

ATTACHMENT A PARTNERS IN PARKS POLICY



RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU-252	Amendment Date/s:	
Title:	Partners in Parks Policy	Repeal Date:	
Department:	Parks, Recreation & Culture	Approval Date:	

PURPOSE:

The purpose of this policy is to establish a consistent framework for administering the Partners in Parks (PIP) Program and managing all associated funds allocated by the City of Nanaimo or those received by donation or fundraising. The policy establishes clear guidelines for evaluating and supporting community-initiated projects that enhance parks, open spaces, and public amenities under the PIP Program.

DEFINITIONS:

N/A

SCOPE:

This policy applies to all proposals made to the City of Nanaimo as part of the PIP Program, including park and playground development, invasive plant removal, community gardens, and/or public art on City-owned property.

POLICY:

Expression of Interest

A community organization or group considering a project under the PIP Program is to express their written interest to the Parks, Recreation and Culture Department. Staff will coordinate with the applicable group to develop a proposal package to ensure all required items have addressed.

Proposal Package Requirements & Evaluation

A proposal package to the PIP Program must include the following:

- A letter outlining the community organization, project description, neighbourhood feedback, and all funding secured/requested.
- A budget breakdown for the proposed project, including equipment, materials and labour costs.
- A proposed site plan.

Proposal packages for the PIP Program will be evaluated based on completeness, project feasibility, community support, available funds, fundraising initiatives by the community organization, and Staff support. Additional consideration will be given to proposals that align with City Plan goals, Council's Strategic Framework, and/or applicable park plans.

Proposal packages will be evaluated by the Parks, Recreation and Culture Department in accordance with this policy, and a Staff Report with recommendations will be brought forward to the Finance and Audit Committee for consideration.

Funding

Complete proposal packages made to the PIP Program in Neighbourhood Parks may be awarded up to 50% of the proposed project cost, to a maximum of \$50,000, subject to available program funds.

Complete proposal packages made to the PIP Program in Destination Parks or Community Parks may be awarded up to 100% of the proposed project cost, subject to available program funds. A proposal package for a Destination Park or Community Park must include in-kind labour and a long-term operational commitment, such as a user agreement.

Proposed projects may be further funded by external grants, fundraising, and/or donations.

Funds awarded under the PIP Program remain allocated to the project for three years from the date of award. Once awarded, a project account will be opened by the City of Nanaimo and allocated funds are deposited. Additional funds may be added to this account by the community organization or donors.

Should the awarded funds remain unspent after three years, the funds will be returned to the program to support additional PIP proposals within the year the funds revert. If there is no demand for the additional funds they will be returned to the applicable reserve at the end of the year. Any monetary donations made to the City via cheque are to be returned to the original donor and the associated account is to be closed.

The availability of awarded funds may be extended beyond three years, subject to approval by the Finance and Audit Committee.

Donations

Monetary donations may be made to a proposed project under the PIP Program.

Any in kind donations—including labour, materials, equipment, amenities, and similar contributions—must be accompanied by appropriate supporting documentation to substantiate the monetary value of the donation.

All amenities purchased, donated, or installed under the PIP Program become the property of the City of Nanaimo.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL

N/A