



POLICY # 10890

TITLE: Parks Enhancement Partnership Program

ADOPTED BY: City Council

ORIGIN: Community and Leisure Services Committee

REVIEWED BY: Community and Leisure Services Committee

JURISDICTION: City of Humboldt

EFFECTIVE DATE: February 22, 2016

AMENDED:

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1.0 PURPOSE

The City Park Enhancement Partnership Policy is a cost-shared program between the City of Humboldt and Community Organization. The program is designed to encourage partnership between community organizations and the City to enhance park development that meets the needs and priorities of the community.

2.0 GENERAL POLICY

- 2.1 Deadline October 01, (Applications are to be submitted by the Community Group to the Community & Leisure Services Department on or before October 01.) If the deadline date falls on a weekend, application must be submitted by the end of the next business day. The Community & Leisure Services Department is happy to assist groups with the application process.
- 2.2 Construction periods for Park Enhancement Projects will take place from May 1 to Oct 31 of the following each year.
- 2.3 All Park enhancement projects must fit with the planning and priorities of the City. Park enhancements typically add components to existing park amenities and reflect the greatest demonstrated need in the neighbourhood and the community.
- 2.4 Projects are appropriate for the area and community, ongoing operational/maintenance cost for the City will be considered.

- 2.5 Project approval notification is given following the City of Humboldt approval in December for the upcoming budget year. A letter of intent and 50% of the community contribution is due to the City of Humboldt 60 days following the approval. The remaining 50% is due within 30 days upon completion of the project.
- 2.6 Once the Project is approved and timelines established, the Community and Leisure Services Department will establish a project team to work with the community organization to complete the project.
- 2.7 Once the enhancement is completed, it becomes City owned and the City will be responsible for the ongoing maintenance and repair of the enhancement.
- 2.8 Projects that are to be phased-in will be considered and multiple funding years can be reviewed. Project will have a maximum time line of three (3) fiscal years. The project progress and funding requirement will be reviewed by the Community and Leisure Services Committee on an annual basis.
- 2.9 The Application Form must be completed by the Community group with assistance from the Community and Leisure Services Department and submitted by on or before October 01 (see attached Application Form).
- 2.10 Attached Schedule "A" identifies previous Park Enhancement Projects with estimated costs and a maximum percentage partnership. The Enhancement Projects are reviewed on an annual basis by the Community and Leisure Services Department.
- 2.11 The City of Humboldt can provide charitable receipts for cash donation towards City structures and facilities, with amounts greater than \$20.00.
- 2.12 The City of Humboldt Community and Leisure Services Department encourages and supports grant applications for the development of Park Enhancements.

- 2.13 Within any fiscal year the City of Humboldt will only commit matching funding to a maximum of \$200,000.00.
- 2.13 Funding partnership beyond the maximum of \$200,000.00 City Commitment would need special budget consideration from City Council. These project would need Partnership Agreements between the City and the Community group.

**CITY OF HUMBOLDT
PARK ENHANCEMENT PROJECTS
SCHEDULE "A"**

Project Description	Location	Estimated Cost	Maximum Cost Share Percentage
Community Playgrounds Replacement started 2006	Community Parks	\$50,000 to \$150,000	50% City
Community Trail Development Community Trails Committee Established	Community Trail Master Plan 2013	Varies from Location	50% City
Outdoor Washrooms 2014	Carl Schenn Park Bill Brecht Park	\$30,000.00 per unit	50% City
Park Benches & Pad Started 2006	Along Trails, Parks & Cemeteries	\$3,000.00 per unit	20% City
Park Picnic Tables & Pad Started 2006	Community Parks	\$5,000.00 per unit	20% City
Outdoor Rink/Tennis Court 2011	Glenn Hall Park	\$350,000.00	50% City
Ball Diamonds 2010	Centennial Park	\$300,000.00 per Diamond	50% City

Note: The above projects have been previously identified as priorities within the community as Park Enhancement Projects. The City will review and consider other projects as they are presented to meet community needs and priorities.

PARK ENHANCEMENT PARTNERSHIP PROGRAM APPLICATION FORM

The **Park Enhancement Partnership Program** is an opportunity for community groups to work with the City of Humboldt to improve parks by adding or improving components within our park system.

DUE: October 01 **DATE OF APPLICATION:** _____

NAME OF COMMUNITY GROUP: _____

NAME OF PARK AND LOCATION: _____

COMMUNITY GROUP CONTACT NAME & PHONE#: _____

Have you submitted this request before?: _____ If yes, what year?: _____

1. Describe in detail what you want to improve in the park and in what location. A detailed map of the location would be appreciated. (Use back of form if needed)

2. What is the need you are requesting improvements to?

3. Please demonstrate how you know this is a need? How has it been verified?

4. What is the impact of not having this amenity?

5. Specify the total amount your group is willing to financially contribute to this enhancement project.

a) Total Anticipated Project Cost? \$_____

b) Total Community Contribution? \$_____

c) The Community requests the City to co-fund the project in the amount of \$_____

d) The Community group requests this project to be constructed in phases ____ Yes __No

e) Please identify anticipated maintenance cost:_____

6. Please identify any potential grants to support the project? Please provide matching and endorsement requirement.

Community Representative Signature: _____