



TOWN OF HIGH RIVER PROCEDURE

Procedure Number:	ECDEV-PRO-103-00
Procedure Name:	Community Projects
Related Policy No:	ECDEV-POL-100-00
Related Policy Name:	Use of Public Realm
Approval Date:	July 4, 2017
Revision Date:	N/A
Procedure Category:	Community Services
Responsible Department:	Community Services

Purpose

The purpose of this procedure is to outline consistent processes, requirements and responsibilities to facilitate the provision of Community Projects. These procedures will ensure that Community Project organizers have clear guidelines and open communication and coordination with the Town of High River to support Community Projects that occur within the Public Realm.

Definitions

- Council: means the Town of High River Municipal Council.
- Public Realm: means any Town owned and operated property, including but not limited to; facilities, parks, streets, sidewalks and boulevards in Town.
- Community Project: means a not-for-profit community improvement project which contains a seasonal, established or long term asset that makes use of the Public Realm, requires working in partnership with the Town, and improves the overall quality of life for citizens.
- Town: means the Town of High River.

Related Information

- Use of Public Realm Policy ECDEV-POL-100-00
- Community Vitality Fund Bylaw, Policy & Procedure
- IT Process for E-Review
- Land Use Bylaw
- Master Plan
- Parks Control Bylaw
- Amendment Park Bylaw
- Tree Protection Bylaw
- Town Plan

Responsibilities

- The Director of Community Services, and or designate, is responsible to ensure that the criteria of this Procedure are met.

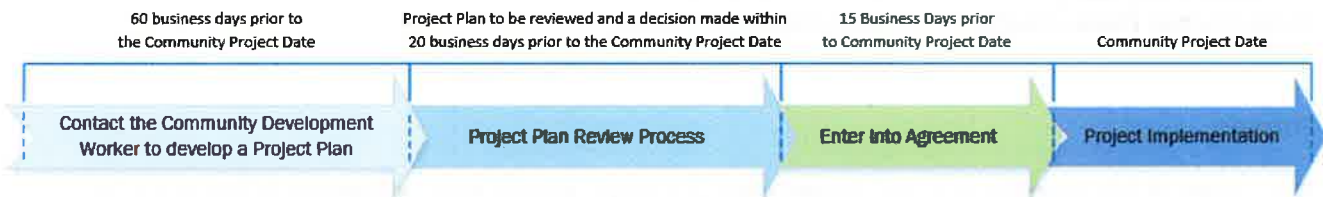
Appendices

- Neighbourhood Notification Letter
- Site Map
- Community Project Agreement

Procedure

This procedure is intended to be an essential part of any Community Project planning process. All Community Projects shall require the organizers to contact the Community Development Worker, or designate, to develop a Project Plan.

1. Flow Chart:



2. Community Project Plan:

- a. Community Project organizers shall work with the Community Development Worker, or designate, to develop a Community Project plan.
 - The Community Development Worker, or designate, shall be the main point of contact for all Community Project organizers and shall help them facilitate the approval process. Project Plans for all Community Projects are to be submitted to the Community Development Worker, or designate, a minimum of 60 business days prior to the proposed Community Project date.
- b. Project Plans shall include the following (the Community Development Worker, or designate, is available to assist with the creation of these documents);
 - A detailed project plan diagram and site map including a map of the area where the project shall be implemented, requirements of Town staff time or resources, impact on the community, etc.

3. Community Project Review and Approval Process:

- Because each project will be unique in its opportunity and impact, we will take a custom approach to the review and approval process. The Community Development Worker, or designate, will review the Project Plan with the Town Manager and Director Team. Through this review, the Town Manager and Directors will determine which administrative divisions and Council appointed committees need to be involved in the consultation and approval process, including whether the Community Project needs to be taken to Council. The Community Development Worker, or designate, will then work with the Community Project organizer(s) and co-ordinate the input and approval from all identified divisions.
- Projects shall be reviewed and Community Project organizer(s) shall be notified of the status of their application 20 business days prior to the Community Project date.


4. Community Project Agreement: Once the Community Project Plan is approved, the Community Project organizer(s) is required to enter into a Community Project Agreement with the Town 15 business days prior to the start/implementation of the Community Project.

5. Neighbourhood Notification: The Community Project organizer(s) will notify any neighbouring residents or businesses that may be impacted by the Community Project at least 8 weeks prior to the start of the Community Project. Community Project organizers shall submit this notice to the Community Development Worker, or designate, and it shall be sent to the Town's Communications Department for circulation and Public Notice. The notice shall include:
- a. The name of the Community Project, type of project and the name of the Organization or Community Project organizer(s);
 - b. The name and contact information of the Community Project organizer(s);
 - c. How the Community Project may impact neighbours.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.


TOWN MANAGER


DATE