

Department:	Development Services	Policy No.:	DEV-005
Sub-department:	Administrative	Created By:	Suzanne Belanger
Approved By:	Council	Amended By:	
Approved Date:	4 September 2012	Amendment:	
Meeting No.:	1314	Meeting No.:	

POLICY PURPOSE

With the objective of streamlining community partnership projects between community interest groups, volunteers and the Village of Pemberton (Village), this policy provides a framework for effective and efficient coordination of both community interest/volunteer groups and Village/Municipal resources.

This policy is geared towards community interest groups and volunteers that are wishing to improve or develop new community facilities and/or amenities within the Village. Such groups are encouraged to engage the Village early in their process. The Village aims to help by reviewing, providing comment and, where possible, direction for how to best navigate procedural elements that may exist for the project at hand.

Additionally, this policy allows Village Council and staff the opportunity to comprehensively review projects for consideration in order to:

- Better identify how the Village can partner or support community projects.
- Identify probable timelines based on the resources available as well as procedural requirements.

NOTE: *Please note that this policy is not for commercial or for profit applications. The Village reserves the right to select and enter into partnerships that it deems most appropriate. Community partnerships should be both compatible with existing municipal plans and/or policies (i.e. Strategic Plan and Official Community Plan) and be open and accessible to the public.*

REFERENCES

- Community Partnership Application.
- Community Partnership Requirements Checklist – *for office use.*

POLICY

Request for Village Assistance

The Village recommends a preliminary meeting prior to the submission of an application for the purpose of initial feedbacks. Requests for Village Assistance may be submitted for any of the following:

1. Use of land or property (lease, purchase/sale).
2. Financial contribution to capital costs (indicate amount).

3. Provision of land or property (transfer or lease).
4. Village Services for processing the required approvals.
5. Waiver of municipal fees (if eligible within existing policies).
6. Property Tax Exemptions.
7. Professional Consulting Fees.
8. Financing costs.
9. Fundraising costs.
10. Ongoing repairs, maintenance or renovations in the normal course of operations.
11. Other: The Village will remain open to other possible requests.

PROCEDURE

Submission of Proposal:

The application should include:

1. Applicant's Name (Community Group).
2. Registered Non-Profit Organization.
3. Proposed Location/Land Owner.
4. Existing Capital Funding Sources.
5. Proposed Operational Funding Sources.
6. Proposal Outline including:
 - a) The extent to which the proposal provides the opportunity for increased community participation.
 - b) Requested Village Involvement (reviewer, financial partner, ongoing operations, etc.).
 - c) Other potential partners and their involvement and contributions to the project.
 - d) An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
 - e) The extent of the community support for the project and the degree to which there will be positive benefits to the community.
 - f) Any business plans for the improvement.

Village Considerations:

The Village will review each application internally and, depending on the complexity of the project, may refer to external agencies for their comments. Staff will contact the applicant with their findings relating to their application including but not limited to:

1. Existing Property/Building Tenure (Village, Squamish Lillooet Regional District, province, School Board, etc.).
2. Land Use Requirements (Official Community Plan designation, zoning, parking, etc.).
3. Form and Character of Development (development permit requirements, signs).
4. Development requirements (geotechnical reports, flood protection works, transportation study, archeological, highway access permit, Agricultural Land Reserve, site contamination, riparian areas, etc.).
5. Subdivision of property from existing land holding.
6. Servicing Infrastructure requirements (water/ potable and firefighting, sewer, roads, sidewalks, stormwater management, electricity, phone, IT etc.).
7. Building Code/bylaw requirements and fees.
8. Development cost charges.

9. Connection fees (water, sewer).
10. Permitting fees (rezoning, development permit, building permit).
11. Property taxes (exemptions).
12. Legal requirements (lease documents, surveys, covenants).
13. Grant applications.
14. Concept and design costs.
15. Construction costs.
16. Site development costs.
17. Fixed equipment.



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COMMUNITY PARTNERSHIP APPLICATION

Upon completion of this application, please submit it, along with your **business plan** and any other **supporting documentation**, to the Village of Pemberton office.

ORGANIZATION

Organization Name: _____

What year did your association begin? _____

Are you a Registered Non-Profit Society? Yes No (please attach supporting documentation)

President/Chair: _____ Treasurer: _____

Phone: _____ Phone: _____

Cell: _____ Cell: _____

Email: _____ Email: _____

CONTACT

Contact Name: _____ Contact Title: _____

Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

_____ Web: _____

COMMUNITY PROJECT PROPOSAL

Project Name: _____

Description of the project:

Brief description of goals:



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COMMUNITY PARTNERSHIP APPLICATION

Timeline/project schedule:

Funding source:

How will the project benefit the community (target user group):

Location/Civic Address:

Legal Description:

Land Owner Information:

Applicant Signature: _____ **Date:** _____

<i>For Office Use Only</i>		
Referral type:	Business Plan received?	
<input type="checkbox"/> Internal <input type="checkbox"/> External	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved By:		
_____	_____	_____
<i>signature</i>	<i>Title</i>	<i>Date</i>