

How to Plan an Action



In This Booklet you will find how to plan your action!

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About 100In1day

100in1Day Canada is part of a growing global movement that is changing how people interact with their cities.

Imagine hundreds of people united together, each taking one small action to improve their city, all on the same day. That is what 100in1Day is all about.

Calgary will be part of the movement for the first time on June 2nd, 2018 powered by Green Calgary and Future Cities Canada in partnership with Evergreen.

Green Calgary's 100in1Day project aims to lead a network of urban Actions that are focused on environmental sustainability. Our goal is to educate, inspire, and empower Calgarians like you to improve our city through positive environmental action.

We are inviting you to take on an urban Action project to make Calgary a more sustainable city. We'll help you develop the idea, provide information, and support you taking action on June 2nd, 2018.

This will be the first year that 100in1Day comes to Calgary and the first year that Green Calgary is organizing this network of sustainability focused action so we welcome your feedback and support!

100In1Day Calgary Principles

100In1Day is all about your ideas; however we ask that you follow these guiding principles when designing your Action.

100In1Day is a **platform** for action – where citizens, residents, neighbours, communities and organizations (aka: *you!*) are the catalyst for change. 100In1Day invites individuals and organizations to showcase active citizenship, and encourages distributed leadership.

As Action leaders and participants, you should assume responsibility for the Action. This includes the personal and public welfare in creating and launching the Action, and in the care and clean-up of the Action.

100In1Day Calgary Actions should:

- Focus on improving our city through positive environmental action
- Inspire inclusive actions that respond to community needs and make our city better a better place to live, work and play
- Build and foster community networks
- Be non-partisan and non-commercial
- Have free Participation. A 100In1Day Action is a people-powered act in which no fees or charges are to be collected, nor should an Action be tied to commercially-driven activities.

Leading an Action

So, what's involved in running an Action?

What is an Action?

An urban Action is a community-based project, led by an individual, a group of like-minded citizen(s), neighbours, or organization. These projects are a simple often low-cost way for people to showcase their ideas for a better city.

Actions respond to the needs of the public - either through the social community, in public spaces or the built environment - with a goal to stimulate community involvement. Their aim is to inspire participants and onlookers alike – fostering a strong sense of community and positive environmental change.



Where and when should the Action take place?



Saturday June 2nd 2018 is the day we will celebrate our city with 100 (or more!) Actions in Calgary and area.

Actions can happen any time on that day, and they can be anything from 15

minutes to 10 hours long! Just make sure that you have a team and the resources if you do land up actually doing the later.

Why would I create an Action?

This is your opportunity to share an existing idea or test a new one that has the potential to improve the city and have it profiled as part of 100In1Day.

How do I get started?

Workshops: 100in1day workshops are a great place to build on an existing idea, or to brainstorm a new one. See the list of upcoming workshops at:

<http://www.greencalgary.org/green-homes-communities/100in1day/>

Resources: Visit 100in1day.ca for Action ideas, toolkits and fun ways to get inspired.

Register your idea: Once you have an idea, register it at <http://www.100in1day.org/>. In the tag section please make sure to include “Calgary” as one of the tags.

Permits

The City of Calgary states that: groups and individuals planning to access public land for informal and casual use do not require a permit. Such activities will occur on a casual and intermittent basis and access to the space is not guaranteed.

However, other groups and individuals may require the following permits:

Green space Permit - an issued green space permit will provide permission to use the public park and ensure public access and safety is managed. It does not provide permission to sell services within the park, nor does it provide exclusive use of the park space.

Mobile Vendor Permit - a mobile vendor agreement is generally for a one year period and provides permission for a commercial entity to advertise/solicit business in a public park (ie. hot dog and ice cream vendors).

Food Truck Parking Stall Application - licensed food truck vendors can apply to reserve a parking space in a park or athletic field parking lot.

Block Party Permit - A block party is a citizen initiated event held on a city street within a specific block in a community for entertainment purposes. A permit is required to close roadways for the event.

Special Events and Festival Permits - If your event has one or more of the following criteria, you will need to work with The City's Events Services Team to acquire a permit:

- 645 sq. ft. of tenting or more (i.e. more than six 10' x 10' tents)
- Liquor
- Pyrotechnics or open flame
- Road closure larger than one block

- An event which requires multiple permits (i.e. road closure and greenspace)

Safety

While planning your Action please ensure that you are considerate of personal and public welfare, and the environment. Think through each stage of your Action, from launch to completion, and plan for success - this might mean rallying for additional volunteers or support. But most of all, have fun and enjoy the day!

Celebrating Our Success

It is only fitting to celebrate after our day of urban Actions! We will have a wrap up gathering to celebrate our success, share stories and sustainability. Stay tuned for details.

100In1Day Calgary

Powered by



**But ultimately - 100In1Day is created by and for
people like you!**