



TOWN OF HINTON

POLICY TITLE: COORDINATED SUPPORT FOR MAJOR NON-PROFIT INITIATIVES

POLICY #: 085 (Town Manager's Office)

EFFECTIVE DATE: MARCH 4, 2010

ADOPTED BY:
EXECUTIVE COMMITTEE

POLICY STATEMENT

The Town believes major new initiatives of non-profit organizations are important to advance further the quality of life for Hinton and area residents and visitors; and that by coordinating our support role, we can optimize the overall success of these initiatives. Therefore, the Town will assign a Town employee as facilitator to assist/support the group with project planning, Town-processes assistance, etc.

1. REASON FOR POLICY

- moving major initiatives forward can be complex, and facilitated support by a knowledgeable Town employee can expedite process and reduce frustration.
- non-profit organizations often rely on volunteers who are not knowledgeable about the processes and approvals required to advance a major initiative. By providing more of a “one window” approach, volunteers will feel better supported and more prepared to risk undertaking major initiatives.

2. DEFINITIONS

Major initiatives – a substantial capital project, new event or major program expansion that will impact Hinton and area residents and visitors AND is owned/the overall responsibility of a non-profit (or group of) organization.

Facilitator—the Town employee assigned to coordinate Town support for a major non-profit led initiative.

3. RESPONSIBILITIES

Facilitator—to provide the following support for the non-profit organization with the overall goal of supporting a successful outcome for the major initiative:

- a. Assisting the non-profit organization with project planning, including the identification of what Town support and approvals are needed. If unsure, check well in advance to determine what is required.
- b. Connect the organization to other Town resources and approving bodies, and be a first point of contact if the other Town areas response or support is not appropriate/satisfactory. Follow-up with applicable Town area where necessary.
- c. Remain in contact with the organization throughout the initiative time frame to ensure satisfactory progress and address challenges where Town is involved.

4. PROCEDURES

Major project initiatives of a non-profit organization needing substantive Town support are identified and brought to attention of Director of Community and Protective Services or Town Manager.

Town Manager:

- a) In consultation with Director of Community and Protective Services and other Director as appropriate, assigns a facilitator to non-profit organization for that initiative and communicates same to all affected. The primary considerations for who is assigned facilitator will be:
 - a Town Employee who has a substantial role to play in the initiative by virtue of their existing position
 - a Town Employee who has the skills needed for the assignment of facilitating this kind of initiative, ie. Communication, Planning, Town system understanding, etc.
- b) Provide training and orientation of facilitators generally, particularly to ensure a comprehensive Town roles/system knowledge and project planning.

Facilitator:

The assigned facilitator communicates to all affected when their role ends with their non-profit organization's major project initiative. Note that once an event gets established as regular, the facilitator can have their role end when extraordinary coordination and assistance is no-longer required.