



**Neighbourhood Park
Development Program**

Community Manual



November 2015

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

Margaret Mead

Table of Contents

Neighbourhood Park Development Program Overview	6
City Staff and Roles in Parkland Development	7
NPDP Funding and Eligibility	8
Introduction to the Community Workbook	10
NPDP Process -Steps for Community Groups	11
Strategy Phase	12
Concept Phase	18
Design Phase	27
Build Phase	31
Operate Phase	34
Appendices	36
1. Terms of Reference (TOR)	37
2. Sample Concept Plan	39
3. Sample Site Development Plan	40
4. Fundraising Template	41
5. Grant Tracking Tool	42

Acronyms and Definitions -Neighbourhood Park Development Program

CCC	Construction Completion Certificate
CFEP	Community Facility Enhancement Program
COE	City of Edmonton
CRC	Community Recreation Coordinator
FLI	Facility and Landscape Infrastructure
LA	Landscape Architect
NPDP	Neighbourhood Park Development Program
PC	Project Coordinator
PIP	Public Involvement Plan
PM	Project Manager
RFP	Request for Proposal
TOR	Terms of Reference
Community Group Agreement	The agreement that confirms the City's and the group's financial commitment to the project. It will describe the project scope, design and construction as well as funding requirements and project reporting time lines.
Community Group Funds	The Community groups financial contribution to the project.
Change to Parkland Process	Steps outlined to obtain City's approval to make changes or improvements to City of Edmonton parkland.
Concept Plan	Defines the relationship between difference spaces and connecting elements necessary to satisfy the program functions for the park project. It shows the proposed location on site, in relation to existing and proposed amenities, buildings, parking and landscaping features.
Site Amenity Supplier	Source for the playground equipment, park furniture and/or shelters
Needs Assessment	A process undertaken to determine a community's needs or requirements for certain kinds of opportunities.
Non Contract A Request for Proposals	Request for specific goods and services that can be negotiated (tweaked) once the preferred proponent is selected
Park Project Committee	Small group of community residents (often 10-12) who work together to plan and implement the park project.
Procurement	Process to purchase goods and services for the project.

Project Plan	It is the detailed 'road map' that explains how the project will be implemented. It is the guiding document for the design phase and includes full project scope, overall budget, fundraising strategy and approved Concept Plan.
Project Request Form	The communication tool used to initiate the services provided by Community Services.
Site Contractor	Contractor, selected from a pre-approved list, responsible for building the park.
Site Development Plan	Provides the Park Project Committee with a detailed drawing of all project elements in relation to the overall park and a clear understanding of the scope of the project.
Stakeholders	People impacted by the park project.
Tendering Process	A legal process whereby contractors are offered the opportunity to submit a bid on a job

The Neighbourhood Park Development Program (NPDP)

Under direction from City Council, the Neighbourhood Park Development Program, commonly referred to as **NPDP**, was launched in 1983 by the Edmonton Parks and Recreation Department in response to concerns expressed by the residents of Edmonton over the timing of neighbourhood park development, particularly in new neighbourhoods.

Community groups expressed interest in forming a partnership with the City to help speed up the pace of neighbourhood park development and improve the quality of parkland.

This desire to partner with the City resulted in the Neighbourhood Park Development Program (NPDP). Over many years, the program has been revised, enhanced and updated. The most recent update took place in 2008.

**The intent of the Neighbourhood Park Development Program (NPDP) is:
To guide, facilitate and support the creation of great spaces and fun places for
neighbourhood play, wellness and learning through active partnerships with the
community.**

The Neighbourhood Park Development Program provides a consistent opportunity across the City for communities to undertake park development projects in their neighbourhoods. These park development projects can be located on City of Edmonton Neighbourhood parkland but not within community league licensed areas. Projects include park improvements such as landscaping, community gardens, playgrounds, water features, benches, walking trails, amenities for seniors, etc.

Beyond creating **"Great Spaces, Fun Places"**, the Neighbourhood Park Development Program also supports building healthy communities and promotes a sense of ownership by the community.

Developing a park can take time, yet it is a rewarding experience. The City provides a team of experts to support community volunteers in their endeavours. In partnership, parks can be created that are safe, diverse and accessible.

This manual, **Great Spaces Fun Places**, was created to guide community groups from the initial steps of planning and preparing for a park project through to completion. There are also many other resources to help you as you embark on a new learning experience. Enjoy the journey and the rewarding outcome!

City Staff and Roles in Parkland Development

The City provides a team of experts to support community volunteers throughout the NPDP process. These City experts are often referred to as the Project Team.

Community Recreation Coordinator (CRC)

The Community Recreation Coordinator (**CRC**) is the first point of contact for a group starting a project. The CRC will support your group through the Strategy phase. It is the role of the **CRC** to orientate the community group on the park development process. The **CRC** is an important resource to your group and supports you in establishing or confirming strategic direction, forming the Park Project Committee and creating a funding Strategy. It is also the role of the **CRC** to help the group plan a grand opening or celebration upon project completion.

Parks Planner

A **Parks Planner** receives and reviews the community group's project request and project plan. It is the **Parks Planner** who identifies land and policy issues. The **Parks Planner** reviews the community group's project request to make sure the project is feasible and within scope for the neighbourhood. The Concept and Project Plan is submitted to the **Parks Planner** for review and circulation. Once the project is approved at the Concept Phase, the group may apply for NPDP funding.

Project Coordinator (PC)

The Project Coordinator (**PC**) facilitates the development of the concept plan and works with the group to identify all the elements of the project. The PC also manages the NPDP community agreement and collection of the 3 key community group deposits.

Project Manager (PM)

The Project Manager (**PM**) will oversee the completion of the requirements for the Design and Build phases of the park project. This includes: obtaining permits, managing the procurement process for site amenities and site construction, and managing the construction contractor and project activity.

Landscape Architect (LA)

The Landscape Architect (**LA**) works with the group to ensure community needs are met in the park design. The **LA** is responsible for creating the concept plan (described by the community engagement), site development plan and construction drawings and will participate in public presentations.

Overview of NPDP Funding and Eligibility

To be eligible for NPDP funding all projects:

- Must be on a neighbourhood park, which includes pocket parks, urban village parks and school and community parks.
- Must have City of Edmonton Concept Phase Approval.
- Must not exceed the standard for a neighbourhood level park.

Check with your **CRC** that your project is on neighbourhood parkland (City of Edmonton owned parkland, outside the Community League licensed area and not on school board land). Your **CRC**, in consultation with a Parks Planner, can help you determine this. Does your project qualify? If yes, continue with this manual. If no, continue with the **Change to Parkland Process** and explore other funding options with your **CRC**.

**Accessing project funding is limited to one level in one year.
Funding levels cannot be combined. Unused funding is not carried forward into the next funding cycle.**

3 Levels of NPDP project funding neighbourhoods are eligible for:

1. Basic Projects:

Basic projects are defined as projects that are less expensive, simple to implement, and require a less exhaustive process. The Basic Project level is meant to make it easier for community organizations to make small improvements in neighbourhood parks. Projects include:

- Replacing a current element or adding a single element within the park
- Including an element that is identified as part of an already agreed to master plan

Funding

- \$15,000 in matching funds for basic projects every 5 years per neighbourhood.
- Funding does not carry over to next five year cycle if it is not used.
- Also available \$15,000 in unmatched funds for planning.

Planning Funds

To assist and encourage communities to undertake planning projects in their neighbourhoods, a special provision has been made for these endeavors. A neighbourhood can use basic project funding for a planning project **without** having to match the funds provided by the City.

Planning projects include:

- Startup funding for new park societies (if no Community League exists)
- Master Plans
- Comprehensive park site reviews

2. Intermediate Projects:

Intermediate projects are medium scope physical infrastructure improvements in neighbourhood parks. Intermediate projects bridge the gap between basic and extensive projects, ensuring the availability of funding for multi-phased projects and for significant enhancements to neighbourhood parks.

Examples include but are not limited to:

- Entrances
- Signage
- Playground
- Picnic Areas
- Public Art
- Community Gardens
- Trees
- Naturalization
- Security Lighting
- Water Play
- Trails& Pathways
- Landscaping
- Seating
- Sliding Hills

Funding

- \$75,000 in matching funds for intermediate projects every 10 years per neighbourhood. Funding does not carry forward after the 10 year cycle if it is not used.

3. Extensive Projects:

The extensive project stream is primarily designed to support projects that will add several park amenities and fully develop a neighbourhood park. This level of funding can be used for any neighbourhood park project, regardless of cost or complexity. Extensive Projects are often completed in phases / stages.

Funding

- \$250,000 in matching funds for extensive projects every 15 year per neighbourhood. Unused funding does not carry over to the next 15 year cycle if it is not used.

***Additional One Time Funding Opportunity - Outdoor Aquatic Strategy**

The Outdoor Aquatic Strategy funding is designed to support projects that will add a water experience amenity on a neighbourhood park. This special funding can be used for any outdoor water project (water playground, spray deck, water wall, fountains or water art) regardless of cost or complexity. However, it is a one-time benefit to the assigned neighbourhood and planning should take this into consideration.

Funding

- 50% of total costs up to \$125,000 in matching funds
- One time funding per neighbourhood

Outdoor Aquatic Strategy funding is a one-time funding request and can be combined with an NPDP Funding Level, as long as the funds are used only on the water feature portion of the project.

Introduction to the Community Manual

Where do you begin?

It's simple! Contact the **Community Recreation Coordinator (CRC)** for your neighbourhood. **CRCs** are assigned to specific neighbourhoods to provide support to recreation initiatives, including any changes or improvements to parkland. If you do not know the name of your **CRC**, you can find out by phoning **311**, your connection to the City of Edmonton.

To start, get in touch with your Community Recreation Coordinator

Any changes or improvements to City of Edmonton parkland must have the approval of the City and be built to City specifications. The **CRC** for your neighbourhood is there to help you make this happen. This manual is a guide for your Park Project Committee.

This manual elaborates on the summary of steps presented on page 11.

Note: The Change to Parkland Process is not always sequential, as outlined in this manual. There are times when many processes are taking place at the same time. But throughout the project City of Edmonton staff are working with you to support and guide you through these processes!

NPDP Process – Steps for Community Groups



Strategy Phase
<ul style="list-style-type: none"> A. Community Group Orientation to Parkland Change Process B. Identify Project and Confirm alignment with Strategic Direction and Priorities <p><i>Community Project Start Up</i></p> <ul style="list-style-type: none"> C. Form Park Project Committee and Complete Terms of Reference (TOR) or Bylaws D. Submit a Project Request Form to City of Edmonton E. Receive Approval and move to Concept Phase
Concept Phase
<ul style="list-style-type: none"> A. Submit Deposit #1 Collection of Community Group funds \$5000 to start Concept Phase B. Develop Public Involvement Plan (PIP) <p><i>Develop Overall Concept</i></p> <ul style="list-style-type: none"> C. Confirm Project Elements D. Create a Funding Strategy E. Provide input to the development of the Concept Plan F. Sign off Concept Plan and Concept Budget G. Complete and Submit a Project Plan with Concept Plan, Budget and NPDP application to City of Edmonton H. Receive Concept Phase Approval I. Receive NPDP Funding Approval J. Sign NPDP Community Group Agreement and Submit Deposit #2 (10% Community Contribution) K. Continue Fundraising
Design Phase
<ul style="list-style-type: none"> A. Provide Input into Site Development Plan and Updated Budget produced by City of Edmonton B. Sign off on Site Development Plan and Budget C. Final Fundraising D. Submit Community Group Deposit #3 (Remaining balance of community contribution) E. Provide input into site amenities procurement (playground /structures/ furniture/shelter/award criteria)
Build Phase
<ul style="list-style-type: none"> A. Construction Contractor Procurement (Project Manager completes Procurement) B. Weekly Site Meetings C. Construction Completion (Approved by Project Manager) D. Project Manager Provides Financial Reconciliation package to Community Group
Operate Phase
<ul style="list-style-type: none"> A. Complete Financial Reconciliation Grantors B. Plan and Implement a Celebration C. Inform City of Edmonton of Operation and Maintenance concerns

NPDP Process - Steps for Community Groups



Strategy Phase

Community Strategy

A. Community Group Orientation to Parkland Change Process

Your **CRC** will provide an orientation to the Change to Parkland Process. It is important to understand the steps, as work done in earlier steps contributes to the success of later steps.

Regardless of who initiates a project, the Community Recreation Coordinator (**CRC**) assigned to the neighbourhood will begin consulting with your group and provide an orientation to the Neighbourhood Park Development Program (**NPDP**). The **CRC** will be your primary contact during the Strategy Phase of the project.

B. Identify Project and Confirm alignment with Strategic Direction and Priorities

A parkland project must align with the overall recreation vision and strategic priorities of the community and those of the City of Edmonton.

If your community has not developed a strategic plan, your Community Recreation Coordinator (CRC) will support your community in development of a Strategic Direction and Priorities process.

Identify Priority for a Park Project

Through your strategic work a priority for a park project has been identified and supported but how much will this new idea cost? Are there grants to pay for it? How long will this project take?

Park upgrades or improvements can be expensive, time consuming and a challenge. They are also a rewarding venture. Most extensive projects take two to three years. The City provides a team of experts to support and guide you as your great idea becomes a reality.

NPDP Process - Steps for Community Groups



Community Project Start Up

C. Form Park Project Committee

A very important first step is to identify who is interested in the park project. The **CRC** will assist you in creating a list of who in the neighbourhood would be interested in this project.

This list can include:

- Schools (administration, parent councils and students)
- Local businesses
- Daycares
- Senior centres
- Residents
- Many others

Brainstorm a list of who may be interested (community stakeholders).

Now that you have created the list, it should be kept for community consultation at various stages throughout the process. It is also an important part of the **Public Involvement Plan (PIP)**. (See page 18)

The **CRC** will assist you in communicating the project idea to those interested. This should include a call for committee members. This initial communication can be a letter, an article in the Community League newsletter, a broad email to the Community League or group's distribution list, or a combination of the above.

The intent here is to inform as many people as possible about the potential new park project in their community. Planning dollars (basic project) can be used to support the startup administrative costs for the park society or committee.

NPDP Process Steps for Community Groups



Select how you will communicate the project idea.

- Letter
- Article in the Community League newsletter
- Email through a community distribution list
- Other _____
- Combination of above

All park projects have an impact on the neighbourhood. As a result, the public (neighbourhood) needs to be consulted.

By now, you have had a chance to review the steps involved in the Change to Parkland Process. Who else from the community wants to join the committee?

It may take two to three meetings to form a Park Project Committee to coordinate the park project. The ideal size for the Park Project Committee is 10-12 people. Smaller sub-committees may be formed that range from 4-8 members. It is a good idea to begin with a large group as some committee members may later have time conflicts.

When you recruit committee members, be sure to recruit people with varied backgrounds and skill sets. Often a core group of interested people is identified at the initial meeting. The group then grows over the next few months. Specific recruitment may be needed to secure a representative from an interest group or specific segment of the population. It is important to have the committee members be representative of the neighbourhood as much as possible.

For example:

- Seniors
- Parents of school-aged child
- Young adults 20-30
- School rep
- Business rep
- Community League liaison
- Youth

If the proposed project is child or youth related, it is very important to involve them from the start so they have influence over the project.

NPDP Process - Steps for Community Groups



Park projects are often linked to the Community League. The Park Project Committee can be set up as an ad hoc committee of the league with a league representative serving on the Park Project Committee. It is not necessary to have a league liaison on the committee or to be linked with the Community League. It is important to note that the Community League is considered a primary stakeholder in neighbourhood park projects and needs to be aware of the project.

If linking to the Community League is **not** possible, then the group should explore linking with another not-for-profit organization with a similar mandate. If that is not possible, they can choose to become a society. **A not-for-profit status is necessary to qualify for NPDP and for obtaining most grants.** The **CRC** can assist the group with identification of groups with not-for-profit status or with the process to start a park society.

Looking for meeting space for your park committee? The City of Edmonton has meeting spaces available. Also you may find meeting spaces in Community League halls or libraries.

Create a contact list for the Park Project Committee and distribute to committee members and your CRC.

NPDP Process - Steps for Community Groups



Terms of Reference (TOR) or Bylaws

A **Terms of Reference (TOR)** is important in helping the Park Project Committee determine how decisions are made. It is a valuable document that saves time in the long run and assists in determining roles and responsibilities as the project progresses. It is a useful tool to keep projects on task and keep the process fair. All committees will differ in how they function. A **TOR** is a useful tool in mediating disagreements and building consensus. Your **CRC** will help you in developing a **TOR**.

Terms of Reference or Bylaws outline:

- Name of the committee
- Purpose of the committee
- Nature of the committee
- Reporting structure – who do they report to?
- Composition of the committee
- Roles of committee members
- Objectives and time frame for the committee
- Public consultation methods to be used
- Organization and responsibilities of the committee to include such things as chair and secretary functions, decision-making process , adding of new members, removing members

Also see Appendix 1, on page 37, for an outline of a **TOR**)

If the community has formed a society, bylaws will be created instead of a terms of reference.

Make sure to approve the TOR / bylaws with a motion at an official committee meeting and ensure copies are provided to all Park Project Committee Members / Society Members

NPDP Process - Steps for Community Groups



D. Submit Project Request Form to City of Edmonton Community Services

Now that there is an official committee and the project idea has been discussed with the greater community, it is time to let other departments within the City know about the proposed improvements for the neighbourhood park site.

The Project Request Form is the communication tool used to initiate the services provided by the Facility and Landscape Infrastructure (FLI) Branch.

Your **CRC** will assist you in the completion and submission of the Project Request Form. The completed form is submitted to the **CRC**, who will review it and forward to Parks Planning on your behalf.

The form is available electronically from your **CRC**.

Not all projects move forward.

Reasons: Need not supported by greater community, costs are too high, not eligible for NPDP funds, scale of project does not fit a neighbourhood park, or not an appropriate development for the area.

E. Receive Approval to Proceed to Concept Phase

If the Parks Planner approves your project to move to Concept Phase, you will receive a *Proceed to Concept Phase* letter with approval and further instructions.

NPDP Process - Steps for Community Groups



Concept Phase

Now that you have the Park Project Committee in place, it is time to further develop the concepts for park upgrades. This is often referred to as the Concept Phase. Concept Phase involves development of a public involvement plan, program elements, funding strategy, concept plan and project plan.

A. Submit Community Group Deposit #1

To initiate the Concept Phase you will be required to submit a \$5000 non-refundable deposit. This will be collected by the **Project Coordinator (PC)** who has been assigned to your project and who will be identified in your *Proceed to Concept Phase* letter.

B. Develop a Public Involvement Plan (PIP)

What is a Public Involvement Plan (PIP)?

A **PIP** is a planning tool that outlines how the Park Project Committee will inform and engage stakeholders (as identified earlier) about park upgrades or improvements and how it will receive needed feedback. It is important to keep stakeholders informed about any changes to the park that may impact them. The City's Public Involvement Plan is a tool that is used to ensure public consultation happens at different stages along the way around projects that impact the residents of Edmonton. All park projects have an impact on the neighbourhood.

Develop Overall Concept

C. Confirm Project Elements

Critical to the success of your project is to clearly define the desired project elements. This involves looking at existing plans and data and then gathering further input and feedback.

First, consider and apply the data gathered during the earlier strategic direction and priority setting work.

NPDP Process - Steps for Community Groups



Next, building on this data and following your public involvement plan, you will further define specific project elements to be developed clearly identifying the priorities and preferences for park design, park equipment and furnishings. In doing so you will need to:

- 1) ensure that the project elements are representative of the community i.e. children, youth, seniors, multicultural groups etc.
- 2) think about who your stakeholders are and what information you need from them

Working with City of Edmonton staff you will identify the best tools to gather information about project elements such as surveys, workshops etc.

Once you have decided which tool(s) to use, select the method for distribution and implementation for each stakeholder group.

Analyze the data gathered to determine:

- What project elements will address the needs of the broader community?
- What is the scope and scale of the project? Has it been narrowed or enlarged?
- Have new project elements emerged?
- Have a cross-section of your stakeholders provided input? Are there any gaps in respondents?

NPDP Process - Steps for Community Groups



D. Create a Funding Strategy

At this stage, the Park Project Committee may not know the exact costs, but it should begin to create a funding strategy. A Fundraising or Finance Committee, made up of members from the Park Project Committee and others from the community with skills in this area, is needed for this important task. It is important to start fundraising early if a large project is anticipated and funds are uncertain. Your CRC will support you with the initial creation of the Funding Strategy, and updating it through your project as more details become solidified.

Some of the tasks that can be done at this stage include:

- Check to see what funds from the community may be available from the Community League. This can include casino funds to be designated to the project. (See Appendix 4, page 41 to view a Fundraising Template)
- Explore grants that are available for this type of project. Note their deadlines and matching requirements.
- Based on fundraising projections establish a budget for the project.
- Present, for approval, to the board that the committee reports too.

When designing the park project, ensure consideration is given to the cost.

Start fundraising early to ensure funds are in place when needed.

Community Donations

There are laws about municipalities accepting donations for improvements on Parkland. Your CRC will guide you through the steps.

Donations must be made payable to the “City of Edmonton” directly from the donor to obtain a tax receipt. The name of the parkland development project must be referenced on the cheque and deposit form. Community Leagues must make a motion in their minutes confirming they are aware of the fundraising initiative for Parkland Development. This should be provided to the **CRC** and then forwarded to the **PC**.

Once a donation has been received and a tax receipt issued, and deposited into the City of Edmonton accounts, there are no refunds regardless of the project status.

NPDP Process - Steps for Community Groups



E. Provide input to the development of the Concept Plan

Once you have identified your project elements and your funding strategy is complete you will be ready to work with a City of Edmonton landscape architect to develop a concept plan.

The intent of the Concept Plan is to provide the Park Project Committee with an idea of spatial relationships of the park elements. It is a high level planning tool that encourages the group to make decisions prior to investing staff resources.

To develop your concept plan, a City **Landscape Architect (LA)** will meet with your committee. At your first meeting, the project elements data and the original project idea are used as a reference for the creation of a concept design. This design may be for a specific park amenity such as a water feature, walkways or a complete park (re)development.

During this meeting, the **LA** supplies a map of the specified park site and gathers information from the discussion and the design exercise to produce a Concept Plan.

The **LA** then takes away the notes and map used in the session to create a Concept Plan. A Concept Plan is a bubble diagram that shows the location of the project on a specific park / open space.

When ready, the Concept Plan is taken back to the Park Project Committee for comment. The Concept Plan is changed and adapted to meet the Park Project Committee's approval. (See Appendix 2, page 39, for a sample of a Concept Plan)

Template Based OPTION for Playground Design

At this point in the process your group might consider the template based option. The Template Based Option was created in response to City Council's direction to create an expedited process for playground development. The templates are for use on projects in new areas where there is no pre-existing infrastructure. A playground template is a pre-designed package that included pre-selected playground equipment and site elements at a fixed price. The templates are introduced at the Concept Phase by the **LA** to groups who are interested in an expedited playground development process and are agreeable to selecting one of the three templates.

NPDP Process - Steps for Community Groups



Community Consultation

It is important to invite the residents and stakeholders in your neighbourhood, to see the Concept Plan that was developed based on their input. Follow your PIP to plan an appropriate opportunity for the community to provide comments.

It is important to agree on the Concept Plan. It takes time and it is expensive to make changes once the subsequent and more detailed Site Development Plans are created.

F. Sign off Concept Plan and Concept Budget

Committee Sign Off

When the group reaches agreement on the Concept Plan, the Chair of the Park Project Committee signs and dates the drawing. You may consider having all committee members sign the Concept Plan indicating consensus. The drawing is then scanned by the **LA** and retained for future reference.

NPDP Process - Steps for Community Groups



G. Complete and Submit a Project Plan with Concept Plan, Budget and NPDP application to City of Edmonton

Project Plan

A Project Plan is a detailed “road map” that explains how the project will be implemented.

By completing the project plan template you will:

- Explain the project (scope and scale).
- Describe the neighbourhood.
- Outline the process used and the outcomes / priorities identified.
- Describe the detailed elements (amenities) of the project.
- Outline a basic funding strategy.
- Provide preliminary timelines for the project.
- Outline the need for a ‘Maintenance’ or ‘Partners in Parks Agreement.’
- Include the PIP and Concept Plan
- Include the NPDP funding application

Once complete and approved by the Park Project Committee, the Project Plan is used as a reference tool and guiding document for the Design Phase of the project. It will also assist committee members with information required in grant applications and other evaluative processes. Assistance is available from your **CRC** to help develop the Project Plan.

The Project Plan template is available electronically from your **CRC**.

NPDP Funding Application

Apply for one of the three levels of project funding (basic, intermediate or extensive) and/or Outdoor Aquatic Strategy that are available from the City to support the development of your project.

This application is submitted with your project plan to your **CRC**. The dollars applied for through this program **must** be matched by community dollars. Examples of community matching dollars are:

- Funds from other granting agencies
- Casino funds
- Fundraising activity proceeds, e.g. garage sales
- Any funds that are NOT City funds
- Donations

NPDP Process - Steps for Community Groups



The **NPDP** application requires signatures from:

- Park Project Committee Chair
- CRC
- Director of Neighbourhood and Parks (Service Area)
- President / Secretary / Treasurer of the umbrella Not for Profit (PAC, Community League ...)

Your **CRC** will assist in the obtaining of signatures and submission of the application with needed attachments.

The NPDP Application Form is available electronically from your **CRC** or online at www.edmonton.ca

H. Receive Concept Phase Approval

To proceed to Design Phase your Project Plan must be approved by City of Edmonton.

CONCEPT PHASE APPROVAL allows you to apply for NPDP Funding. Upon approval, you will receive a Concept Phase approval letter from Community Services. A copy of the approval is attached to your already submitted application for NPDP Funding.

I. Receive NPDP Funding Approval

Next you will be notified that you are recommended for NPDP funding pending signing of the community group agreement and submission of 10% deposit.

NPDP Process - Steps for Community Groups



J. Sign NPDP Community Group Agreement & Submit Deposit #2

To receive NPDP funding and initiate the design phase of your project, your community group will be required to sign a NPDP community group agreement and submit deposit#2.

NPDP Community Group Agreement

The NPDP Community Group Agreement is a formal agreement between the City of Edmonton and the Community Group. The agreement describes the project scope, design and construction roles and responsibilities, scheduling, funding requirements and project reporting.

The agreement also includes processes and implications should a community group default on a project.

Construction projects are costly, and this legal agreement ensures that each party knows their responsibility. The intent of the agreement is to protect both the City of Edmonton and your community group.

The NPDP Community Group Agreement is signed by the Community Group and City of Edmonton when NPDP funding is approved.

Most non-profit organizations require a motion of approval for signing agreements and spending funds. Ensure the action of signing the agreement and spending funds is approved in the minutes of your non- profit group supporting your project.

Submit Deposit #2 - 10% of Community Group Portion of Project

Your Community Group will be required to submit 10% of your Community Group Contribution to the project when you sign your Community Group Agreement. Your Community Group Contribution is the difference between the entire Concept Budget and the NPDP Funding approval amount.

NPDP Process - Steps for Community Groups



K. Continue Fundraising

GRANTS

This is typically the time when you will be well positioned to apply for grants. Your **CRC** is a great resource to assist you in the identification of grants and other resources that may be available to support the park project.

It is important to track when a grant was submitted and the amount of the request for any follow-up calls. (Refer to the Grant Tracking Tool in Appendix 5, page 42.)

Once you are ready to start submitting grant applications, it is helpful to create a grants package. The package can include:

- A color copy of Concept Plan
- Project Plan
- Project Budget
- Letters of support for the project

Some sources for the letters of support are:

- Community League
- (Or a motion confirming support for the project-including the dollar amount)
- City of Edmonton - Neighbourhood and Parks Development (CRC)
- City of Edmonton - Landscape Design and Construction (PM)
- Local School Principal or Parent Advisory Council and / or the school board
- (If applicable)
- Businesses in area
- Other community groups in favour
- City Councillor / MLA / MP

NPDP Process - Steps for Community Groups



Design Phase

A. Provide Input into Site Development Plan and Updated Project Budget produced by Landscape Architect

Your project is taking shape and you are entering the Design Phase.

The design of the Site Development Plan provides the Park Project Committee with an idea of the project elements in relation to the overall park and a clearer understanding of the scope of the project. This level of detail can also provide the costing of the project to + / - 25%.

The **Landscape Architect (LA)** creates a detailed Site Development Plan based on feedback recorded from the Park Project Committee's review of the Concept Plan and the Project Plan. (See Appendix 3, page 40, for a sample of a Site Development Plan)

The Site Development Plan is taken to the Park Project Committee for final approval. Once a Site Development Plan is in place, any major changes cost time and money, and will delay the project. Once the group reaches consensus on the Site Development Plan, the Chair of the Park Project Committee signs the drawing. Again you may consider having all committee members sign the Site Development Plan indicating consensus. The drawing is then dated and scanned by the **LA** for future reference.

The Site Development Plan is then taken back for City of Edmonton review and comment. This is called a Circulation Review.

Depending on the project, plans may go to:

- Forestry
- Parks and Facility Development
- Facility Maintenance Services
- Neighbourhood and Parks
- Transportation
- Drainage
- School Board, as required
- Other pertinent areas based on the project

NPDP Process - Steps for Community Groups



An updated Budget will be created at this point, which will help your **Project Manager (PM)** and **LA** create the Tender Package for your equipment and contractor for construction.

Community Update

Now that the details of the project have been worked out and approved by both the Park Project Committee and the City, the community needs to be updated. You want to ensure that the project is on track and the community is aware and supports it. Updates can take many forms:

- Public meeting
- Displays at community events
- Insert in the community newsletter
- Flyers
- Other ways that make sense in your community i.e. social media / website

It is also important to include those residents who are adjacent to the park site.

It is important the Community supports the Site Development Plan

B. Sign Off on Site Development Plan and Budget

As with the Concept Plan, this is the time that your committee confirms with your signatures that the Site Plan and Budget is now complete.

C. Final Fundraising

It is time to roll up your sleeves and get your fundraising completed. Continue to apply for grants, do your Casino, have another bottle drive, and do that Silent Auction.

NPDP Process - Steps for Community Groups



D. Submit Community Group Deposit #3:

Once your group has raised the balance of your Community Group Contribution, submit this to City of Edmonton and you are ready to move onto the next step - detailed design. In lieu of providing cash on hand we will accept letters from a funding agency that funding is approved.

E. Provide input into site amenities procurement - (playground / structures / furniture / shelter / award criteria)

Non Contract A Request for Proposal

You are now ready to begin the selection of site amenities including playground equipment, site furnishings and/or a shade shelter - site amenities procurement. Your PM will oversee the development of the *Non Contract A Request for Proposal* which will be the official document that the City releases to all pre-approved vendors and that suppliers respond to and submit a proposal to provide site amenities for your project. In creation of the *Non Contract A Request for Proposal*, feedback from your group will be critical to ensure that the *Request for Proposal* reflects your requirements for site amenities.

The *Non Contract A Request for Proposal* package will include information for the Site Amenity Suppliers to plan their submission such as:

- square footage for the play pods, spray decks
- location and size of any shade structures (where does it fit in the park and size may need to be determined if it is a tight location)
- number and placement of park furniture items
- a budget for the site amenities list
- a criteria list that will be used in the evaluation of the proposals

Your committee will be included in the development of the criteria that is unique to your project. The criteria is developed with support of the PM and using the program elements as a reference. The criteria may include information such as:

- descriptions of must have pieces of equipment (large rotating elements that can accommodate more than 6 kids)
- themes (tree house, pirate ship)
- materials of interest (wrought iron benches, natural materials)
- shapes or sizes of features like the shade structure (octagonal or angled roof)

NPDP Process - Steps for Community Groups



A second *Non Contract A Request for Proposal* is also developed and released to pre-qualified rubber pour in place vendors for the surfacing component of the project. The final sections that require rubber surfacing based on accessibility requirements will be defined once the equipment selection is finalized.

Proposal Evaluations

The criteria, you assisted in developing, will be used to evaluate and select the preferred supplier. There will be a 30 day window to work with the selected supplier to make minor adjustments to your equipment selection. Representatives from the committee will be invited to participate in this meeting. The budget for equipment will not increase.

At this time, the finalized selection for play equipment is reviewed by the Playground Supervisors to consider safety of the layout of the play equipment, proximity to other features such as trails, and placement of park furniture. A similar review process will occur with the selection of spray features.

Not all equipment in supplier's inventories is approved for use by the City of Edmonton; all equipment approved by the City must comply with the current Canadian Standards Association (CSA) and City of Edmonton Playspace Standards. All suppliers of play equipment approved by the City of Edmonton are responsible to make their equipment compliant.

Community Update

Continue to update the community about the project. Share the finalized selection for play equipment, site furnishings and other site amenities.

Construction Drawings

The Landscape Architect will prepare the construction drawings. It takes 4-6 weeks to complete the drawings, depending on the complexity of the project.

Once finalized the project is now ready for construction tender.

NPDP Process - Steps for Community Groups



BUILD PHASE

A. Construction Contractor Procurement (Project Manager completes Procurement)

Construction Tender

Construction of the park site is completed by a **Construction Contractor**. A tender package outlining all of the project requirements is sent to pre-approved Construction Contractors. If interested, the Construction Contractor bids on the project. Using pre-established criteria the bids are evaluated and a Construction Contractor is selected. The tender process is administered through the City of Edmonton Corporate Procurement and Supply Services Branch. Your **PM** will develop the tender package, evaluate the bids received and recommend who should receive the contract. Your **PM** will keep you informed throughout this process and seek your input as required.

After the tender has been awarded, a contract must be signed between the successful Construction Contractor and the City of Edmonton. The **PM** will manage this process.

At this time the final construction budget will be updated and the Non Contract A(s) will be formally awarded.

Community Notification

Note that Provincial Legislation requires all property owners close to the project be notified in advance of construction.

NPDP Process - Steps for Community Groups



B. Weekly Site Meetings

Construction will commence with a formal construction start up meeting. There will be an opportunity for a representative from your group to attend the site start up meeting and weekly site meetings if required/desired.

Construction Start Up Meeting

Prior to construction, the PM holds an on-site start up meeting. At this meeting, the PM will introduce all involved in the project. Those in attendance at this meeting may include:

- Construction contractor
- Site Amenity Supplier
- One to two representatives from the Park Project Committee
- Neighbourhood and Parks Playground Supervisor- responsible for safety inspections during construction and ongoing maintenance once the playground is installed.
- Project Landscape Architect
- COE building trades- plumbers and electricians
- Forestry
- Project Coordinator
- Any other interested parties (i.e. school Principal)

Weekly Site Meetings

These meetings are for the Project Manager to ensure that the project is progressing as scheduled and provide support to the construction contractor such as survey or testing. At pre-determined milestones other City staff will be invited by the Project Manager to attend. Input from a representative of your community group may be required for items such as final furniture placement prior to anchoring.

If you have any questions or concerns during construction please do not drop by the site. A phone call to the PM just prior to the weekly site meeting or immediately following will be the best time to have any concerns addressed and get an informed update on the status of your project.

NPDP Process - Steps for Community Groups



Role of the PM

The role of the **PM** during construction is to keep the project on schedule and on budget. This includes:

- Ensure the Construction Contractor has an understanding of the project and the scheduling requirements
- Ensure quality of the work meets City of Edmonton standards and any special community requests are followed up on
- All required permits are in place (development, environmental)
- ensure regular progress on site and adherence to schedule
- Coordinating delivery of equipment and water features to the site
- Scheduling of equipment installation
- Follow up on any missing or incorrect features
- Scheduling of safety surfacing installation
- Scheduling of site inspections and invitations to the appropriate staff
- Trouble shooting any issues that arise
- Keeping the **PC**, Park Project Committee and the **CRC** updated of construction progress.

C. Construction Completion

The Park Project is complete once all inspections have been conducted, the security fence has been removed and the Construction Completion Certificate (CCC) is signed off. The site is now the responsibility of the City for ongoing operation and maintenance. The City also assumes all liability on the park.

The **PM** works with Neighbourhood and Parks staff to evaluate the completion and identify any areas that need attention from the contractor. This is usually done by an on-site walk through; a representative for the community group may be invited to participate in the walk through depending on timing. The **PM** then communicates any deficiencies to the contractor.

D. Project Manager Provides Financial Reconciliation package to Community Group

The Project Manager will prepare a financial reconciliation for the project to share with your community group. This will show the actual costs and where all your hard earned fundraising went to.

NPDP Process - Steps for Community Groups



Operate Phase

The tasks described below may happen concurrently.

A. Complete Financial Reconciliation with Grantors

Utilizing the provided project reconciliation the final grant paperwork needs to be done. The **CRC** will assist the group in reconciling the grants (CFEP and others).

B. Plan and Implement a Celebration

Groups often plan a grand opening or celebration to encourage community residents to view the new park. This is also a time to thank the funders and to recognize the community volunteers who assisted in the planning and creation of the park project. Your celebration can take on whatever form the park project committee finds suitable.

If you are planning a large grand opening, give yourself plenty of lead in time. There can be lots of details to work out. Ask your **CRC** for a copy of the Community Programming and Special Event Guide to help you with program details.

You may wish to have a formal ceremony with speeches as part of your celebration. This could require a podium and microphone. Make sure the time of the ceremony is well promoted so everyone can be there at that time to take part.

Official Ceremony Agenda (*for your consideration*)

- Welcome and Introductions/Master of Ceremony
- Presentations by community volunteers and dignitaries, acknowledging the community's efforts (Your CRC can assist with protocol)
- Official Opening (consider involving the major park users as well as dignitaries)
- Closing remarks

NPDP Process - Steps for Community Groups



Special Guests

Your **CRC** will help coordinate the attendance of the Mayor, Councillor for your ward, Community Services General Manager and other appropriate City staff. The community group, if they wish, may coordinate the attendance of their MP or MLA. You will also want to invite people and organizations who have donated funds towards the park project. Have people on hand to welcome guests.

Your **CRC** will work with you to help plan the celebration of your choice. You may wish to check out this City of Edmonton website for more celebration information.

www.edmonton.ca/attractions_recreation/attractions/festivals_events/events_planning

C. Inform City of Edmonton of Operation and Maintenance Concerns

COE Neighbourhood and Parks staff will inspect and maintain playground equipment on a biweekly rotation from April to October and monthly from November to March. Park furniture will be refurbished every two years unless required sooner.

The safety of those who use the parks is Parks Operations highest priority. Be sure to report any concerns to 311 for playground equipment, grass cutting and garbage collection. For any water issues please call the 24 hour Building Trades Maintenance line 780-496-4270. General maintenance concerns of graffiti and/or vandalism can also be reported to 311. Do not call your **CRC** or **PM** for maintenance concerns.

Congratulations! Your vision has become a reality.

Due to hard work, your neighbourhood has a Great Space, Fun Place that will be enjoyed for many years to come. Take a bow!

Appendices	Page
1. Terms of Reference (TOR)	37
2. Sample Concept Plan	39
3. Sample Site Development Plan	40
4. Funding Strategy Template	41
5. Grant Tracking Tool	42

Appendix 1

COMMITTEE TERMS OF REFERENCE

Project:

Committee:

Committee Chair:

Date Adopted:

TERMS OF REFERENCE

Name and Type of Committee

- Is this a Steering Committee, Advisory Committee or Project Team?

General Purpose

- What is the area of responsibility?
- What type of work is the committee expected to do?

Key Responsibilities (Scope of Authority)

- What results are expected from the committee?
- What authority does the committee have?

Composition and Appointment

- Who is appointed to the committee?
- Who appoints the committee members?
- How long is the appointment, e.g. entire project or designated phase within a project?
- How is the committee chairperson appointed?

Meetings and Decision Making Process

- What is the expected number of meetings during the project and length of meetings?
- How are the meetings scheduled?
- What is the meeting format, protocols, and decision making process, e.g. consensus or voting, attendance/quorum requirements, etc.?

Resources

- What are the allowable committee costs approved within the project?
- What are the restrictions?
- What approval is necessary?
- Are there any additional staff requirements outside of the project that are needed for committee support?

Reports

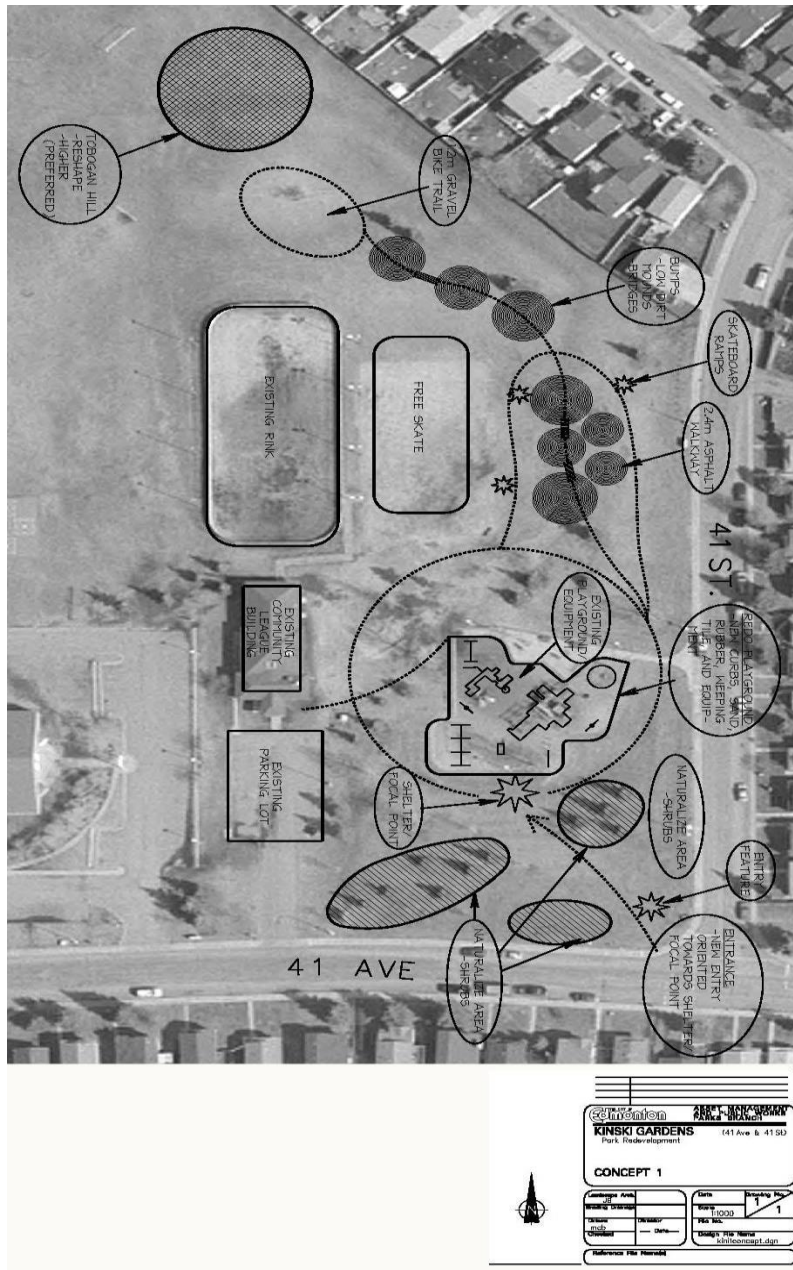
- What reports are required by the committee?
- Is a committee evaluation required at the end of the project to include in the final project evaluation?
- What is required in the committee evaluation?

Signatures of the Park Project Committee:

Date:

Appendix 2 Sample Concept Plan

Kiniski Gardens Park



[illegible]

Appendix 4

Funding Strategy Template

Fundraising is an important activity for the Park Project Committee. Successful fundraising may mean the difference between building a new park or not. Below is a template you may use for tracking the revenue needed for your park project from a variety of sources.

Park Project Name:

Project Revenues		Amount Projected
Grants:	NPDP (City of Edmonton)	
(See next page)	CFEP (Provincial Grant)	
	List other grants	
Fundraising	List Fundraising Activities	
	Casino	
	Friday Bake Sale	
	Sell a Brick	
Donations	Community League	
	School	
	List Personal Donations:	
	Total	

Grant Tracking Tool

Park Project Name:

[illegible]