

Insert your own organizations cover page

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*Please update the Table of Contents, List of Tables, List of Figures, and List of Appendices as necessary – delete green text when ready to submit.*

## List of Tables

List in text tables here

Table A:

Table B:

Etc.

## List of Figures

List applicable Figures here:

Figure 1: Insert name of Figure here

Figure 2: Insert name of Figure here

Etc.

## List of Appendices

In this section, The City expects to see a chronological list of appendices relative to the project and outlined in the Proposal; for example, site photographs, required insurance and indemnification, City Parks and Recreation Department Vehicle Access Permit (VAP), etc.

Appendix A: Example - Site Photographs

Appendix B: Insert name of document here

Etc.

# 1 INTRODUCTION

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**Note to applicants:** The following is provided as a template only. Please use your own document file or make the appropriate edits and additions to this file for your proposal prior to submitting. Please ensure that all headings and categories have been addressed in the proposal. If a heading is not applicable to your initiative or project, please provide appropriate justification as N/A is insufficient.

In this section, The City expects to see the following detail:

- Organization
  - If this Proposal is for an activity executed by a branch society, they would still submit under the registered stakeholder group as The City would expect to see the Stakeholder Groups insurance, if required.
  - Contact Name for the Initiative or Project Sponsor
    - This would be the contact name for the duration of the Initiative or Project - this may change yearly but The City expect it will be a board member or committee chair.
  - This person is also expected to 'field' public information requests and/or complaints from the general public on stakeholder proposed Initiative or Project.
- Contact Information – Phone Number and Email
  - This would be the organization's phone number; if the organization doesn't have a phone number, this would be the best number to contact the individual responsible for the submission
  - This would be the number to which The City would redirect public information requests and/or complaints from the general public assuming The City receives any.
  - This would be the organization's email address; if the organization doesn't have an email address this would be the best email to contact the individual responsible for the submission.
  - Subject Matter Expert
  - This would be the responsible professional providing technical oversight for the Initiative or Project. Please include proof of current professional designations, memberships and affiliations.

## 2 INSERT INITIATIVE OR PROJECT TITLE HERE

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In this section, The City expects to see a detailed description of the Initiative or Project.

### 2.1 BACKGROUND

In this section, The City expects to see any relative historical information, directly related to the Initiative or Project, that is relevant to The City.

#### 2.1.1 Ecological and Biological Factors

In this section, The City expects to see a detailed description of the ecological and biological impacts of the Initiative or ecological and biological impacts as they relate to the site and location of the Project.

### 2.2 STAKEHOLDERS

In this section, The City expects to see a description of all stakeholders, including provincial and federal government where applicable, and a description of how they are invested/affected by the Initiative or Project.

### 2.2.1 Proposed Strategy for Communication

In this section, The City expects to see a described communication strategy including formation of any committees, social media and news platforms, as well as interval and/or frequency of communications to The City, surrounding residents, and a described communication plan for notification to all relevant stakeholders.

### 2.3 REGULATORY REQUIREMENTS OR OVERSIGHT

In this section, The City expects to see a list and brief summary of provincial or federal regulatory requirements and/or approvals for the Initiative or Project.

### 2.4 ROLES AND RESPONSIBILITIES

In this section, The City expects to see a detailed description of roles and responsibilities as they relate to the Initiative or Project. Please include all Roles and Responsibilities including those of the submitting organization, The City, and/or any other stakeholder group.

*Table A/B/C: Insert Table Title Here*

Stakeholder Group	Description of Role and Responsibility on the Initiative/Project

### 2.5 COMMUNITY INTEREST AND CITY OF MEDICINE HAT POLICY ALIGNMENT

In this section, The City expects to see a documented interest, need, or desire from the Community that identifies a demonstrated reason for the Initiative or Project. Please note, this may include presenting evidence of agreement from the community and must not only be for the benefit of an individual or organization.

As well, describe how the Initiative or Project aligns with The City of Medicine Hat's Council, Division, and or Department adopted priorities.

- Please include specific *adopted* priorities only.

#### 2.5.1 Current and Future Benefits to the City of Medicine Hat

In this section, The City expects to see a description of current and future benefits of the Initiative or Project and how it will continue to benefit The City of Medicine Hat and its residents.

- Describe how the Initiative or Project benefits The City of Medicine Hat and its residents both now and in the future.

## 3 INITIATIVE SCHEDULE

*Only complete this section if your proposal submission is for an Initiative, otherwise remove the section; delete green text when ready to submit.*

In this section, The City expects to see a detailed schedule, including milestones, for the Initiative.

An example of a detailed schedule is shown below:

*Table A/B/C: Insert Table Title Here*

Activity	Start Date	End Date	Assigned to
Set-up	January 1, 2025	January 31, 2025	Complete as appropriate

Stakeholder Consultation	January 15, 2025	March 30, 2025	
Presentation	April 5, 2025	April 5, 2025	
Reporting	May 1, 2025	May 31, 2025	
Initiative Closure Notice (Milestone Date)	June 10, 2025	June 10, 2025	

### 3.1 ANTICIPATED OUTCOMES OF THE INITIATIVE

In this section, The City expects to see a description of measurable outcomes for the Initiative, including how they were determined and how they will be obtained.

## 4 PROJECT – FIELD PROGRAM SUMMARY

*Only complete this section if your proposal submission is for a Project, otherwise remove the section; delete green text when ready to submit.*

**The following information will be required for Projects *only*.**

In this section, the City expects to see a detailed description of any and all field activities. Field activities may include field data collection, onsite labour, or site visits which may be conducted to execute your Project.

### 4.1 PROJECT LOCATION AND SITE DESCRIPTION

In this section, The City expects to see a description of the Project location and work site including surrounding land uses, as well as a description of access to the work location.

- Physical address
  - The City will accept Alebrta Township System, Legal Subdivision, or Municipal Street Address
- Determine if a City Parks and Recreation Vehicle Access Permit is required for the Project, If the request has been submitted and a Uniqu Identifier provided, please include
  - Vehicle Access Permits shall be included as an appendix in appropriate chronological order

Please include a map (including aerial image(s)) which clearly shows the Project footprint and access–If multiple aerial images are used to show project extents and access, they are to be labeled as separate figures.

Additional Figures may be appended to the Proposal provided they add value to the information presented and are referenced within the Proposal document.

The City expects to see figure(s) listed in the Table of Contents and presented in chronological order.

### 4.2 SCOPE OF WORK AND METHODOLOGY

In this Section, The City expects to see a description of the best modern methods, standards, and practices by which the Project will be executed. This section is where the detailed scope of work belongs which includes a complete description of how the field program will be executed.

#### 4.2.1 Technological Innovation

Describe any new technology that will be created or used as part of the implementation of the Initiative or Project.

### 4.3 PROPOSED FIELD SCHEDULE

In this section, The City expects to see a detailed schedule, including milestones, for the Field Program.

An example of a detailed schedule is shown below:

*Table A/B/C: insert Table Title Here*

Activity	Start Date	End Date	Assigned to
Spring Field Visit	April 5, 2025	April 5, 2025	
Spring Field Activity	April 7, 2025	April 14, 2025	
Fall Field Activity	August 1, 2025	August 3, 2025	
Fall Site Visit	August 31, 2025	August 31, 2025	

#### 4.3.1 Equipment Requirements

The City expects to see a description of equipment used during the Project. For each piece of equipment, include the following details:

- Name and type of equipment
  - Machinery, tools, software, etc.
  - Equipment specification sheets, if applicable, are to be appended to the Proposal and listed in the Appendices.
- Describe if training and certification is required and completed for safe use or operation of the equipment.
- Purpose in the Project
  - Explain how this equipment will bring specific benefit and contribute to the success of the Project.
  - Explain advantages the equipment will provide in terms of efficiency, accuracy, or any other relevant outcomes.

#### 4.4 ANTICIPATED PROJECT OUTCOMES

In this section, The City expects to see a description of the measurable outcomes including how they were determined and how they will be obtained.

##### 4.4.1 Ongoing Project Needs

In this section, The City expects to see a summary of ongoing Project needs upon completion. Examples of ongoing Project needs include:

- Monitoring
- Same/similar activity type at the same location in future years
- Continued Stakeholder engagement needs
- Reporting requirements

This would include a description of the contingency plan should the projected Project outcomes lead to unexpected results or consequences.

#### 4.5 HEALTH AND SAFETY AND INSURANCE REQUIREMENTS

In this section, The City expects to see a description of the health and safety measures that will be taken for the field program. The City expects that the applicant and all stakeholders follow and understand Government of Alberta Occupational Health and Safety Act, Code, and Regulation.

Please also describe the name of the insurance provider and the type of insurance coverage available, as well as confirmation that a letter indemnifying The City is included. Any component of a project executed on City property will require proof of insurance.

The insurance must name The City as an additional insured and carry a standard Certificate of Comprehensive Liability of at least \$2,000,000.

The City requires that the submitting organization lists in the Table of Contents and presents, as appendices in chronological order, a copy of the standard \$2,000,000 Certificate of Comprehensive Liability Insurance which names The City as an additional Insured as well as a copy of the Indemnification Letter.

## **5 RESOURCING**

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In this section, The City expects to see a description of City support that is required for your Initiative or Project. For example, City staff time to support your initiative, on site presence of City Staff to support your Project, a description of City services required to support your Project (for example, waste collection) as well as an estimate of person-hours requested of The City. Please also describe the timeline start and end dates of the Initiative or Project to allow The City to understand funding and effort required over budget cycles.

Should a financial contribution be asked of The City for an Initiative or Project, please include a summary of grants or other funding which has been applied for, as well as current status including if funding has been received.



## **6 REFERENCES**

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The City expects to see all external resources referenced in the Proposal to be properly sourced using both in-text citations and a Reference List included.

If no sources were used, please delete this heading and wording.