



TOWN POLICY

TITLE: Capital Project Proposals

POLICY NUMBER: C-35

COUNCIL POLICY: **Capital Project Proposals**

POLICY NUMBER: C-35

RESOLUTION NUMBER: 2024-227

ADOPTED: October 8, 2024

SUPERSEDES: New

PREPARED BY: Assistant Administrator

DATE: October 4, 2024

UP FOR REVIEW: October 4, 2029

Policy Statement:

Capital project proposals from external sources present both opportunities and challenges. Without systematic evaluation, significant municipal resources may be spent considering projects which are not viable.

The purpose of this policy is to:

Provide a structured approach to evaluating and managing proposals from external sources, with particular emphasis on the scope of analysis and project alignment with existing strategic objectives.

1. Definitions

- (1) Committee: a group, board, or other body established by Council to assist in the furtherance of Council priorities in accordance with the committee's mandate.
- (2) Project: a long-term, high value endeavor focused on the construction or improvement of a tangible asset.

2. Procedure

- (1) Receipt
 - (a) Project proposals must be submitted in writing with all supporting documentation included. Information required includes:
 - (i) The Town's role in the project.



- (ii) Basic lifecycle outline; including what is required to construct, operate, maintain, decommission, and replace or renew the proposed capital asset.
- (iii) Basic project specifications; including cost estimates, location, and participants.

(2) Administrative Opinion

- (a) The Chief Administrative Officer (CAO) or designate will draft an opinion of the project in regard to:
 - (i) alignment with Town priorities as expressed in capital budgets, master plans, and strategic plans;
 - (ii) trade-offs required to fund the project and its lifecycle;
 - (iii) benefits to the community; and,
 - (iv) risks or unknowns related to the project that ought to be mitigated/understood.
- (b) The Administrative Opinion will be kept on file at the Town Office, and a copy delivered to the proponent.

(3) Committee Opinion (if required)

- (a) At the request of the proponent, their proposal may be submitted to a committee appointed to review capital projects.
- (b) The committee shall be equipped with the Administrative Opinion prior to the discussion.
- (c) The committee will:
 - (i) Request further information of the proponent or the CAO if required.
 - (ii) Draft a written opinion of the project based on those considerations as prescribed in clause 2(2)(a).
- (d) The Committee Opinion will be kept on file at the Town Office, and a copy delivered to the proponent.

(4) Council Review (if required)

- (a) At the request of the proponent, their proposal may be submitted to Town Council for consideration.
- (b) Council shall be equipped with the Administrative and Committee Opinion when the matter is deliberated.

