #4, and #5 have updated irrigations systems, but Diamonds #2 and #3 are on an old manual irrigation system. All systems are operational.

The prime function of this site is the provision of sport fields, however, it also provides passive park space for area businesses. As such, it should be an attractive place for workers to spend time. Through this Master Plan, a balance of the two aspects will be created. *Refer to Figure 6 for an indication of the quantity and locations of existing planting on site*

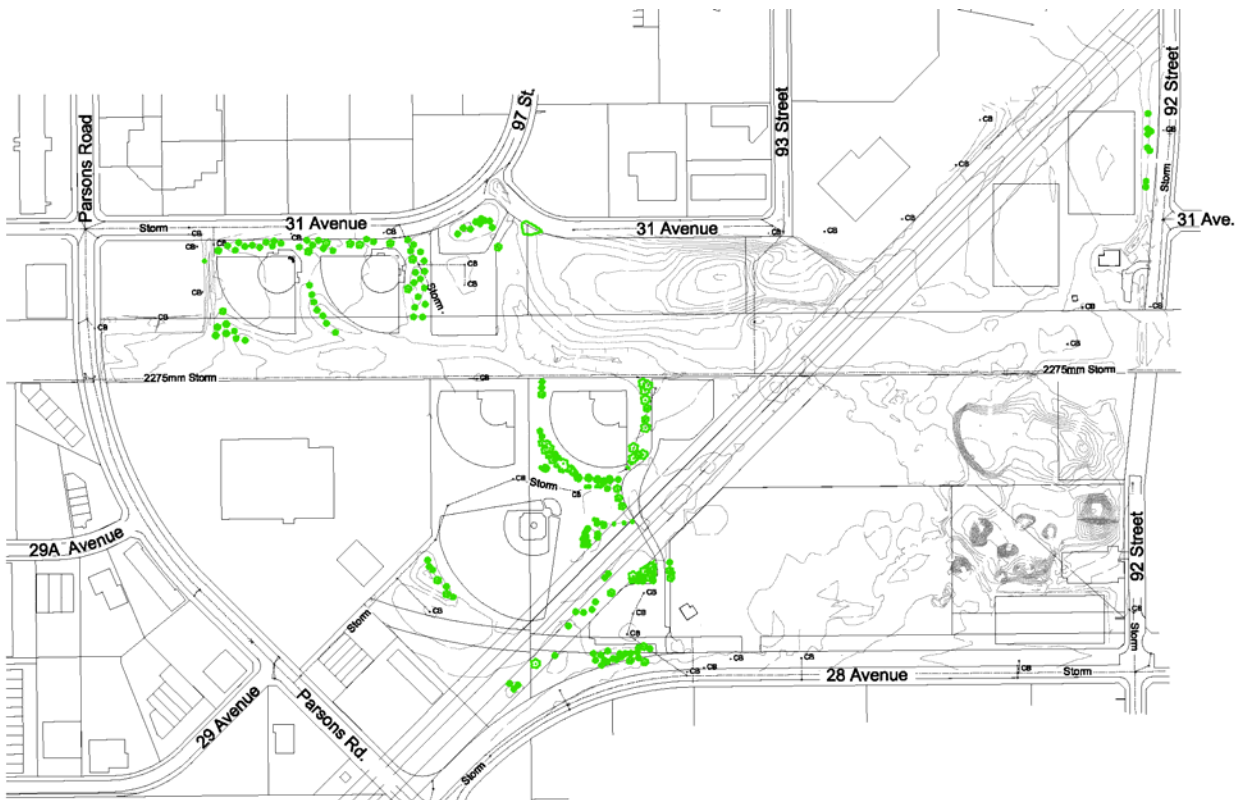


Figure 6 - Existing Site Planting

ACCESS and PARKING



There are currently three vehicular access points into the site. Users of the northwest diamonds enter the site from 31 Avenue between 93 Street and Parsons Road and use an undefined, gravel parking area (photo to left).

Some rugby users enter the site from 92 Street and utilize a very small paved parking area, but most users park along 92 Street. The Rugby Club may consider upgrades to their parking area in conjunction with other work at John Fry Park.



Users of the three southern diamonds enter the site from 28 Avenue, using the access road adjacent to Billy D's Driving Range. A paved parking lot is currently accessed from this entrance and serves the southern ball diamonds (photo to left). This lot has had painted lines, but they are somewhat faded and not fully effective. This connection must be removed prior to development of the Transportation maintenance site.

In the past, movable concrete curbs restricted vehicles to the parking areas and designated roads; these have been recently removed and unauthorized traffic throughout the park has become an issue. People often drive between the north and south parking lots across the grass, and drive onto the Altalink ROW, accessing it from both the north parking lot and from the rugby parking lot. The Master Plan provides recommendations to improve efficiency and to provide control for unauthorized vehicular traffic on site.



The current number of parking stalls on site is approximately 141 with distribution as follows:

- North parking lot accessed from 31 Ave – 75 stalls
- South parking lot accessed from 28 Ave – 60 stalls
- Rugby Lot accessed from 92 St – 6 stalls

Some walkways have been developed linking Parsons Road with the ball diamonds; however, there is no trail development in the eastern half of the site. The current walks are concrete and in reasonable condition, but are narrow. Completion of the trail system is addressed in the Master Plan.

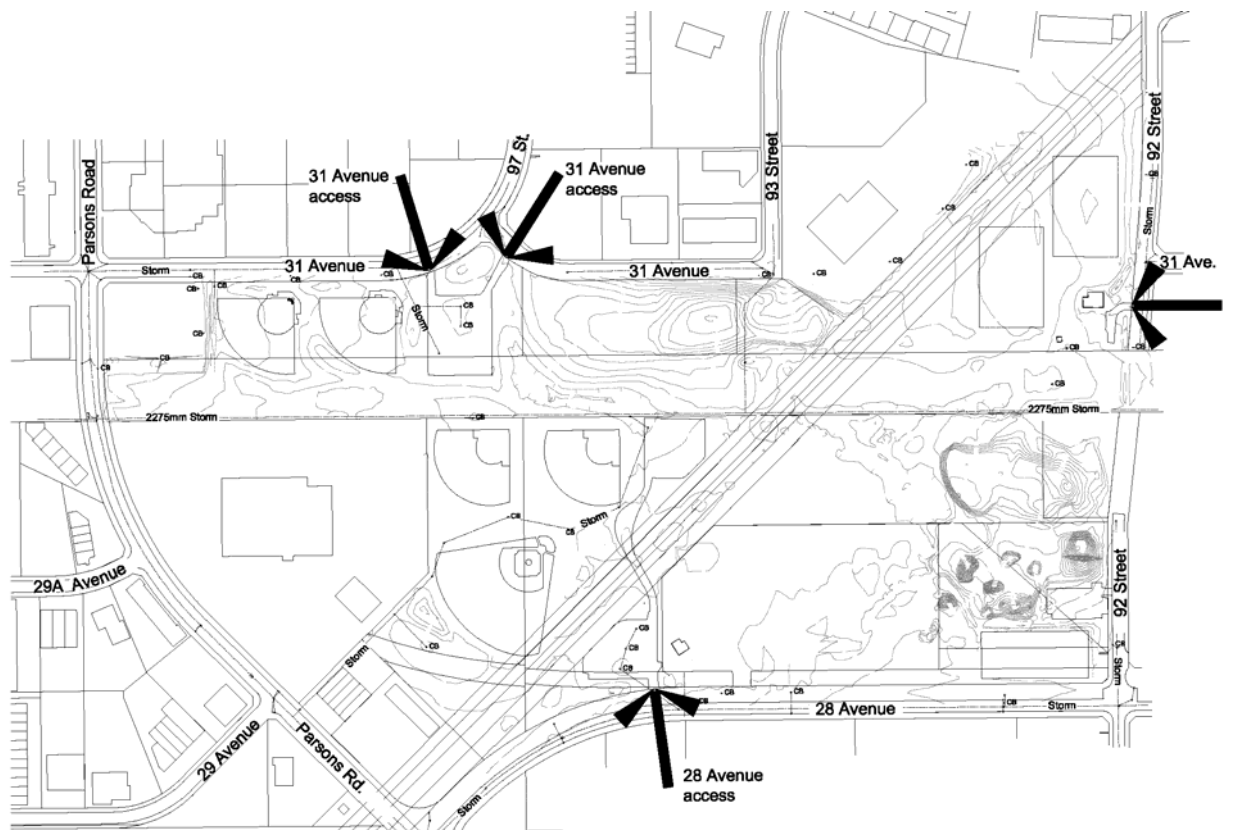


Figure 7 - Existing Site Access

SITE SAFETY

Some incidents of vandalism have been reported by user groups and by the Parks Operations group. A “Crime Prevention Through Environmental Design” (CPTED) assessment was conducted to address improvement of safety, usability and accessibility of the John Fry Park site and is included in Appendix 2.

The basic CPTED principles of Access Control, Natural Surveillance and Territoriality can be implemented to provide a more user friendly environment. Recommendations from this report are as follows and include both physical site improvements and operational improvements. The physical improvements have been incorporated into the final Concept Plan.

- Improve access into and throughout the site through road or trail construction to improve natural passive surveillance and police surveillance, as well as improved access for the users.
- Provide signage at entrance points c/w address – numbers clearly visible for emergency responders. Other signage would include information signage, i.e.) site map, ‘rules of conduct’, phone numbers for reporting problems.
- Provide site lighting for all internal roads, trails and parking areas that are intended for use after hours.
- Adopt a zero tolerance for graffiti.
- Maintain a diligent maintenance program.
- Consider CPTED principles for any proposed new development at the site, including adequate sightlines and access to all new facilities. Clearly define public space, and private space, i.e.) storage facilities.
- Install adequately accessible emergency blue phone locations on the site.
- Replace sub-grade dugouts with surface dugouts
- Create and maintain insider “Home Base Agreements” for all sport groups.

PROGRAM DEVELOPMENT

STAKEHOLDER INPUT PROCESS

All site stakeholders were contacted during the Concept Plan development in 2006 and Needs Assessments were completed by each group. Individual meetings were held with each group in the spring of 2007 to review their needs and to discuss current and future plans. A stakeholder open house was held June 19, 2007 to present the draft master plan. Needs and wants identified by the groups are summarized below. Copies of the 2006 Needs Assessments, stakeholder meeting notes, and a summary chart of the stakeholder feedback results are included in Appendix 1. Group parking needs are addressed separately at the end of this section.

Each of the user groups will receive an executive summary of this report and the final Concept Site Plan. The complete report will be posted on the City website.

USER GROUPS NEEDS and WANTS

South Edmonton Elite Baseball Association

This club promotes elite baseball for 12 – 18 yr olds. They are very happy with the Bob White field, but would use the site more and could host bigger tournaments if there was an additional 90 foot field. They actively use the site from April through September, two to four evenings per week and on weekends and typically host two to three special events per year. They have expressed an interest in pursuing a Home Base Agreement with the City. They have indicated several desires for site improvements:

- More warm-up areas
- Field house for indoor practice / training facility
- Additional field
- Washrooms
- Change rooms
- Storage space
- Office space
- Officials rooms
- Concession space
- Enclosed batting cages and bull pens

Capital City Softball Association

This club promotes softball for all ages. They have hosted several Canadian, Provincial, and Western Canadian championships including the Midget Canadian Championship in 2007. Generally they are happy with the site, stating that their diamonds are in good shape and that John Fry Park is an attractive facility. If they had more diamonds of a larger size, they could host men's championships and bigger events. They use the site daily during events. Specific desires for the site are generally related to the amenity building and are listed below:

- Washrooms old and insufficient, new facility required
- Dressing Rooms
- Office Space
- Storage Space

- Media area
- Concession
- Beer Garden
- Indoor Facility for year round training
- More diamonds c/w lighting, press boxes, seating, dugouts
- More parking
- Picnic Tables
- Public phone

Edmonton Ladies Softball Association

The Edmonton Ladies Softball Association will be celebrating 50 years of operation in 2008. They use John Fry Park from the first Monday in May through the second weekend of August, Monday through Thursday evenings and they use all four softball diamonds for their regular use play. They host a tournament every May long weekend and hosted the Midget Nationals in 2007. They would be interested in pursuing a Home Base Agreement with the City. Specific desires for the site are generally related to the amenity building and are listed below:

- Improvements to drainage at diamonds 2 and 5
- Outfield fencing
- Lighting
- Bleachers
- Officials rooms
- Washrooms
- Multi-purpose room
- Temporary storage space
- Concession space

Leprechaun Tigers Rugby Club

The Leprechaun Tigers Rugby Club is a social organization of male and female players of all ages. They have implemented a number of improvements on the site including a permanent clubhouse and are currently pursuing a Home Base Agreement with the City. They actively use the site from early spring to late fall, and their clubhouse (photo below) is used year round. With 4 teams playing, more than 100 players would be on site at a time.



They host 6 to 7 larger events per year. The site improvement most desired by the Leprechaun Tigers is an upgrade of their two playing fields. Both the grading and turf grass are of insufficient quality. Other desires are less urgent. A concern about vehicular traffic on their playing fields has been resolved with the installation of rail fencing in 2007.

Desirable Site Improvements:

- Field Upgrades – they are dry and hard
- More space between fields for spectators

- Drainage improvements
- Playground
- Space for motor homes to park
- Additional parking
- New storage shed installed in 2007 to meet storage needs

City Parks Operations

Parks Operations currently staffs John Fry Park with 1-2 people per shift during the summer (May through October) for maintenance of the park. The on site staff regularly maintain the west side of John Fry Park site including the ball diamonds and connecting green spaces but have no direct involvement with the rugby fields or east end of the site.

Maintenance activities include grass mowing, maintenance of the irrigation systems, line painting, watering, cleaning, etc. to a Class B standard. They have office space and washrooms in a central trailer and a garage for grass cutting equipment. Desired site features for their maintenance operations include the following:

- Office
- Separate washrooms for staff and public
- Kitchen space with fridge
- Larger garage with higher overhead door

Alberta Volleyball Association

The Alberta Volleyball Association (AVA) currently has a three year lease with City of Edmonton Transportation Department for use of a site south of John Fry Park for 16 sand volleyball courts. The site is used extensively, from 5-10pm on weekdays throughout the summer (May through August) and all day on weekends. As many as 64 teams could be on site per night, and seven to eight weekend events are scheduled each summer. They would like to have higher quality courts with seating and lighting. Although the AVA is not located on site and is therefore not an official stakeholder, they were invited to participate in the plan process as an adjacent land user.

PARKING NEEDS

Currently there are approximately 141 parking stalls on site with 75 in the north gravel lot accessed from 31 Avenue, 60 in the south paved lot accessed from 28 Avenue and 6 in the small paved lot at the rugby clubhouse, accessed from 92 Street. Sand volleyball court users park along 92 Street, along 28 Avenue and in an informal gravel lot accessed from 28 Avenue via the south portion of 92 Street. Lack of parking was not identified as a serious issue on site, but all groups would appreciate additional parking.

Each group identified parking requirements for regular site use and for special events as follows:

	<u>Daily Needs</u>	<u>Special Event Needs</u>
Rugby	50	300
Capital City Softball	0	500
Elite Baseball	40	100
Ladies Softball	100	300
Parks Operations	2	0

Total current daily needs would be well served by 200 stalls. The largest event requirement is for 500 stalls which could be provided by a combination of permanent stalls and designated overflow parking areas.

AMENITY BUILDING NEEDS

All groups were requested to provide input into appropriate uses for an amenity building. All groups indicated that more and improved washroom facilities were the highest priority and all indicated that they would consider a partnership arrangement with the City for provision of meeting space, office space and storage areas. In summary, the needs stated include:

- Public Washrooms
- Concession space
- Storage
- Multi-purpose room
- Office space
- Officials rooms
- Change rooms

PARTNERSHIP ARRANGEMENTS

This Master Plan process has taken all input into consideration in the final recommendations; however, some expressed wants are beyond the scope of this Plan to accommodate. Partnership arrangements are encouraged with the various groups which can allow improvements to be scheduled sooner than would be scheduled through the normal City budgeting process. Partnership arrangements as discussed with the groups are discussed in the Implementation section.

MASTER PLAN

The final master plan includes many proposed improvements to address specific needs and wants of the sport groups, and also proposes general site upgrades to create an attractive regional sport facility. The intent is not only to provide a functional site for the sport users, but an attractive park setting where the sport participants, their families, spectators, and the general public will feel comfortable spending time. The plan anticipates a future recreation centre in the southeast portion of the site and roadways have been planned to accommodate the new use. *Refer to figure 8 – John Fry Park Master Plan (foldout plan at end of section).*

This plan was reviewed with stakeholders in late June of 2007 and received general support.

GRADING and DRAINAGE

A conceptual grading plan has been completed during this study and will be refined by Parks to complete a portion of the required grading in the fall of 2007. The main focus of grading on site is to correct several drainage issues and to remove piles of marginal material and topsoil. The poorly drained low area at the east end of Billy D's driving range cannot be fully addressed while Billy D's is operating on site in their current alignment, but grades can be adjusted to control the amount of flooding.

The rugby fields will be raised slightly to improve drainage in the area and will absorb some of the excess material from the general site grading. A net surplus of approximately 7,000 cubic metres has been estimated from site grading operations. Once all grading work is completed, the excess material will be hauled away.

One new catch basin has been suggested west of the rugby fields as the area is low and poorly drained currently. Another catch basin is proposed to the northwest of the rugby fields to intercept drainage which is currently directed onto the neighbouring property. This CB will require approval from the pipeline companies as the connecting line will cross the pipeline right of way. In the short term the area around the proposed catch basin will be graded to retain the majority of run-off to prevent it reaching the adjacent property, thus allowing it to infiltrate into the soil and groundwater table below. It is anticipated that this area would gradually naturalize over time into a seasonal wetland if left unmown. This may be sufficient to manage the drainage issue without installation of the new catch basin.

The rim elevations of two existing catch basins should be adjusted.

Refer to figure 9 – Conceptual Grading Plan (fold out plan at end of section)

SITE CIRCULATION and PARKING

Refer to figure 8 – John Fry Park Master Plan (foldout plan))

Roadways

When the Transportation Department develops the transit site, access to John Fry Park from 28 Avenue will be removed. A new road is proposed to link the north side of the park with the central parking lot and ultimately to the future recreation centre site. This road is proposed as an 8m width paved road.

Parking

The three existing parking lots will be upgraded and one additional parking lot will be added to the site as follows:

Parking Lot 1 – Existing gravel lot with access from 31 Ave

Proposed upgrades include:

- Expansion to the north
- Fine grading for positive drainage
- Asphalt pavement
- Line painting and concrete curbs

Parking Lot 2 – New parking lot to be developed adjacent to the new amenity building

Proposed development includes:

- Construction of an asphalt paved parking lot
- Line painting and concrete curbs

Parking Lot 3 – Existing paved parking lot with current access from 28 Avenue

Proposed upgrades include:

- Repaint lines for improved parking efficiency
- Add concrete curbs

Parking Lot 4 - Existing Rugby Parking

Proposed upgrades include:

- Fine grading for positive drainage
- Asphalt pavement
- Concrete curbs

Overflow Parking Area 1 – Proposed overflow parking near 31 Ave

Proposed development includes:

- Fine grading for positive drainage
- Reinforcement to prevent over compaction
- Topsoil and seeding

Overflow Parking Area 2 – Proposed overflow parking on pipeline ROW

Proposed development includes:

- Fine grading for positive drainage
- Reinforcement to prevent over compaction
- Topsoil and seeding

Multi-use Trails

A 3m width asphalt trail is proposed to link all areas of the site to serve pedestrians, cyclists, wheelchairs, skateboards, and in-line skaters. Current concrete walks at the west side of the site would remain in place until the end of their life span and then would be replaced with 3m asphalt. Crossing agreements will be required from Altalink and all pipeline companies for trail construction.

SPORT FIELDS

Refer to figure 8 – John Fry Park Master Plan

Ball Diamonds

The proposed redevelopment of ball diamonds on site remains consistent with the layout developed during the concept plan. Four of the existing five diamonds will remain in place, one diamond will be removed for the amenity building, and two new softball diamonds will be constructed. Following is a summary of proposed upgrades to or new development of the six diamonds.

Diamond E1 – Existing Baseball Diamond #1 (Bob White Diamond)

Proposed City Funded Upgrades

- Upgrades planned for future tournaments
- Batter's Eye
- Berming for seating along third base

Possible User Funded Upgrades

- Batting Cages (relocation of existing by user group)
- Bull Pens

Diamond E2 – Existing Diamond #2

Proposed City Funded Upgrades

- Drainage Improvements including topdressing of low areas and crowning of shale
- Drainage improvement around dugout
- Update existing irrigation system, as required
- New Surface Dugouts

Diamond P3 – Existing diamond 3 to be replaced with proposed new diamond

P3 to be developed to same standard as existing diamond #3 (City-Funded)

- 275ft diamond with shale infield
- Irrigation
- Lighting (relocate existing fixtures)
- Bleachers (relocate existing)
- Scoreboard (relocate existing)
- Warning track
- Fencing
- New Surface Dugouts

Diamond E4 – Existing Diamond #4

Proposed City Funded Upgrades

- New Surface Dugouts

Possible User Funded Upgrades

- Removable outfield fencing

Diamond E5 – Existing Diamond #5

Proposed City Funded Upgrades

- Addition of netting to protect adjacent property from fly balls
- New Surface Dugouts

Possible User Funded Upgrades

- Removable outfield fencing

Diamond P6 – Proposed new diamond

Proposed City Funded Upgrades

- 275ft.diamond with shale infield
- Irrigation
- Warning track
- Dugouts (surface type)
- Lighting
- Bleachers
- Fencing
- Scoreboard

Possible User Funded Upgrades

- Temporary pitching mound

Rugby Fields

The Leprechaun Tigers Rugby club is working towards a Home Base Agreement with the City and will undertake many of the proposed upgrades themselves.

Possible Shared Funded Upgrades

- Fine grading and addition or replacement of topsoil and seeding – including minor relocation of fields/posts and expansion of area for practice
- Irrigation

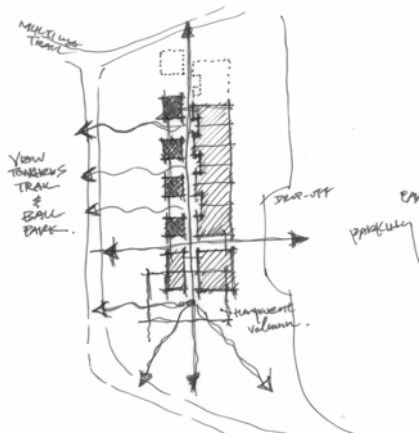
Possible User-Funded Upgrades

- Sodding fields instead of seeding
- Clubhouse expansion
- Storage shed
- Upgrade posts

AMENITY BUILDING

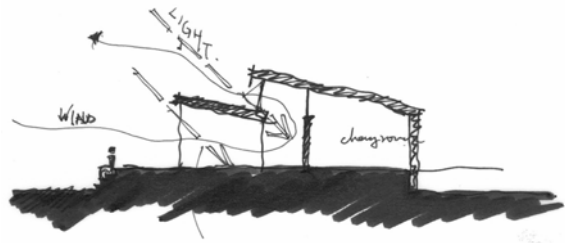
Refer to figure 8 – Master Plan for building location and to figure 10 - Floor Plan (page 20)

A central amenity building is proposed to serve a variety of functions. It will provide public washrooms and is proposed to accommodate several expressed needs from site stakeholders. All stakeholder groups, with the exception of the Leprechaun Tigers Rugby Club, have expressed an interest in partnering with the City for development of the building and all would like to have the ability to book meeting space, change rooms, officials' rooms, and all want private storage space.



The design intent is a community friendly and flexible structure. Community space is located along the sunny south side of the building and is designed with a common meeting area and concession seating which can be combined for larger events. The space has views to the south and to the Bob White diamond to the west; sliding doors allow the space to open to the outdoors. The concession service area is adjacent to the open area with customer access from the inside and the outside.

Public washrooms are provided at the south side of the building with access from the common area. The structure would be designed for a LEEDs silver rating as per the City of Edmonton's Ecovision and would include a high standard for day lighting and natural ventilation. A custom designed building with a striking form and attractive materials is proposed in keeping with the function of the park as a host site for major events.



Six team change rooms share three sets of showers and washrooms. Three storage bays are shown along the west wall with interior access from a hallway separating them from the change rooms. They also have exterior garage door access. Two small team meeting areas are shown on this plan; they could be converted to additional storage bays if demand warranted. Patio space is planned along the south and west sides of the building and an open area grassed to the south could accommodate tents for large events.

These photos illustrate the proposed form and material design palette.



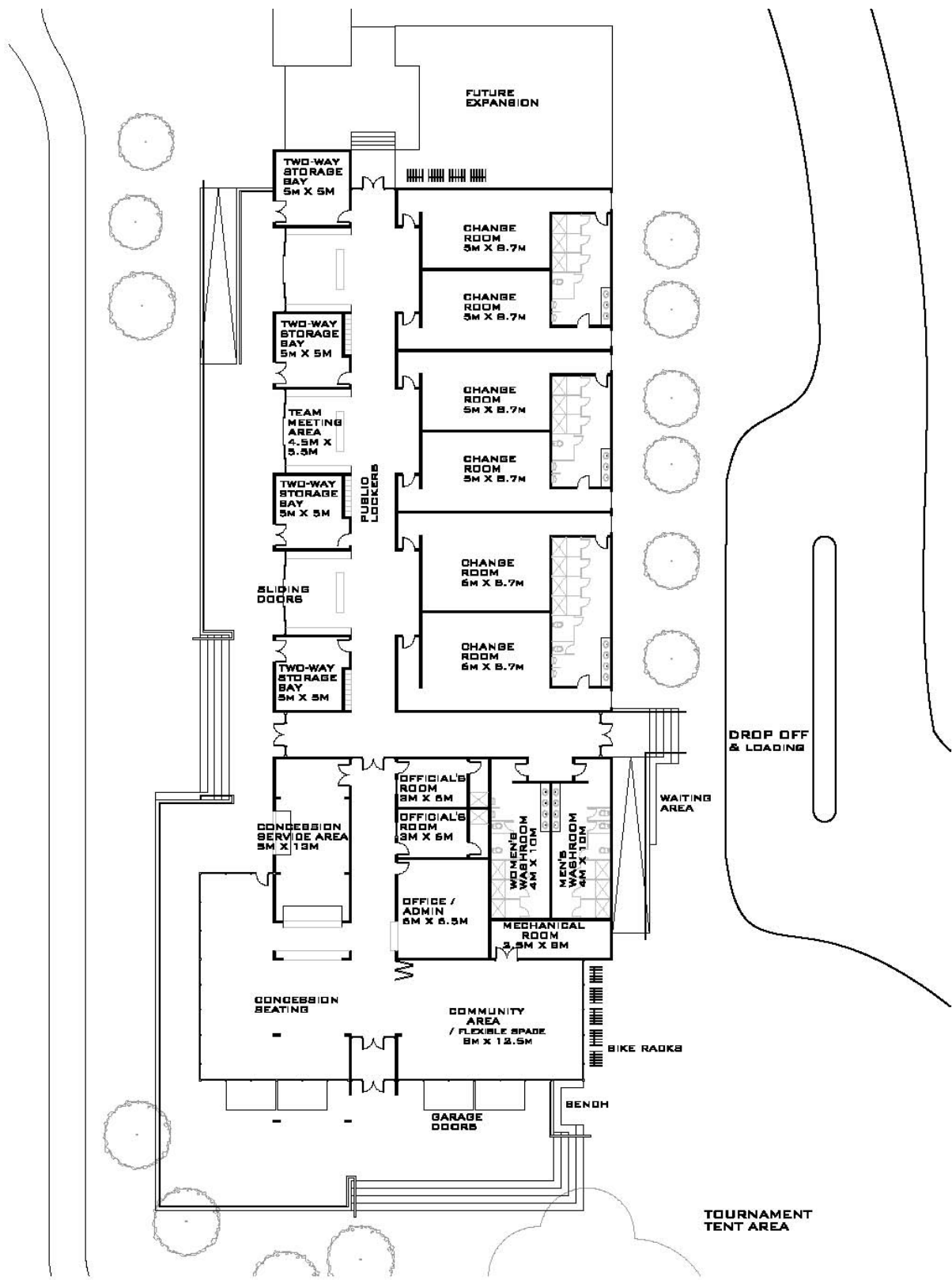


Figure 10 – Amenity Building Floor Plan

A summary of specific building components is listed below:

Proposed City Funded Development

- One set of Washrooms (oversized for capacity)
- Staff Maintenance Room
- Lobby/Common Area
- Patio/BBQ Space

Possible User Funded (Sports Groups) Development

- Change Rooms
- First Aid Room
- Concession Space
- 2 Officials Rooms
- Storage bays of approx. 6m x 6m w/ partitions
- Offices for Community Groups
- Meeting Rooms

Possible User Funded (Operations) Development

- Office Space for 1-2 people
- Equipment Storage (Large Garage space currently 28', need 40')
- Lunch Room / Meeting Room
- Security Lighting (Building and Parking)
- Washrooms (separate if needed by OH&S code)

SERVICE BUILDINGS

Parks operations require a garage for storage of lawn cutting equipment and other maintenance items such as hoses. A 12m by 10m garage has been included in the plan, accessed from the road which links the amenity building with the future recreation facility site.

GENERAL SITE IMPROVEMENTS

The prime function of John Fry Park is the provision of sport fields; however, it also provides passive park space for the sport field users and for area businesses. As such, it should be further developed as an attractive and functional park space. Some basic site improvements will help with the overall functionality at the park such as addressing drainage issues and controlling unauthorized vehicular traffic. Provision of a comprehensive trail system for circulation through the site will encourage walking and cycling between site venues.

The current level of landscaping at the site is below the City standard for parks; additional tree and shrub planting will help delineate different use areas and improve aesthetics. The detailed planting design should include these sustainable design elements:

- stormwater management – the low slope swales and the low area north of the rugby fields should be planted with native, flood tolerant species to slow the rate of run-off and absorb water
- shading – large deciduous shade trees should be planted in islands and along the edges the paved parking lots (particularly the south side) wherever possible to shade the asphalt. They will all intercept rainfall and decrease the amount of run-off from the

parking lot. Deciduous shade trees planted on the south side of the building will also provide some cooling value in the summer but will allow the south sun to shine through in the winter. Heavy planting including evergreen trees on the northwest side of the building will provide some shelter from the cooling northwest winds.

Planting should also be strategically used to help control unauthorized traffic. Planting beds along roads and parking lots will deter most drivers from leaving the designated driving areas and are a much softer approach than the use of extensive bollards or concrete curbs.

Following is a summary of the specific site improvements proposed for the site:

Proposed City Funded Development

- Site grading to improve drainage
- Safety measures to protect power fixtures (i.e. guy wires)
- Perimeter Fencing
- Trail construction
- Increased landscaping to base level (70 trees per plantable ha)
- Signage
- Adventure Play Area (hills)
- Site Furniture – Benches, waste receptacles, bike racks,
- Site Lighting
- Flexible open grassed areas (for baseball/softball warm-up or for events)

Possible User Funded Upgrades

- Power/phone/media outlets
- Power metering

BALL DIAMONDS

DIAMOND E1 - Existing Baseball Diamond #1 (Bob Whyte diamond)Proposed City-Funded Upgrades

- Upgrades planned for future tournaments
- Batter's eye
- Berm seating
- Possible Shared-Funded Upgrades
- Batting Cages (relocation of existing by user group)
- Bull Pens

DIAMOND E2 - Existing Diamond #2Proposed City-Funded Upgrades

- Drainage Improvements including topdressing of low areas and crowing of shale
- Drainage Improvements around dugout
- Upgrade existing irrigation system as required
- New Dugouts
- Possible Shared-Funded Upgrades
- Removable outfield fencing

DIAMOND P3 - Existing Diamond #3 to be replaced with proposed new diamond P3 (developed to same standard) (City Funded)

- 275ft diamond with shale infield
- Irrigation
- Lighting (relocate existing fixtures)
- Bleachers (relocate existing)
- Scoreboard (relocated existing)
- Warning track
- Fencing
- Dugouts (surface type)
- Possible Shared-Funded Upgrades
- Removable outfield fencing

DIAMOND E4 - Existing Diamond #4Proposed City-Funded Upgrades

- New surface Dugouts
- DIAMOND E5** - Existing Diamond #5
- Proposed City-Funded Upgrades
- Netting to protect adjacent property from fly balls
- New Dugouts

DIAMOND P6 - Proposed new diamondProposed City-Funded Upgrades

- 275ft diamond with shale infield
- Irrigation
- Warning track
- Dugouts (surface type)
- Lighting
- Bleachers
- Fencing
- Scoreboard
- Possible Shared-Funded Upgrades
- Temporary pitching mound
- Removable outfield fencing

RUGBY FIELDS (R1 and R2)

Possible Shared-Funded Upgrades

- Fine grading and addition or replacement of topsoil and seeding - including minor relocation of fields/posts and expansion of practice area
- Possible Irrigation
- Possible User-Funded Upgrades
- Sodding fields instead of seeding
- Clubhouse expansion
- Storage Shed
- Upgrade posts

PARKING

(City-Funded)

PL1 - Upgrade existing gravel lot with access from 31 Ave (112 stalls)

- Fine grading for positive drainage
- Asphalt pavement
- Concrete Curbing
- PL2** - Proposed New Parking Lot (70 stalls)
- Paved with line painting

PL3 - Existing paved parking lot (current access from 28 Ave) (98 stalls)

- Repaint lines for improved parking efficiency
- Add concrete curbing
- PL4** - Rugby Parking (shared-funded 47 stalls)
- Fine grading for positive drainage
- Asphalt pavement
- Concrete Curbing

O1 - Proposed overflow parking near 31 Ave

- Fine grading for positive drainage
- Installation fo grassy pavers or other similar product
- Topsoil and seeding
- O2** - Proposed overflow parking on pipeline ROW
- Fine grading for positive drainage
- Installation of grassy pavers or other similar product
- Topsoil and seeding

AMENITIES

AMENITY BUILDING

Proposed City-Funded Development

- Washrooms
- Staff Maintenance Room
- Lobby/Common Area
- Possible User-Funded Development (Sports Groups)
- Change Rooms
- First Aid Room
- Concession Space
- Patio / BBQ Space
- 2 Officials Rooms
- 2 Storage Bays
- Offices for Community Groups
- Meeting Rooms
- Possible User-Funded Development (Operations)
- Office space for 1-2 people
- Lunch Room / Meeting Room
- Security Lighting (Building and Parking)
- Washrooms

SERVICE BUILDING

- Garage for maintenance equipment storage
- Shed

LEGEND

- Existing landscaping
- Proposed landscaping

GENERAL SITE IMPROVEMENTS

Proposed City-Funded Development

- Site grading to improve drainage
- Safety measures to protect power fixtures
- Adventure Play Area
- Site Furniture - benches, waste receptacles, bike racks
- Site Lighting
- Areas for Baseball/softball warm-up
- Event Area (i.e. Beer gardens)
- Increase landscaping to base level (70 trees per plantable ha.)
- New entry Sign (31 Avenue)
- Possible Shared-Funded Upgrades
- Power/phone/media outlets
- Power metering

ROADWAY and TRAIL DEVELOPMENT

- Addition of north/south roadway connection through site.
- Addition of 3m east/west asphalt trail with connections to key locations.

- Existing trail
- Proposed trail

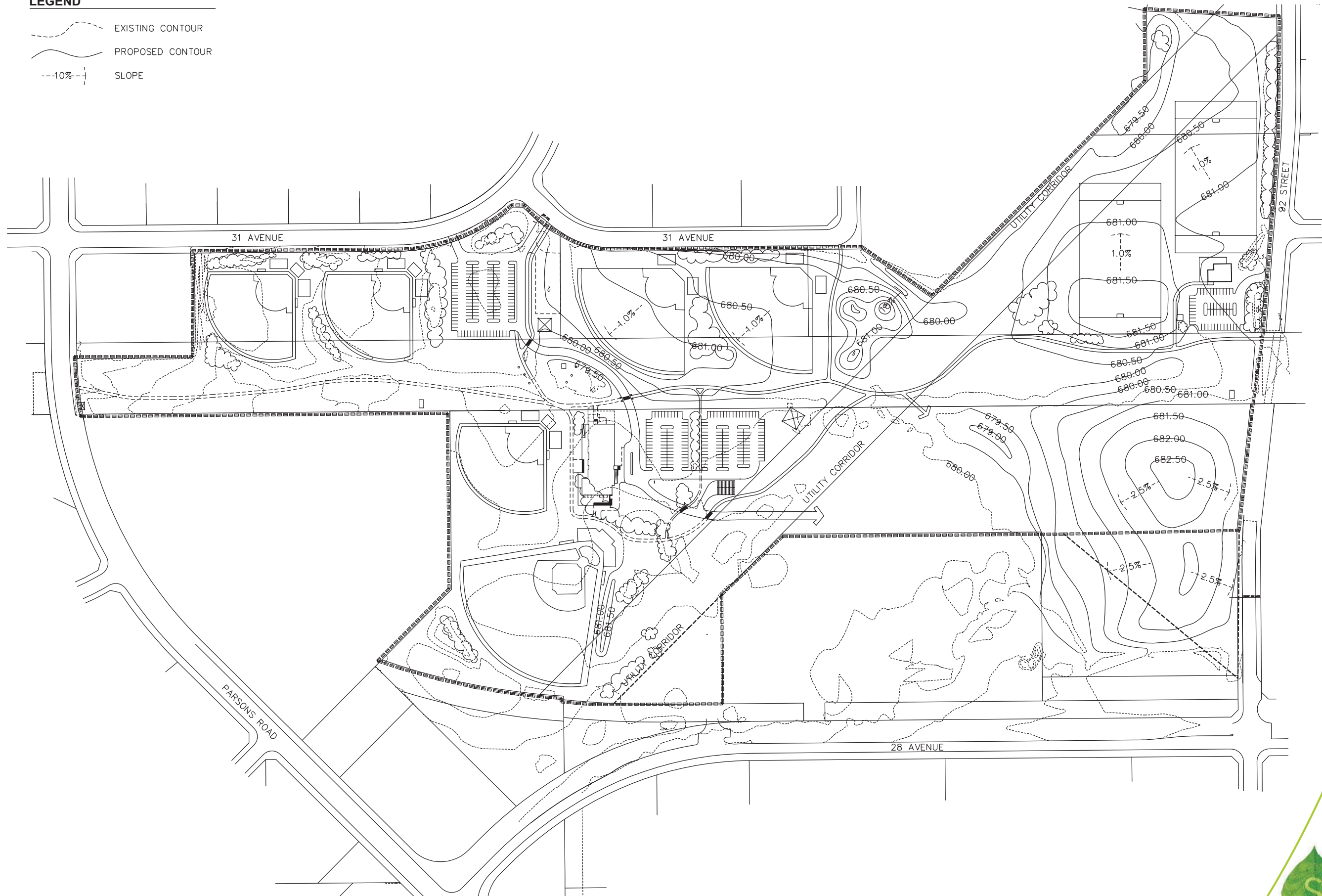


SCALE: 1:1000

FIGURE 8

LEGEND

- EXISTING CONTOUR
- PROPOSED CONTOUR
- SLOPE



SCALE: NTS



FIGURE 9

IMPLEMENTATION STRATEGY

ROLES and RESPONSIBILITIES

Full development of John Fry Park will require a partnership between the City of Edmonton and the sport groups who use the site. The City will be responsible for all components that serve the general public, the sport groups will be responsible for components which are specifically related to their own needs. Some components will serve both the public and the user groups and costs for these will be shared. Costs relating to operations and maintenance of the park will be City costs.

BUDGETS

The budget estimate for completion of the John Fry Park upgrading program is \$9,770,600 in 2007 dollars with a proposed timeline for completion of 5 years. A summary of the estimate showing all components of the park development is included in Appendix 4; the breakdown of costs associated with each phase of development is included in the Implementation strategy following.

Some assumptions have been made in the preparation of the budget estimate as follows:

- Work of a similar nature will be completed together (i.e. asphalt trails). If it is divided into smaller contracts, an additional amount should be added
- Contractors and consultants will complete all work – if work is done by City staff or construction crews or by sport groups, there could be some cost savings

FUNDING

It is important to continue a close working relationship between the City and the sport groups who use the site. Sport groups have access to many grants that are not available to the City and they can leverage funds, including City money, to increase the total amount available. Some grants will consider the value of volunteer contributions for matching grants.

Many budget items identified in this study would fall under base level development which would typically be the responsibility of the City to complete, but by working with the groups, money that is allocated through the City's budget process can potentially be leveraged to allow improvements to be completed sooner.

There are many grant programs that are available for sport and recreation site development, for operations, and for hosting sporting events. Although the grants directed towards operating expenses or event hosting will not contribute directly to the capital improvements for the park site, they may be used towards space rental in the amenity building, which can help support the building program to ensure that a suitable structure is provided at the site. Provincial and municipal grant programs are briefly described in this section; program guidelines and application forms are included in Appendix 5 – Potential Grant Programs.

The Community Facility Enhancement Program (CFEP) is a provincial grant program funded by the Alberta Lottery Fund through Tourism, Parks, Recreation and Culture. It

provides financial assistance to build, repair, renovate or otherwise improve Alberta's extensive network of community-use facilities. Eligible applicants include community non-profit groups or municipalities. Applications can be made any time throughout the year.

The Community Initiatives Program (CIP) is a provincial grant program funded by the Alberta Lottery Fund through Tourism, Parks, Recreation and Culture. It supports project-based initiatives in areas such as community services, seniors services, libraries, arts and culture, sports, education, health and recreation. The maximum grant is \$75,000 per project per year. CIP funding is approved on a matching grant basis. The matching requirement may be met in the form of any contribution of money, volunteer labour, services, or donated materials or equipment for the project. If a group can demonstrate significant difficulty in raising matching funds, up to \$10,000 will be considered on a non-matching basis. Eligible applicants include community non-profit groups or municipalities. Applications can be made any time throughout the year.

The Major Community Facilities Program (MCFP) is a provincial grant program funded by the Alberta Lottery Fund through Tourism, Parks, Recreation and Culture. It will assist communities to plan, upgrade and develop large community-use facilities and places in order to enhance community life and citizen well-being. Eligible applicants include community non-profit groups or municipalities. Applications can be made any time throughout the year.

The Development Initiatives Program is a grant program coordinated by the Alberta Sport, Recreation, Parks, and Wildlife Foundation with current sponsorship from Transcanada Pipelines and Nova Chemicals. The purpose of the Development Initiatives Program is to provide support to Albertans working in the areas of sport, recreation, parks and wildlife for project and program related endeavors. Eligible applicants include community non-profit groups or municipalities. Application deadlines are January 1, May 1 and October 1 each year.

The City of Edmonton Community Investment Operating Grant program is a municipal grant program that provides operating assistance to Edmonton's non-profit organizations whose activities result in benefits to the citizens of Edmonton. Organizations are eligible for this grant if their programs and services have a primary mandate to deliver in the social, multicultural or recreation/amateur sport not-for-profit sector, they are based in Edmonton, and they primarily serve Edmontonians.

The Hosting Program is a grant program coordinated by the Alberta Sport, Recreation, Parks, and Wildlife Foundation. The purpose of the Hosting Program is to encourage the development of sport, recreation, parks and wildlife programs by providing financial support to communities and associations to assist them in hosting major events thereby promoting economic growth throughout the province. Applications will be accepted for a variety of sporting events from Western Canadian Championships to world events, with grants ranging from \$3,000 to \$20,000.

IMPLEMENTATION PHASING

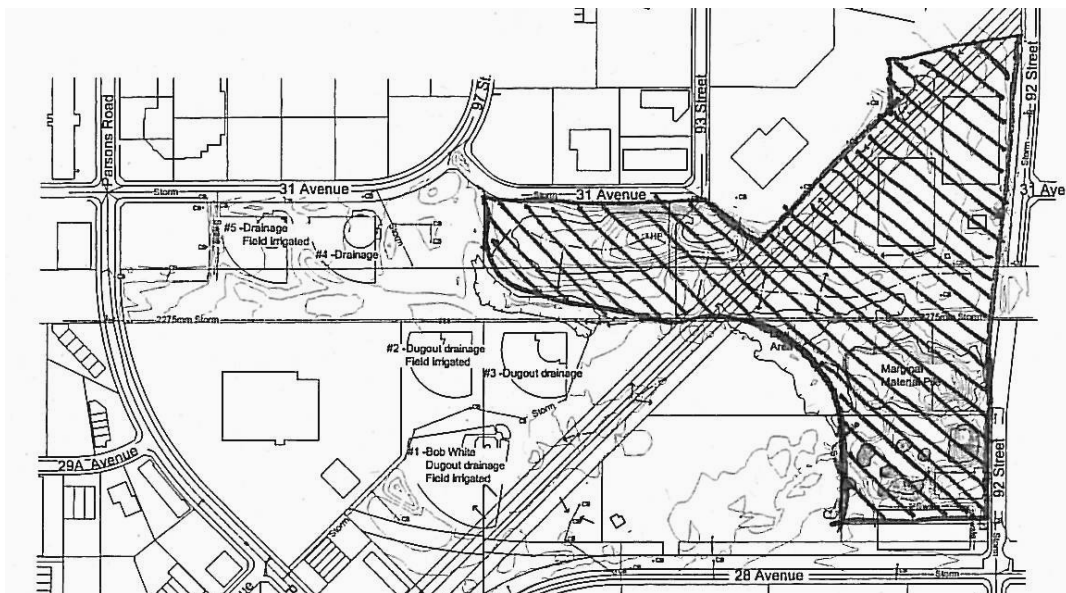
Implementation of all park improvements must be spread out over several years and must be completed sequentially as several components are reliant on the completion of other components. A five year implementation schedule is proposed; this schedule could be shortened or lengthened, depending on funding sources.

PHASE 1 – 2008 and 2009

The primary focus of the first phase will be to complete the rough grading and work associated with the grading. A new catch basin and storm line would be installed southwest of the rugby fields and the rugby fields would be relocated and raised with new topsoil. Diamonds P3 and P6 would be fine graded, topsoiled, and seeded. The chart below shows the budget estimate for phase one with the breakdown between City funding and group funding. The plan sketch shows the park area to be affected.

Work	Estimate	Group Funded	City Funded
PHASE ONE - 2008-2009			
Phase One Detailed Design*	\$ 166,395.00	\$ 13,500.00	\$ 152,895.00
Miscellaneous Demolition	\$ 10,000.00		\$ 10,000.00
Topsoil Stripping	\$ 66,500.00		\$ 66,500.00
Rough Grading	\$ 456,000.00		\$ 456,000.00
Haul Away Excess Material	\$ 91,000.00		\$ 91,000.00
Storm Sewer and Catch Basin	\$ 50,000.00		\$ 50,000.00
Rugby Fields Base Level	\$ 110,800.00		\$ 110,800.00
Rugby Fields Upgrade to Sod	\$ 90,000.00	\$ 90,000.00	\$ -
Diamond P3 - Topsoil and Seed	\$ 35,000.00		\$ 35,000.00
Diamond P6 - Topsoil and Seed	\$ 35,000.00		\$ 35,000.00
Phase One Construction	\$ 944,300.00	\$ 90,000.00	\$ 854,300.00
Contingency @ 30%	\$ 283,290.00	\$ 27,000.00	\$ 256,290.00
PHASE ONE BUDGET	\$ 1,393,985.00	\$ 130,500.00	\$ 1,263,485.00

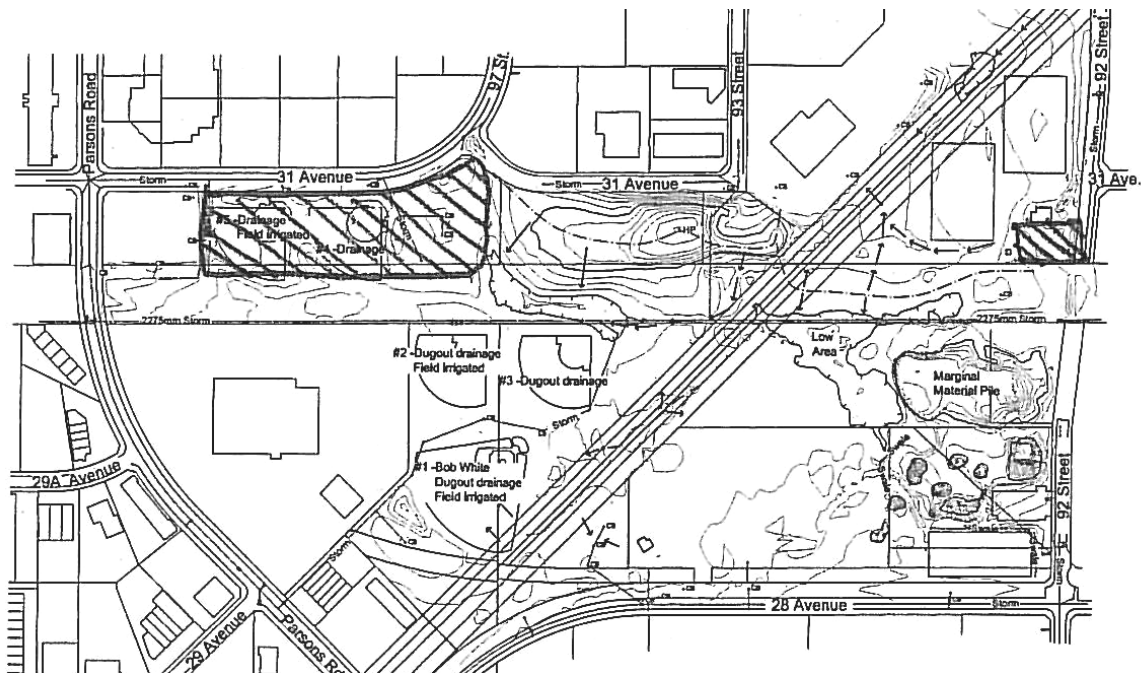
* includes complete detailed design for diamonds P3 and P6



PHASE TWO - 2010

Until the grass has matured on the new diamonds, major components of the work cannot be completed, so work would focus on some parking improvements and the minor improvements on diamonds 4 and 5. These would include improvements to parking lot 1, construction of overflow parking area 1, construction of parking lot 4; fencing and dugouts for the diamonds. The chart below shows the budget estimate for phase two with the breakdown between City funding and group funding. The plan sketch shows the park area to be affected.

Work	Estimate	Group Funded	City Funded
PHASE TWO - 2010			
Phase Two Detailed Design	\$ 51,135.00	\$ 10,440.00	\$ 40,695.00
Parking Lot 1 Improvements	\$ 10,500.00		\$ 10,500.00
Parking Lot 1 Paving	\$ 174,800.00		\$ 174,800.00
Overflow Parking 1	\$ 15,000.00		\$ 15,000.00
Parking Lot 4 - Gravel	\$ 63,000.00		\$ 63,000.00
Parking Lot 4 Paving	\$ 61,200.00	\$ 61,200.00	\$ -
Diamond E4	\$ 7,200.00	\$ 4,200.00	\$ 3,000.00
Diamond E5	\$ 9,200.00	\$ 4,200.00	\$ 5,000.00
Phase Two Construction	\$ 340,900.00	\$ 69,600.00	\$ 271,300.00
<i>Contingency @ 30%</i>	<i>\$ 102,270.00</i>	<i>\$ 20,880.00</i>	<i>\$ 81,390.00</i>
PHASE TWO BUDGET	\$ 494,305.00	\$ 100,920.00	\$ 393,385.00

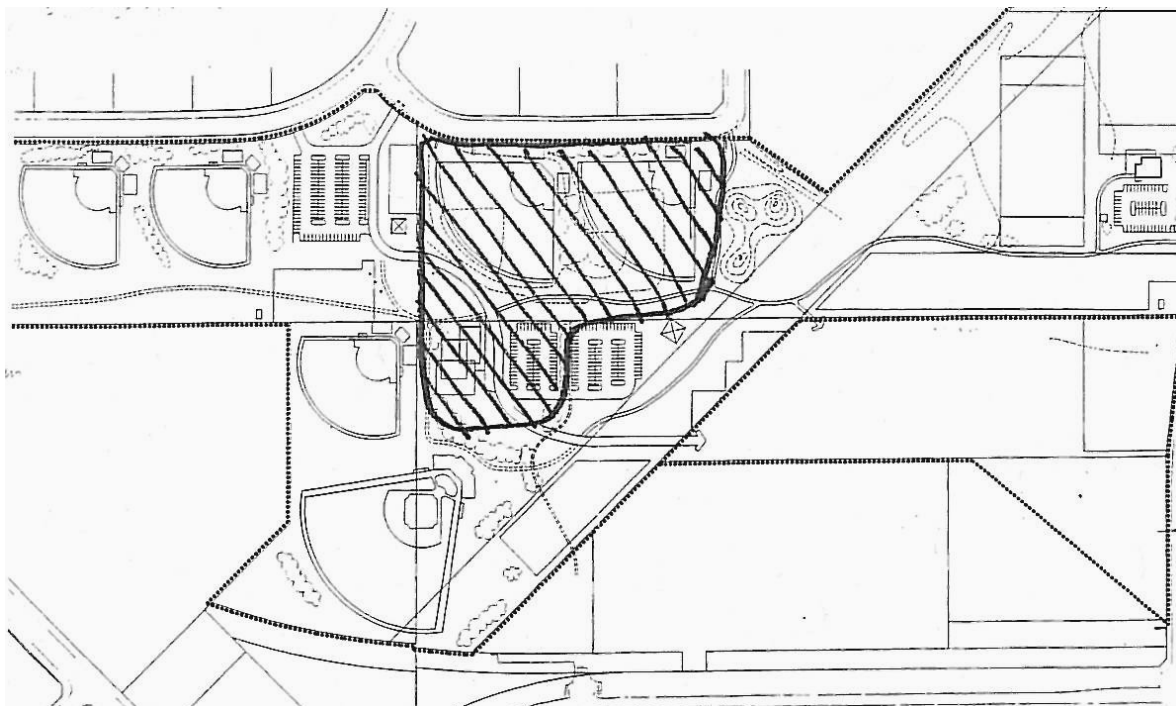


PHASE THREE - 2011

Assuming that the grass on the new diamonds has matured sufficiently, diamond E3 will be decommissioned and diamonds P3 and P6 will be completed. The work should be sequenced so that the new diamonds are complete prior to decommissioning of diamond E3 and the decommissioning should not be scheduled until late in the season (i.e. August). Once diamond E3 is removed, work on the new road and construction of parking lot 2 can commence. The chart below shows the budget estimate for phase three with the breakdown between City funding and group funding. The plan sketch shows the park area to be affected.

Work	Estimate	Group Funded	City Funded
PHASE THREE - 2011			
Phase Three and Four Detailed Design**	\$ 577,380.00	\$ 213,000.00	\$ 364,380.00
Remove Diamond E3	\$ 5,000.00		\$ 5,000.00
Complete Diamond P3	\$ 80,000.00		\$ 80,000.00
Complete Diamond P6	\$ 85,000.00		\$ 85,000.00
Parking Lot 2 - Gravel	\$ 59,500.00		\$ 59,500.00
Parking Lot 2 - Paving	\$ 59,700.00		\$ 59,700.00
Parking Lot 3 - Existing Lot Improvements	\$ 10,000.00		\$ 10,000.00
Road Removal	\$ 20,000.00	\$ 20,000.00	\$ -
New Road	\$ 245,000.00		\$ 245,000.00
Phase Three Construction	\$ 564,200.00	\$ 20,000.00	\$ 544,200.00
Contingency @ 30%	\$ 169,260.00	\$ 6,000.00	\$ 163,260.00
PHASE THREE BUDGET	\$ 1,310,840.00	\$ 239,000.00	\$ 1,071,840.00

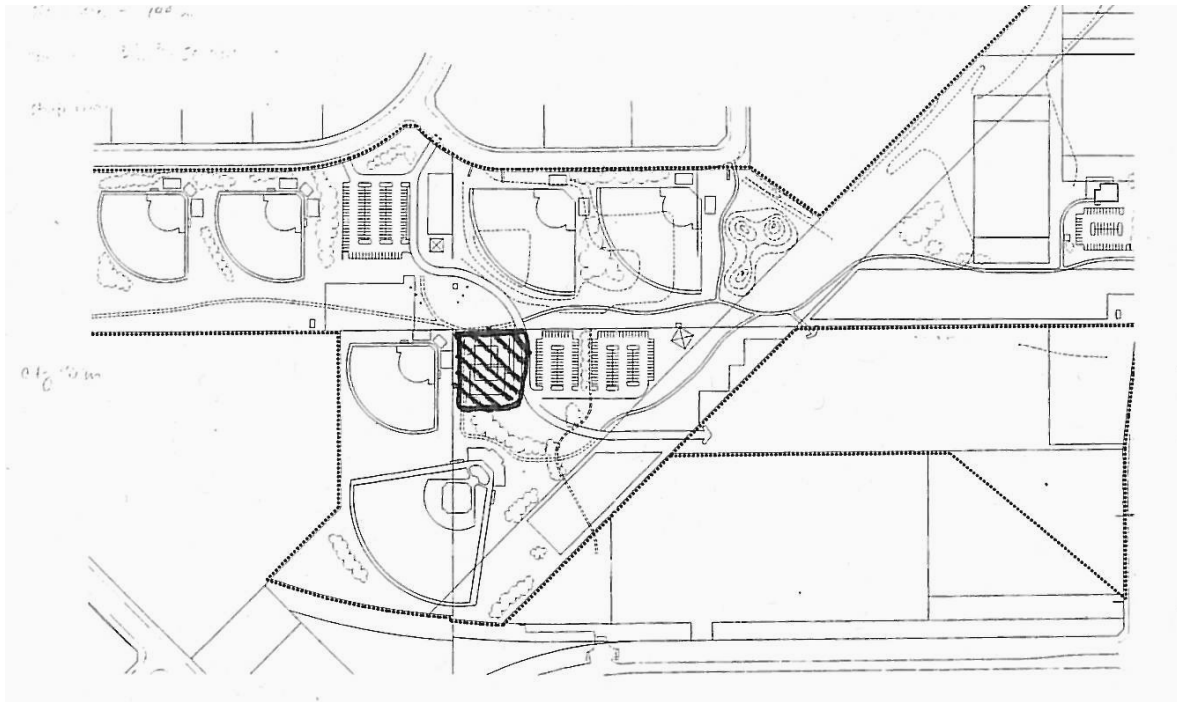
** includes detailed design for Amenity Building



PHASE FOUR – 2012

This phase is dedicated to construction of the amenity building. The chart below shows the budget estimate for phase four with the breakdown between City funding and group funding. The plan sketch shows the park area to be affected.

Work	Estimate	Group Funded	City Funded
PHASE FOUR - 2012			
Detailed Design for Phase Five	\$ 215,850.00	\$ 750.00	\$ 215,100.00
Amenity Building Base Level	\$ 1,925,000.00		\$ 1,925,000.00
Amenity Building Upscale	\$ 1,400,000.00	\$ 1,400,000.00	\$ -
Patio	\$ 25,000.00	\$ 25,000.00	
Maintenance Building	\$ 100,000.00	\$ 100,000.00	
Phase Four Construction	\$ 3,450,000.00	\$ 1,525,000.00	\$ 1,925,000.00
<i>Contingency @ 30%</i>	<i>\$ 1,035,000.00</i>	<i>\$ 457,500.00</i>	<i>\$ 577,500.00</i>
PHASE FOUR BUDGET	\$ 4,700,850.00	\$ 1,983,250.00	\$ 2,717,600.00



PHASE FIVE - 2013

Phase five would complete the park. All trail construction, general landscaping, signage, site lighting, the play area and patio at the amenity building would be scheduled. The chart below shows the budget estimate for phase five with the breakdown between City funding and group funding. These items are located throughout the entire park site, so a plan sketch has not been provided.

Work	Estimate	Group Funded	City Funded
PHASE FIVE - 2013			
Overflow Parking 2	\$ 60,000.00		\$ 60,000.00
3.0m width new Asphalt Trail	\$ 243,000.00		\$ 243,000.00
Replace Existing Walks	\$ 261,000.00		\$ 261,000.00
Allowance for gates, barriers, fencing	\$ 35,000.00		\$ 35,000.00
Diamond E2	\$ 10,000.00		\$ 10,000.00
Diamond E1	\$ 5,000.00	\$ 5,000.00	\$ -
Fine grading, topsoil and seeding	\$ 180,000.00		\$ 180,000.00
Trees and Shrubs	\$ 400,000.00		\$ 400,000.00
Storm sewer and CB (if required)	\$ 50,000.00		\$ 50,000.00
Site lighting	\$ 25,000.00		\$ 25,000.00
Adventure Play Area	\$ 75,000.00		\$ 75,000.00
Site Furniture	\$ 30,000.00		\$ 30,000.00
New Entry Sign	\$ 35,000.00		\$ 35,000.00
Wayfinding Signs	\$ 30,000.00		\$ 30,000.00
Phase Five Construction	\$ 1,439,000.00	\$ 5,000.00	\$ 1,434,000.00
<i>Contingency @ 30%</i>	<i>\$ 431,700.00</i>	<i>\$ 1,500.00</i>	<i>\$ 430,200.00</i>
PHASE FIVE BUDGET	\$ 1,870,700.00	\$ 6,500.00	\$ 1,864,200.00

SUMMARY

John Fry Park has been and will continue to be the venue for some major regional and national sports events. As such, it is important that the park site generates positive impressions for visitors to Edmonton. The quality of the sport fields is very important, but the functionality of the site and the aesthetics are equally important. Some of the key elements which will make John Fry Park a gem in Edmonton's park system are:

- A landmark amenity building which is shared between the various sport groups and the public will foster pride and a feeling of ownership in the park.
- Clear demarcation of different uses in the park and clear circulation routes will contribute towards stress free visits to the site and minimize congestion during major events. Subtle and attractive controls that prevent unauthorized vehicular traffic through the site will control damage to landscaped areas and eliminate the feeling of "abandonment" in the park.
- Attractive landscaping will provide shade on hot days, and can mitigate wind. It will encourage longer visits to the park and will draw visitors to the park for passive recreation.
- A functional trail system will encourage walking and cycling through the park instead of driving.

A five year time frame has been suggested for completion of the park upgrading, this schedule is flexible and could be tightened with additional funding from the City and / or the sport groups.

JOHN FRY SPORT SITE MASTER PLAN
APPENDIX **February 2008**

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Community Initiatives Program
Major Community Facilities Program
Development Initiatives Program
Edmonton Community Investment Operating Grant Program
Hosting Program

1 STAKEHOLDER CONSULTATION

2006 Needs Assessments

Stakeholder Meeting Notes

Stakeholder Feedback Results Chart



John Fry Sports Park

Master Plan

Profile gathering and Needs Assessments

Asset Management
Parks Planning & Design

Community Services Department
Access to Recreation & Sport
and
Social & Recreation Services Branch
South Service Area

May 2, 2006

JOHN FRY SPORTS SITE MASTER PLAN

CAPITAL CITY SOFTBALL ASSOCIATION

(i) April 3, 2006

i) Background

This group consists of Edmontonians who are interested in promoting the sport of softball for all ages. We host provincial and national championships for minors & adults both male and female. In the past we have hosted the 1992 Juniors Womens Canadian Championship, 1994 Senior Womens Canadian Championship, 1999 Senior Women's Canadian Championship & 2002 Junior Womens Canadian Championship. In 2007 we will be hosting the Midget Girls Canadian Championship. We have also hosted several provincial championships and a Western Canadian Championship.

Most of the time that we use the site is on weekends or towards the end of the softball season when most of the league play has been completed. If there were more diamonds on the site I could foresee us hosting larger provincial championships

Contact information;

Linda Edey, Chairman

lmedey@shaw.ca

Capital City Softball Association

3421 – 37 St.

Edmonton, AB T6L 4Y8

*** Please advise group of future opportunities to participate in this planning process and send out stakeholder information.**

ii) Current likes of the Site

- Diamonds themselves are excellent.
- Diamonds 3 & 4 are small but are usually used as warm up diamonds so are OK
- Very green grass, beautiful flowers and huge trees make the facility very attractive.

iii) Site Factors/Considerations

1. Washrooms are getting very old
2. No concession
3. Would like a facility to be built that would include washrooms, dressing rooms (with showers), office space.
4. Drainage continues to be a problem – when it rains, we know diamond #2 is out for atleast one day.
5. More picnic tables available during an event.

iv) Needs Assessment

1. Do you see this site working for you in the future? Why? Why not? Yes & No.
 - There must be improvements to the site.
 - The washrooms are getting very old and were only put in as a temporary measure 30 years ago.
 - There is no concession.
 - If a facility was built that would include washrooms, dressing rooms (with showers), concession and some type of office space this facility would be as good as any in the country.
2. What are your current spatial requirements?
 - When we host an event we require a minimum of four diamonds for the duration of the event.
 - If the weather does not cooperate with us then we may require more diamond space to make up the games. The largest week long event that we can host with this number of diamonds is 16. When Edmonton hosted the World Master Games in 2005 we used more diamonds in Leduc for fastpitch that we did in Edmonton.
3. Do you have any spatial requirements to a facility?
(i.e. access to washroom, storage space, etc...)
 - When hosting a provincial or Canadian Championship we require washrooms,
 - dressing rooms (with showers),
 - office space, storage space,
 - media area,
 - indoor facility for year round training,
 - concession and "Beer Garden".
 - The present diamonds are not adequate to host an elite men's Canadian or Provincial championship.
 - The fence distances are too short.
4. Are you looking at any infrastructural needs, wants, desires due to future expansion? (e.g. parking, lighting, site furniture, etc...)
 - If additional diamonds were built on the site
 - i. additional parking,
 - ii. lighting,
 - iii. press boxes,
 - iv. picnic tables,
 - v. seating and
 - vi. dugouts would be required.
 - The lack of phone lines has always been an issue.
5. Are you planning any major events requiring larger field, space or administration space use? If so, please provide in detail, including proposed dates.
 - The first week of August in 2007 we will be hosting the Midget Girls Canadian Championship.
 - The two lighted diamonds are of adequate size for this championship.
 - The washrooms and dressing rooms are the "sore point" of the facility. We receive many compliments about how lovely the fields and green space areas look but then they always have to throw in the washrooms.
 - We would also require office space for administrative, statistics, medical & media.
 - Dressing rooms are required for the officials. Currently we would use three of the existing dressing rooms for the officials.
 - For all the other championships that we have hosted we have brought in three 20 by 8 foot trailers and parked them behind the baseball diamond. This is the only location where we can get adequate power and phone hook ups.
6. Are there any concerns or issues that you would like to express about the potential developments/redevelopment on the John Fry Park site? None stated

JOHN FRY SPORTS SITE MASTER PLAN

LEPRECHAUN TIGERS RUGBY CLUB

(ii) April 3, 2006

i) Background

Many of our rugby club demographics are outlined in our Program Statement that was submitted to the city in 2003. While the number of our registered players can change from one year to the next, we consist of a mixture of the following:

- Social non-playing members which range in age from 18 to 81
- Senior rugby men and women (generally 18 and over)
- Junior rugby men and women (under 19)

Mini rugby girls and boys (wide range of ages)

Contact information;
Leprechaun Tigers Rugby Club

Current Executive: President - Cam Wilton – cwilton@shaw.ca
Treasurer - Kris Lavoie
VP Mens Rugby - Trevor McGeough
VP Womens Rugby - Jericho Footz
Club Secretary - Taylor Walters
Social Convenor – Andrew Harrison
Junior Development – Craig Husselby
VP Facilities – Scott Goos

Contact information for the executive is available on our website: www.ltrugby.ca

Our membership did have a development committee at one time, but there has been some attrition over time due to a lack of activity. For the time being, I think you could include Norm and myself as contacts.

ii) Current likes of the Site

- The John Fry Park site is ideal for the club. It is reasonable distance from the homes of all their members

iii) Site Factors/Considerations

1. Make improvements to the playing facilities (fields). Due to the extensive use over the years, the fields have become dangerous for contact sports, particularly during the dry summer months. Fill is needed for their fields (*David to look into this)
2. Drainage is an issue
3. Playground site or some type of play for kids
4. Fence in their area as quads, trucks, unofficial BMX riding over their fields
5. Vandalism is a problem – demonstrated on a regular basis and ranges (destruction of property, smashed windows, burned storage shed, vehicle damage to field turf, break ins, theft and dumping. Especially in the winter months when members are not present at the site on a

regular basis. They understand that the nature of the developments in the surrounding area make constant surveillance difficult. There does seem to be constant vehicle traffic in the off-road areas and signs posted to prevent such occurrences seem to have limited effect.

6. Need a storage facility on site. ½ size of soccer centre (cost – David to look into this)
7. Has 10 year lease but one for the club house and one for the field
8. Wants to be in a home base agreement (there may be one for the top half of their field)

iv) Needs Assessments

1. Do you see this site working for you in the future? Why? Why not? Yes
 - a. It is close to members homes
 - b. They have club house on this site.
2. What are your current spatial requirements?
 - They have visiting teams with motor homes
 - Require their current field space
 - When they have 4 teams playing, over 100+ players are on site
 - Parking is not an issue at this time as they use 92 Street however, they can see parking becoming an issue. Purpose parking lot to be expanded
 - Difficult to answer in one question, but based on the large size of our membership, our spatial requirements are considerable.
3. Do you have any spatial requirements to a facility?
(i.e. access to washroom, storage space, etc...)
 - We do have numerous spatial requirements to a facility. Many of which are accommodated by the clubhouse on site.
 - Storage facility
4. Are you looking at any infrastructural needs, wants, desires due to future expansion? (e.g. parking, lighting, site furniture, etc...)
 - We have a number of future plans and infrastructural needs for the site, which are all outlined in the program statement submitted to the city.
5. Are you planning any major events requiring larger field, space or administration space use? If so, please provide in detail, including proposed dates.
 - None at this time.
6. Are there any concerns or issues that you would like to express about the potential developments/redevelopment on the John Fry Park site?

JOHN FRY SPORTS SITE MASTER PLAN

SOUTH EDMONTON ELITE BASEBALL ASSOCIATION

(iii) April 3, 2006

i) Background

Our Baseball Association provides an “elite” baseball program to all South Edmonton Youth (south of the river) for ages 12 to 18 years of age.

Our program should be the same in the next few years but we will use this site more if there is another 90 ft baseball diamond available.

Contact information;

Organization: South Edmonton Elite Baseball Association

Contact: Ron Chorney – President

Contact: Rod Scammell – Head Coach

ii) Current likes of the Site

- Diamonds themselves are excellent. We use the Bob White field and we like it a lot.

iii) Site Factors/Considerations

1. Drainage continues to be a problem – when new grading and drainage patterns
2. Field house for indoor practice
3. Another ball field
4. Facility need for - washroom, dressing rooms, equipment storage, facility to have a snack bar, a club house, and a training facility.
5. Want a Home base agreement

iv) Needs Assessment

1. Do you see this site working for you in the future? Why? Why not?

Yes, very much so, and it gives our association a chance to host a National Finals Tournament in the next 2-3 years for Midget Nationals.

2. What are your current spatial requirements?

- Indoor Storage facility for our equipment
- Batting cage (it is over the transportation right away, they use this when they can not have the diamond)
- Another diamond right where the pile of wood chips are (so they do not have to use St. Albert to play on) Currently they host an international tournament. The size of diamond is 330 ft

3. Do you have any spatial requirements to a facility?
(I.e. access to washroom, storage space, etc...)

- A washroom,
- dressing rooms,
- equipment storage,
- facility to have a snack bar,
- a club house, and
- a training facility.
- Home base agreement

4. Are you looking at any infrastructural needs, wants, desires due to future expansion? (e.g. parking, lighting, site furniture, etc...)

See Question No.5

- Parking has not been an issue with the 400 folks even when Softball is playing on diamonds.
5. Are you planning any major events requiring larger field, space or administration space use? If so, please provide in detail, including proposed dates.
- We would like to hold a National Tournament and we would like a Club House and possibly a training facility. 400+ folks attend their current competition.
6. Are there any current issues related to your sport, activity on the John Fry Park site?
- None at this time.

JOHN FRY SPORTS SITE MASTER PLAN

EDMONTON LADIES SOFTBALL ASSOCIATION

(iv) April 3, 2006

i) Background

Contact information;
Edmonton, AB T6L 4Y8

ii) Current likes of the Site

-
-

iii) Site Factors/Considerations

- 6.
- 7.
- 8.

iv) Needs Assessment

JOHN FRY SPORTS SITE MASTER PLAN

ALBERTA VOLLEYBALL ASSOCIATION

(v) April 3, 2006

i) Background

This group consists of

Contact information;

ii) Current likes of the Site

-
-

iii) Site Factors/Considerations

- 9.
- 10.

iv) Need Assessment

JOHN FRY SPORTS SITE MASTER PLAN

CITY OF EDMONTON PARKS OPERATION

(vi) April 13, 2006

i) Background

This group consists of 30 staff on May - October

Contact information; Darrel Malayko (COE staff)

ii) Current likes of the Site

- Central to the park

iii) Site Factors/Considerations

11. Mulch storage site can be moved to another location on this park.
12. Currently the garage holds equipment for grass cutting crews.
13. There are 8 dressing rooms, 2 referee rooms and 2 washrooms, 1 office trailer on site. If there was an amenity building, the garage would need to hold equipment for grass cutting, the office would need to be a good size with a separate washroom for office staff vs. public, kitchen space to hold fridge, microwave. Proper first aid room is also needed. Rollie Mills would be an example of a site building.
14. When major events are held, there is not enough parking. Currently parking for these events are in the overflow, grass, streets and they are short about 100+ stalls.
15. If dressing room trailers are removed, there needs to be washroom plans that holds 2 referee rooms and 8 team rooms as sharing occurs at the moment.
16. A community room would need to serve as a computer room, media room, hosting, storage room during competitions.
17. A concession is needed during big events.
18. Every year there is at least one large event held on this site.
19. Parking is a concern
- 20.

iv) Conclusions

- Keep Parks operation folks in the loop when designing the site.

JOHN FRY SPORTS SITE MASTER PLAN

BILLY D'S DRIVING RANGE & GOLF CENTRE INC.

(vii) May 1, 2006

i) Background

- Established in 1983 as Anderson's Longest Yard, the first stand alone Driving Range in the Southside of Edmonton.
- Changed ownership in 1985 and became Billy D's Driving Range and Golf Centre
- A 22 year history of serving South Edmonton's Golf Needs
- Billy D's provides both a practice and learning environment for over 10,000 golfers in South Edmonton, and that number is increasing with the expansion of the South Edmonton corridor.
- Billy D's is the location of Metro Community College Continuing Education for Adults Golf program. Between 400-500 new golfers are introduced or brush up on their golfing skills through our golf instruction programs.
- Billy D's is the location of the University Recreational Golf Instruction program which enlists 300-400 golfers.
- Billy D's provides the perfect learning environment for 2 Jr. and 6 Sr. high schools in the Southside area, approximate 400-500 students per year.
- Is initiating in conjunction with Ross Shepard High school which will provided students with a full 5 credit course in golf. Plans are to expand this program to the major High schools in the city and cultivate golf at the grass roots of the school curriculum.
- Long range plans are to structure University golf Scholarship Program at the University of Alberta. Here graduating high school players can receive a university of Alberta. Here graduating high school players can receive a university degree and develop their golfing talents in Edmonton. Certainly a more affordable alternative to may schools in the United States.
- Currently, Billy D's fits the land usage of this parcel with future LRT plans and gas lines which occupy the north end of the parcel. It is also an excellent outdoor recreational facility that promotes the John Fry Park experience.
- They are a contributor to not only providing hundreds of thousand of dollars to city coffers through lease and taxes. It has also provided an exceptional learning center to cultivate new golfers, who in turn use many of the City of Edmonton Public Golf Courses.
- Billy D's has long been a mainstay in South Edmonton as not only a Driving range, but an excellent learning and recreational centre. Billy D's hopes to continue its long standing service to the public and City of Edmonton.
- Billy D's looks forward to working with the City and The CO centre in making John Fry the best outdoor recreational centre in the city.
- Business is growing . Nearest driving ranges are Bogey Busters (122 Street & Ellerslie Road) and Mill Woods Golf Course. Currently in the first year of a 3 year lease.

Contact information;

Billy D's Driving Range & Golf Centre Inc.
9656 – 28 Ave
Edmonton, AB
(780)461 – 4653

Grey Kellogg (Personal)
1223 Summerside Drive
Edmonton, AB, T6X 1C5
kdaygolf@yahoo.ca

ii) Current likes of the Site

- Good customer exposure – especially within the industrial/commercial area.
- This is a quiet area.

iii) Site Factors/Considerations

- Would like to have additional signage to advertise and direct users to the range
- Vandalism. B & E's.
- Broken windows. Nothing of value left on site.
- Operational alarm system.
- No formal night lighting

iv) Needs Assessment

1. Do you see this site working for you in the future? Why? Why not?

Yes. This is a very good location. There is a 22 year history of a driving range on this site. Current ownership has existed for 13 years. There are 52 stalls.

At the time the Transportation Department is ready to build the LTR rail maintenance yard, the lease with Billy D's will be terminated. At this time, this is not expected to occur for 5-7 years.

2. What are your current spatial requirements?

Access off 28th avenue. Parking. Directional signage off 28th avenue and 91 street would be helpful.

3. Do you have any spatial requirements to a facility? (i.e. access to washroom, storage space, etc...)

Not at this time. However, when the Go Centre is developed on the site to the north, the driving range will need to be re-oriented. Fencing and netting will be required. A berm will likely need to be built at the end of the range, graded and seeded. Scheduling will be an issue. A two year window will be required to sod the range. Financing will be a dependency.

4. Are you looking at any infrastructural needs, wants, desires due to future expansion? (e.g. parking, lighting, site furniture, etc...)

As the park site is developed to the north Billy D's will need to be re-oriented so that it no longer extends out onto Community Services land (parkland). Currently, the lease is with the Transportation Department as 2/3 of the range sits on Transportation land.

5. Are you planning any major events requiring larger field, space or administration space use? If so, please provide in detail, including proposed dates. - No.

6. Are there any concerns or issues that you would like to express about the potential developments/redevelopment on the John Fry Park site?

There will be significant expenses occurred in reconfiguring the driving range when either the Go Centre or the LRT maintenance yard is developed.

JOHN FRY SPORTS SITE MASTER PLAN

GO CENTRE ASSOCIATION

(viii) May 1, 2006

i) Background

See business plan. Once the facility is developed it is expected to be operational 12 months of the year. Are looking forward to being one of the facilities on the John Fry Park Site. Are looking forward to meeting other park stakeholders and sharing information about the proposed Go Community Centre.

Contact information;

Jane Styles

Campaign Director

Go Community Centre

#300, 10328 – 81 Avenue

Edmonton, Alberta T6E 1X2

Phone (780) 439 – 2224

Fax: (780) 413 – 7226

e-mail: jane@gocentre.com

ii) Current likes of the Site

- Good Location

iii) Site Factors/Considerations

- Grade
- Drainage
- Adjacent owners
- Overall users of the site
- Directional signage, sponsorship signage, building signage

iv) Needs Assessment

1. Do you see this site working for you in the future? Why? Why not?

Yes. However, a long strip of land is not as practical as a more rectangular shape. The current proposed drawing is about a year old. This is not necessarily the final design as there are a number of issues to be addressed.

2. What are your current spatial requirements?

- Also looking at 3 outdoor basketball courts.
- Considering different gating options.

- Also want to look at access underneath the Trans Alta Link, especially for parking.
- Are open to looking at alternate access points to the facility (i.e. from the north side).

How does the building support the needs of beach volleyball?

- They have a 3 year lease with 2x1year renewals. Beach volleyball is currently on Transportation Department land. Includes 8 courts and seating room

3. Do you have any spatial requirements to a facility? (i.e. access to washroom, storage space, etc...)

No. Will need to look at a variety of gating options to ensure controlled access to washroom, viewing areas, etc...

4. Are you looking at any infrastructural needs, wants, desires due to future expansion? (e.g. parking, lighting, site furniture, etc...) - No.
5. Are you planning any major events requiring larger field, space or administration space use? If so, please provide in detail, including proposed dates.

These will be contained within the building design.

JOHN FRY SPORTS SITE MASTER PLAN BUSINESS

(ix) April 12, 2006

i) Background

This group consists of local businesses around the John Fry Park

Contact information;

1. Boncor building Products Co.
Lyle Letourneau (Manager)
463 – 1400/984- 7464
* Currently employ 5-6 people, will be expanding over the next years, therefore bringing more people to the park.
2. Powertran Company Ltd
Randy Diamond, General Manager (437 – 6699)
9604 – 31 Ave
Edmonton, AB, T6N 1C4
3. Topco Oilsile Products Ltd.
Bill Klotz (Northern District Manager)
Teresa Lee (Accounting Manager)
* 30 employees

ii) Needs Assessment

1. What are your current likes of John Fry Park site?
 - Driving Range will be utilized by employees
 - Park atmosphere, lessens the blow of industry around it
 - Grassy areas to sit and eat lunch
 - Driving range and volleyball nets nearby to use
2. What is your current dislikes of the John Fry Park site?
 - Wood chips fermenting across from our shop and obstructing the view
 - No thorough road access to 28th ave
 - The number of questionable meetings which take place in the parking lots during daytime and evening hours
 - Not much for the public to use
3. Are there any concerns or issues that you would like to express about the potential developments/redevelopment on the John Fry Park site?
 - To keep the park fee to it, perhaps develop it more for recreational use by neighboring businesses (ie, picnic area for lunch or a walking track)
 - Will there be enough parking on site if this becomes a busy park.

Meeting Notes


Stantec

John Fry Sports Site Master Plan

John Fry / FILE 1161 32072

Date: December 14, 2006
 Place/Time: Stantec / 9:30am
 Next Meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 David Dorward, GO Centre
 Debbie Cashion-Kalinowski, City of Edmonton
 Teresa Miller-Grayston, City of Edmonton
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton
 Elaine Betchinski, City of Edmonton

Item:
Action:
1.0 Introductions
2.0 Review of Current GO Centre Model
2.1 General

- GO Centre group is willing to work with John Fry Park design team to maximize on shared site uses Info

2.2 Building Review

- latest design includes a larger building footprint, extending the building into the new triangular piece of land Info
- their current plan shows the volleyball courts remaining in their current location on Transportation land and additional parking in the Altalink ROW Info
- indoor court spaces can accommodate either 30 volleyball or 12 basketball (or combination thereof) Info

- new building footprint is 223,000sq.ft (4.7 acres in size) Info
- they propose a historic display (ie.Edmonton Grads) in building; it would be a joint project w/ City and Provincial Archives Info
- art displays are a possibility (potential for additional 3rd party funding) Info

2.3 Site Review

- parking volumes to be confirmed David
- concessions are planned for the building Info
- berming (or other alternative) requested to provide separation between GO Centre and Transportation land parcel Penny

2.4 GO Centre's proposed timelines Info

- break ground in spring/summer 2008
- begin building construction in 2009

3.0 Discussion of current Go Centre model

3.1 Feedback from City and Stantec (based on site constraints)

- timelines for Transportation property do not allow for long-term planning of volleyball courts in current location Info
- submittal of plan to Altalink to review land uses on utility ROWs Penny/
Felix
- City recommends GO Centre to procure LA services for parking and landscaping David

3.2 Ted updated David by reviewing master plan process Info

3.3 Kevin provided David w/ a copy of the Gantt Chart Info

3.4 Cooperation with other groups:

- Leprechaun Tigers – are they planning to sell clubhouse? Neil

4.0 Additional Action Steps

- | | | |
|-----|---|----------------|
| 4.1 | Proceed w/ letters to stakeholders | Penny/
Neil |
| 4.2 | Proceed w/ inquiry to Leprechaun Tigers of future plans | Penny/
Neil |

The meeting adjourned at 10:30am.
The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Stantec

December 14, 2006
John Fry Sports Site Master Plan
Page 4 of 4

Meeting Notes


Stantec

John Fry Sports Site Master Plan

John Fry / FILE 1161 32072

Date: February 7, 2007
 Place/Time: Stantec / 9:00am
 Next Meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Darrell Malayko, City of Edmonton
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton
 Elaine Betchinski, City of Edmonton

Item:	Action:
1.0 General	
<u>Info Gaps / Questions</u>	
<ul style="list-style-type: none"> Parks to provide copies (digital) of any additional existing stakeholder agreements and needs assessment information. 	Kevin
<ul style="list-style-type: none"> Parks to confirm stakeholders with Home Base agreements. Darrell confirmed that no Home Base or licensing agreements exist. 	Info
<ul style="list-style-type: none"> Parks to provide lease agreement/boundaries and zoning on parcels. 	Kevin
<ul style="list-style-type: none"> Parks to provide copies of program statements if available. 	Kevin
<ul style="list-style-type: none"> Stantec to update list of provided materials. Neil e-mailed list to City. 	Info
<ul style="list-style-type: none"> John Fry Park is a City Level Park. Development should conform to UPMP. 	Info
<ul style="list-style-type: none"> John Fry Park is an official off-leash area. 	Info
<ul style="list-style-type: none"> Parks Operations has no direct involvement with rugby field or east end of John Fry Park site. 	Info
<ul style="list-style-type: none"> On-site Parks Operations staff regularly maintains west 	

side of John Fry Park site (ball diamonds and connecting green spaces). Maintenance includes line painting, watering, cleaning, etc. to Class B standard Info

- **Currently, total maintenance costs for John Fry Park provided entirely by City of Edmonton. Moneys are added as available (ie. conservation funds). Capital plan funds are not currently used, except for future amenity building.** Info

2.0 Physical Site Review

1.1 Grading / Drainage

- Parks has addressed physical grading concerns along east boundary of building at northwest corner of site, but litigation still in progress. South boundary will still need to be addressed. All
- Centre of site does not drain. Drainage issue exists at end of driving range. Info
- Rugby fields currently drain toward property to the north, this issue to be addressed. Fields were not constructed to a high standard and should be fine graded. Info
- "Dirt bike" area in southeast corner to be included in grading review, although it is Transportation land. Info
- Grading and Drainage to be reviewed in detail with Operations at next meeting. Info
- **Overall site drains from southeast to northwest.** Info
- **Diamond #1 has good drainage (built for either '78 Commonwealth or '83 Universiad Games), but the dug-outs in Diamonds #2 and #3 fill with water. Diamond #2 has the worst drainage problems.** Info

1.2 CPTED Review

Stantec to review site for CPTED concerns. Attention to be paid to security lighting and baseball dugouts. Penny

2.0 Concept Plan Review

2.1 Amenity Building

- Ted and Kevin presented a summary of amenity building parameters. Info
- The Rundle Park Family Centre is a similar facility in terms of size and use. Comparable desired level of architecture would be the amenity building at Jackie Parker Park. Size and layout of proposed change rooms would comparable to those at Ted/
Kevin

Rollie Miles Park. Ted / Kevin to provided copy of Rollie Miles floor plans to Penny. Darrell related that space in Rollie Miles is not enough. Goldstick Park facility has good space, but serves a park having less amenities (3 ball diamonds; all built by City).

- Review available space on John Fry Park for amenity building. Info
- **Penny will check w/ architecture group for a probable cost to build amenity building, based on comparisons w/ other City sites (ie. Rundle Park, Jackie Parker, Rollie Miles).** Penny
- **John Fry Park team to bring a proposal for the amenity building to stakeholders meetings.** All
- Level of architectural detail for the amenity building to include a building footprint. Penny to review possibility of providing an illustrative sketch of building. Penny
- **Park Operations currently staffs site with 1-2 people per shift. No staffing increases are planned. Regular City maintenance crews are not stationed on site.** Info
- **Parks Operations indicated need for doubling of current washroom capacity, first aid room, and umpire rooms w/ private washrooms. Require larger garage (more space, higher overhead door).** All

2.2 Utilities

- **Detailed list of pipelines on site provided (in draft report). Penny and Felix to call utility companies re proposed uses on R.O.W.s prior to sending any plans.** Volleyball and basketball areas as shown on Concept Plan may need adjusting, depending on feedback from utility companies. Penny/
Felix

2.2 Drainage solutions:

- Berming along north industrial site. Info
- Sustainable drainage.
- Use marginal material from pile at north end of site for filling the low area and berm construction. It is desirable to use as much material on site as possible.
- Penny proposed new berming concept to contain grading within site and to enhance user interaction (ie. picnic sites, play areas). Concept accepted for further review.

2.3 Access and Parking

<ul style="list-style-type: none"> ▪ Penny reviewed the road access points shown with an in-house transportation designer, who indicated that they should not be a concern. 	Info
<ul style="list-style-type: none"> ▪ To the conceptual parking layout, Penny proposed reducing the amount of formalized (paved) parking and using reinforced grass areas with Grassy Pavers or similar product. Parks was in favour of this approach. 	Info
<ul style="list-style-type: none"> ▪ Access from 28 Ave into the site not required. A more efficient use of space for a turn around will be reviewed. Existing access from 28 Ave to Billy D's can remain until area turned over to Transportation. Transit will want an emergency access connection through Go Centre land. 	Info
<ul style="list-style-type: none"> ▪ Parks Operations said current day-to-day parking is good, but main concern is overflow parking (no controls in place). Bollards would help to control scope of parking areas. 	Info
2.4 Go Centre	
<ul style="list-style-type: none"> ▪ Digital copy of new Go Centre plan has not been received. Neil to insert scanned copy into site. 	GO
<ul style="list-style-type: none"> ▪ Go Centre must fit within space provided including required parking and ultimate sand volleyball courts 	Info
2.5 Other	
<ul style="list-style-type: none"> ▪ Winter uses of site briefly discussed. 	Info
<ul style="list-style-type: none"> ▪ Problems with fly balls hitting building at northwest corner identified as a field booking concern. 	Info
<ul style="list-style-type: none"> ▪ Current space for City maintenance and storage area identified as a short-term use for drought tree chipping. Space does not need to be allocated in future plan. Existing bark mulch pile belongs to Forestry, and will be moved to off-site location. 	Info
<ul style="list-style-type: none"> ▪ Need to confirm any existing irrigation. Discuss with Operations at next meeting. Entire zone that's maintained by on-site Park staff is irrigated (main 3 diamonds w/ connecting green space between; other 2 diamonds w/ green space around perimeter. Kevin to check w/ Paul St. Arnaud to locate copy of irrigation plan. Diamonds #1,4,5 have updated irrigations systems, but Diamonds #2 and 3 on old hydraulic (manual) irrigation system. All systems still operational. 	Kevin
<ul style="list-style-type: none"> ▪ Parks Operations has 3 classifications for on-site lawn maintenance: no-cut, 10-14 day cut, daily cut. Can be 	Info

visually differentiated either by vegetation shade on air photo or by vegetation color on-site during warm months.

- | | |
|--|---------|
| ▪ City to confirm terms of lease with Billy D's Driving range. To reorient the range to a westerly direction, major fencing upgrades would be required for safety. Billy D's was made aware of this, as stated in the Needs Assessment report, but future plan requires clarification. | Kevin |
| ▪ Parks has installed fencing along east side of site. Apparently people are still driving around the fence to access the site through Dirt Guy's access. | Info |
| ▪ Fire hydrants located in adjacent streets. Penny to check with architects re fire safety requirements for Amenity Building | Penny |
| ▪ Parks Operations to email list of desired/required site improvements. | Darrell |
| ▪ Lighting needs consideration – park vs. parking lot vs. amenity/staffing security lighting. | Penny |
| ▪ John Fry Park to have hard surfacing (no shale, gravel, etc.) | Info |

3.0 Stakeholder Input Review

- | | |
|--|-------|
| ▪ Stantec has had contact with all stakeholders. Comments from questionnaire summarized and reviewed. Information placed in simple chart format. Neil provided updated contact information for stakeholder groups to Parks. | Info |
| ▪ Meeting between Parks, Stantec, and Go Centre held in December. Content and schedule for meetings with other stakeholders to be determined at next meeting. Penny provided draft of stakeholder meeting agenda. | Penny |

4.0 Draft Report

- | | |
|--|-------------|
| ▪ Penny provided a draft of the first few sections of the report for review and comment. | Ted / Kevin |
| ▪ Stantec to include budget numbers for field upgrades in report. | Penny |

5.0 Schedule Review

Info

- Penny provided revised schedule charts with one additional week added to the schedule for completion at the end of April.

The meeting adjourned at 10:15am.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Penny Dunford CSLA
Senior Associate
pdunford@stantec.com

Agenda


Stantec

John Fry Sport Site – Stakeholder Meetings

Edmonton Ladies Softball Association

Date: February 21, 2007
 Place / Time: Stantec / 3:00pm
 Next meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Al Schwartz, ELSA
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton

Item:
Action:
1.0 Introductions
2.0 Review of Current Site
2.1 Parking

Info

- for normal use, there are no problems w/ parking capacity (two parking lots)
- gravel parking lot needs curb stops
- for Nationals, additional parking is used along asphalt path/road (to south) and 31 Avenue (to north); shuttle buses also operate to/from Coast Terrace Inn

2.2 Overall Site

Info

- ELSA agrees w/ COE Operations' analysis of ball diamonds (re: grading and improvements)
- ELSA requires minimum of four diamonds for regular use (Monday thru Thursday)
- Diamond #2, especially around 2nd base, could use crowning of shale
- first two diamonds to "rain out" are Diamonds #2 and #5 (#2 is the worst drainage)

- Diamond #4 has good drainage
- no game play allowed on fields, by COE Operations, until water (irrigation) turned on

3.0 Discussion of Future Plans

3.1 Midget Nationals

Info

- 2007 Midget Nationals to be held July 29-Aug.5
- fence requirements @ 210'

3.2 Proposed Agreements

ELSA/City

- ELSA used to have Home Base agreement @ Clark Field; was relocated, for building of Commonwealth Stadium, to John Fry
- Further discussion required between ELSA and City

4.0 Discussion of Concept Plan

4.1 General

Info

- space allocation required for beer tents

4.2 Temporary Fence

Info

- operational issues of fence – conflicts w/ irrigation; requires additional storage
- ELSA has potential for money grant to supply and install

4.3 Parking

Info

- ELSA approved the proposed parking concept

4.4 Lighting

- diamonds #1,2,3 are currently lit
- one of new (proposed) fields will require lighting; ELSA expressed potentials for sharing cost of lighting w/ City
- City to provide cost of lighting second diamond to ELSA

Info

Info

City

4.5 Ball Diamonds

- small bleachers currently on Diamonds #4,5; bleachers required on new diamonds (P3 and P6), with priority on “P3”; bleachers to be new, but can be of same quality Info
- ELSA requested to leave new diamonds @ 275’, due to potential for additional users (men’s softball from Winterburn) Info
- City to provide cost of proposed dugout revisions to ELSA for potential cost sharing City

4.6 Amenity Building

Info

- ELSA needs year-round access
- temporary storage rooms required (for during tournaments); no other storage area required, except for temporary fencing
- ELSA wants food concession to be present
 1. Ted proposed a volunteer-run concession (shared between user groups)
 2. Al suggested only one group to run concession year-round (ie. private operator; one stakeholder; COE)
- no first aid room required, since ELSA plans to continue supplying their own first aid tent
- small officials’ room required (no separate washrooms needed)
- ELSA currently shares office w/ Alberta Softball (cost - \$350 per month @ 3160-33Ave., contact - Scott @ Alberta Softball); no need to relocate
- more washrooms required
- ELSA’s list of priorities for an amenity building:
 - #1 – washrooms
 - #2 – concession

- #3 – officials room
- #4 – multi-purpose room

5.0 Next Steps

- 5.1 Stantec to advise of next meeting, but likely to be at time of final presentation of John Fry Sports Park Master Plan. Stantec

The meeting adjourned at 3:50pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Agenda


Stantec

John Fry Sport Site – Stakeholder Meetings South Edmonton Elite Baseball Association

Date: February 21, 2007
 Place / Time: Stantec / 3:50pm
 Next meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Don Chase, SEEBa
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton

Item:	Action:
1.0 Introductions	
2.0 Review of Current Site	
2.1 Parking – no concerns w/ current parking	Info
2.2 Overall Site	Info
<ul style="list-style-type: none"> would like more warm-up areas need enclosed batting cages and bull-pens (w/ 4 sides and top meshed) baseball field drainage is good bleachers are in good condition baseball field is currently irrigated bleachers, scoreboard and press box were upgraded as part of last round of site improvements; in good condition 	
2.3 Space Requirements	Info
<ul style="list-style-type: none"> overall need for more baseball diamonds no major events currently held, since would require 3-4 diamonds to host tournaments 	

- Midgets use John Fry, but no room presently available for game play by other leagues (ie. Bantam)
- field sizes = PeeWee (12-15yrs old) – up to 230';
Bantam – 275-290'

3.0 Discussion of Future Plans

3.1 Proposed Agreements

SEEBA /
City

- SEEBA would like to have a Home Base agreement; further discussion required

4.0 Discussion of Concept Plan

4.1 Amenity Building

Info

- more washrooms a priority
- two change rooms would be nice, but not priority
- interested in having/sharing office space (SEEBA currently has no office)
- officials room requested
- equipment space needed (currently pay \$2500/yr for approx. 10'x10' space)

4.2 Additional baseball field spaces

Info

- no space on John Fry Park for additional baseball fields
- baseball fields unique from softball in that they require a pitching mound for game play
- cooperative multi-use of fields between softball and baseball discussed (ie. P6)
- multi-use difficult to achieve, since temporary pitching mounds not currently accepted by Baseball Alberta

5.0 Next Steps

- 5.1 Stantec to advise of next meeting, but likely to be at time of final presentation of John Fry Sports Park Master Plan. Stantec

The meeting adjourned at 4:20pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Agenda


Stantec

John Fry Sport Site – Stakeholder Meetings

Capital City Softball Association

Date: February 21, 2007
 Place / Time: Stantec / 4:20pm
 Next meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Linda Edey, CCSA
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton

Item:	Action:
1.0 Introductions	
2.0 Review of Current Site	
2.1 Background Information	Info
<ul style="list-style-type: none"> CCSA is a group of people primarily focused on promoting game of softball CCSA hosts larger tournaments (in 2007, Midget Nationals – July 29 thru Aug.5) CCSA has access to monetary funds historical note – Diamond #2 was 1st diamond in Edmonton to receive shale 	
2.2 Overall Site	Info
<ul style="list-style-type: none"> diamonds #1,2,3 fenced as one unit; control fencing requires changes (fencing of diamonds vs. entire site) CCSA currently supplies three 20' trailers for event use 	
2.3 Midget Nationals	Info
<ul style="list-style-type: none"> CCSA requires 4-5 diamonds for tournament 	

3.0 Discussion of Concept Plan

3.1 Amenity Building

Info

- CCSA would need full use of building during events
- concessions wanted
- washrooms required
- two official rooms (men's and women's) w/ washrooms and showers
- common room requested
- 4-6 change rooms requested
- office/storage space requested (need approx. 10'x 20')

4.0 Next Steps

- #### **4.1**
- Stantec to advise of next meeting, but likely to be at time of final presentation of John Fry Sports Park Master Plan.

Stantec

The meeting adjourned at 5:00pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Agenda


Stantec

John Fry Sport Site – Stakeholder Meetings

Leprechaun Tigers Rugby Club

Date: March 7, 2007
 Place / Time: Stantec / 4:00pm
 Next meeting: To be announced
 Attendees: Kevin Dieterman, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Neil Kobewka, Stantec
 Cam Wilton, LTRC
 Kyley Moisey, LTRC
 Kris Lavoie, LTRC
 Neil Forsyth, LTRC
 Absentees: N/A
 Distribution: Meeting attendees
 Ted Jenkins, City of Edmonton
 Shelley Kwong, City of Edmonton
 Penny Dunford, Stantec

Item:	Action:
1.0 Introductions	
2.0 Review of Current Conditions	
2.1 Overall Site	Info
<ul style="list-style-type: none"> • drainage issues exist between rugby fields and at southeast corners of both fields • guide wire from power pole (on central east side of east field) is potential safety hazard for athletes • two catch basins exist in Altalink ROW, south of rugby fields; funds were contributed by LTRC in 1980s ('87 or '88?) to construct • security issues exist on site (ie. break-ins), primarily on north end of fields • additional parking required 	
2.2 Clubhouse	Info
<ul style="list-style-type: none"> • LTRC outgrowing current size of clubhouse 	

- shed is required to store equipment (ie.20' x 20'); shed may be erected by LTRC this year

3.0 Discussion of Future Plans

3.1 LTRC's Future Site Development Plans

Info

- LTRC would like a parking lot on Altalink ROW
- 5-7 year plan focuses on fields and posts
- 10+ year plan focuses on clubhouse (increasing to two buildings) and playground/play area (w/ consideration for proximity to clubhouse)
- no lighting of fields required
- bleacher stands not a priority
- LTRC wants to relocate goal posts and upgrade to steel posts; posts currently one meter from edge of ROW
- in coordination w/ field upgrades, LTRC wants to adjust field locations to create more width between fields and allow for more buffer from ROW
 - west field - move ten meters south, one meter west
 - east field - move ten meters south, one meter east

3.2 Proposed Agreements

Info

City/LTRC

- LTRC would like to assist w/ site developments
- Elaine discussed parameters of Home Base agreement:
 - most of site no longer MR designation
 - time and energy commitments would require further negotiation
 - parking lot would be included in lease agreement

4.0 Discussion of Concept Plan

4.1 Feedback from LTRC

Info

- proposed parking is ok (require 50 regular stalls; 4 handicap stalls)
- amenity building not likely to be used by LTRC

5.0 Discussion of Project Timing

5.1 Field upgrades schedule, as proposed by LTRC

Info

- east field can be upgraded at any time; would involve stripping, regrading (keeping relocation in mind), seed or sod, and upgrading of posts
- wait couple of years
- upgrade west field (same process as east field)
- Cam Wilton mentioned cost benefits of upgrading both fields at same time

5.2 Crossing agreements

Info

- LTRC would prefer City to arrange or help w/ crossing agreement process

6.0 Next Steps

6.1 City to provide grading concept of rugby fields to LTRC.

City/
Stantec

6.2 Stantec to advise of next meeting, but likely to be at time of final presentation of John Fry Sports Park Master Plan.

Stantec

The meeting adjourned at 5:00pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Agenda


Stantec

John Fry Sport Site – Stakeholder Meetings

Alberta Volleyball Association

Date: March 12, 2007
 Place / Time: Stantec / 3:00pm
 Next meeting: To be announced
 Attendees: Kevin Dieterman, City of Edmonton
 Neil Kobewka, Stantec
 Terry Gagnon, AVA
 Ian Allan, AVA
 Absentees: Shelley Kwong, City of Edmonton
 Distribution: Meeting attendees
 Ted Jenkins, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Penny Dunford, Stantec

Item:
Action:
1.0 Introductions
2.0 Review of Current Site
2.1 Background Information

Info

- volleyball demographics show approx 80% of Edmonton adult users are from south side of river
- beach volleyball court layout, as per AVA
 - court size = 8'x16' (for both adult and youth)
 - between courts = 18' (six meter) buffer required from end line to end line; 15' (five meter) buffer required from side line to side line
 - structure = 12-18" ideal depth of sand + landscape fabric + (ideally) gravel w/ weeping tile for area drainage

2.2 Beach Volleyball Courts

Info

- current usage = 5-10pm weekdays; all day on weekends
 = 64 teams/night (2-4 teams)
 = May through August
 = 7-8 weekend events

- currently have three-year lease for present location
- AVA wants courts to remain somewhere on John Fry site
- currently use Sea-can (8'x8'x32') to store equipment, located on site during season

3.0 Discussion of Future Plans

3.1 AVA plans for beach volleyball courts

Info

- develop feature courts w/ seating (either bleachers or berm seating)
- develop staging area w/ potential lighting

3.2 Proposed Agreements

AVA / City

- AVA agreed that permanent storage is required; open to partnering w/ City (ie. funds and energies) for development of amenity building

4.0 Discussion of Concept Plan

4.1 Feedback from AVA

Info

- indoor volleyball courts (along w/ all associated parking, amenities, etc.) currently included in GO Centre plan
- beach v-ball courts were never included in original GO Centre plan
- AVA concerned w/ lower number of beach v-ball courts in concept; for weekend tournaments, ten courts are not enough
- AVA needs at least two feature beach v-ball courts
- no storage area in GO Centre plan for beach v-ball equipment (16 nets, balls, etc.)
- beach v-ball storage area required, since hauling loose equipment over large distances not practical
- beach v-ball sand containment required (ie. wind protection, min. 6" raised edge)

5.0 Next Steps

- 5.1 Stantec to advise of next meeting, but likely to be at time of Stantec
final presentation of John Fry Sports Park Master Plan.

The meeting adjourned at 4:00pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Meeting Notes


Stantec

John Fry Sports Site Master Plan

John Fry / FILE 1161 32072

Date: April 16, 2007
 Place/Time: CN Tower, 10th Floor / 12:00pm
 Next Meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Paul St. Arnaud, City of Edmonton
 Debi Anderson, City of Edmonton
 Brad Badger, City of Edmonton
 Elaine Betchinski, City of Edmonton
 James Thompson, City of Edmonton
 Shelley Kwong, City of Edmonton
 Lynn Woywitka, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Absentees: N/A
 Distribution: Meeting attendees

Item:	Action:
1.0 Introductions / Project Introduction	
2.0 General	
<ul style="list-style-type: none"> Penny reviewed John Fry master plan process, providing updates of current schedule status. 	Info
<ul style="list-style-type: none"> John Fry team has met with all stakeholders for input. Neil presented a brief summary of the updated stakeholders' feedback. 	Info
<ul style="list-style-type: none"> Ted brought up concerns over expansion of the GO Centre (ie.parking). As building footprint increases, amenities (ie.beach v-ball) are being pushed out. Land usage on Altalink ROW remains in question (ie.parking, basketball courts). Concerns agreed with by Directors, and Master Plan will continue to label land parcel as "Proposed GO Centre", but no detail to be shown. 	Info
<ul style="list-style-type: none"> Paul provided comment, from community/taxpayer groups, for desired balanced usage of green space vs. facilities (in district parks). 	Info

- Directors identified that John Fry is one of Edmonton's premiere baseball/softball parks, and will be treated as such in development/funding considerations. Info
- Due to upcoming 2008 World AAA Youth championships, E1 field will be upgraded (grading, irrigation). For information only, and not in scope of this Master Plan. Info
- Ted discussed zoning of John Fry w/ Peter Alexander. In consolidation process, all John Fry areas will be rezoned as parkland. Info
- Peter confirmed w/ Ted that park boundary, as currently shown, is correct. Land parcel on southwest boundary of John Fry is zoned as AP, but it is not owned by the City. Info
- John Fry Master Plan report will likely require caveat disclaimers and utility notes/contacts. Info
- Directors confirmed that John Fry is classified as a "City Wide Park" Info

3.0 CPTED Review

Stantec to review site for CPTED concerns.

Penny

4.0 Concept Plan Review

4.1 Grading

- Penny reviewed the proposed site grading concept. Info
- Grading concepts indicates need for a couple additional catch basins. Info
- More cut than fill is predicted for John Fry site, therefore removal of material is likely. Info
- Penny raised awareness that two catch basins, key to site drainage in the southwest part of the John Fry site, are included in the proposed land swap with Transportation. Further discussion/negotiation will be required between Parks and Transportation. Ted/
Kevin
- Digital concept grading plan can be made available for John Fry user groups in mid-May. Info

4.2 Parking

- | | |
|--|----------------|
| ▪ Directors indicated that number of planned parking stall should be based on regular usage numbers. | Info |
| ▪ Stantec to provide costing options for permanent parking areas. Options for granular and paved. | Penny/
Neil |
| ▪ Master Plan to provide costs for overflow parking options, but implementation to be determined. | Penny |
| ▪ Redevelopment of LTRC parking lot is enhanced. | Info |

4.3 Amenity Building

- | | |
|---|-------------------|
| ▪ Further discussion required on contributions for levels of development and funding (Parks vs. Operations vs. other User Groups). | Info |
| ▪ At stakeholders meeting, John Fry team to present draft of new City standards model for amenity buildings. Potentials available for grandfathering and unique negotiation arrangements. | Parks/
Stantec |
| ▪ Suggestion to invite interested parties, at stakeholders' meeting, to remain afterwards for a focus group meeting on the amenity building. | Info |
| ▪ At stakeholders meeting, show maximum building envelope of amenity building. Explain that envelope may shrink if funding not available for building features. | Parks/
Stantec |
| ▪ Shelley mentioned that attention should be given to health code guidelines (ie.first aid room). | Info |

4.4 Overall

- | | |
|--|------|
| ▪ Stantec presented the proposed Master Plan notes that incorporate the results of stakeholder and John Fry team meeting input to date. The notes include the levels of upgrade/development, as well as levels of funding responsibilities. The Directors provided feedback/clarification on these notes, as well as confirmation of City funding commitments. | Info |
| ▪ Directors indicated that Master Plan should identify the proposed level of upgrade/development, along w/ costing. Future steps, by the City, will be to determine the source for required funding. | Info |

- | | |
|--|----------------|
| ▪ John Fry Master Plan to recommend soil testing/analysis. | Info |
| ▪ Stantec to provide pricing for soil analysis of existing John Fry soils. | Penny/
Neil |
| ▪ Stantec to provide recommendation for LTRC shed location. | Penny |
| ▪ Directors approved inclusion in concept of 3m wide asphalt trail through site. | Info |

5.0 Stakeholder Input Review

- | | |
|--|------|
| ▪ All stakeholder meetings have occurred (ELSA, SEEBA, CCSA, LTRC, AVA). | Info |
| ▪ Neil provided a brief summary of stakeholder feedback. Summarization chart of stakeholders' needs is available upon request. | Info |

5.0 Schedule Review

- | | |
|--|------|
| ▪ Proposed stakeholder meeting/presentation planned for the third week of April. | Info |
| ▪ Master plan completion planned for second week of May. | Info |

The meeting adjourned at 2:15pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka, LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Meeting Notes


Stantec

John Fry Sports Site Master Plan

John Fry / FILE 1161 32072

Date: May 28, 2007
 Place/Time: Stantec / 10:30pm
 Next Meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 David Tymchak, City of Edmonton
 Derek Stuart, AltaLink
 Alan Lucas, AltaLink
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Felix Eisler, Stantec
 Absentees: N/A
 Distribution: Meeting attendees
 Debi Anderson, City of Edmonton
 Elaine Betchinski, City of Edmonton
 Shelley Kwong, City of Edmonton

Item:	Action:
1.0 Introductions / Project Introduction	
2.0 General	
<ul style="list-style-type: none"> Felix noted that Atco is currently doing minor repairs in the southwest corner of the baseball diamond. 	Info
<ul style="list-style-type: none"> Penny reviewed the proposed John Fry master plan. 	Info
<ul style="list-style-type: none"> AltaLink indicated that an adjacent business, located on the northwest corner of John Fry, is looking to expand their building structure to the south. 	Info
<ul style="list-style-type: none"> Lines on the John Fry site were designed for previous agricultural use, not roads. All clearances will require review, and relocations or raising of lines may be required. AltaLink indicated that they will not incur costs associated with line modifications, due to proposed John Fry development. 	Info
<ul style="list-style-type: none"> AltaLink will require all clearance for roads and parking. If the John Fry team can provide road/surface elevations to AltaLink. AltaLink can provide line height info. 	Info
<ul style="list-style-type: none"> No license agreement for John Fry currently exists between AltaLink and City. 	Info

- | | |
|---|---------|
| ▪ Agreements with AltaLink require the City to provide signage (w/ specifics to no 'kite flying'). | Info |
| ▪ AltaLink have not been contacted by the GO Centre group. They are currently looking at alternative sites for the Go Centre and there is a possibility that they will use the land in John Fry Park. | Info |
| ▪ AltaLink owns the E/W corridor through the site including all E/W towers. The N/S connector lines belong to Epcor. | Info |
| ▪ All crossing agreements are good for one year, so it is recommended not to apply until closer to construction. However, they will review plans to provide comment and information on line heights and acceptable development. Neil to forward copy of current plan to Al Lucas. | Kobewka |
| ▪ City is to keep AltaLink updated w/ plans for John Fry, as much as possible, to accommodate long-term planning. | Info |

3.0 Concept Plan Review

3.1 Grading

- | | |
|--|------|
| ▪ The grading plan for the site will address drainage problems on the Altalink ROW. Swales are allowed on the ROW if required. The current drainage patterns will be maintained with cross drainage between the park areas and the Altalink ROW. | Info |
|--|------|

3.2 Parking

- | | |
|---|------|
| ▪ AltaLink has concerns w/ parking lot on R.O.W., because of lower power line clearances. | Info |
| ▪ Height restrictions would be required for the proposed overflow parking areas, using both signage and physical overhead barrier. Access for maintenance/replacements must be maintained for Altalink. | Info |

3.3 Overall

- | | |
|--|------|
| ▪ No basketball courts allowed in AltaLink R.O.W. | Info |
| ▪ AltaLink desires 25m clearance between adjacent buildings and R.O.W. | Info |
| ▪ Beware of line swing-out setback/clearance, especially at midpoint of power line (ie. building height of potential GO Centre). | Info |

- AltaLink will allow trails on R.O.W. License agreement would be required. Info
- Normal below-ground irrigation system is allowed, as long as water is not hitting the lines. AltaLink needs to know location of lines and accessibility, but no specific agreement is required. Info
- AltaLink will require lighting info (ie. light standards for ball diamonds). Info
- Check fence heights, and make sure metal fences are grounded. Info
- Master Plan should show height restriction requirements and RV restrictions. Info
- Master Plan should note that an agreement between Parks and AltaLink is required, for maintenance of AltaLink corridor. Info
- Barriers should be provided to protect towers. Landscape barriers would be acceptable (ie. berm/trees), w/ minimum 10m setback around towers for access. Info
- If Parks wants to develop permanent facilities on the ROW a lease agreement will be required. Purchase of the required land could be considered, but typically Altalink would prefer a lease arrangement. Altalink has considered agreements with Parks in the past whereby the land would be leased to Parks in exchange for maintenance of the ROW. Further meetings with Parks are required to confirm an agreement. Info

5.0 Schedule Review

- Proposed stakeholder meeting/presentation planned for the week of June 18th. Invitations to be sent out asap. Kobewka

The meeting adjourned at 12:00pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka, LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

Stantec

May 28, 2007

John Fry Sports Site Master Plan

Page 4 of 4

Meeting Notes


Stantec

John Fry Sports Site Master Plan

John Fry / FILE 1161 32072

Date: June 19, 2007
 Place/Time: Stantec / 4:00pm
 Next Meeting: To be announced
 Attendees: Ted Jenkins, City of Edmonton
 Kevin Dieterman, City of Edmonton
 Penny Dunford, Stantec
 Neil Kobewka, Stantec
 Linda Edey, CCSA
 Don Chase, SEEBA
 Jim Plakas, AVA
 Cam Wilton, LTRC
 Kris Lavoie, LTRC
 Kyley Moisey, LTRC
 Neil Forsyth, LTRC
 Absentees: N/A
 Distribution: Meeting attendees
 Shelley Kwong, City of Edmonton

Item:
Action:
1.0 Introductions / Plan Presentation
2.0 General

- Penny reviewed the proposed John Fry master plan.
- Differentiate plan labeling between softball and baseball or use generic label of 'ball field'.

 Info
 Info

3.0 Comments from Stakeholders
3.1 Grading

- East rugby field - northwest corner of is too low and center of field is crowned too high.
- Rugby fields can be graded at 1.5%, as long as elevations don't vary too greatly.

 Info
 Info

3.2 Parking

▪

3.3 Amenity Building

- | | |
|---|------|
| ▪ CCSA - More washroom stalls required (than shower stalls); 6 washrooms recommended. | Info |
| ▪ CCSA - Larger officials' rooms w/ showers required for tournaments. | Info |
| ▪ SEEBBA requires maximum of 2 change rooms; CCSA requires 6 change rooms. | Info |
| ▪ Storage space is good. | Info |
| ▪ Common area is good for meetings. | Info |

3.4 Overall

- | | |
|---|---------|
| ▪ Removable fencing required on P3, P6, and E2 (not E4 and E5). | Info |
| ▪ E4 and E5 have no existing lighting. | Info |
| ▪ LTRC shed to be built on the existing concrete pad. | Info |
| ▪ LTRC season from beginning of May thru end of Sept. | Info |
| ▪ Timing for rugby field construction – sooner the better. | Info |
| ▪ LTRC working on a 10-year irrigation plan for rugby fields. | Info |
| ▪ Rugby fields as-built sizes = 70x120m + end zones. LTRC to provide as-built plans to Stantec. | LTRC |
| ▪ Stantec to provide cost comparison of sod vs. seed for rugby fields. | Stantec |
| ▪ AVA can break beach volleyball into 2 pods. | Info |
| ▪ AVA concerns include court drainage, windbreaks, and storage for equipment. | Info |
| ▪ City to ask GO Centre for official statement of intent. | Parks |
| ▪ Other potential uses for GO Centre site might be baseball. | Info |

4.0 Schedule Review

-

Stantec

June 19, 2007
John Fry Sports Site Master Plan
Page 3 of 4

The meeting adjourned at 7:00pm.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

STANTEC CONSULTING LTD.

Neil Kobewka, LAT, AALA
Landscape Architectural Technologist
neil.kobewka@stantec.com

John Fry Sport Site - Feedback Results

	Alberta Volleyball Association	Leprechaun Tigers Rugby Club	Capital City Softball Association	South Edmonton Elite Baseball Association	Edmonton Ladies Softball Association	Edmonton Parks Operation	Go Centre Association*
Has anything changed in your plans which would affect your approval of the current concept plan?	NO	plan not reviewed	NO	Add pitching mound to smaller field	NO	NO	
Do you have an Home Base or lease agreements?	have 3-year lease for current location	no Home Base, but 10-year lease (1 for clubhouse, 1 for field)...duration remaining?	NO	NO	NO	NO	YES
Do you want a Home Base or lease agreement?	open for partnering w/ COE (funds & energies)	YES		YES	YES	n/a	
Program statement submitted to City		YES					
When and how often group actively uses site.							
Duration of time	May to end of August	field = snowmelt-snowfall clubhouse = all year	July and/or August	April thru September	1st Monday of May thru to 2nd weekend of August	May thru October	all year
How often during the week	full week	full week	daily (only during championships)	2-4 week nights (varies) + weekends	Mon. - Thurs. (Diamonds #2,3,4,5)	full week	full week
Time of day	Mon.-Fri. = 5-10pm weekends = all day	weekdays = 5:30-9:30pm weekends = 10:30-5:30pm clubhouse also weekend evenings	daytime (during championships)	week nights = 5-10pm weekends = days + evenings	6-10pm	7am-11pm	all day
Number of events and when they held	7-8 weekend events (from May thru Aug.)	6-7 larger events per year	one event per year (July & Aug.)	2-3 special events per year	annual = every May long weekend (Fri. evening - Sun. aft); this year = Midget Nationals (July 29-Aug 5)		
Approximate numbers of users							
For a normal use day or evening, typically how many people from your group would be onsite?	130-260	100	special events only	80-100+	150/night (120 players)	1-2 staff per shift	600
Approximately how many vehicles?	100+	50	special events only	40+	100+	1 to 2	150+
Number of people and vehicles on site for special events	Events such as Provincials people = 250+ vehicles = 200+	people = up to 600 vehicles = up to 300	people = 600-1000 vehicles = 400-500	people = 200-400 vehicles = 80-100	May long weekend (500 people, 300 vehicles); Midget Nationals (1000 people, 600-800 vehicles)		people = 2600 vehicles = 650
Desirable uses for Amenity Building.							
If you mentioned storage, of office space as a need for your group, could you provide actual space requirements for these uses.	n/a	amenity building not likely to be used; current clubhouse - additional shower facilities, office space (for 2 desks), additional storage req'd (1/2 size of clubhouse)	need FULL use of bldg during events; concessions; storage req'd = approx. 200sq.ft.; office req'd = approx. 200sq.ft.; 4-6 dressing room (w/ showers); washrooms (priority); 2 officials rooms (M&W) w/ washrooms & showers; common room; media area; phone lines	office space desired (no specified size); 2 dressing rooms (not priority); more washrooms (priority); officials room; equipment storage (10'x10'); snack bar	need year-round access; only temporary storage rooms req'd (during tournaments); no office space req'd; concession (priority); washrooms (priority); no first aid room req'd; small officials room (no separate washrooms req'd); multi-purpose room	double current number of washrooms; storage for grass cutting equipment; office w/ separate staff & public washrooms; kitchen space; first aid room; 2 officials rooms w/ separate washrooms; 8 team rooms; common room w/ media & storage capabilities; concession; larger garage (more space, higher overhead door)	n/a
Preferred method of communication	email	email / phone	email	email / phone	email / phone	email / phone	
Additional Comments		Club size expanding. Would like to buy a property and/or longer lease agreement. Want a Home Base Agreement. More parking required (current use include 92St). Request playground/play area for kids.	Would increase use if more diamonds available. Diamonds #3,4 used as warm-up diamonds. Require minimum of 4-5 fields during event. Currently supply 3 - 20' trailers for event use.	Would like indoor facility (field house/ clubhouse) for expansion of baseball winter training. Need indoor storage facility. Really like using Bob White field. Want a Home Base Agreement. Need space for batting cages and bull-pens (meshed 4 sides & top); batting cage currently on Transportation land.	Require minimum 4 diamonds for regular use (Mon-Thurs).	Parking short by approx 100+ stalls. Garage currently stores grass-cutting equipment.	Will need to look @ gating options to ensure controlled access to washroom, viewing areas, etc. Areas for signage. *The Go Community Centre group was included in stakeholder consultations as the John Fry Park site was an optional location for their facility.

2 CPTED REPORT



JOHN FRY PARK CPTED ASSESSMENT

CPTED (Crime Prevention Through Environmental Design) is based on the premise that “the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime and an improvement in the quality of life.”

October 29, 2007

CPTED

This assessment is based on the principles of CPTED (Crime Prevention Through Environmental Design). The three main principles of CPTED are **Natural Surveillance**, **Natural Access Control** and **Territoriality**.

Natural surveillance is a design concept that is directed primarily at keeping intruders under observation through the normal and routine use of the environment. **Access control** is a strategy used to deny access to a location through all but areas under natural surveillance and thereby create a perception of risk in offenders. **Territoriality** is all about claiming ownership of one's own property and thereby defining changes from public space to semi-private to private space.

The enclosed CPTED assessment and recommendations are not intended to make the site "criminal-proof." They will, however, reduce the probability of criminal activity taking place if properly applied and maintained. The physical environment can be manipulated to produce behavioral effects that will reduce fear and incidence of crime.

Crime prevention, like all management responsibilities will require constant upgrading and attention to further keep abreast of the changing operational needs of the site.

Implementation of the enclosed recommendations should not be fragmented. Many times the incorporation of one phase depends upon the implementation of other recommendations and failure to utilize the systems approach can breach all elements of the system.

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Purpose

Stantec Consulting Ltd. has been retained by the Edmonton Parks department to prepare a Master Plan and Implementation Strategy for the John Fry Sport field site. This CPTED assessment will be submitted as part of the overall submission.

Tools

The following CPTED assessment tools were used in this review of John Fry Park

- Site visits
- Review of land use and land use of surrounding areas
- Review of Master Plan with Landscape Architect.

Observations and Recommendations

Site visit #1 occurred June 21, 2007 at 11:00 a.m.

General impressions include the following. The existing site is mostly a large, empty, open space. There were no people using the site at this time of the day. A couple of vehicles came and went in the parking lot. The adjacent Billy D's Driving Range had several users. There is minimal planting on the site.

Tire tracks on the site suggest that this area is being used to test drive 4-wheel drive vehicles from nearby automobile dealerships and/or that connection through the site is limited.

Site visit #2 occurred July 19, 2007 at 6:00 p.m.

General impressions include the following. The existing site was highly defined into areas of high use and areas of no use. The majority of the site to the east was not used at this time and consisted of large open spaces with little planting. The areas around the ball diamonds were heavily used, as was the Driving range. Lighting seemed focused around these high use areas and there was no lighting in other areas.

SIGHTLINES

As this is an open site, the sightlines are clear for the most part. There is one berm between diamonds 1, 2 and 4, 5 that does not allow uninterrupted sightlines. Planting does not create any issues. The solid/in-ground dug-outs provide a potential concealment area. The large bleachers create a slightly blocked view into and out of the ball diamond area.

Surrounding the site are mixed-use areas including, warehouse space, Billy D's Driving Range, sand volleyball area. Little natural surveillance is provided from these surrounding areas.

Recommendations

Additional trails and traffic access into the site would allow for additional surveillance, formal and informal, to activities occurring on the site. Increasing on-site activities with varying times of high use would also bring more people/eyes closer to areas to encourage natural surveillance. Solid, in-ground dug-outs should be replaced with above-ground chain link/transparent dug-outs.

LIGHTING

The extent of existing lighting is limited. The ball diamonds and the area around the park maintenance and change room facilities are lit. There is no lighting on pathways or in parking areas.

Recommendations

Any proposed interior roads and pathways should be lit, allowing users to safely use this facility until 11:00 p.m. when the park closes. Pathway lighting needs to provide visibility to recognize a face at 15m. Areas not intended for nighttime use should not be lit. All areas intended for nighttime use should be lit to City of Edmonton standards. Maintain lamps in fixtures. Burned bulbs should be replaced within 24 hours.

SIGNAGE

There is currently minimal signage on the site.

Recommendations

- Address signs should be located at each vehicular entrance, with the address prominently displayed so that it can be easily seen by emergency responders - refer to City of Edmonton Addressing Bylaw #9668.
- The site should have signage clearly stating hours of operation, rules of conduct and consequences (including fines).

- There should be signage stating how maintenance problems are to be reported; (i.e. to whom vandalism or burned out lights should be reported).

ISOLATION

Because of this site being located in an otherwise industrial area, it is primarily occupied by groups using the ball diamonds and rugby field between 5:00 p.m. – 10:00 p.m. throughout the spring and summer months and on weekends for tournaments.

Recommendations

Encourage increased use of the site through provisions of additional recreational opportunities. Improve scheduling of space to allow for more people to be using the space at the same time. Create spaces and circulation networks that encourage use of the site. Parking should be located nearest the most highly used areas.

GRAFFITI

Some benches and picnic tables, and most vertical surfaces had graffiti on them, including the baseball dugouts.

Recommendations

All graffiti should be cleaned up within 24 hours of occurring. Wall-to-wall identical color matching is the most effective way to reduce the odds of recurrence. Having an art mural (not graffiti-like) painted on surfaces that are prone to graffiti has been shown to prevent further graffiti. In areas where graffiti is a problem, consider the use of low pressure sodium lights. This monochromatic light source distorts color rendition, and is also known to cause headaches, thereby discouraging loitering, however this is only possible in areas where lighting is not required for appropriate site uses.

OWNERSHIP, MAINTENANCE & MANAGEMENT

Recommendations

A clear understanding of the division of maintenance and operational responsibilities is important. Home Base agreements with user groups can provide an improved sense of ownership. Ensure space is maintained. All maintenance issues and vandalism need to be reported and dealt with promptly and consistently. If prompt attention is not given to maintaining a property, it can contribute to a sense of fear for the users and to re-occurrence of inappropriate behaviors.

The Broken Window Theory states that if a property is allowed to remain in a state of disrepair, you invite additional damage and more serious crime by giving the impression that you do not care and will allow criminal activity to continue.

ACCESSIBILITY

There is currently no clear indicator of where all the entrances and exits to the site are located or which areas in this site can be accessed from which vehicular entrance. Fencing, gates and signage would benefit the overall accessibility to the site.

Recommendations

The addition of more pathways and parking would bring more people into and through the site. It would also provide alternative directions of travel and avenues of 'escape'. More pathways would increase natural surveillance, keeping any potential criminals under observation simply through normal and routine use of the site. Pedestrian and bicycle access to and throughout the site would be beneficial to connect various areas of the site.

Ensure that all pathways are clearly defined and well lit. Tree planting should consider keeping sightlines open for trail users allowing them to see their surroundings.

All pathways, parking and washroom facilities should take into account all users, including physically disadvantaged and wheelchair users.

SECURITY

Vandalism has been reported to be a problem. The nature of the surrounding development makes constant surveillance difficult.

Recommendations

It is possible that neighboring warehouse sites have hired drive-by security companies that patrol their sites each night. Perhaps a contract could be entered into with the same for a nightly drive-by visit. The addition of a payphone or an emergency Blue Phone would benefit users by providing direct access to police and give an added sense of safety and security for the users.

Buildings and Storage

Any buildings or storage facilities need proper target hardening, (i.e. locks, laminate glass w/ security film on all glass). Lighting and opportunities for natural surveillance should also be taken into account when locating and designing all buildings. The amenity buildings will be used by regular visitors to the site, and will become the focal point of this site's cohesion. Familiarity with the buildings and site will encourage territoriality for regular users. All buildings should be signed

similarly to all vehicular and pedestrian entrances. This will provide cohesion and a comprehensive identity to the overall site.

Conclusion

This CPTED assessment was conducted to address improving safety, usability and accessibility of the John Fry Park site. The basic CPTED principles of Access Control, Natural Surveillance and Territoriality can be implemented to provide a more user friendly environment.

A summary of recommendations follows:

- Improve access into and throughout the site through road or trail construction to improve natural passive surveillance and police surveillance, as well as improved access for the users.
- Provide signage at all entrance points and ensure the municipal address is clearly visible for emergency responders. Supplementary information signage should include the following information: hours of operation, site map, 'rules of conduct', phone numbers for reporting problems, etc.
- Provide site lighting for all internal roads, trails and parking areas that are intended for night time use.
- Adopt a zero tolerance for graffiti.
- Maintain a diligent maintenance program.
- Consider CPTED principles for any proposed new development at the site, including adequate sightlines and access to all new facilities. Make clear distinctions between public space and private space.
- Install adequately accessible emergency blue phone on the site.
- Replace sub-grade dugouts with surface dugouts
- Create and maintain insider "Home Base Agreements" for all sport groups.

None of the recommendations offered are compulsory under law, but this report can be made public under an application through the Freedom of Information and the Protection of Privacy

**JOHN FRY PARK
CPTED REPORT**

Act (FOIP). This report does not address issues of responsibility concerning a civil litigation action. You should consult a lawyer familiar in this area for this type of advice.

It is intended that this CPTED assessment will offer suggestions to assist in making some improvements for the John Fry Park site. If any additional information on this review is required, please contact Diane Fitzpatrick at diane.fitzpatrick@stantec.com (780)917-8587 or Shawna Cochrane at shawna.cochrane@stantec.com (780)969-2158.

CPTED Practitioners: Diane Fitzpatrick, LAT
Consultant, Stantec Consulting Ltd.

Shawna Cochrane,
Intern Architect, Stantec Architecture Ltd.

3 CROSSING AGREEMENT INFORMATION

CROSSING AGREEMENT INFORMATION

Crossing Agreements must be obtained for each utility company for any work that will occur on or adjacent to their rights of way. Crossing agreements are typically valid for a period of one year, so applications should be made during the detailed design phase, several months prior to the anticipated construction.

Following is a list of contact information for the various companies, current to November 2007.

PIPELINES

ATCO Pipelines

9th Floor, 10035 – 105th Street
Edmonton, AB, T5J 2V6

CENTRAL SWITCHBOARD:

Ph: (780) 420 8957

Fax: (780) 420 7411

Ms. Erin Gibson, Land Administration (Ph: 780 420 7710 / 420 3464)

Mr. Allan Toledo, P.Eng. Senior Project Leader (Ph: 420 3441)

Mr. Jerry Towle, Pipeline Crossing Inspector Ph: Cell @ (780) 940 0704, Fax: (780) 468 8241

BP CANADA ENERGY COMPANY

C/O IBM Canada Limited

240 – 4th Avenue, SW

Calgary, AB

T2P 4H4

Ms. Sally Gribben Surface Rights Administrator Ph: (403) 355 9387; Fax: (403) 237 8254

Mr Don Grossberndt, Director of Stakeholder Relations (Ph: 403 233 1677)

Mr. Ken Gerrard, Field Representative (Red Deer, AB) Ph: (403) 342 6464; Fax: (403) 346 9944

IMPERIAL OIL, Products & Chemicals Division

Edmonton Field Office

2002 – 4th Street

Leduc, AB. T9E 7W4

Mr. R.M. (Rich) Lamont, Right-Of-Way Coordinator Ph: (780) 955 6178 / Cell @ 699 0648;

Fax: (780) 955 6156

Mr. Kevin Klein, Crossing Inspector Ph: (780) 955 6109, Fax: (780) 955 6156

PEMBINA PIPELINE CORPORATION

#2000, 700 – 9TH Ave., SW
Calgary, AB, T2P 3V4

CENTRAL SWITCHBOARD

Ph: (403) 231 7500
Fax: (403) 237 0245

Ms. Leigha Parsons, Land Administrator (Ph: 403 231 7461)
Ms. Wendy Cotton, Land Administration (Ph: 403 231 7456)
Mr. Don Carter, Field Representative (Ph: 780 467 6464, Ext. 427)
Mr. Paul Tetreau, Field Representative (Ph: 780 467 6464)

POWERLINES**ALTALINK MANAGEMENT LTD.,**

26315 – Twp Td 531 – zone 1
Acheson AB T7X 5A3

CENTRAL SWITCHBOARD (Calgary)

Ph: (403) 267 3400
Fax: (403) 267 3404

Ms. Marion Kirk, Land Clerk (403) 267 3477

ALTALINK Management Ltd., St. Albert:

Mr. Derek Stuart, Land Agent (Ph: (780) 948 4124)
Mr. Jim Mirka, Field Representative (Ph: Cell @ 975 3014)

EPCOR Power Distribution

12116 – 107th Avenue
Edmonton, AB, T5G 2S7

Mr. Wilf, Behr, P.Eng., Senior Distribution/Transmission Eng
Ph: (780) 412 3962; Fax: (780) 448 3243

Ms Irena Brice, P.Eng. Approvals Ph : (780) 412-7751, Fax : (780) 412-3147
Mr Logi Balarsingam Approvals Ph : (780) 412-3692

4 BUDGET ESTIMATE



Stantec

November 16, 2007

John Fry Sportfield Park Redevelopment Budget Estimate

Item	Estimated Cost	Description
<u>1.0 DEMOLITION, GRADING & DRAINAGE</u>	<u>\$723,500.00</u>	
1.1 Demolition	\$10,000.00	Miscellaneous removals,
1.2 Topsoil Stripping	\$66,500.00	Diamonds 3&6, rugby fields, parking, overflow parking @ \$3 / m2
1.3 Rough Grading	\$456,000.00	76,000 m3 @ \$6
1.4 Haul away excess material	\$91,000.00	7,000 m3 @ \$13/m3
1.5 Storm Sewer Allowance	\$100,000.00	2 new CBs; adjust rim elevations of existing CBs
<u>2.0 ROADS, PARKING, TRAILS</u>	<u>\$1,282,700.00</u>	
2.1 Road Removal	\$20,000.00	
2.2 New Road	\$245,000.00	rural standard paved @ \$70/m2
2.3 Parking Lot 1 Improvements	\$10,500.00	Expand to north @ \$35/m2, level existing
2.4 Parking Lot 1 Paving	\$174,800.00	Asphalt surfacing & line painting @ \$32/m2, curb stops @ \$75
2.5 Parking Lot 2 - Gravel	\$59,500.00	New parking lot to gravel standards @ \$35/m2
2.6 Parking Lot 2 - Paving	\$59,700.00	Asphalt surfacing & line painting @ \$32/m2, curb stops @ \$75
2.7 Parking Lot 3 - Improvements	\$10,000.00	Curb Stops @ \$75 and line painting
2.8 Parking Lot 4 - Gravel	\$63,000.00	New parking lot to gravel standards @ \$35/m2
2.9 Parking Lot 4 Paving	\$61,200.00	Asphalt surfacing & line painting @ \$32/m2, curb stops @ \$75
2.10 Overflow Parking 1	\$15,000.00	seeding
2.11 Overflow Parking 2	\$60,000.00	seeding
2.12 3.0m width new Asphalt Trail	\$243,000.00	900m @ \$270 / lin.m
2.13 Replace Existing Walks	\$261,000.00	replace narrow concrete with 3m asphalt @ \$290/m
<u>3.0 BUILDINGS</u>	<u>\$3,450,000.00</u>	
3.1 Amenity Building Base Level	\$1,925,000.00	550m2 public space @ \$3500 / m2 including servicing (range = \$1,375,000 to \$2,000,000)
3.2 Amenity Building Upscale	\$1,400,000.00	400m2 sport group space @ \$3500 / m2
3.3 Patio	\$25,000.00	100m2 @ \$250 / m2
3.4 Maintenance Building	\$100,000.00	Basic Garage
<u>4.0 SPORTFIELDS - BASE LEVEL*</u>	<u>\$368,800.00</u>	
4.1 Diamond E2	\$10,000.00	drainage and irrigation improvements, surface dugouts
4.2 Remove Diamond E3	\$5,000.00	remove and salvage
4.3 Diamond P3	\$115,000.00	Relocate existing diamond 3 - same standard
4.4 Diamond E4	\$3,000.00	surface dugouts
4.5 Diamond E5	\$5,000.00	Netting, surface dugouts
4.6 Diamond P6	\$120,000.00	New construction
4.7 Rugby Fields	\$110,800.00	Rough grade, Topsoil and Seed - relocated
<u>5.0 SPORTFIELD - ENHANCED LEVEL**</u>	<u>\$103,400.00</u>	
5.1 Diamond E1	\$5,000.00	relocate batting cages, bull pens
5.2 Diamond E4	\$4,200.00	removable outfield fencing
5.3 Diamond E5	\$4,200.00	removable outfield fencing
5.4 Rugby Fields	\$90,000.00	irrigation, sod
<u>6.0 SITE AMENITIES</u>	<u>\$810,000.00</u>	
6.1 Fine grading, topsoil and seeding	\$ 180,000.00	
6.2 Trees and Shrubs	\$ 400,000.00	
6.3 Sportfield Lighting	\$0.00	included in sportfields cost
6.4 Site Lighting	\$25,000.00	parking lots and amenity building site
6.5 Adventure Play Area	\$75,000.00	
6.6 Allowance for gates, barriers, fencing	\$35,000.00	T-Bollards, bollards, gates, safety measures for power fixtures
6.7 Site Furniture	\$30,000.00	Picnic tables, benches, waste receptacles, blue phone
6.8 New Entry Sign	\$35,000.00	north entry
6.9 Wayfinding Signs	\$30,000.00	site map, directional signage
ESTIMATED CONSTRUCTION	\$6,738,400.00	
Contingency @ 30%	\$2,021,500.00	
Fees and expenses @ 15%	\$1,010,700.00	
SUGGESTED BUDGET	\$9,770,600.00	GST not included

5 POTENTIAL GRANT INFORMATION

Community Facility Enhancement Program

Community Initiatives Program

Major Community Facilities Program

Development Initiatives Program

Edmonton Community Investment Operating Grant Program

Hosting Program



*Community Facility
Enhancement Program*

COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)

PROGRAM GUIDELINES



COMMUNITY FACILITY ENHANCEMENT PROGRAM

PROGRAM GUIDELINES

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Community Facility Enhancement Program (CFEP) is intended to assist municipalities and local not-for-profit organizations to plan, upgrade and develop a wide range of community-use facilities and places in order to enhance community life and citizen well-being. CFEP will be responsive to local and regional needs and will encourage overall facility cost savings and improved facility utilization through innovative capital development and upgrading projects.

1.1 Program Aims

The CFEP program is primarily intended to accomplish the following:

To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;

To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens;

To encourage Alberta communities to build on their strong tradition of volunteerism;

To empower local citizens, community organizations and municipalities to work together in responding to local needs; and

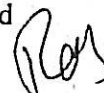
To reinvest into Alberta communities revenues generated from provincial lotteries.

2. Program Funding and Scheduling

2.0 Program funding is \$38.5 million per year.

2.1 To manage regional equity throughout the province, the CFEP program is managed in three year terms. In order to be considered for funding in any term of the program, the final deadline for receiving applications is the close of business March 15 in the third year of the term.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

- 2.2 Project funding will follow application review for conformity with program guidelines and signed approval by the Minister of Gaming (Minister).

3. Program Parameters

- 3.0 CFEP may provide financial assistance to:

Build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related family and community wellness facilities.

Help organizations conduct studies to assess an existing facility and its suitability to accommodate changes, provide life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.

Only one CFEP application can be submitted for a specific facility in each fiscal year (i.e. April 1 to March 31). The applicant can request funding assistance for a planning study, a capital project or a combination of the two. The maximum level of funding for any one facility in a fiscal year is \$125,000.

3.1 Grant Matching Requirements

CFEP funding is approved on a matching basis. This means the organization must contribute an amount equal to or exceeding the actual CFEP grant. The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

\$10.00/hour for unskilled labour,
\$25.00/hour for skilled labour,
donated materials and professional services at verified fair market value,
donated heavy equipment, including operator costs, \$50.00/hour.

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Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

4. Program Eligibility**4.0 Eligible Organizations**

The following types of organizations may qualify for CFEP funding:

municipalities (a city, town, village, municipal district, specialized municipality, summer village or a town under the Parks Towns Act)
First Nations and Metis settlements
community not-for-profit groups who are registered (and in good standing) under one of the following:

- i) Societies Act
- ii) Agricultural Societies Act
- iii) Part 9 of the Companies Act
- iv) Part 21 of the Business Corporations Act
- v) Cemetery Companies Act/Cemeteries Act
- vi) Special Act of the Parliament of Canada
- vii) Special Act of the Alberta Legislature
- viii) Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

4.1 Conditions of Capital Funding

4.1.0 The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.

4.1.1 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and accessible to the general public or; in the case where an

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November 19, 2004

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applicant does not have formal control of the facility (e.g. School Parent Association) they must have written agreement from the organization that does and must be prepared to take full responsibility for the project for which the grant is being requested and all related financial accounting requirements.

- 4.1.2 Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, organizations are encouraged to submit reasons why. Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project.

A statement of general public access should be included with each application declaring that the general public may regularly participate in activities by satisfying standard admission requirements.

- 4.1.4 No funding under this program will go to facilities that fall within the exclusive domain of the private or commercial sector, or to components of a facility with restricted or extremely limited public use.

CFEP funds cannot be used for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

The grant recipient is responsible for the prudent management of grant funds until required for the project:

Prudent management of grant funds would include:

deposit into an interest bearing account;
purchase of a secure deposit certificate.

All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.

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GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.

The grant recipient must establish and maintain proper accounting records for the project for which CFEP funding is received.

4.1.9 Applicants with overdue Financial Accounting Statements for previous CFEP, Community Initiatives Program (CIP) or Community Lottery Board funding will not be eligible for any further lottery funding from these program(s) until financial accounting for the previous grant(s) has been satisfactorily completed and submitted to the Department of Gaming.

4.1.10 Funds would not normally be provided under this program for the following purposes:

endowments, charitable donations, fundraising campaigns,
individuals or commercial for-profit businesses,
school or post secondary institution projects for academic purposes,
licensed vehicles,
audio visual projects, preparation of books and manuscripts, research,
films, promotional campaigns, and related items,
work of art purchase,
church sanctuaries,
core/essential municipal facilities which are municipal responsibilities
(e.g. municipal administration buildings, roads, utilities),
other facilities which receive regular budgeted provincial capital support
(e.g. hospitals),

4.1.11 If a facility for which a CFEP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date the applicant may be required to repay, to Alberta Gaming, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Deputy Minister of Gaming. Considerations to be taken into account regarding the amount to be repaid (if any) include:

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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

length of time after the grant that the property is sold or the lease is terminated,
 whether the property is sold at fair market value,
 the reason for the sale or termination of the lease,
 whether it is in the best interest of the applicant to sell or terminate the lease, and
 if sold what the proceeds will be used for.

The applicant will be required to notify CFEP administration if the facility is sold or the lease is terminated.

4.2 Change of Project

If an applicant wishes to revise the nature of the project as outlined in the original approved application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of the Deputy Minister of Gaming. In circumstances where the request involves work outside of program parameters, approval of the Minister is required.

4.3 Needs Assessment Criteria

Criteria to demonstrate need for a project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- background of Applicant (i.e. membership size/representation),
- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability and self-sufficiency.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- operational efficiencies,
- protects previous provincial investments.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****Community and Regional Need**

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- municipal/community support.

Availability of CFEP Funding

- prior CFEP funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,
- special events/disaster related,
- regional/provincial scale projects,
- debt reduction.

In addition consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
the extent to which the project duplicates other available facilities in the area.

Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

5 Program Management**5.0 General**

Up to a maximum of 50% of project funding (excluding interest or other income earned on the CFEP grant, and GST input tax credits or GST rebates) can be obtained from the Alberta government, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****5.1 Freedom of Information**

The Department of Gaming operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is to determine eligibility for a CFEP grant. Collection of this information is authorized by the Gaming Grants Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.2 Application Requirements

5.2.0 In each fiscal year the maximum funding for any one facility is \$125,000. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with CFEP administration.

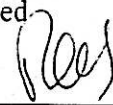
If an application is made requesting funding for both a study and a capital project and the capital project scope is dependent upon the results/recommendations from the study, the capital funding component will normally be held pending the receipt of the results from the study.

The applicant shall submit a fully completed application form and attach additional information to describe the nature of the project, to outline the estimated costs for the project, to identify project viability and the proposed method of funding for the project. Applicants must demonstrate their ability to meet the matching conditions of the grant.

The applicant must provide its financial statement for its most recent fiscal period. A minimum requirement is that the organization provide an opening cash balance, summarized revenue, summarized expenditures and closing cash balance for the organization's most recent fiscal period.

The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****5.3 Program Delivery Process****Application Distribution**

- 5.3.0.0** The applicant requests CFEP application and information package from CFEP administration or obtains it from the Alberta Lottery Fund website.
- 5.3.0.** The applicant may contact CFEP administration for assistance in completing the application.

Application Submission

- 5.3.1.0** When the application is completed, the applicant forwards the application and all supporting documentation to CFEP administration.
- 5.3.1.1** The application is processed for entry into the CFEP Information System and for application review.

Application Review

- 5.3.2.0** CFEP administration conducts a review of the application, based upon the approved program guidelines. If necessary, CFEP administration contacts the applicant to obtain additional information concerning the application.
- 5.3.2.1** CFEP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

Approval Process

- 5.3.3.0** When an application has been declined, the Department of Gaming sends a letter of regret to the applicant.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

- 5.3.3.1 The applicant may appeal a decision in writing to the Minister or CFEP administration. The Minister will make the final decision on any appeals received.
- 5.3.3.2 When an application has been approved, CFEP administration requests that a cheque be prepared.
- 5.3.3.3 CFEP administration forwards a cheque and transmitting correspondence to the Minister.

5.4 Accounting Process

Recipients of CFEP funds must file with the Department of Gaming a Financial Accounting Statement. This statement must be filed no later than two years from the date of the cheque, unless an extension of the project completion date and/or the accounting period has been approved by the Deputy Minister of Gaming.

The Financial Accounting Statement for the project must be properly completed and signed by a duly authorized representative having legal and/or financial signing authority for the organization. The statement must show how the CFEP grant was expended, that matching funds were provided, that other funds (i.e. interest or other income earned on the CFEP grant, GST input tax credits or GST rebates) were expended on the project. This information should be supported with sufficient detail to indicate conformity with conditions associated with the grant.

The grant recipient shall, upon request of the Department of Gaming or its agent, provide access to all financial documents or records of the grant recipient relative to the CFEP funding provided. In addition, the grant recipient shall provide access to records or plans of the grant request related to the initiatives for which the CFEP funding is used.

In cases where the total funds to be accounted for (i.e. CFEP grant amount, plus other provincial grant funding, plus required matching funds, plus any interest or other income earned on the CFEP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

Approved



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SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT**

5.4.2.0 The amount of the CFEP grant expended is determined based upon the matching funds provided for the project. The CFEP grant (plus other provincial grants) must be fully matched before other funds (i.e. interest or other income earned on the CFEP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.4.2.1 One of the following actions must be taken:

5.4.2.1.0 The grant recipient must request and receive approval from the Deputy Minister of Gaming for a change in use of unexpended funds. In circumstances where the change involves work outside of program parameters, the approval of the Minister is required.

5.4.2.1.1 The grant recipient must return to Alberta Gaming unexpended CFEP grant funds plus any interest or other income earned on the CFEP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.4.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Deputy Minister of Gaming.

5.4.3 Any grant recipient that does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action and will be ineligible to receive additional CFEP or CIP funding until acceptable accounting is provided.

6. Program Evaluation

6.0 An assessment of the CFEP program will be carried out by the Department of Gaming within six months of termination of each three year term of the program.

6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

Approved



November 19, 2004

SUBJECT**COMMUNITY FACILITY ENHANCEMENT PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****7. Project Communications**

Applicants are required to provide recognition of the Alberta Lottery Fund contribution to the project.

- 7.1 Where appropriate, a mock presentation cheque will be provided. A commemorative plaque will be provided for all grants of \$50,000 or more.

8. Special Need Consideration

Support may be provided to community organizations with a determined special need.

8.0.0 Support to community facilities with a proven extraordinary need, resulting from a disaster or inordinate circumstance creating a significant community hardship. Guideline: maximum \$125,000 per facility per year (no matching requirement).

8.0.1 Support to community organizations with a determined special need to assist in the retirement of existing capital debt. Guideline: up to 50% of total capital debt; maximum of \$125,000 per facility per year (no matching requirement).

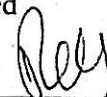
8.0.2 The Minister may support capital development or upgrading projects to assist in the staging of significant provincial/national/international events. Guideline: maximum \$125,000 per facility per year (grant to matching funds ratio 50/50).

8.0.3 Support to projects which identify regional or provincial wide use. Guideline: maximum \$125,000 per facility per year (grant to matching funds ratio 50/50).

9. Discretionary Consideration

In consideration of the public interest, the Minister may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

Approved



November 19, 2004

SUBJECT

COMMUNITY FACILITY ENHANCEMENT PROGRAM

PURSUANT TO LEGISLATION

GOVERNMENT ORGANIZATION ACT

At the discretion of the Minister, applications of more than \$125,000 for large regional facilities can be provided if strong community support is demonstrated (for example, significant funding provided by other public or private sources). Priority will be given to projects with grant requests over \$200,000. There will be an increased focus on determining feasibility of projects for grants of more than \$125,000.

The Minister can approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

Approved



November 19, 2004

Information and Application Package



*Community Facility
Enhancement Program*





The Alberta Lottery Fund is the provincial government's share of net revenues from VLTs, slot machines, and ticket lotteries.

Thousands of volunteer and community-based initiatives are funded annually through the Alberta Lottery Fund. Examples include: community facilities, libraries, museums, sports and athletic events, agricultural societies, major exhibitions, arts and culture groups, wildlife and conservation projects, public athletic facilities, seniors groups, recreation, tourism and historical resources.

The Alberta Lottery Fund also funds public initiatives, through ministries, such as: infrastructure projects, school renewal and construction, seniors facility upgrades, health facility construction and strategic research. Alberta Lottery Fund expenditures are voted on in the Legislature and co-ordinated by the Ministry of Gaming.

For more information: albertalotteryfund.ca



The Community Facility Enhancement Program has been established to assist in fostering the unique characteristics of Alberta's many communities. To accomplish this, the program has been designed to respond to local facility enhancement needs and to work in partnership with community groups and volunteers.

By assisting communities with construction, renovation or re-development of community public-use facilities the Community Facility Enhancement Program will help enhance the quality of life and citizen well-being in communities across our province.



STRENGTHENING ALBERTA'S COMMUNITIES

The Community Facility Enhancement Program (CFEP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The central purpose of CFEP is to continue to improve the public-use facilities that are important to our communities. The expansion and upgrading of Alberta's extensive network of community-use facilities will continue to enrich the quality of life in our province.

The success of CFEP is based on a grass roots, needs-driven, partnership approach to funding. Under CFEP, Albertans will have access to a matching-grant program which is responsive and relevant to their particular facility development needs.

Program Aims

Intended to be broad in its coverage, CFEP has the following basic aims:

- To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;
- To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens;
- To encourage Alberta communities to build on their strong tradition of volunteerism;
- To empower local citizens to work together in responding to local needs; and
- To reinvest into Alberta communities revenues generated from provincial lotteries.

What This Package Contains

The information contained in this package identifies the organizations and projects eligible for funding, the level of funding available, the conditions of funding, general funding criteria, accounting guidelines and an application form. For further information about the program or additional application forms, please contact your Member of the Legislative Assembly (MLA) or:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Toll-free at 1-800-642-3855
Website: albertalotteryfund.ca

Organizations Eligible for Funding

The following organizations are eligible to apply for funding under CFEP:

- Municipalities (a city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
- First Nations and Metis Settlements
- Community not-for-profit groups who are registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
 - Part 9 of the Companies Act
 - Part 21 of the Business Corporations Act
 - Cemetery Companies Act/Cemeteries Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - Foundations established under and regulated by the Regional Health Authorities Act, Post-Secondary Learning Act and Alberta Housing Act

CFEP Funding

CFEP funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related family and community wellness facilities. Eligible organizations may apply for funding to carry out major renovations and repairs to the structural, electrical or mechanical systems in their facilities, modernize facilities to improve operational efficiency or enhance programming, or expand facilities to increase public use or develop new facilities to meet changing needs and expectations of the community.

Organizations can also apply for assistance to conduct studies to assess an existing facility and its suitability to accommodate changes, life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.

Facilities Eligible for Funding

Generally any outdoor or indoor facility used for sports, recreation, culture or other related family and community wellness purposes can be considered for funding under CFEP. Only one application can be submitted for a specific facility in each fiscal year (April 1 to March 31). The application can include a request for funding assistance related to a planning study, a capital project or a combination of the two.

Level of Funding

Normally, the maximum level of funding for any facility is \$125,000 per fiscal year. Grant requests of more than \$125,000 will be considered if a special need can be shown and strong community support is demonstrated. If you are considering a grant request of more than \$125,000, please contact program administration to discuss the details.

Matching Funds Requirement

CFEP funding is approved on a matched-grant basis. This means that organizations must contribute an amount equal to or exceeding the grant they receive.

An organization's contribution may be in the form of any combination of money, volunteer labour or donated equipment, services and materials. The volunteer labour should be directly related to the project for which funding is being requested. The valuation of volunteerism and donations is based on:

- \$10.00/hour for unskilled labour

- \$25.00/hour for skilled labour
- Donated materials and professional services at verified fair market value and
- Donated heavy equipment, including operator costs, \$50.00/hour

It is important to note that a maximum of 50% of funding for a project can be obtained from grant programs of the Alberta Government, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Charitable gaming proceeds generated from licensed gaming events (e.g. bingos, casinos, raffles & pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Funding Conditions

The following general terms and conditions for capital funding apply:

- The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and is accessible to the general public.
- The grant recipient must establish and maintain proper accounting records.
- The grant recipient may be required to repay to the Alberta Lottery Fund a portion or all of the grant amount if the facility is sold (if owned by the applicant) or if the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Alberta Gaming if either of these circumstances occur.
- Applications involving land or facilities under the ownership or direction of the local municipality must include a statement of municipal support for the proposed project.
- **Applicants must provide recognition of the Alberta Lottery Fund contribution to the project.**

Application Process

In order to process your application as quickly as possible, the information requested from the applicant needs to be fully completed. Instructions have been included to make the application form easier to fill out. **Please refer to the application form for further information.**

Completing the Application Form

A separate application is required for each project. Please read the instructions carefully. If you have any questions about CFEP or would like assistance in completing your application form, we encourage you to contact CFEP at:

Toll-free at 1-800-642-3855

Website: albertalotteryfund.ca

If necessary, you will be referred to one of our Community Liaison Officers who will be pleased to assist you with your application.

Northern Alberta 780-447-8814

Edmonton area 780-447-8815

Calgary area 403-297-8676

Southern Alberta 403-297-7631

Submitting Your Application

Submit completed applications to:

**Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5**

General Funding Criteria

In applying for CFEP funding, please note that the following will be taken into consideration in assessing your application:

- The stated benefit of the project to the community including the current and future use of the facility and the anticipated impact of the project on the community
- How the project will benefit community residents, beyond the applicant's direct membership
- Perceived cost benefits anticipated as a result of the project
- Benefits related to improved operational viability and facility utilization
- Improved facility access and utilization by disabled persons
- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided

- An applicant's demonstration of community service
- The extent to which the project duplicates other available facilities in the area will be considered and
- Applicants with overdue financial accounting statements for previous CFEP and Community Initiatives Program (CIP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.

The number of CFEP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region will be considered.

Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

Freedom of Information and Protection of Privacy Act

The information that you provide on this CFEP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact CFEP administration at 1-800-642-3855.

Accounting of Funds

Recipients of CFEP funds must file a financial accounting statement of expenditures with Alberta Gaming upon project completion or no later than two years from the date of the grant cheque. The accounting must show that the CFEP grant and if applicable, other provincial government funding was expended, that matching funds equal to or greater than the CFEP grant plus other provincial government grants were provided, and that other funds (i.e. interest earned on the CFEP grant, GST input tax credits or GST rebates) were expended on the project. Earned interest, GST rebates and/or tax credits do not have to be matched.

Alberta Gaming may request additional information (e.g. financial statements, progress reports, permits, construction documents, on-site inspections or other relevant information) to determine that the funds were expended in accordance with the conditions upon which they were granted.

Application Instructions

These definitions and instructions will help with the accurate completion of your application form. A fully completed application together with all supporting documentation will facilitate timely processing.

Municipality/Organization

- **Legal Name** - The legal name under which your organization is registered.
- **Registration** - If a community organization, identify the applicable Act under which you are registered and provide your organization's registration number.
- **Registered Mailing Address** - The address to which ALL correspondence regarding your application is to be sent (including cheques).
- **Contact Person** - This person must be knowledgeable regarding the project and application submitted by your organization and be available during the day to discuss the project if any clarification is required.
- **Application information will only be given to the contact person and application signator.**

Facility

- **Name of Facility** - The formal/legal name of the facility.
- **Street Address or Legal Description** - An exact description of the facility location.
- **Registered Holder of Land Title** - The title holder of the land on which the facility is situated.
- **Facility Operator/Leaseholder** - If different from the holder of the land title of the facility.

Project Information

- **Nature of Project** - Identify work to be carried out (e.g. building addition, playground upgrading, roof repair).
- **Project Description/Details** - On a separate piece of paper outline your plans for the project including work to be carried out, an overview of the project's benefit to your community, community support for the project, and why you believe it should be funded. Also, identify how the public will have access to the facility.
- **Total Project Cost** - A project budget must be submitted which summarizes the estimated costs (including donated components) for your project.

Proposed Method of Funding

- **Grant Request** - Please indicate the amount of CFEP funding requested.
- **Donated Labour/Services and Material/Equipment** - Estimate the amount of donated labour/services, materials/equipment which will be donated and provide a summary of their estimated value. These components must be directly related to the project for which funding is being applied. **Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.**
- **Cash** - This refers to the actual cash amount your organization will contribute to this project. This amount will need to be supported by appropriate documentation. Applicants **must** submit a current financial statement for their organization. Letters should be submitted to support any contributions from other sources (e.g. other agencies, organizations, private firms or municipalities).
- **Your organization's contribution includes your matching amount which must equal or exceed the grant request. Applicants must demonstrate their ability to meet matching conditions of the grant.**
- **Other Alberta Government Funding** - Indicate support for the project that you have obtained or are seeking from other provincial government sources. A maximum of 50% of total project funding may be derived from provincial government sources, including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

Money received from the Alberta Government, including lottery funding, may not be used to meet matching requirements.

Municipal Opinion

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, please indicate the reasons why. Applications involving land and/or facilities under the ownership or direction of the local municipality, **must** include a statement of municipal support for the proposed project.

Declaration

- **Your application must be signed by one person with legal and/or financial signing authority for your municipality/organization. This signature indicates the municipality's/organization's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program.**



APPLICATION FORM

Please read instructions prior to completing application form

MUNICIPALITY / ORGANIZATION

LEGAL NAME:

INCORPORATION/ACT REGISTERED UNDER:

REGISTRATION NO.:

REGISTERED MAILING ADDRESS: All correspondence and cheque will be mailed to this address.

CONTACT PERSON: MR./MRS./MS.

PHONE NOS.

Work: ()

Home: ()

Fax: ()

Email:

Website (if applicable):

LIST OF EXECUTIVES: On a separate piece of paper, provide a list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work).

FACILITY

NAME OF FACILITY:

STREET ADDRESS OR

LEGAL DESCRIPTION:

REGISTERED HOLDER OF LAND TITLE:

FACILITY OPERATOR/LEASEHOLDER:

PROJECT INFORMATION

NATURE OF PROJECT:

PROJECT DESCRIPTION / DETAILS: On a separate piece of paper provide a detailed description of work to be carried out, need for this project, who will use it, and why you believe it should be funded.

TOTAL PROJECT COST \$ _____

PROPOSED METHOD OF FUNDING

CFEP GRANT REQUESTED \$ _____

Maximum request is 50% of total project cost.

DONATED LABOUR / SERVICES \$ _____

DONATED MATERIAL / EQUIPMENT \$ _____

CASH \$ _____

Please note: This includes your matching amount which must equal or exceed grant request. **Attach** a detailed breakdown of donated labour/services, donated material/equipment and source of cash amounts.

OTHER ALBERTA GOVERNMENT FUNDING \$ _____

Attach a detailed list of other Alberta Government funding has been applied for or approved for this project.

TOTAL PROJECT FUNDING \$ _____

This figure should be the sum of the above figures and be equal to the Total Project Cost.

HAVE YOU RECEIVED OTHER CFEP GRANTS FOR THIS FACILITY? ☐ No ☐ Yes If yes, include year(s) _____

MUNICIPAL OPINION ATTACHED? ☐ Yes ☐ No (please attach either opinion or reason why it is not provided).

PLEASE COMPLETE THE FOLLOWING CHECKLIST, AND INCLUDE THE SUPPORTING DOCUMENTATION:

☐ **List of Executives:** A list of your current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work) is attached.

☐ **Project Description/Details:** Detailed description of work to be carried out, need for this project and why it should be funded is attached.

- You may also provide drawings, photographs, letters of local support and other supporting documents.

☐ **Project Cost:** Details regarding expenditures for your project are attached.

- The project costs may include donated labour, donated materials, services or equipment. These items should be included as a component of the overall project costs.
- Project quotes and sources of estimates.

☐ **Public Accessibility:** Details on who will use this facility, how the local community will access it and the extent of public use are attached.

(Continued on next page)

☐ **Method of Funding:** A complete breakdown of all donated labour/services, donated materials/equipment and source of cash amounts is attached.

- Labour/services/material/equipment **MUST** be directly related to the project that funding is being applied for.
- Valuation of volunteerism and donations is based on:
 - \$10.00/hour for unskilled labour
 - \$25.00/hour for skilled labour
 - Donated materials and professional services at verified fair market value and
 - Donated heavy equipment, including operator costs, \$50.00/hour

☐ **Other Alberta Government Funding:** A listing (detailing type of grant, source and amount) of all Alberta Government funding which has been applied for or approved for this project is attached.

A maximum of 50% of total project funding may be derived from provincial government sources including grants from the Alberta Lottery Fund and agencies funded by the Alberta Lottery Fund.

☐ **Financial Statement:** Your organization's latest financial statement is attached. Please ensure the statement is dated and signed.

☐ **Municipal Opinion:** Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

- Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project.
- Applications involving facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of their proposed project.

IMPORTANT:

- **Unsigned applications will not be considered.** Applications are not reviewed until a detailed project description, a statement of project costs, and the proposed method of funding for the project are received.
- **Application information will only be given to the contact person and application signator.**
- **Applicants with overdue financial accounting statements for previous CFEP and Community Initiatives Program (CIP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.**
- **Applicants must provide recognition of Alberta Lottery Fund contribution to the project.**

Freedom of Information and Protection of Privacy Act: The information that you provide on this CFEP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact CFEP administration at 1-800-642-3855.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

Community Facility Enhancement Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Phone 1-800-642-3855 (toll-free)

DECLARATION

(PLEASE READ DECLARATION BEFORE SIGNING.)

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of project or no later than two years from date of the grant cheque.
- Alberta Gaming will be notified if the facility for which a CFEP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Gaming, and/or the Minister's representatives.
- **The contribution from the Alberta Lottery Fund for the project will be recognized.**

Signature _____		Title _____	Dated (Year/Month/Date) _____
Mr./ Mrs./ Ms. _____ (Print Name)	First Name _____	Surname _____	E-mail Address _____
Contact phone numbers:	Work: (_____) _____	Home: (_____) _____	

Please keep a copy of this grant application for your reference.

BARRIER FREE ACCESS

Key Program Consideration

This section provides information that may help with planning your facility enhancement initiative. The Premier's Council on the Status of Persons with Disabilities has been instrumental in the development of this information.

An important consideration of CFEP is that facilities eligible for enhancement under the program are accessible to people with disabilities, who form 17% of Alberta's population. Accessibility is defined as making a facility free of any barriers that might prevent a person with a disability from entering or using any part of that facility.

Barrier free access is equally important for people with all types of disabilities. Just as a narrow doorway presents a barrier to a person using a wheelchair, a sign not written in Braille presents a barrier to a blind person, as does a public address system without

assistive listening devices for a hard of hearing person.

The challenge is not only to solve accessibility problems, but to resolve them in an inclusive manner. For example, a wheelchair ramp should be integrated into a facility's main entrance, rather than a back entrance that nobody else uses. In addition, complete solutions must be found. A wheelchair accessible washroom that can only be accessed by a set of stairs is practically useless.

The Safety Codes Council has developed a Barrier Free Design Guide to assist builders with accessibility standards. Applicants are encouraged to consider barrier free access and to use the Barrier Free Design Guide in any facility enhancement project. Copies are available (for a fee) from the Safety Codes Council at 780-413-0099 or 1-888-413-0099.

THOUGHT STARTERS

Reviewing the following information will help you determine if the proposed facility enhancement will benefit all people in your community.

1. Convenient, barrier free access into and throughout facilities should exist for people who use wheelchairs or have any other mobility impairment. Curb cuts should exist to provide access from the street.
2. All doors within the facility should be wide enough to allow access for the largest of wheelchairs. Spectator and participant areas should be accessible for people who use wheelchairs.
3. Facilities should have convenient, wheelchair accessible washrooms. The path of travel to these washrooms must also be completely barrier free.
4. If the facility has more than one level, a system other than stairs should exist to access each level. There are many types and sizes of elevators and lift devices, with a wide range of cost.
5. If the facility is a park, nature trails and paths should be smooth enough to allow wheelchair access.
6. If the facility is an auditorium for public speaking or performances, an assistive listening system should exist for hard of hearing people. All facilities should have visual fire alarms for deaf and hard of hearing people.
7. Braille versions of signs and interpretative material should exist for blind people. Signs and interpretative material should be set in large type for visually impaired people. Tactile warning strips should be placed on floors to warn visually impaired people of changes in pathway conditions.
8. Facility parking lots should have designated parking stalls of appropriate width and proximity to entrances for people with disabilities.

If you have any questions about barrier free access and your group's CFEP application, please contact one of our CFEP Community Liaison Officers at 1-800-642-3855.



PROGRAM GUIDELINES



COMMUNITY INITIATIVES PROGRAM

PROGRAM GUIDELINES

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SUBJECT**COMMUNITY INITIATIVES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

1.1 Program Aims

The CIP program is primarily intended to accomplish the following:

- 1.1.0 To enhance and enrich project-based community initiatives in partnership with Albertans;
- 1.1.1 To assist in the development or enhancement of programs and services that provide a direct service to the community and are responsive to community needs and issues;
- 1.1.2 To encourage Alberta communities to build on their strong tradition of volunteerism;
- 1.1.3 To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- 1.1.4 To reinvest into Alberta communities revenues generated from provincial lotteries.

2. Program Funding and Scheduling

2.0 Program funding is \$30 million per year.

2.1 To manage regional equity throughout the province, the CIP program is managed in three year terms. In order to be considered for funding in any term of the program,

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the final deadline for receiving applications is the close of business March 15 in the third year of the term.

- 2.2 Project funding will follow application review for conformity with program guidelines and signed approval by the Minister of Gaming (Minister).

3. Program Parameters**3.0 Funding Coverage**

CIP may provide financial assistance for the enrichment and enhancement of project-based initiatives in community services, children's services, recreation and sport, arts and culture, libraries, parks, health, education, social services, seniors services and the environment.

Only one CIP application can be submitted for a specific project in each fiscal year (i.e. April 1 to March 31). The maximum level of funding for any one project in a fiscal year is \$75,000.

An applicant may not receive funding from another lottery-funded program or foundation for the same identified project in the same fiscal year; however, different aspects of the same project may be funded by different programs or foundations providing the total funding received does not exceed the maximum allowable for any involved program or foundation.

CIP funding may not be used for core or essential municipal, education, health and wellness or social services; or for religious purposes. Funding may not be used to supplement operating costs. One-time operating grants will be considered if a special need can be demonstrated by the applicant.

Priority will be placed on project-based community initiatives rather than ongoing programs. The maximum number of grants for program initiatives will be two consecutive years (e.g. pilot project and first year of program or two consecutive years of an existing program).

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CIP funds cannot be used as matching funds for other provincial lottery-funded grants.

No funding under this program will go to facilities or programs that fall within the exclusive domain of the private or commercial sector, or to components of a facility or program with restricted or extremely limited public use.

CIP funds cannot be used for costs related to a gaming activity, or for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

CIP funds cannot be used for endowment purposes.

3.1 Grant Matching Requirements

CIP funding is approved on a matching basis. This means the organization must contribute an amount equal to or exceeding the actual CIP grant. The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

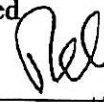
If an applicant does not have matching funds, or can demonstrate significant difficulty raising matching funds, then up to \$10,000 of funding may be approved on a non-matching basis.

Applicants will be encouraged to show self help for all initiatives, within their resource capabilities.

The valuation of volunteerism and donations is based on:

- \$10.00/hour for unskilled labour,
- \$25.00/hour for skilled labour,
- donated materials and professional services at verified fair market value,
- donated heavy equipment, including operator costs, \$50.00/hour.

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Time and labour provided towards preparation of funding applications, committee planning meetings, fundraising and similar activities are not eligible for matching purposes.

4. Program Eligibility**4.0 Eligible Organizations**

The following types of organizations may qualify for CIP funding:

Community not-for-profit groups registered under one of the following:

- Societies Act
- Libraries Act
- Agricultural Societies Act
- Part 9 of the Companies Act
- Part 21 of the Business Corporations Act
- Cemetery Companies Act/Cemeteries Act
- Special Act of the Parliament of Canada
- Special Act of the Alberta Legislature
- School Act
- Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

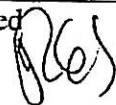
Social Services Sector, and Regional Children's Authorities

First Nations and Metis Settlements

Municipalities (e.g. city, town, village, municipal district, specialized municipality, summer village or town under the Park Towns Act)

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be an eligible organization for CIP funding and must take full legal and financial responsibility for the grant funds approved.

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4.1 Conditions of Funding

4.1.0 Applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project.

4.1.1 The grant recipient is responsible for the prudent management of grant funds until required for the project:

Prudent management of grant funds would include:

- deposit into an interest bearing account;
- purchase of a secure deposit certificate.

All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.

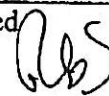
4.1.2 GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.

4.1.3 The grant recipient must establish and maintain proper accounting records for the project for which CIP funding is received.

4.1.4 Applicants with overdue Accounting Statements for previous CIP, Community Facility Enhancement Program (CFEP) or Community Lottery Board funding will not be eligible for any further lottery funding from these programs until financial accounting for the previous grant(s) has been satisfactorily completed and submitted to the Department of Gaming.

4.1.5 If a facility or capital equipment purchased through a CIP grant is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date the applicant may be required

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to repay, to Alberta Gaming, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Deputy Minister of Gaming. Considerations regarding the amount to be repaid (if any) include:

- length of time after the grant that the property or equipment is sold or the lease is terminated,
- whether the property or equipment is sold at fair market value,
- the reason for the sale or termination of the lease,
- whether it is in the best interest of the applicant to sell or terminate the lease, and
- the use of proceeds from the sale.

The applicant will be required to notify CIP administration if the facility or capital equipment is sold or the lease is terminated.

4.2 Change of Project

4.2.0 If an applicant wishes to revise the nature of the project approved in the original application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of program administration for grants up to \$10,000. For grants over \$10,000, approval of the Deputy Minister of Gaming is required. In circumstances where the request involves work outside of program parameters, approval of the Minister is required.

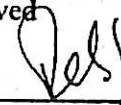
4.3 Needs Assessment Criteria

Criteria to demonstrate need for project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- background of Applicant
(i.e. membership size/representation),

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- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability and self-sufficiency.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- programming/operational efficiencies,
- protects previous provincial investments.

Community and Regional Need

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- provide a direct service to the community,
- municipal/community support.

Availability of CIP Funding

- prior CIP funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,
- disaster related,
- regional/provincial scale project,
- operational/debt reduction.

In addition, consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
- the extent to which the project duplicates other available facilities/programs in the area.

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Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval. Where considered appropriate, based on assessment criteria, a grant amount less than that sought by the applicant may be awarded.

5. Program Management**5.0 Freedom of Information**

The Department of Gaming operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is to determine eligibility for a CIP grant. Collection of this information is authorized by the Gaming Grants Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.1 Application Requirements

5.2.0 In each fiscal year the maximum funding for any one project is \$75,000. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with CIP administration.

5.2.1 The applicant shall submit a fully completed application form and attach additional information to describe the nature of the project, to outline the estimated costs for the project, to identify project viability and the proposed method of funding for the project. Applicants must demonstrate their ability to meet the matching conditions of the grant or provide reasons why the matching requirement up to \$10,000 should be waived.

5.2.2 The applicant must provide its financial statement for its most recent fiscal period. A minimum requirement is that the organization provide an opening cash balance, summarized revenue, summarized expenditures and closing cash balance for the organization's most recent fiscal period.

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- 5.2.3 The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

5.2 Program Delivery Process**5.2.0 Application Distribution**

- 5.2.0.0 The applicant requests CIP application and information package from CIP administration or obtains it from the Alberta Lottery Fund website.

- 5.2.0.1 The applicant may contact CIP administration for assistance in completing the application.

5.2.1 Application Submission

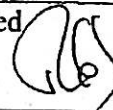
- 5.2.1.0 When the application is completed, the applicant forwards the application and all supporting documentation to CIP administration.

- 5.2.1.1 The application is processed for entry into the CIP Information System and for application review.

5.2.2 Application Review

- 5.2.2.0 CIP administration conducts a review of the application, based upon the approved program guidelines. If necessary, CIP administration contacts the applicant to obtain additional information concerning the application.

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- 5.2.2.1 CIP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

5.2.3 Approval Process

- 5.2.3.0 When an application has been approved, CIP administration requests that a cheque be prepared.

- 5.2.3.1 CIP administration forwards transmitting correspondence to the Minister and once signed the cheque is forwarded to the applicant.

- 5.2.3.2 When an application has been declined, the Department of Gaming sends a letter of regret to the applicant.

- 5.2.3.3 The applicant may appeal a decision in writing to the Minister or CIP administration. The Minister will make the final decision on any appeals received.

5.3 Accounting Process

- 5.3.0 Recipients of CIP funds must file with the Department of Gaming an Accounting Statement. This statement must be filed no later than two years from the date of the cheque, unless an extension of the project completion date and/or the accounting period has been approved by program administration for grants up to \$10,000. For grants over \$10,000, approval of the Deputy Minister of Gaming is required.

The Accounting Statement for the project must be properly completed and signed by a duly authorized representative having legal and/or financial signing authority for the organization. The statement must show how the CIP grant was expended, that matching funds were provided (if applicable), that other funds (i.e. interest or other income earned on the CIP grant, GST input tax credits or GST rebates) were expended on the

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project. This information should be supported with sufficient detail to indicate conformity with conditions associated with the grant.

5.3.1 The grant recipient shall, upon request of the Department of Gaming or its agent, provide access to all financial documents or records of the grant recipient relative to the CIP funding provided. In addition, the grant recipient shall provide access to records or plans of the grant request related to the initiatives for which the CIP funding is used.

5.3.2 In cases where the total funds to be accounted for (i.e. CIP grant amount, plus other provincial lottery grant funding, plus required matching funds, plus any interest or other income earned on the CIP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

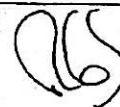
5.3.2.0 The amount of the CIP grant expended is determined based upon the matching funds provided (if applicable) for the project. The CIP grant (plus other provincial lottery grants, if applicable) must be fully matched before other funds (i.e. interest or other income earned on CIP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.3.2.1 One of the following actions must be taken:

5.3.2.1.0 The grant recipient must request and receive approval from program administration for a change in use of unexpended grant funds up to \$10,000. For unexpended grant funds over \$10,000, approval of the Deputy Minister of Gaming is required. In circumstances where the change involves work outside of program parameters, the approval of the Minister is required.

5.3.2.1.1 The grant recipient must return to Alberta Gaming any unexpended CIP grant funds plus any interest or other

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income earned on the CIP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.3.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Deputy Minister of Gaming.

5.3.3 Any grant recipient that does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action and will be ineligible to receive additional CIP or CFEP funding until acceptable accounting is provided.

6. Program Evaluation

6.0 An assessment of the CIP program will be carried out by the Department of Gaming within six months of termination of each three year term of the program.

6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

7. Project Communications

7.0 Applicants are required to provide recognition of the Alberta Lottery Fund contribution to the project.

7.1 Where appropriate, a mock presentation cheque will be provided. A commemorative plaque will be provided for all grants of \$50,000 or more.

8. Special Need Consideration

8.0 Ten percent of program funding will be set aside to fund special need projects such as disaster, and regional and provincial scale projects. These projects will be identified for special consideration of the Minister of Gaming.

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- 8.0.1 Support to community projects with a proven extraordinary need, resulting from a disaster or inordinate circumstance creating a significant community hardship. Guideline: maximum \$75,000 per project per year (no matching requirement).
- 8.0.2 Support to projects which identify regional or province-wide use. Guideline: maximum of \$75,000 per project per year. (50% matching requirement).
- 8.1 One-time operating grants or debt reduction/retirement grants will be considered if a special need can be demonstrated by the applicant. Guideline: operating deficit or up to 50% of total outstanding debt; maximum \$75,000 per project (no matching requirement).
9. **Discretionary Consideration**
- 9.1 A waiver of matching funds for grants over \$10,000 will be considered at the discretion of the Minister of Gaming, if a special need can be shown by the applicant.
- 9.2 In consideration of public interest, the Minister of Gaming may exercise discretion in approving applications which fall outside the general intent of the program.

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APPLICATION AND GUIDE



WHAT IS THE COMMUNITY INITIATIVES PROGRAM?

The Community Initiatives Program (CIP) provides funds from the **Alberta Lottery Fund** to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

WHO MAY APPLY FOR CIP FUNDING?

Eligible applicants include:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
 - Part 9, Companies Act
 - Part 21, Business Corporations Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - School Act
 - Regional Health Authorities Act, Post-Secondary Learning Act, Colleges Act, Alberta Housing Act and Foundations established under and regulated by these Acts
 - Cemetery Companies Act/Cemeteries Act
2. Municipalities (e.g. city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
3. First Nations and Métis Settlements
4. Social Services Sector and Regional Children's Authorities

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under CIP funding criteria, and must take full legal and financial responsibility for the grant funds approved.

WHAT PROJECTS MIGHT BE FUNDED?

CIP is intended to support project-based initiatives in the areas of:

- community services
- parks
- libraries
- education
- children's services
- environmental protection
- recreation and sport
- arts and culture
- health
- social services
- seniors' services

CIP HIGHLIGHTS

1. Total CIP funding of \$30 million per fiscal year.
2. Maximum CIP grant of \$75,000 per project per fiscal year. Only one CIP application can be submitted for a specific project in each fiscal year (April 1 to March 31).
3. **A CIP applicant may not receive funding from another lottery funded program or foundation for the same identified project in the same fiscal year.**
4. Applicants will be encouraged to demonstrate self-help for all initiatives, within their resource capabilities.
5. CIP funding is approved on a matching basis. This means organizations must contribute an amount equal to or exceeding the actual CIP grant. The matching requirement may be met in the form of any combination of money, donated labour/services, donated materials/equipment, all of which must be specifically related to the project.
6. The value of project-specific volunteerism for CIP is based on:
 - \$10.00/hour for unskilled labour
 - \$25.00/hour for skilled labour
 - Donated materials and professional services at verified fair market value and
 - Donated heavy equipment (including operator) \$50.00/hour

Charitable gaming proceeds generated from licensed gaming events (eg. bingo, casinos, raffles, and pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Time and labour provided towards preparation of CIP funding applications, committee planning meetings, fundraising and similar activities are not eligible for CIP matching purposes.

7. **If a group can demonstrate significant difficulty in raising matching funds, up to \$10,000 will be considered on a non-matching basis.**
8. One-time operating grants will be considered if a special need can be demonstrated by the applicant.
9. Priority will be placed on project-based community initiatives rather than ongoing programs. CIP funding for an initiative will be considered to a maximum of two consecutive years.
10. Applicants are encouraged to obtain a statement of municipal opinion in support of their project. Applications involving land and/or facilities under the direction or ownership of the local municipality **must** include a letter from the municipality in support of the project. If not owned by a municipality, a letter of support from the owner (if different than the applicant) is required.

11. CIP funding **cannot** be used for:
 - religious purposes
 - ongoing, core or essential municipal, educational, health and wellness or social services
 - supporting "for profit" commercial ventures or private organizations
 - endowment purposes
12. CIP grant recipients must expend all funding, accrued interest and GST rebates on the approved project and provide financial accounting within two years of the cheque date unless otherwise agreed to by Alberta Gaming.
13. Based on assessment criteria, CIP funding awarded may be less than that sought by the applicant.
14. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain CIP funding.
15. The number of CIP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region will be considered.
16. Applications with overdue financial accounting statements for previous CIP and Community Facility Enhancement Program (CFEP) grants will not be eligible for further funding until financial accounting has passed program review and acceptance.
17. Application information will only be given to the project contact person and application signator.

CIP OFFICE

Submit completed CIP applications to:

Community Initiatives Program
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

For further information about CIP or for additional application forms, please call or visit our website:

Toll-Free at 1-800-642-3855 or albertalotteryfund.ca

Applications are reviewed and processed throughout the year.

Freedom of Information and Protection of Privacy Act.

The information that you provide on this CIP application form is collected under the authority of the Gaming Grants Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, please contact CIP administration at 1-800-642-3855.



APPLICATION

APPLICANT INFORMATION

Legal Name of Applicant:			
Act Incorporated Under:		Incorporation Number:	
Registered Mailing Address:			
	Postal Code		

***All correspondence and cheque will be mailed to this address.**

Please attach:

- List of **current executive and/or board of directors**, including names, positions/titles, and phone numbers (home and work);
- **Most recent financial statement** must be dated and signed.

INITIATIVE INFORMATION

Contact Person		Phone No.:	Work:	
Mr./Mrs./Ms.:			Home:	
E-Mail:			Fax:	
Website (if applicable):				

Initiative Name

Initiative Location – Apt. No., Street No., Street Name /P.O. Box, R.R. City Province Postal Code

Initiative Description:

- Please provide a one-sentence description of the initiative (e.g. facility upgrade, playground, program development, event):
- Please **attach a detailed description of the initiative** for which CIP funding is requested and an indication of how this initiative will benefit your community.

INITIATIVE FUNDING

Have you applied for another provincial grant for this initiative this fiscal year (April 1 to March 31)? Yes ☐ No ☐

If yes, please specify which grant(s) and amount(s) expected: _____

Please note: Applicants may not receive funding from more than one lottery funded program or agency for the same identified initiative in the same fiscal year.

- ☐ Please check if you are applying for a non-matching grant and, if so, on a separate sheet, identify the reason for not providing matching funds.

TOTAL INITIATIVE COST \$

PROPOSED METHOD OF FUNDING

CIP Grant Request \$

Donated Labour/Services \$

Donated Material/Equipment \$

Cash \$

Other Approved Provincial Grants \$

TOTAL INITIATIVE FUNDING \$

Attach a detailed breakdown of cost.

Attach a detailed breakdown of donated labour/ services, donated material/equipment and source of cash amounts.

Attach a list of other provincial grants (dollars and year) related to this initiative.

This figure should be the sum of the above figures and be equal to the Total Initiative Cost.

APPLICANT AGREEMENT

I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE ORGANIZATION.
- The information contained in this application and supporting documents is true and accurate and endorsed by the above organization.
- The initiative will benefit the general public.
- An accounting of spending, showing compliance with conditions of the grant shall be provided upon completion of the initiative or no later than two years from the date of the grant cheque.
- Alberta Gaming will be notified if a facility/capital equipment purchased through a CIP grant is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the grant cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to CIP parameters unless otherwise agreed to by Alberta Gaming.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Gaming and/or the Minister's representatives.
- The contribution from the Alberta Lottery Fund for the initiative will be recognized.

Signature	Title	Dated (Year/Month/Date)
Mr./ Mrs./ Ms. _____ (Print Name)	First Name _____ Surname _____	E-mail Address _____
Phone numbers: Work: (____) _____	Home: (____) _____	

CIP FUNDING OBLIGATIONS

Financial Accounting

A financial statement showing all sources of funding and all costs of the initiative must be filed with Alberta Gaming upon project completion or no later than two years from the date of the grant cheque. Applicants with overdue financial accounting statements for previous CIP and Community Facility Enhancement (CFEP) grants are not eligible for further lottery funding until financial accounting has passed program review and acceptance.



Recognition

Applicants must provide recognition of the Alberta Lottery Fund contribution to the initiative.

CIP APPLICATION – ATTACHMENT CHECKLIST

- ☐ **Complete Application** - In order to process your application as quickly as possible, application needs to be fully completed and signed.
- ☐ **Current List of Executives/Board of Directors** – Provide a complete listing of names, positions/titles, addresses and phone numbers (home and work).
- ☐ **Non-matching Grant** - If this is a non-matching grant request, identify the reason for not providing matching funds.
- ☐ **Initiative Description/Community Benefits** – Provide a detailed description of the work to be carried out, the need for this initiative, how the community benefits, public accessibility and why this initiative should be funded. You may provide drawings, photographs, letters of local support and other supporting documents.
- ☐ **Initiative Budget** – Provide details regarding costs and expenditures for your initiative.
 - The initiative costs may include donated labour/services, donated material/equipment. These items should be included as a component of the overall initiative costs.
 - Provide initiative quotes and sources of estimates.
- ☐ **Other Alberta Government Funding** – Provide a listing (detailing type of grant, source and amount) of all Alberta Government funding for this initiative.
- ☐ **Financial Statement** – Provide your organization's most recent financial statement which is dated and signed.
- ☐ **Municipal Opinion** - Applications involving land and/or facilities under the direction or ownership of the local municipality **MUST** include a statement of municipal opinion in support of the initiative. If you have not attached a statement of municipal opinion, note the reasons why.

Please keep a copy of this grant application for your reference.

Major Community Facilities Program

PROGRAM GUIDELINES



MAJOR COMMUNITY FACILITIES PROGRAM

PROGRAM GUIDELINES

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SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****1. Program Rationale****1.0 General Purpose**

The Major Community Facilities Program (MCFP) is intended to address the need for major community facilities where funding requirements exceed the level of grants provided by the Community Facility Enhancement Program (CFEP), which generally has a cap of \$125,000.

MCFP is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities in order to enhance community life and citizen well-being. MCFP will be responsive to local and regional needs, support facility construction, and encourage overall facility cost savings and improved facility usage through innovative capital development and upgrading projects.

1.1 Program Aims

MCFP is primarily intended to accomplish the following:

- 1.1.0 To enhance and protect the existing large community facility infrastructure needs in Alberta which are not met by existing programs, in partnership with Albertans;
- 1.1.1 To assist in the development of large community public-use facilities which are required to respond to the expressed needs of Alberta citizens, and are not met by existing programs;
- 1.1.2 To encourage Alberta communities to build on their strong tradition of volunteerism through supporting facilities for community activities;
- 1.1.3 To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- 1.1.4 To reinvest revenues generated from provincial lotteries into Alberta communities.

SUBJECT**MAJOR COMMUNITY FACILITIES PROGRAM****PURSUANT TO LEGISLATION****GOVERNMENT ORGANIZATION ACT****2. Program Funding and Scheduling**

- 2.0 This is a one-time program and funding is \$140 million per year for fiscal 2007-08 and 2008-09.
- 2.1 To manage regional equity throughout the province, MCFP is managed over a two year term. Funding will be generally managed on the basis of ¼ Rural, ¼ Calgary, ¼ Capital Region and ¼ Other Cities.
- 2.2 There is an open application process and the final deadline for receiving applications is the close of business January 30, 2009.
- 2.3 Project funding will be based on a review of the application to ensure conformity with program guidelines, including the provision of a Business Case, and signed approval by the Minister of Tourism, Parks, Recreation and Culture (Minister).

3. Program Parameters

- 3.0 MCFP may provide financial assistance to:
 - Build, purchase, repair, renovate, upgrade or otherwise improve major sports, recreational, cultural or other related family and community wellness facilities.
 - Help organizations conduct studies to assess an existing facility and its suitability to accommodate changes, provide life cycle analysis, develop design documents or to help assess the need for a new facility or the expansion or upgrading of an existing facility.
 - Only one MCFP application can be submitted per facility. The applicant can request funding assistance for a planning study, a capital project or a combination of the two. The maximum level of funding for any one facility is \$10 million.
- 3.1 Grant Matching Requirements
 - Funding requests up to \$500,000 will require equal or greater matching dollars from the applicant. Provincial funding must not exceed 50 per cent of total project costs.

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For funding requests of more than \$500,000, the maximum grant is 1/3 of the project cost. The applicant must contribute an amount equal to, or exceeding two-thirds (2/3) of project costs. Provincial funding must not exceed one-third of total project costs.

The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

- \$12.00/hour for unskilled labour,
- \$30.00/hour for skilled labour,
- donated materials and professional services at verified fair market value,
- donated heavy equipment, including operator costs, \$60.00/hour.

Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

4. Program Eligibility

4.0 Eligible Organizations

The following types of organizations may qualify for MCFP funding:

- municipalities (a city, town, village, municipal district, specialized municipality, summer village or a town under the Parks Towns Act)
- First Nations and Métis settlements
- community not-for-profit groups who are registered (and in good standing) under one of the following:
 - i) Societies Act
 - ii) Agricultural Societies Act
 - iii) Part 9 of the Companies Act
 - iv) Part 21 of the Business Corporations Act
 - v) Cemetery Companies Act/Cemeteries Act
 - vi) Special Act of the Parliament of Canada
 - vii) Special Act of the Alberta Legislature

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- viii) Foundations established under and regulated by the Regional Health Authorities Act, Post-secondary Learning Act and Alberta Housing Act

4.1 Conditions of Capital Funding

- 4.1.0 The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- 4.1.1 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and accessible to the general public or; in the case where an applicant does not have formal control of the facility (e.g. School Parent Association) it must have written agreement from the organization that does and must be prepared to take full responsibility for the project for which the grant is being requested and all related accounting requirements.
- 4.1.2 Applications involving land and/or facilities under the direction or ownership of the local municipality must include a statement of municipal opinion in support of the project. For all other projects, applicants are encouraged to obtain a statement of municipal opinion in support of their proposed project. If a statement is not being submitted, organizations are encouraged to submit reasons why.
- 4.1.3 A statement of general public access should be included with each application declaring that the general public may regularly participate in activities by satisfying standard admission requirements.
- 4.1.4 No funding under this program will go to facilities that fall within the exclusive domain of the private or commercial sector, or to components of a facility with restricted or extremely limited public use.
- 4.1.5 MCFP funds cannot be used for the purchase or installation of gaming equipment or for upgrades to facilities for the specific purpose of providing gaming activities (e.g. bingo halls).

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- 4.1.6 The applicant must enter into a formal agreement with Alberta Tourism, Parks, Recreation and Culture outlining the terms and conditions of the grant prior to funding being released.
- 4.1.7 Grant funds will be released according to project phases/milestones as outlined in the grant agreement.
- 4.1.8 The applicant shall maintain an interest-bearing account in a chartered bank, Treasury Branch or Credit Union into which shall be paid all of the funding received under this application. The applicant shall establish and maintain an accounting system which incorporates a segregated set of accounts for all funding received, interest earned on all funds and all disbursements of funding by the applicant. The applicant must also be able to clearly identify which bank account holds the funding and the balance of such funding.
- 4.1.9 All interest or other income earned becomes part of the grant funds and must be spent on the project but does not need to be matched.
- 4.1.10 GST paid is considered as a project cost. Any GST recovery (either as GST input tax credit or as GST rebate) must be spent on the project but does not need to be matched.
- 4.1.11 The applicant must establish and maintain proper accounting records for the project for which MCFP funding is received.
- 4.1.12 Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.
- 4.1.13 Funds would not normally be provided under this program for the following purposes:
 - endowments, charitable donations, fundraising campaigns,
 - individuals or commercial for-profit businesses,
 - school or post secondary institution projects for academic purposes,
 - licensed vehicles,

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- audio visual projects, preparation of books and manuscripts, research, films, promotional campaigns, and related items,
- work of art purchase,
- church sanctuaries,
- core/essential municipal facilities which are municipal responsibilities (e.g. municipal administration buildings, roads, utilities),
- other facilities which receive regular budgeted provincial capital support (e.g. hospitals),

4.1.14 If a facility for which a MCFP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date, the applicant must notify MCFP administration and may be required to repay, to Alberta Tourism, Parks, Recreation and Culture, a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Director, Lottery Funding Programs. Considerations to be taken into account regarding the amount to be repaid (if any) include:

- length of time after the grant that the property is sold or the lease is terminated,
- whether the property is sold at fair market value,
- the reason for the sale or termination of the lease,
- whether it is in the best interest of the applicant to sell or terminate the lease, and
- if sold, what the proceeds will be used for.

4.2 Change of Project

If an applicant wishes to revise the nature of the project as outlined in the original approved application, they may request approval for a change of project in writing. The scope of the project may only be adjusted with written approval of the Director, Lottery Funding Programs. In circumstances where the request involves work greater than \$500,000 or is outside of program parameters, approval of the Minister is required.

4.3 Business Case

A Business Case must be attached to the application form and should describe the project's purpose, outcomes, timeframes and complete financial requirements. Key factors to address include:

- demonstrated need in the community

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- community support
- appropriate planning and review
- a project budget which provides a detailed description of project costs and project funding, including committed funding and other contributions (e.g. land) to complete the project
- cash flow requirements
- assumptions which have been used regarding cost escalation factors
- short and longer term viability including ability to meet ongoing operational and maintenance requirements
- regional cooperation where appropriate

4.4 Funding Assessment Criteria

Project approval normally includes, but is not necessarily limited to, the following:

Project Viability

- applicant profile (i.e. membership size/representation),
- sufficiency of matching resources,
- how total project funding will be provided,
- long term financial viability including operating costs.

Project Benefits

- direct and indirect community economic benefit,
- quality of life/community wellness enhancement,
- operational efficiencies,
- protection of previous provincial investments.

Community and Regional Need

- public safety/improved access (including disabled),
- enhanced utilization/meet changing needs,
- municipal/community support.

Availability of MCFP Funding

- prior funding to applicant/community,
- regional funding equity.

Special Considerations

- proven extraordinary need,
- priority within a high needs region,

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- special events/disaster related,
- regional/provincial scale projects,

In addition, consideration will be given to:

- how the project will benefit community residents, beyond the applicant's direct membership.
- the extent to which the project duplicates other available facilities in the area.
- the number of MCFP applications received from the same community/region and previous Alberta Government and lottery grants to the applicant, community and region.

Given the fixed amount of funding, some eligible applications may receive an amount less than requested, or the grant request may not be approved.

5. Program Management**5.0 Freedom of Information**

The Department of Tourism, Parks, Recreation and Culture operates under the Freedom of Information and Protection of Privacy Act (FOIP). Information requested from an applicant is required to determine eligibility for a MCFP grant. Collection of this information is authorized by the Community Development Grant Regulation pursuant to the Government Organization Act. All records in its custody or under its control are subject to the provisions of the FOIP Act.

5.1 Application Requirements

5.1.0 The maximum funding for any one facility is \$10 million. All applications must clearly show how the grant funds are to be spent. Development of the application is the responsibility of the applicant, with optional consultation with MCFP administration.

5.1.1 If an application is made requesting funding for both a study and a capital project and the capital project scope is dependent upon the results/recommendations from the study, the capital funding component will normally be held pending the receipt of the results from the study.

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- 5.1.2 The applicant shall submit a fully completed application form and attach a Business Case for the project.
- 5.1.3 The applicant, other than municipalities, must provide its financial statements, including an income statement and balance sheet, for its most recent fiscal period.
- 5.1.4 The application must be signed by one person with legal and/or financial signing authority for the organization/municipality. This signature indicates the organization's/municipality's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program. Facsimile documents are acceptable.

5.2 Program Delivery Process

5.2.0 Application Distribution

- 5.2.0.0 The applicant can request the MCFP application and information package from a Member of the Legislative Assembly (MLA), program administration or download an application from the department website.
- 5.2.0.1 The applicant may contact MCFP administration for assistance in completing the application.

5.2.1 Application Submission

- 5.2.1.0 When the application is completed, the applicant forwards the application and all supporting documentation to MCFP administration.
- 5.2.1.1 The application is entered into the MCFP information system for review.

5.2.2 Application Review

- 5.2.2.0 MCFP administration reviews the application based upon the program guidelines. If necessary, MCFP administration contacts

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the applicant to obtain additional information concerning the application.

- 5.2.2.1 MCFP administration prepares a project evaluation sheet and a grant decision sheet including a funding recommendation and forwards this documentation to the Minister for a decision.

5.2.3 Approval Process

- 5.2.3.0 If an application is declined, MCFP administration sends a letter of regret to the applicant.

- 5.2.3.1 The applicant may appeal a decision, in writing, to the Minister or MCFP administration. The Minister will make the final decision on any appeals.

- 5.2.3.2 When an application is approved, MCFP administration requests that a cheque be prepared.

- 5.2.3.3 MCFP administration forwards a cheque and transmitting correspondence to the Minister.

5.3 Accounting Process

- 5.3.0 Within 90 days of the end of each of the grant recipient's fiscal years during which the grant agreement is in effect, the grant recipient shall submit to Alberta Tourism, Parks, Recreation and Culture a Review Engagement Report for the fiscal year just ended prepared by an independent accountant licensed to practice in Alberta, and signed by the president or designate, and by one other board member other than the treasurer of the recipient. These statements shall include information on the grant and interest, and shall state that the grant and any interest have been used for the purpose as set out in the agreement.

Upon completion of the project, but in no case later than six months past the project completion date set out in the agreement, the recipient shall submit an audited final report, prepared by an independent accountant, to Alberta Tourism, Parks, Recreation and Culture that includes:

- a detailed description of the completed project;

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- the benefits of the completed project;
- the uses to be made of the completed project, including any associated facility;
- a final set of financial statements relating to the completed project; and
- a description of communication opportunities provided for the Alberta Lottery Fund and Government of Alberta.

5.3.1 The grant recipient shall, upon request of Alberta Tourism, Parks, Recreation and Culture or its agent (e.g. Office of the Auditor General, Corporate Internal Audit Services), provide access to all financial documents or records of the grant recipient relative to the MCFP funding provided. In addition, the grant recipient shall provide access to records or plans related to the initiatives for which the MCFP funding is used.

5.3.2 In cases where the total funds to be accounted for (i.e. MCFP grant amount, plus other provincial grant funding, plus required matching funds, plus any interest or other income earned on the MCFP grant, plus project-specific GST rebates and/or input tax credits) were not spent on the identified project, then the following applies:

5.3.2.0 The amount of the MCFP grant expended is determined based upon the matching funds provided for the project. The MCFP grant (plus other provincial grants) must be fully matched before other funds (i.e. interest or other income earned on the MCFP grant, GST input tax credits and/or GST rebates) may be considered expended on the project.

5.3.2.1 One of the following actions must be taken:

5.3.2.1.0 The grant applicant must request and receive approval from the Director, Lottery Funding Programs for a change in use of unexpended funds. In circumstances where the change involves work greater than \$500,000 or is outside of program parameters, the approval of the Minister is required.

5.3.2.1.1 The grant applicant must return to the Department of Alberta Tourism, Parks, Recreation and Culture unexpended MCFP grant funds plus any interest or

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other income earned on the MCFP grant, plus project-specific GST rebates and/or input tax credits related to the project.

5.3.2.1.2 Unconditional use of immaterial amounts of funding is approved by the Director, Lottery Funding Programs.

5.3.3 Any grant recipient who does not comply with a request for additional information or does not provide an acceptable accounting of program funds within the approved time frame, may be subject to legal action, and will be ineligible to receive additional Major Community Facilities Program, Community Facility Enhancement Program, Community Initiatives Program, or First Nations Development Fund grant program funding until acceptable accounting is provided.

6. Program Evaluation

- 6.0 An assessment of the MCFP will be carried out by program administration within six months of termination of the program.
- 6.1 Any major changes or policy interpretations regarding program guidelines will be referred to the Minister for review and decision.

7. Project Communications

- 7.0 Applicants are required to provide recognition of the Alberta Lottery Fund and Government of Alberta contribution to the project.
- 7.1 Public announcements regarding projects funded by the MCFP will be developed jointly by the grant recipient, Alberta Lottery Fund and the Government of Alberta based on the communications requirements stated in the agreement for each Major Community Facilities Program grant.

8. Discretionary Consideration

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In consideration of the public interest, the Minister may use discretion to waive any specific component of the program guidelines, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community and region.

In the first year of the program, the Minister can approve two year funding commitments pending second year approval of program funding, and satisfaction of annual grant conditions.

Major Community Facilities Program

Funded by the Government of Alberta through the Alberta Lottery Fund

Application and Information Package



Major Community Facilities Program

The Major Community Facilities Program (MCFP) is intended to address the need for major community facilities where funding requirements exceed the level of grants provided by the Community Facility Enhancement Program (CFEP), which generally has a cap of \$125,000.

MCFP is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities to enhance community life and citizen well-being.

MCFP will be responsive to local and regional needs and will support facility construction and encourage overall facility cost savings and improved facility utilization through innovative capital development and upgrading projects.



The Alberta Lottery Fund is the provincial government's share of net revenues from VLTs, slot machines, and ticket lotteries.

Lottery Fund dollars are distributed through allocations to specific ministries, and through those ministries to public initiatives, foundations and grant programs.

The Ministry of Tourism, Parks, Recreation and Culture administers a portion of lottery fund dollars for key foundations and grant programs.

Thousands of volunteer and community-based initiatives are funded annually through the Alberta Lottery Fund. Examples include: community facilities, libraries, museums, sports and athletic events, agricultural societies, major exhibitions, arts and culture groups, wildlife and conservation projects, public athletic facilities, seniors groups, recreation, children and social service organizations, tourism and historical resources.

For more information:

www.tprc.gov.ab.ca

STRENGTHENING ALBERTA'S COMMUNITIES

The Major Community Facilities Program (MCFP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The Major Community Facilities Program is intended to assist municipalities and not-for-profit organizations to plan, upgrade and develop large outdoor and indoor community-use facilities in order to enhance community life and citizen well-being.

Guidelines are available at: www.tprc.gov.ab.ca

Program Funding

This is a one-time program and funding is \$140 million per year for two years: 2007-2008 and 2008-2009.

MCFP has an open application process and the final deadline for receiving applications is the close of business January 30, 2009.

Program Aims

Intended to be broad in its coverage, MCFP has the following basic aims:

- To enhance and protect the existing large community facility infrastructure needs in Alberta which are not met by existing programs, in partnership with Albertans;
- To assist in the development of large community public-use facilities which are required to respond to the expressed needs of Alberta citizens, and are not met by existing programs;
- To encourage Alberta communities to build on their strong tradition of volunteerism, through supporting facilities for community activities;
- To empower local citizens, community organizations and municipalities to work together in responding to local needs; and
- To reinvest revenues generated from provincial lotteries into Alberta communities.

What This Package Contains

The information contained in this package identifies the organizations and projects eligible for funding; the level of funding available, conditions for funding, funding criteria, accountability of recipients, application form and the requirements for a business case.

Application Package

MCFP information and application packages can be accessed through your Member of the Legislative Assembly (MLA), Program Administration (see contact info below) and can be downloaded from the website identified below.

A separate application is required for each project. Please read the instructions carefully. If you have questions about MCFP guidelines, project applicability or would like assistance in completing your application, we encourage you to contact one of our Community Liaison Officers (CLOs).

Northern Alberta	(780) 447-8811
Central/Southern Alberta	(780) 447-7449
Calgary Area	(403) 297-7631
Edmonton Area	(780) 447-8815
Toll-free at 1-800-642-3855	
Website: www.tprc.gov.ab.ca	

Submit completed applications to:

Major Community Facilities Program
Lottery Funding Programs
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Organizations Eligible for Funding

The following organizations are eligible to apply for funding under MCFP:

- Municipalities (a city, town, village, municipal district, specialized municipality, summer village or town under the Parks Towns Act)
- First Nations and Métis Settlements
- Community not-for-profit groups who are registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
 - Part 9 of the Companies Act
 - Part 21 of the Business Corporations Act
 - Cemetery Companies Act/Cemeteries Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - Foundations established under and regulated by the Regional Health Authorities Act, Post-Secondary Learning Act and Alberta Housing Act

MCFP Funding

Major Community Facilities Program funding provides financial assistance to build, purchase, repair, renovate, upgrade or otherwise improve large sports, recreational, cultural or other related family and community wellness facilities. Studies and design documents are also eligible for funding.

Facilities Eligible for Funding

Generally any outdoor or indoor facility used for sports, recreation, culture or other related family and community wellness purposes can be considered for funding under MCFP. Only one application can be submitted per facility until January 30, 2009. The application can include a request for funding assistance related to a planning study, a capital project or a combination of the two.

Level of Funding

The maximum funding for any one facility is \$10 million. Grant requests must be more than \$125,000.

Grant Funding Requirements

Funding requests for amounts up to \$500,000 will require equal or greater matching dollars from the applicant. Provincial funding must not exceed 50 per cent of total project costs.

For funding requests of more than \$500,000, the maximum grant is 1/3 of the project cost. The applicant must contribute an amount equal to or exceeding two-thirds (2/3) of project costs. Provincial funding must not exceed one-third (1/3) of total project costs.

The matching requirements may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.

The valuation of volunteerism and donations is based on:

- \$12.00/hour for unskilled labour,
- \$30.00/hour for skilled labour,
- Donated materials and professional services at verified fair market value,
- Donated heavy equipment, including operator costs, \$60.00/hour.

Time and labour provided towards preparation of funding applications, committee planning meetings (e.g. to discuss facility design), fundraising and similar activities not related directly towards the physical construction of the project are not eligible.

Charitable Gaming Proceeds

Charitable gaming proceeds generated from licensed gaming events (e.g. bingos, casinos, raffles & pull tickets) can be used for matching purposes, provided the proposed use has been approved by the Alberta Gaming and Liquor Commission.

Funding Conditions

The following general terms and conditions for capital funding apply:

- The applicant bears ultimate developmental and operational responsibility for the facility. All permits and contracts of development are the responsibility of the applicant.
- The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area and/or facility is under its jurisdiction and is accessible to the general public.
- The grant recipient must establish and maintain proper accounting records.
- If a facility for which a MCFP grant has been received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date, the applicant must notify MCFP administration and may be required to repay, to Alberta Tourism, Parks, Recreation and Culture, a portion or all of the grant amount.

Applications involving land or facilities under the ownership or direction of the local municipality must include a statement of municipal support for the proposed project.

The grant recipient must provide recognition to the Alberta Lottery Fund and the Government of Alberta for funding support to the project.

MCFP Application Process

In order to process applications as quickly as possible, the information requested from applicants needs to be fully completed. Instructions are included to make the application form easier to fill out. **Please refer to the application form for further information.**

General Considerations

The following items are taken into consideration in assessing your application:

- The stated benefit of the project to the community, including the current and future use of the facility, and the anticipated impact of the project on the community.
- How the project will benefit community residents, beyond the applicant's direct membership.
- Perceived cost benefits anticipated as a result of the project.
- Benefits related to improved operational viability and facility use.
- Improved facility access and use by disabled persons.
- An applicant's ability to complete the project successfully, including how the matching component and total project funding will be provided.
- An applicant's demonstration of community service.
- The extent to which the project duplicates other available facilities in the area will be considered.
- Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.

Business Case **Please see Business Case Guidelines following application form.*

A Business Case must be attached to the application form and should describe the project's purpose, outcomes, timeframes and complete financial requirements. Key factors to address include:

- demonstrated need in the community
- community support
- appropriate planning and review
- a project budget which provides a detailed description of project costs and project funding, including committed funding and other contributions (e.g. land) to complete project

Business Case (continued)

- cash flow requirements
- assumptions used regarding cost escalation factors
- short and longer term viability including ability to meet ongoing operational and maintenance requirements
- regional cooperation where appropriate

Program Agreement and Accounting of Funds

Alberta Tourism, Parks, Recreation and Culture and the applicant will enter into a formal agreement prior to funding being released.

Grant funds will be released according to project phases/milestones as outlined in the grant agreement.

Monies must be deposited into an account where the funding and accrued interest can be tracked.

Interim accounting is required annually and an audited final report, prepared by an independent auditor, is required at the end of the project.

Please note:

The number of MCFP applications received from the same community or region, and previous Alberta Government and lottery grants provided to the applicant, community and region will be considered when making funding decisions.

Given the fixed amount of funding, some eligible applications may receive an amount less than requested, or the grant request may not be approved.

Freedom of Information and Protection of Privacy Act

The information that you provide on this MCFP application form is collected under the authority of the Community Development Grant Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request.

If you have any questions about the collection and use of this information, please contact MCFP administration at 1-800-642-3855.

MCFP Application Instructions

These definitions and instructions will help with the accurate completion of the application form. A fully completed application together with all supporting documentation will facilitate timely processing.

Municipality/Organization

- **Legal Name** - The legal name under which the organization is registered.
- **Registration** - Community organizations, must identify the applicable Act under which they are registered and provide the organization's registration number.
- **Registered Mailing Address** - The address to which ALL correspondence regarding the application is to be sent (including cheques).
- **Contact Person** - This person must be knowledgeable regarding the project and application submitted by the organization, and be available during the day to discuss the project if any clarification is required.
- **Application information will only be given to the contact person and application signator.**

Facility

- **Name of Facility** - The formal/legal name of the facility.
- **Street Address or Legal Description** - An exact description of the facility location.
- **Registered Holder of Land Title** - The title holder of the land on which the facility is situated.
- **Facility Operator/Leaseholder** - If different from the holder of the land title of the facility.

Municipal Opinion

Applications involving land and/or facilities under the direction or ownership of the local municipality, **must** include a statement of municipal opinion in support of the proposed project.

For all other projects, applicants are encouraged to obtain a statement of municipal opinion in support of a proposed project. If a statement is not submitted, please indicate the reasons why.

Project Information

Nature of Project – Provide a one sentence description of the project.

A **Business Case** demonstrating the need in the community, community support, appropriate planning and review, short and longer term viability including ability to meet ongoing operational and maintenance requirements, regional cooperation where appropriate, and committed funding or other contributions (e.g. land) to complete the project, cash flow requirements, complete project budget, associated deliverables and assumptions which have been used regarding cost escalation factors.

A guideline for the Business Case is enclosed with the application form.

Proposed Method Of Funding

Provide funding information from Project Funding details in the Business Case:

- Total Project Cost
- MCFP Grant Request
- Other Funds
- Total Project Funding

Declaration

The application must be signed by one person with legal and/or financial signing authority for the municipality/organization. This signature indicates the municipality's/organization's understanding of, and commitment to, the funding terms and conditions and other general parameters of this program

Please keep a copy of the grant application for reference.

Application Form

Please read instructions prior to completing application form.

Major
Community
Facilities
Program



Alberta

MUNICIPALITY/ORGANIZATION

Legal Name:

Incorporation/Act Registered under:

Registration No.

All correspondence will be mailed to this address.

Registered Mailing Address:

Postal Code:

Contact Person: Mr/Mrs/Ms:

Phone #s: Work: ()

Home: ()

Fax: ()

Email:

Website (if applicable):

List of Executives: On a separate piece of paper, provide a list of the current executive and/or board of directors, complete with names, positions/titles, and phone numbers (home and work).

FACILITY

Name of Facility:

Street Address or Legal Description:

Registered Holder of Land Title:

Facility Operator/Leaseholder:

PROJECT INFORMATION

Nature of Project:

Business Case: Provide Business Case as per enclosed guidelines.

PROPOSED METHOD OF FUNDING

Total Project Cost \$ _____

MCFP Grant Request \$ _____

Other funds to complete project cost ... \$ _____

Total Project Funding \$ _____

Total Project Cost and Total Project Funding should be equal.

Detailed figures should be included in Business Case.

Has this facility received other provincial grants? ____ Yes ____ No If yes, include amount and year(s) _____

Municipal opinion attached? ____ Yes ____ No (Please attach either opinion or reason why it is not included.)

Please continue on for Checklist, Declaration and Business Case Guidelines.

Please complete the following checklist and include the supporting documentation.

☐ **List of current executive**

☐ **Business Case – Guidelines enclosed**

This should demonstrate the need in the community, community support, appropriate planning and review, short and longer term viability including ability to meet ongoing operational and maintenance requirements, regional cooperation where appropriate and committed funding or other contributions (e.g. land) to complete the project, cash flow requirements, complete project budget and associated deliverables and assumptions which have been used regarding cost escalation factors.

☐ **Municipal Opinion:** Include a statement of municipal opinion. If you have not attached a statement of municipal opinion, note the reasons why.

☐ **Financial Statement:** The applicant, other than municipalities, must provide its financial statements, including an income statement and balance sheet, for its most recent fiscal period. Please ensure the statement is dated and signed.

☐ **Public Accessibility:** Details on who will use this facility, how the local community will access it and the extent of public use are attached.

IMPORTANT:

- **Unsigned applications will not be considered.**
- Application information will only be given to the contact person and application signator.

- Applicants with overdue Financial Accounting Statements for previous Community Facility Enhancement Program (CFEP), Community Initiatives Program (CIP), First Nations Development Fund (FNDF) grant program, Centennial Legacies Program or Community Lottery Board funding will not be eligible for MCFP funding until financial accounting for the previous grant(s) has been satisfactorily completed.

- Applicant must provide recognition to the Alberta Lottery Fund and the Government of Alberta for funding support to this project.

Freedom of Information and Protection of Privacy Act:

The information that you provide on this MCFP application form is collected under the authority of the Community Development Grant Regulation pursuant to the Government Organization Act and the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information contact MCFP administration at 1-800-642-3855.

Inquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

**Major Community Facilities Program
Lottery Funding Programs
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Phone 1-800-642-3855 (toll free)**

DECLARATION

PLEASE READ DECLARATION BEFORE SIGNING.

I DECLARE THAT:

- **I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE MUNICIPALITY/ORGANIZATION.**
- The information contained in this application and supporting documents is true and accurate and endorsed by the above municipality/organization.
- The general public shall have access to this facility for the provision of leisure and/or community services.
- An accounting of spending, showing compliance with conditions of the grant shall be provided as per program requirements.
- MCFP Administration will be notified if the facility for which a MCFP grant is received is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of the cheque date.
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters.
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Minister of Tourism, Parks, Recreation and Culture, and/or the Minister's representatives.
- **The contribution from the Alberta Lottery Fund and Government of Alberta for the project will be recognized.**

Signature of Authorized Representative

Title

Date (Year/Month/Date)

Mr./Mrs./Ms. _____

(Print Name)

First Name

Surname

E-mail Address: _____

Contact phone numbers: Work: () _____

Home: () _____

Please keep a copy of this grant application for your reference.

Major Community Facilities Program Business Case Contents

Note to applicant:

The following is offered as a guideline to illustrate how to prepare the Business Case requirement of the application for your project to the Major Community Facilities Program. The level of detail provided can vary depending on the complexity of your project, but must be adequate to make a clear case of project need, as well as project technical, financial and operational viability.

1. **Executive Summary** -The Executive Summary should provide a concise summary of the key highlights of the Business Case for your project. It should be a summary of the Who, What, Where, Why, How and When of the project. From this, the reader should be able to understand:

- ⊕ Who the applicant is
- ⊕ What the project is
- ⊕ What is the need for the project and what will the benefits of project completion be to the community
- ⊕ The viability of the project

The Executive Summary should be no more than 2 pages in length, not contain information that is not in the body of the Business Case and be able to exist as a stand alone document.

2. **Project Details** - This section will expand on the Executive Summary, providing the details required to illustrate the need, benefits and viability of the project. This section will include:
 - ⊕ Detailed applicant information. Applicants other than municipalities should include the history, size and mandate of their organization, the financial stability of the organization, programs offered, and the success of those programs.
 - ⊕ Project needs and benefits. Outline the need for this project, how that need was determined, and what benefits or outcomes the completed project will have in your community. If a study has been completed to assess these needs and the feasibility of the project, attach relevant portions of the study as an addendum.
 - ⊕ A summary and status of the project planning and review stages, as well as a project completion schedule.
 - ⊕ Illustration of ability to meet ongoing operational costs of proposed facility. Submit a budget showing estimated facility expenses, proposed revenues and cash flow requirements. If this has been prepared by a consultant, attach as an addendum.
 - ⊕ Where appropriate, outline how regional cooperation will enhance the completion, operation and utilization of this facility.
 - ⊕ Confirmation of public access to the facility.
 - ⊕ Community support for the project. Attach relevant letters of support.
3. **Project cost-** Provide a detailed project cost breakdown, including copies of consultant or contractor estimates. Costs should reflect a functional facility when completed i.e. not a phase of the facility, such as a shell.
4. **Project funding-**provide a detailed funding breakdown, which will equal the project cost. The breakdown is to identify the requested grant amount as well as identify and confirm the other sources of funds, contributions (such as land) necessary to complete the project, cash flow requirements, and assumptions which have been used regarding cost escalation. Provide confirmation of matching funds and other contributions as necessary to confirm project viability.

DEVELOPMENT INITIATIVES PROGRAM



GRANT APPLICATION



Mission of the ASRPWF

To facilitate and enhance activities, lifestyles and legacies through the development of active partnerships in Sport, Recreation, Parks and Wildlife programs.

Purpose of the Program

The purpose of the **Development Initiatives Program** is to provide support to Albertans working in the areas of sport, recreation, parks and wildlife for project and program related endeavors.

Eligibility – Who Can Apply?

Eligible applicants include, but are not limited to:

1. Community not-for-profit groups registered (and in good standing) under one of the following:
 - Societies Act
 - Agricultural Societies Act
2. Non-registered not-for-profit groups providing up to date financial statements and support documentation
3. Municipalities, First Nations and Métis Settlements
4. Educational Institutions
5. Individuals
6. Organizations and Individuals conducting research

For-profit organizations will not be considered for funding

For More Information

www.asrpwf.ca

Program Coordinator:

Steven Patrick 780-644-4897

North / South Regional Coordinator

Stacey Plitt 780-422-7108

All numbers can be reached toll free by first dialing 310-0000.



TransCanada
In business to deliver

Project Guidelines

Applications will be reviewed on their individual merit based on the objectives of the Foundation, the financial resources available and the following parameters:

- ◆ All projects must fit within the mandate of the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ◆ In order to avoid any duplication, projects must be outside the scope of existing Foundation programs.
- ◆ Priority will be given to projects that are innovative and creative.
- ◆ Please note that typical grants range up to \$5,000.
- ◆ Projects should have a component of self-help: an indication of funds and/or volunteer time contributed by the individual or organization.
- ◆ Applications for projects must be received prior to the initiation of the project/purchase of equipment.
- ◆ Projects requesting operational costs and administrative expenses are not eligible due to the ongoing nature of the request.
- ◆ A DIP applicant may not receive funding from another lottery funded program or foundation for the same identified project.

Additional Guidelines for Organizations

Purchase of Equipment

- ◆ Equipment for the effective running of programs is eligible.
- ◆ Quotes and Sources of Estimate must be included.
- ◆ Office related equipment will be considered low priority.
- ◆ **Items not to be funded:** uniforms and similar club apparel, and items of a personal nature for club members (footwear, jackets, waterbottles, etc.).

Conferences and Events

- ◆ Application may be made for costs of speakers.
- ◆ **Items not to be funded:** prizes and trophies, officials' costs, facility rental.

Coaches, Instructors and Leaders

- ◆ Consideration may be given to providing funds for the hiring of part-time/full-time coaches, leaders, or other personnel once every five calendar years.
- ◆ For these requests, an explanation of how the need was determined must be included.

Other Items not Funded

- ◆ Capital building projects.
- ◆ Debt reduction / covering shortfalls on operating budgets.
- ◆ Operational costs and administrative expenses.
- ◆ Team/group travel.

Additional Guidelines for Research

- ◆ A budget of expenses, a resume, and support letters relating to the project must be included.
- ◆ For university researchers, a supplemental signature page must be included.

Project Guidelines Continued

Additional Guidelines for Individuals

- ◆ A maximum of \$1,000 per 12 month period per applicant will be awarded.
- ◆ An individual may only receive funding for three years.
- ◆ A budget of expenses and a resume relating to the project must be included.
- ◆ A letter of support from the Provincial Sport/Recreation Association must accompany all individual applications.
- ◆ Priority will be given to:
 - athletes in the "training to win" stage of their sport's Long Term Athlete Development (LTAD) model
 - individuals with extraordinary circumstances.

The Application Process

The following process has been formulated so the Foundation can deal with applications in a fair, equitable and efficient manner.

- ◆ Application deadlines are January 1, May 1, and October 1 each year.
- ◆ Complete applications must be postmarked on or before the deadline and sent to the address on the application form.
- ◆ *Section 5: Declaration* must be completed and mailed with original signatures.
- ◆ Decisions on applications will be made within 90 days of the respective deadline

Faxed or emailed applications will not be accepted

*Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will be approved for **Development Initiatives Program** funding.*

Report and Commitment

An applicant receiving funding shall submit a completed Accountability Report to the Foundation within 60 days of the completion date of the project. A reporting template will be provided upon approval and includes:

- A. Performance Measurements
 - B. Demonstration of Public Recognition of the Foundation
 - C. Statement of Grant Expenditure
 - D. Declaration of Grant Expenditure
-
- ◆ Any monies not utilized for the particular project stated on the application shall be returned to the Foundation within 60 days of the completion date of the project.
 - ◆ A condition of accepting funding is that an auditor authorized by the Foundation will have access to all books and records having any connection with the monies received to ascertain whether they were spent for the purpose for which they were intended.

Previous financial accounting is required prior to considering future applications from the same group.

Application for: Development Initiatives Program

(Please print in blue or black ink or type all responses)

Section 1: Contact Information

Legal Name of Applicant/Organization: _____

Mailing Address (cheque will be forwarded to this address unless otherwise indicated):

Postal Code: _____

Contact Person: (Miss, Mrs., Ms., Mr.) _____

Res. Telephone: _____ Bus. Telephone: _____

FAX number: _____ Email Address: _____

Section 2: Program Information

Please answer the following questions in the space provided (more detailed information **must** be included in a covering letter - see document checklist below)

1. What are the purpose and program goals for this funding request?

2. Indicate the number of participants that will benefit from this funding and the location of this project.

3. Expected Start Date (month and year): _____ Expected Completion Date (month and year): _____
Please note: "Ongoing" as a completion date will not be accepted. An actual date must be indicated for accountability purposes. For equipment purchase, indicate a date by which the equipment will be purchased.

4. Indicate any **innovative** or **unique** factors that may be associated with this project.

Section 3: Freedom of Information and Protection of Privacy Act

This information is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the *Act*. This information will be used internally to process your Development Initiatives Grant application. Should you have any questions about the collection of this information, you may contact Steven Patrick, Alberta Sport, Recreation, Parks & Wildlife Foundation, Alberta Tourism, Parks, Recreation and Culture, at 905 Standard Life Centre, 10405 Jasper Avenue, Edmonton, AB T5J 4R7 or via telephone at 780-644-4897.

Section 4: Budget Information – please indicate amounts pertaining to this application

Internal Contribution _____ +
Other Contributions _____ +
DIP Grant Request _____ =
Total _____

Internal Contribution should include club funds, fundraising, volunteer time, etc. specific to this application.
Other Contributions should include other grants, sponsorships, donations (cash or in-kind), etc. specific to this application.
DIP Grant Request is the amount you are requesting with this application.
Total will equal the sum of the three other categories.

A detailed budget outlining revenues and costs must be attached. For purchases, please attach Quotes and Sources of Estimate.

Section 5: Declaration

Applicant (the Contact Person listed in Section 1 above)

(APPLICANT SIGNATURE)

(OFFICIAL POSITION)

Financial Contact (the person responsible for finances on the proposed project must complete the following declaration).
The Financial Contact will take full responsibility for receiving and disbursing all monies received from the Foundation.

(FINANCIAL CONTACT NAME)

(OFFICIAL POSITION)

(PHONE - BUSINESS)

(PHONE - HOME)

(FINANCIAL CONTACT SIGNATURE) (DATE)

PLEASE RETURN TO: Alberta Sport, Recreation, Parks and Wildlife Foundation
Alberta Tourism, Parks, Recreation and Culture
905 Standard Life Centre
10405 Jasper Avenue, Edmonton, AB T5J 4R7

Please note – This declaration with original signatures must accompany all applications. Please keep a copy for your records.

Section 6: Document Checklist

Please mark with an ☒.

Application Checklist

- ☐ A covering letter is attached, presenting a clear and complete description of the proposed project and program goals.
- ☐ For individuals/research grant, a resume of experience relating to the proposed project and support documentation is included

Budget Checklist

- ☐ A detailed budget outlining revenues from all sources and costs is attached.
- ☐ Items on budget are listed in order of priority.
- ☐ Quotes and Sources of Estimates are attached if applicable.
- ☐ If your organization is non profit and not registered, a copy of most recent financial statement and support documentation is attached.

Support Documentation Checklist

- ☐ Support documentation from the municipality is attached (if applicable).
- ☐ Support documentation from other groups that will benefit (schools, local groups, etc.) is attached (if applicable).
- ☐ Support documentation from the respective provincial sport or recreation association (mandatory for individual applications).
- ☐ For University Researchers: Supplemental signature page is attached.

2008 Community Investment Operating Grant Program APPLICATION GUIDE

The purpose of the City of Edmonton Community Investment Operating Grant (CIOG) Program is to provide operating assistance to not-for-profit organizations to enhance their ability to provide programs, services or activities that result in benefits to the citizens of Edmonton (City Bylaw 14157 and City Policy C211F).

Applications are accepted from not-for-profit organizations whose primary mandate is in the area of **"Social Services, Multicultural or Recreation/Amateur Sport"** (as defined below). Community Leagues are eligible for Community League Operating Grants and therefore not eligible for this grant program.

The Edmonton Arts Council administers the Community Investment Operating Grant program for **"Arts," "Festivals"** and **"Celebrations"** organizations. If your organization best fits within these categories (this includes parades), contact the **Edmonton Arts Council** at **424-2787** or visit their web site at www.edmontonarts.ab.ca.

This Guide provides general information to assist in the completion of the application form. The following resources are available from the **Grants Office** of the **Community Services Department** by calling **496-4946** or **496-4812** or by e-mailing grants@edmonton.ca.

1. Consultation with the Community Services Department, Community Grants Coordinators;
2. Workshops on grant criteria and helpful tips for preparing and completing the application form:
 - ♦ **Monday, September 10 (1-2:30 p.m.)** *The Old Timers Cabin, 9430-99 Street [free parking]*
 - ♦ **Wednesday, September 12 (7-8:30 p.m.)** *The Old Timers Cabin, 9430-99 Street [free parking]*
3. Copies of the Application (Microsoft Word format) and the Guide (Adobe format). The Application & Guide can be downloaded off the City of Edmonton web site at www.edmonton.ca/grants.

The deadline for submission is **4:00 p.m., Thursday, November 1, 2007**. **Late applications will NOT be accepted and will be returned to the Applicant.** The location to mail or deliver the application is clearly indicated on the **cover page** (page 1) of the application. Do not e-mail or fax your application. Only one copy of the attachments is required, along with your **"original"** application.

ELIGIBLE "NOT-FOR-PROFIT" ORGANIZATIONS

Applications are accepted from not-for-profit organizations whose primary mandate is in the area of **Social Services, Multicultural or Recreation/Amateur Sport**. Organizations whose primary mandate is outside of these three sectors will not normally be eligible for funding under this grant program. These areas are defined as follows:

"Social Services" is defined as social programs and activities provided by not-for-profit organizations which help the citizens of Edmonton to strengthen personal or community life.

"Multicultural" means the practice of promoting human and group relations in which ethnic, racial, religious, and linguistic similarities and differences are valued, respected and exchanged.

"Recreation/Amateur Sport" means all those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.

ELIGIBILITY CRITERIA

The Applicant and its grant application must satisfy the following:

- a) The Applicant must be a registered not-for-profit organization in existence for more than one year as of the deadline date for filing the grant application.
- b) The Applicant's membership and beneficiaries of its programs and services must be predominantly residents of the City of Edmonton.
- c) The Applicant's membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Edmontonians.
- d) The grant applied for shall not be intended or used for capital purposes, including but not restricted to, the purchase of land, equipment, fixtures or physical facilities.
- e) The grant applied for shall not be intended or used for a purpose beyond the constitutional objectives of the Applicant as outlined in its constitutional documents.
- f) The grant applied for shall be intended and used to further the Applicant's not-for-profit activities, and must not either directly or indirectly be intended or used to further a profit venture.
- g) Within the deadlines, the Applicant must file and provide all documents and information outlined in the grant application.
- h) The activities of the Applicant shall be of a quality to merit public funding support.
- i) The activities of the Applicant shall not substantially duplicate the activities of other Applicants or other government supported individuals or organizations.
- j) An Applicant that can accomplish an adequate level of activity without a grant, may not be recommended for a grant at the Board's discretion.
- k) The Applicant demonstrates fiscal responsibility and is managed in a responsible manner.
- l) The Applicant shall demonstrate initiative and success in generating diverse sources of revenue.
- m) The Applicant shall have an open membership to its organization, except for valid program factors (e.g. age).
- n) The Applicant shall meet the conditions and guidelines as outlined in the Terms of Reference of the specific Community Investment Operating Grant Program.

PROGRAM PRIORITIES & GUIDELINES

The Program Priorities and Guidelines are consistent with, and constitute an extension of; the Eligibility Criteria listed above, and are identified in City Bylaw 14157 and City Policy C211F. Grant awards will be recommended based on the evaluation of how well the organization demonstrates the Program Priorities and Guidelines. Given the limited dollars available to distribute throughout this program, City Council approved Program Priorities and Guidelines that enables the Community Services Advisory Board (CSAB) to provide meaningful grant awards to those organizations meeting the greatest need for the citizens of Edmonton.

Program Priorities (as approved by City Council, July 3, 2007)

Priority will be given to those organizations that exemplify the following Program Priorities:

1. Organizations that are actively encouraging Edmontonians to be involved in their programs/services.
Organizations are recognized for promoting, making aware, encouraging, and actively seeking out citizens to become involved or stay involved in their program/services as participants and/or volunteers.
2. Organizations that are providing direct ongoing Social Services, Multicultural or Recreation/Amateur Sport community-based programs/services that benefit Edmontonians.
These direct programs/services are identified as those that meet community needs and benefit participants. The organization must demonstrate its programs/services are guided by a planning process with some form of measured results and/or outcomes.
3. Organizations that are enriching and/or enhancing the lives of Edmontonians through their direct programs/services.
The activities delivered through the direct programs/services provide the participants/volunteers the opportunity to develop, enhance or build on existing skills and acquire new skills and/or abilities.

4. Organizations that are addressing new and emerging issues in the community as relevant to their organization's mandate, purpose or mission.
The organization identifies new and emerging issues in the community as relevant to their mandate, purpose or mission. This may include responding to those trends and issues and adapting the direct programs/services accordingly to better meet the needs of the community.
5. Organizations that actively engage participants who often experience barriers to their ability to access programs and services.
Barriers to participation may include: gender, ethnicity, culture, faith, age, literacy, language, abilities, income and/or location. This may be accomplished through the provision of direct programs/services to populations that have experienced these types of participation barriers.
6. Organizations that are demonstrating initiative and success in generating diverse sources of revenue.
Organizations are encouraged to have more than one source of funding, whereas multiple sustainable funding sources support financial stability and longevity. Sources of funds may include: membership fees, fee for service, fundraising activities/events, corporate sponsorship, grants, etc.

Guidelines

The following Guidelines will be considered when evaluating applicants for the 2008 Community Investment Operating Grant Program:

- ♦ Operational funding and other forms of assistance from the City of Edmonton whether through grants or lease subsidies will be considered in the review of this grant.
- ♦ An Applicant materially in arrears in payment of its accounts with the City of Edmonton at the time the Grant Committee's review of the grant application shall not normally be recommended for a grant.
- ♦ The grant applied for shall not be intended or used for the funding of a specific project.
- ♦ An Applicant will not normally receive a grant in excess of 25% of their operating expenditures as reported in financial statements recorded for their most recently completed financial year.
- ♦ Those Applicants that have more than one year of unrestricted operating cash reserve will not normally be considered for a 2008 Community Investment Operating Grant.
- ♦ Those Applicants where a maximum grant award of \$ 20,000 represents less than 1% of their operating budget will not normally be considered for a 2008 Community Investment Operating Grant.
- ♦ Not-for-profit organizations with a provincial mandate, providing ongoing direct community-based programs/services for predominantly City of Edmonton residents may be considered for this grant.

APPEALS

There is limited provision by which an appeal can be made. Any appeal needs to be submitted in writing by the Applicant within the designated timeframes provided in the letter of recommendation identifying what information you believe was not taken into consideration during the assessment of your grant application.

The following is **not** considered **grounds for appeal**:

- ♦ A grant application received after the deadline date & time.
- ♦ Changes in circumstances of the Applicant since the date of the grant application. The circumstances of the Applicant and of the appeal must be limited to the date of the original grant application or the deadline date for filing the grant application and not to facts or circumstances subsequently arising.
- ♦ Actions of other City departments which have affected the Applicant since the deadline date for filing the grant application will not be considered relevant (e.g. complaints about taxes, utilities, rentals).
- ♦ Changes in the application since the date of the grant application deadline will not be considered.
- ♦ An appeal from a finding of fact regarding fundamental eligibility is not considered grounds for reconsideration (e.g. Applicant not properly registered as a non-profit society, etc.).

GRANT REVIEW PROCESS

The Community Investment Operating Grant Program for Social Services, Multicultural and Recreation/Amateur Sport organizations is administered by the Community Services Advisory Board (CSAB). The CSAB is responsible for the review of applications and the formulation of recommendations for consideration by the Community Services Committee and City Council. The CSAB undertakes this review with the assistance of the Grant Review Committees made up of individuals from the Board as well as the community at large.

The Grant Review Committees review all of the applications and make recommendations to the CSAB, who then review the recommendations and generate a report with the recommendations for consideration by the Community Services Committee and City Council.

The review process takes approximately six months. An overview of the process is as follows:

1. **Application Deadline** – Your application reaches the City of Edmonton Grants office by the deadline date and time.
2. **Acknowledgement** – Within two weeks of the deadline date, the City of Edmonton Community Services Department will send you a letter acknowledging the receipt of your application.
3. **Initial Review/Screening** – The Grant Coordinators check your application to ensure that **ALL** required information is attached.
4. **Grant Review Sub-Committee** – If your application is complete, it will be assessed according to the Program Priorities and assigned a score. The Grant Review Sub-Committee is comprised of community people with knowledge about community-based not-for-profit organizations in one of the three sectors of Social Services, Multicultural & Recreation/Amateur Sport organizations.
5. **CSAB Grant Committee** – The CSAB Grant Committee is a committee of the Community Services Advisory Board (CSAB) that is appointed by City Council. Its purpose is to make recommendations to the Board on whether an Applicant should be approved or declined, and determine the funding award allocation.
6. **CSAB Review** – The Community Services Advisory Board reviews the recommendations put forward by the CSAB Grant Committee, then approves or amends the recommendations. Letters are sent to all the Applicants with the recommendations, with a limited timeframe for appeals. The Board creates an "Appeals Committee" that consists of the Chair of the Grant Review Committee and two to three members of the CSAB that were not involved in the original Grant Review Process.
7. **CSAB C.I.O.G. Appeals Committee** – Reviews any appeals and arranges for a hearing if necessary. Appeal recommendations go to the CSAB for approval.
8. **City Council** – A final report is prepared for the Community Services Committee and City Council for final approval. Once City Council approves the recommendations or makes amendments, letters and cheques are mailed to the successful Applicants.

GRANTSMANSHIP TIPS – PREPARING A STRONG APPLICATION

The following are a number of points regarding what can make a good application.

- i) **Know the Funding Purpose** – The most important aspect of the application process is knowledge of the grant purpose. If you don't fit the granting guidelines, it is suggested that you contact a Community Grants Coordinator to discuss other potential funding sources.
- ii) **Request Clarification on Application Requirements** – If you have trouble answering parts of the application, attend one of the free workshops offered in September or contact a Community Grants Coordinator **well in advance of the deadline date**. You will be able to prepare a better response if you clearly understand the intent of the question.
- iii) **Follow the Requested Format** – Submit your application for this grant on the application form provided and do not change the format.
- iv) **Conform to the Grant Guidelines** – While filling out the application, you should refer back to the guidelines of the grant program. The Eligibility Criteria and Program Priorities and Guidelines are identified from City Bylaw 14157 and City Policy C211F and are approved by City Council. They serve as the foundation for the review and assessment of your application. Not all organizations will be the perfect fit; however, how you explain your organization's priorities and how they converge with those identified in the guidelines will demonstrate how you are meeting the greatest need for the citizens of Edmonton. Just because your mandate is important does not necessarily make your organization the highest funding priority.
- v) **State Accurate and Factual information** – Be truthful and accurate in all statements made in your application. Establish sincerity and integrity in everything you do. Applications may be subject to random audits and information and statistics should be able to be proven with appropriate documentation if need be.
- vi) **Provide Clear, Concise and Relevant Answers** – Inaccurate, vague or poorly written statements can affect your potential score. Vague or inaccurate answers also make it difficult to review and evaluate your application, even though the Grant Review sub-committee may perceive huge value in what you do. Try to keep in mind that a successful application will engage the reader and hold their interest, while demonstrating a compelling reason to support your organization. The Grant Review sub-committee can only score you on the information you provide in your application and not on any other knowledge. Promote your organization - put your best foot forward but don't overwhelm us with a lot of material.
- vii) **Provide Measurable Outcomes/Results/Successes** – Demonstrate the potential outcomes or benefits of how your organization contributes to the quality of life for citizens of Edmonton. Besides showing the direct benefit of your work, include information about the positive impact on the community as a whole, as well as any potential benefits for the future, and methods you used to collect and measure the results.
- viii) **Duplication of Service** – Attempt to differentiate or distinguish yourself from other service providers. Outline clearly how your programs differ from others; present any unique demographic or constituencies you represent; detail changes to your program over time; and explain how the funds will help to address emerging needs or trends.
- ix) **Sustainability** – Demonstrating that some thought, planning and strategic analysis has been undertaken shows your organization is aiming for self-sufficiency. When reporting information on the Financial Summary page of the application, it is to your advantage to specify individual sources under Revenues where requested.
- x) **Make Your Application Aesthetically Pleasing** – Applications that are typed and well-formatted are easy to review. If you cannot provide an application that is typewritten please print clearly. Use light-coloured paper (**preferably white**) for printing of your application; dark colors do not photocopy well and can be unreadable. **Do NOT BIND or COIL your application and attachments.**

APPLICATION INSTRUCTIONS

Ensure the necessary attachments are provided along with your "original" application for a 2008 Community Investment Operating Grant. Financial Statements must be independently reviewed and signed by two board members other than the Treasurer as specified in your Society's Bylaws. Only one copy of the attachments is required.

Primary Mandate of Organization

Indicate the primary mandate of your organization from one of the three areas: **Social Services, Multicultural or Recreation/Amateur Sport** as defined in this Guide.

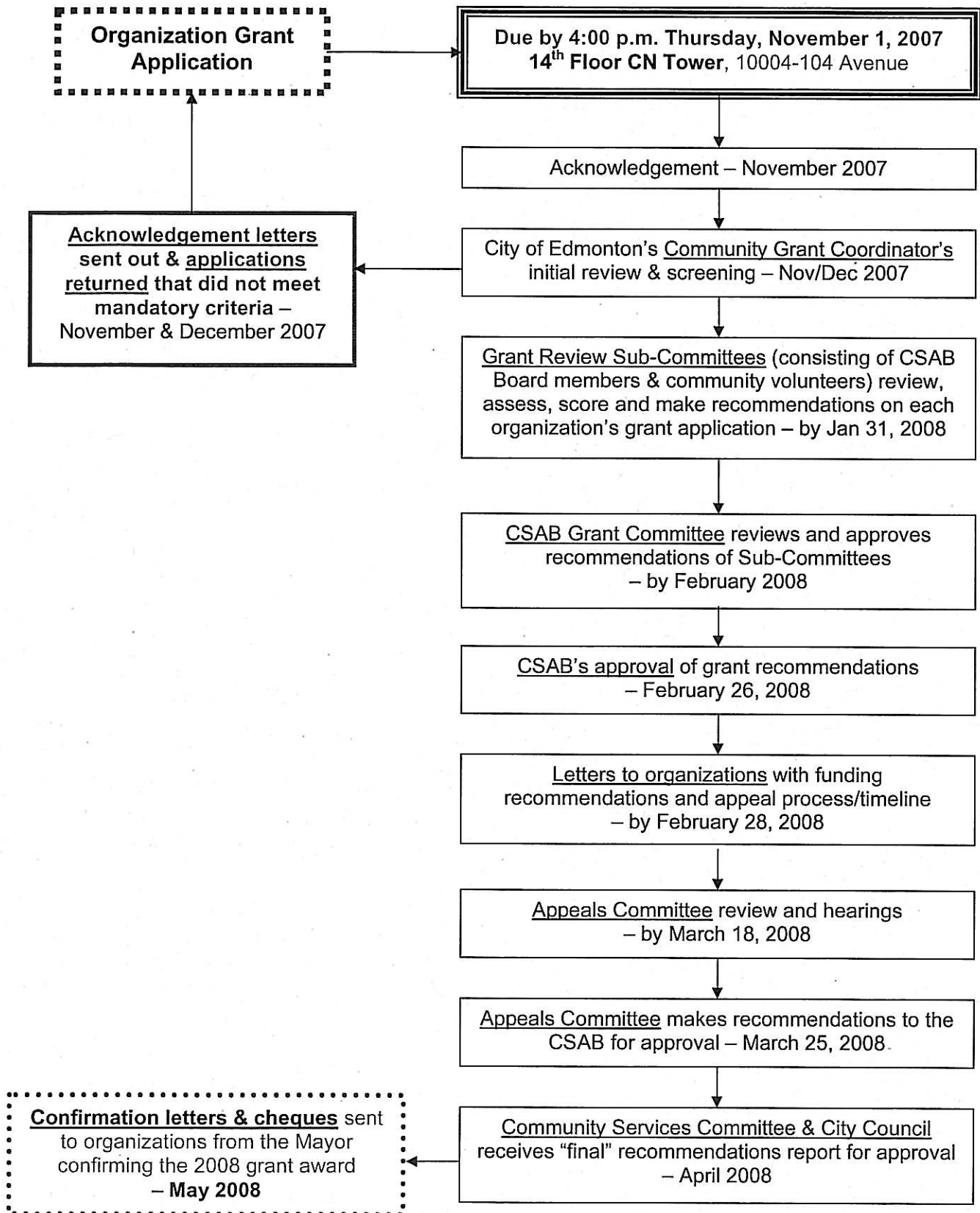
Declaration of Officers

Two officers from your organization with "**authorized signing authority**" must sign the application. Applications that are not signed will be returned and not considered for a 2008 Community Investment Operating Grant.

Organization Contacts

The "Organization Contacts" identified (Primary & Alternate) will be those contacted for additional information or for other communication during the grant process. **All** correspondence will be sent to the "**Primary Contact**" for the organization at the address indicated on the Application. Should any of these contacts change over the course of the grant review process, please contact our office as soon as possible at 496-4933.

FLOW CHART & TIMELINES



2008 Community Investment Operating Grant – Cover Sheet

LIST OF REQUIRED ATTACHMENTS

(Only one copy of the attachments must be enclosed with your “original” Application)

All attachments must be in English.

ATTACHED Please Indicate	ATTACHMENT NUMBER	DESCRIPTION
	1	The most recent Financial Statements for the last fiscal year (independently reviewed and/or <u>signed by 2 board members</u> other than the Treasurer as specified in your Society Bylaws). The Financial Statements <u>must include</u> : i) Statement of Operations (Income & Expense Statement/Revenue & Expenditure Statement/Profit Loss Statement). ii) Statement of Financial Position (Balance Sheet)
	2	Strategic Document/Business or Long-Term Plan/Outcomes Document (if applicable)
	3	Current Executive/Board list with names and positions (personal information not required)
	4	Most recent Annual General Meeting Minutes or organization's Annual Report.
	5	Copy of a <u>current</u> Annual Return submitted to Alberta Corporate Registries (<i>indicate which <u>one</u> applies</i>). <input type="checkbox"/> Annual Returns for Society and Non-Profit Company – Proof of Filing <input type="checkbox"/> Submission of Alberta Registries Society Annual Return <u>date stamped</u> by Alberta Corporate Registries
	6	Amendments to Bylaws (if applicable) as filed with Alberta Corporate Registries.
	7	Certificate of Amendment (if name changes for organization).
<u>FIRST TIME APPLICANTS MUST ALSO SUBMIT THE FOLLOWING:</u> If you have not applied within the last 3 years, consider yourself a “ <u>first-time</u> ” applicant.		
	8	Bylaws (must have Alberta Corporate Registries stamp on it).
	9	Certificate of Incorporation (copy).

CHECKLIST FOR SUBMITTING A WELL-PREPARED APPLICATION

- ✓ We have attached all the required documentation and obtained authorized signatures for submission of the grant application.
- ✓ Our financial statements are signed, and we have confirmed that the amounts in the budget summary match our financial statements.
- ✓ We have attached the appropriate Annual Return, and planning/outcome documents.
- ✓ We have answered all questions fully – information is relevant, clear, concise, and accurate.
- ✓ We used a computer to complete the application form and we did not leave any questions unanswered, OR, our application is neatly hand-written and legible and we have ensured all pages are attached.

Applications can be mailed or delivered to the following addresses:

Mailing Address:

City of Edmonton - Community Services
Grants Office (14th Floor C.N. Tower)
P.O. Box 2359
Edmonton, AB T5J 2R7

Delivery Address:

City of Edmonton - Community Services
Grants Office
14th Floor, C.N. Tower
10004-104 Avenue, Edmonton
Drop-off at this location ONLY

2008 Community Investment Operating Grant

APPLICATION

Primary Mandate of Organization – please indicate only one (double-click in box ☒)

☐ SOCIAL SERVICES ☐ MULTICULTURAL ☐ RECREATION/AMATEUR SPORT

“Registered” Name of Organization: _____

Organization “STREET” Address: _____

City: _____ Province: Alberta P.C.: _____

Bus. Phone: (780) **Fax #:** (780) **E-mail:** _____

Organization “MAILING” Address: _____

(if different from “Street” Address)

City: _____ Province: Alberta P.C.: _____

Alberta Registries #: _____ Date of Incorporation: _____

Web Site Address (if applicable): WWW. _____

DECLARATION OF OFFICERS

In making this application, we the undersigned Officers of the applicant confirm that we are authorized by the applicant organization to complete the application and hereby represent to the City of Edmonton and declare that:

- the information provided is truthful and accurate, and
- the application is made on behalf of the organization named on page two with the Officers’ full knowledge & consent.

Dated at EDMONTON, ALBERTA, this _____ day of _____, 2007.

Signature of President/Chair

Print Name

Title

Signature of Second Officer/Director

Print Name

Title

ORGANIZATION CONTACTS

PRIMARY Contact (Mr./Mrs./Ms./Dr.): _____ Title: _____

☐ Board Member

☐ Staff Member

Work Phone: (780) _____

Fax #: (780) **Home Phone:** (780) **E-mail:** _____

Correspondence will be sent to the “Primary” contact at the Organization’s “Mailing” address.

ALTERNATE Contact (Mr./Mrs./Ms.): _____ Title: _____

☐ Board Member

☐ Staff Member

Work Phone: (780) _____

Fax #: (780) **Home Phone:** (780) **E-mail:** _____

Deadline for Submission: Thursday, **November 1, 2007** at **4:00 p.m.**

Do not e-mail or fax your application.

1. Provide a **brief** summary of your organization's mandate, purpose or mission statement, and list your organization's "objects" according to your Society's Bylaws.

Start typing at grey Form Field – box will expand - delete all this text when you put in your response

2. Indicate the **number** of people involved in your organization in the chart below, for the past three years (if applicable).

Specify your fiscal year _____ (i.e. Jan-Dec; April-March; July-June)

Year	Board Members	General Voting Members	Full-Time Staff	Part-Time Staff	Active # Volunteers (excluding board members)	Participants in your Programs/Services (# of Individuals)	% of Participants that are Edmonton residents
Year#1: 200							
Year#2: 200							
Year#3: 200							
Estimate for Current Year							

[Calculate part-time staff in relation to full-time equivalency (i.e. 3 half time staff = 1.5 FTE)]

According to your organization's **Bylaws** please provide the following information:

- i) **Minimum** number of **Board member** positions: _____
- ii) **Maximum** number of **Board member** positions: _____
- iii) Number of **current vacancies** on your Board: _____
- iv) **Frequency of Board Meetings**: _____
- v) **Average attendance at Board meetings**: _____

In reference to the questions above, comment on any trends or significant changes (e.g. board restructuring, volunteer turnover, number of active board members, etc.).

- 3a. Please list and describe what methods your organization uses to recruit or encourage involvement and participation of volunteers and participants in your programs/services (i.e. newsletters, brochures, special events, clinics, etc.). Indicate which methods are internal or external methods, in some cases they may even be both.

Methods	Descriptions	Internal or External
♦	♦	
♦	♦	
♦	♦	
♦	♦	
♦	♦	

- 3b. For the past fiscal year, briefly outline details about any partnerships, joint or linked programs or services, shared facility arrangements, equipment, lease of facilities, etc., that you were involved in to achieve the goals and objectives of your organization (as related to service delivery in Edmonton).

Please indicate by an "X"

Organization Name	Shared Service X	Monetary X	In-Kind X	Other X	Description

Shared Service: Usually organizations will share the resource of an item(s) or professional to carry out the mandate of the organization (e.g. phone line, receptionist, accountant, snow removal company, etc.).

Monetary: Usually are direct funds received in order to assist the organization in fulfilling its goals. Individual donations are not to be included unless they are from foundations or other governmental/non-governmental organizations (e.g. grants from United Way, Capital Health, etc.).

In-Kind: Usually are resources of materials, people or equipment given in place of dollars to be used by the organization to save on the traditional expenditure of those items (e.g. prizes, volunteer recognition, professional consul/advice).

Other: Any relevant relationships that your organization has which contributes to fulfilling the mandate of your organization or delivering services to your membership.

- 3c. Please list and/or describe the **successes** as well as **challenges** your organization has had in getting people involved as volunteers, participants, and as partners (if applicable).

Category of People in organization	Successes	Challenges
Volunteers:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Participants:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Partnerships:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

- 4a. Do you have a current "strategic" document or long-term plan with some form of "measured" results or outcomes in place for your organization? YES ☐ NO ☐
If YES, please attach a copy of the plan (Attachment 2). Do not answer question 4b.

- 4b. If you do not have a current "strategic" document or long-term plan that measures results or outcomes, please explain how the progress of your organization will be measured or evaluated?

5a List and describe all programs/services offered by your organization in your current fiscal year. This may be presented in a table format or described in paragraphs, whichever is most appropriate for your organization. If you do not utilize the chart below, ensure you include all information as required in the column headings. Please indicate which programs/services are offered **directly** or **indirectly** by your organization or in **partnership** with another organization/group.

#	Name of Program or Service	Brief Description	Group Served (age, gender, ethnicity, etc.)	Level of Program ("learn to," beginner, intermediate, elite)	Program Delivery (direct or indirect in partnership with other Organization)	Location of Program (Edmonton, St. Albert, Leduc)	Frequency of Program or Service (daily, weekly, monthly)	Fees (if applicable)	Total # of Participants	Program Capacity	Percentage of Edm. Residents Participating
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Name of Program or Service – What is the name of the program that your organization uses to market to the external community.

Brief Description – Outline the purpose of the program/service, its outcomes, and/or goals.

Group Served – If applicable, indicate whom the program specifically targets.

Level of Program – If applicable, the level of skill/development in which the participants enter the program. In some cases it is mixed-in or can be very focused; it is dependent on the program/service.

Program Delivery – If your organization developed the program idea and was responsible for the implementation/delivery, it is direct. If you share the responsibility with another group, it is a partnership.

Fees – Does the group directly charge the participants any type of fee for the service/program? Even if it is a subsidized program, please indicate within the column.

Total Number of Participants – The number of people that you have registered, or drop-in, or take part in the program/service.

Program Capacity – Describe quantitatively the maximum number of participants that you can serve within the program/service (e.g. 25 total beds; 50 total registrations/term; 500 clients per year, etc.)

Percentage of Edmonton Residents Participating – The number of people living within the city limits that you provide the specific programs/services for.

- 5b. List and describe all the skills that participants and volunteers learn(ed) or gain(ed) through your programs/services.

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6. List and describe any emerging community and/or organizational issues/trends you have observed in the past 3 years as relevant to your organization's mandate, purpose, or mission. Comment on how your organization has progressively adapted to address these issues/trends (e.g. new programs/services, modifications to programs/services).

Year	Emerging community and/or Organizational issues/trends	Programs/Service modifications or adjustments made to address the emerging issues/trends
2007	♦	♦
2006	♦	♦
2005	♦	♦

7. Describe how your organization engages participants who experience barriers to their ability to access programs or services (refer to the Application Guide, Page 3 – **Program Priorities #5**).

Target Group	Strategies to involve these individuals	Describe any barrier(s)/challenges in reaching this group
♦	♦	♦
♦	♦	♦
♦	♦	♦

8. Provide any additional information you feel will assist the Grant Review Committee in developing a better understanding of your organization or its programs/services.

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9. ELIGIBILITY SECTION

The Community Investment Operating Grant Program is awarded based on a maximum of 25% of your organization's total operating expenditures for the most recently completed fiscal year. These expenditures must be taken directly from your last fiscal financial statement (matching the summary in the next section). Eligible expenses must not include any capital expenditures (e.g. building construction, renovations, equipment purchases, etc.), bingo and casino expenses, food and beverage operations or depreciation.

The information below is taken directly from your most recently completed annual financial statements for the year _____ found under "**B) Expenses**" in the next section on the Financial Summary page.

TOTAL EXPENSES:

A \$ _____ (Box 1)

Less Ineligible Expenses:

Capital Expenses: \$ _____

Bingo Expenses: \$ _____

Casino Expenses: \$ _____

Food & Beverage Operations
including Staffing Expenses: \$ _____

Depreciation: \$ _____

TOTAL INELIGIBLE EXPENSES:

B \$ _____ (Box 2)

TOTAL ELIGIBLE OPERATING EXPENSES:

(Line A minus Line B)

C \$ _____ (Box 3)

MAXIMUM ELIGIBILITY:

(25% of Line C)

\$ _____

2008 GRANT REQUEST

(Cannot be more than the maximum grant award of \$20,000

or more than the maximum eligibility noted above in Line C)

\$ _____

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 to administer Community Investment Operating Grant funding. All information gathered by the City of Edmonton is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information by this program, please contact the Community Grants Coordinators at 496-4933.

FINANCIAL REPORTING SECTION

Complete the Financial Summary – Question 9. The information provided in the table must match the totals provided in the most recently completed annual financial statements you have included with your application.

The purpose of this summary is to have information from financial statements presented in a consistent manner by all applicants, making the task of comparison easier and more accurate and efficient for those reviewing the applications.

- ♦ The first column of the summary labelled **“Last Completed Fiscal Year Actuals”** should contain information that matches your 2006 or 2006-2007 financial statements. The “Total Revenues” and “Total Expenses” lines on the table should represent the total amount of Revenues and Expenses reported on your groups signed financial statements.
- ♦ The second column of the summary labelled **“Current Projected/Budgeted”** should contain information regarding your 2007 or 2007-2008 fiscal year. The “Total Revenues” and “Total Expenses” lines on the table should represent the total amount of Revenues and Expenses reported on your groups proposed budgetary forecast.

Please be sure to total all columns correctly and check to ensure the information matches your attached financial documents.

- ♦ Under **EXPENSES**, the *asterisked* portion allows you to enter in what is termed **“Ineligible Expenses”** for this grant program (bingo, casino, capital, food and beverage, and depreciation). This information is also requested in the “Eligibility” section. We ask that you total these **“Ineligible Expenses”** as well as your **“Total Expenses.”**
- ♦ The **net Revenue** (deficit) should be your **Total Revenue** minus your **Total Expenses**. This must correspond with your financial statements from your most recently completed fiscal year.

9. FINANCIAL SUMMARY – must be completed (refer directly to your attached financial statements)

A. REVENUES	LAST COMPLETED FISCAL YEAR ACTUALS	CURRENT PROJECTED/BUDGETED
(complete "From and To" fields)	From _____, 20____ to _____, 20____	From _____, 20____ to _____, 20____
Fees:		
Membership Fees		
Fees for Services – Individual/Groups		
Fees for Services – Government		
Fundraising Activities (specify each activity);		
Donations: (Do not include in-kind – only financial)		
Individual donations		
Grants:		
Federal Government (specify each)		
Provincial Government (specify each)		
- City of Edmonton – CIG Operating		
- City of Edmonton – FCSS		
- City of Edmonton – Other (specify)		
Other Grant Sources (Foundations or Corporations – specify)		
- United Way		
Other Income (specify):		
TOTAL REVENUES:		

ENSURE YOUR TOTALS MATCH YOUR FINANCIAL STATEMENTS!

B. EXPENSES	LAST COMPLETED FISCAL YEAR ACTUALS	CURRENT PROJECTED/BUDGETED
(complete "From and To" fields)	From _____, 20____ to _____, 20____	From _____, 20____ to _____, 20____
Eligible Expenses		
- Salaries and Benefits		
- Office Operations		
- Facility Costs		
- Utilities/Maintenance		
- Insurance		
- Staff Training and Development		
- Volunteer Expenses		
- Fundraising Costs		
- Printing, Stationary, Postage		
- Program Costs		
- Other (specify)		
Total Eligible Expenses: (Box 3)		
Ineligible Expenses*		
- Capital* - please specify Note: purchase of office equipment or furnishings essential to the operation of the organization are eligible as a one-time expense – do not include these items here		
- Bingo*		
- Casino*		
- Food & Beverage Operation*		
- Depreciation*		
*Total Ineligible Expenses: (Box 2)		
TOTAL EXPENSES: (Box 1)		
NET REVENUE (Deficit):		
C. ASSETS		
- Current Assets (Cash, Investments)		
- Fixed Assets		
- Other Assets		
TOTAL ASSETS:		
LIABILITIES		
- Current Liabilities		
- Long-Term Liabilities		
TOTAL LIABILITIES:		
NET EQUITY (Deficit):		
Indicate which column refers to attached financial statements with an "X"		

ENSURE YOUR TOTALS MATCH YOUR FINANCIAL STATEMENTS!

- 10a. With reference to the financial information provided, please explain any significant variances (large increase or decrease) from one year to the next in any category.

- 10b. For your past fiscal year please identify if any of your revenue sources are related to **capital projects or purchases** (e.g. purchase of land, buildings, motor vehicles, construction or renovation of buildings).

- 10c. With reference to the **past fiscal year**, if you have identified **donations** as a revenue source please briefly describe the nature of these donations (an endowment, individual donations, corporate financial donation). (Reference to question 3b is appropriate if already answered.)

- 10d. With reference to the **past fiscal year**, if your organization has more than one year unrestricted operating cash reserve, please outline the specific plans for its use (include supporting documents for this decision (e.g. AGM motion).

- 10e. Outline other types of City of Edmonton assistance either through grants or lease/license subsidies and the term of your lease/license.

- 10f. If the maximum grant award of \$20,000 is less than 1% of your eligible operating expenses, outline the importance of a Community Investment Operating Grant to your organization (e.g. What specific impacts would it have on your organization if you did or did not receive funding?).



HOSTING PROGRAM

INFORMATION and APPLICATION FOR:

**Financial assistance towards
hosting a major event**

**Pre-event expenses and bid preparation
for International events**

Submit completed application to:

**Alberta Sport, Recreation, Parks and Wildlife Foundation
#101, 525 – 11 Avenue SW
Calgary, Alberta T2R 0C9**

Phone: (403) 297-2909

Fax: (403) 297-6669

The word "Alberta" in a stylized, bold, sans-serif font.

HOSTING PROGRAM INFORMATION

PURPOSE

The purpose of the Hosting Program is to encourage the development of sport, recreation, parks and wildlife programs by providing financial support to communities and associations to assist them in hosting major events thereby promoting economic growth throughout the province.

ELIGIBILITY

Applications will be accepted for the following:

Sporting Events:	World Championships	- up to \$20,000.00
	World Cups/International Events	- up to \$15,000.00
	Canadian/North American Championships/Cups	- up to \$10,000.00
	Western Canadian Championships/Cups	- up to \$3,000.00
	Pre-event expenses and bid preparation for Multi Sport Events – Olympic Games, Pan Am Games, Commonwealth Games, as well as International Championships and Events	- up to \$20,000.00
Non Sporting Events:	International Events	- up to \$15,000.00
	Canadian/North American Events	- up to \$5,000.00
	Western Canadian Events	- up to \$3,000.00
AGMs, Seminars, etc:	Based on number and origin of delegates	- up to \$10,000.00

- Funding amounts are **maximum** levels and may be adjusted depending on the number of applications received.
- **International Championships and Events** are sanctioned by the International governing body. In the case of a sporting event, the international body will declare an international champion or the event will lead to the declaration of an international champion.
- **Canadian/North American Championships and Events** are those that include representation from **no less than seven provinces/territories/states**. [teams or individuals may have earned the right through playoffs to represent more than one province, territory/state] In the case of a sporting event, a Canadian or North American Champion is declared for that year or the event will contribute to the declaration of a champion. Such events require sanction by the National Organization.
- **Western Canadian Championships and Events** are those that include representation from **no less than four provinces/territories**. In the case of a sporting event, a Western Canadian Champion is declared for that year or the event will contribute to the declaration of a champion. Such events require sanction by the Provincial Association.
- Annual community based or provincial events are not eligible for funding.
- Priority will be given to programs for the development of youth.
- Events receiving funding must be open events that are not restricted to members of a certain group or club. Standards, age categories or categories of disability may be established for such events.
- Priority will be given to applicants that have not received hosting funding in previous years.
- If more than one Alberta group is bidding to host the same event, funding may be available only after the Alberta representative has been determined.
- Financial assistance towards pre-event expenses and bid preparation will constitute a portion of the total hosting funding if the bid is successful.
- Funding totalling \$30,000.00 is the maximum awarded to any one sport, association or group in any fiscal year.

APPLICANT REQUIREMENTS

An applicant receiving Alberta Sport, Recreation, Parks and Wildlife Foundation Hosting Program funding shall:

- ♦ Print the ASRPWF logo and Alberta logo on the event letterhead, posters and printed materials (logos will be provided upon request).
- ♦ Print the ASRPWF logo and Alberta logo in the event program. A message from the Chairman or ads are also available upon request.
- ♦ Verbally acknowledge the contributions of ASRPWF and Alberta Tourism, Parks, Recreation and Culture at all event functions (e.g. press conference, during the event, banquet, etc.).
- ♦ Display ASRPWF / Alberta banners at the site and at all event functions (banners will be provided upon request).
- ♦ Provide complimentary tickets so that ASRPWF representatives and sponsors can attend the event.

ACCOUNTABILITY

An applicant receiving funding shall submit a report to the Alberta Sport, Recreation, Parks and Wildlife Foundation within 90 days of the event's completion. This report must include:

- ♦ A financial statement indicating all income and expenses related to the event or bid. This statement is to be signed by the Association President (or Event Chairperson) and the Event Treasurer.
- ♦ A copy of the event program or bid proposal and final results of the competition.
- ♦ A condition of accepting funding is that an auditor authorized by the Alberta Sport, Recreation, Parks and Wildlife Foundation will have access to examine an applicant's books and records.
- ♦ If the event is cancelled for any reason, all hosting funds are to be returned to the Alberta Sport, Recreation, Parks and Wildlife Foundation.

APPLICATION PROCESS

The following process has been formulated so that the Alberta Sport, Recreation, Parks and Wildlife Foundation can deal with applications in a fair, equitable and efficient manner.

- ♦ A letter of intent to apply for Hosting Program funding for all International events is to be submitted to the Alberta Sport, Recreation, Parks and Wildlife Foundation at least twelve (12) months prior to the date of the event. For all other events, a letter should be submitted as soon as possible.
- ♦ **A completed application form, with all required attachments, is to be submitted to the Alberta Sport, Recreation, Parks and Wildlife Foundation at least six (6) months prior to the event.**
- ♦ Applications will be reviewed on a quarterly basis with **deadlines being January 1, April 1, July 1 and October 1 each year.**
- ♦ All applications should be forwarded to the Alberta Sport, Recreation, Parks and Wildlife Foundation's Calgary office for processing.
- ♦ Late applications will not be considered and funding will not be provided after the event.
- ♦ Previous financial accounting is required prior to considering future applications from the same group.
- ♦ The review process can take up to 90 days from the deadline date. If you require information on the status of your application, please contact the Calgary office at (403) 297-2909.

HOSTING PROGRAM APPLICATION

Applicant Name: _____
(legal corporate name)

Corporate Access

Number: _____
(if applicable)

Address: _____

City, Province: _____ Postal Code: _____

(Cheque will be made out to the registered name in the Corporate Registry and forwarded to the above)

Contact Person: _____ Phone (r): _____

Position: _____ Phone (b): _____

email: _____

Event Name: _____ Event Date: _____

Event Description: _____

Event Location: _____ Facility/Site: _____

Facility Address: _____

(Required for constituency purposes)

Indicate the Provinces/Territories/States/Countries that will be attending:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

Indicate the **total** number of **participants** attending: _____

(For sporting events breakdown)

Athletes: _____ Coaches: _____ Referees/Officials: _____

Are there any grants or services being provided by other provincial departments, cities/towns and/or crown corporations?

Yes ☐

No ☐

If "Yes", please describe: _____

Indicate the funds being requested through the ASRPWF Hosting Program: \$ _____

To complete your application, please prepare and attach the following:

- ☐ A budget for the event indicating all projected operating costs and sources of total revenue related to the event. Indicate those expenditures for which you are requesting support from the Alberta Sport, Recreation, Parks and Wildlife Foundation.
- ☐ An organizational chart outlining the committees and duties that have been established to host this event. Provide names of designated personnel.
- ☐ Include letters of sanction from the following applicable agencies:
 - ♦ International Federation (for all International Events)
 - ♦ National Organization (for all Events)
 - ♦ Provincial Association (for all Events)
- ☐ Provide a copy of the Technical Regulations related to this event from the appropriate Governing Agency.
- ☐ Provide letters of acknowledgment from agencies and individuals that have pledged support for this event. For example:
 - ♦ Municipal Government
 - ♦ Facility/Site Operator
 - ♦ Other Granting Agencies
 - ♦ Sponsors
- ☐ Any additional information to support your application.

NOTE: If your organization is not registered as a non-profit society, you MUST include letters of support from your provincial association and/or your municipality.

DECLARATION

We, the undersigned, declare that all information provided in this application is correct. We understand that if actual events, participation and other data differ from the information presented in this application, the financial assistance (or appropriate portion of it) may have to be returned to the Alberta Sport, Recreation, Parks and Wildlife Foundation.

We also declare that we have read the Hosting Program Information and agree to all conditions contained therein and we agree to adhere to the Applicant Requirements and Accountability.

Association (Group) President

Signature

Date

Association (Group) Treasurer

Signature

Date

Freedom of Information

The personal information collected using this form is required for the administration of the Hosting Program. Collection is authorized under the Alberta Sport, Recreation, Parks and Wildlife Foundation Act for the purpose of operating this program.

The information will be used to administer the program and ensure payment of funds and may only be disclosed as provided in the Freedom of Information and Protection of Privacy Act.

For further information about this collection and the use of the personal information, please contact the Calgary office at (403) 297-2909.

