

**COUNCIL POLICY NUMBER 21**

APPROVED BY THE COUNCIL OF THE  
TOWN OF BEAUMONT

THIS 10<sup>TH</sup> DAY OF SEPTEMBER, 2002.

**Town of Beaumont**  
**Council Policy Number 21**  
**Capital Recreation Projects Approval Policy**

**Approved this 10<sup>th</sup> day of September, 2002**

**Council Resolution #02/09/05**

---

**Purpose**

The focus of this policy is a process for responding to public or administrative requests for capital recreation developments. Capital recreation developments or projects include: indoor or outdoor municipal recreation facilities and parks.

**Approval Process**

At any given time the Council receives requests from the community or administration to consider moving forward with a particular recreation development. The Town of Beaumont is at the point in which there are many well-planned requests being brought forward, however there are limited dollars to accommodate all requests. The Council must now determine which of these requests should be approved; approval timing and level of funding that should be attached.

Based on previous recreation project development, and review of planning documents from other municipalities, the following approval process is put forth:

1. Project concept introduced and preliminarily supported by the Council.
2. Concept/design development.
3. Project presentation to the Council.
4. Project short-listed for approval.
5. Project is prioritized relative to competing requests and is approved/deferred/ rejected.

**1. Project Concept Introduced and Preliminarily Supported**

The initial step towards project approval is presentation, by community or administration, of the concept to the Council for preliminary support. This will prevent in-depth project development that is not aligned with the goals of the Council.

The Council considers the presented concept and preliminarily supports it if it:

- i) Aligns with the Town Mission, Vision, Core Strategies and Performance Indicators as identified in the Town Business Plan, Long-term Infrastructure Facility Plan and Recreation Master Plan.
- ii) Is community driven – appears to be needed/wanted by community.
- iii) Appears, at this juncture, to be reasonable and that it will offer benefits to the community as a whole.

- iv) Does not at this stage contravene existing by-laws or policies and if so, the community group or administration needs to reconcile these prior to proceeding.

#### *Timelines*

Concepts may be proposed and presented to the Council at any time during the year. The Council will also continue to pro-actively solicit concept ideas from the community through the annual request for capital projects. The Council may wish to direct that capital recreation project submissions will be accepted concurrently with other capital project requests in the fall budget. This ensures consideration as part of the annual budget process.

Funding required for concept development will likely be accessed through Fall Planning Budget Workshop unless alternate sources of funds are available.

#### *Role of Administration*

If a concept is being introduced by administration and is preliminarily supported, then a member of administration will be designated to lead concept development. A committee may also be formed at this time to ensure the necessary stakeholders are included throughout the process. This committee may include members of administration, the Council and community.

If a community group introduces a concept and it is supported, then a member of administration will be assigned to be a Town liaison on the group. This person will assist the group throughout the process. A member of the Council may also, at the request of the community group, be a representative on the committee.

## **2. Concept/Design Development**

Thorough development of the project concept is required prior to presentation of the concept to the Council. The outcome of this will be a project plan that will include:

- i) Rationale for the project – including clear data the project is needed or wanted by the community and that it clearly aligns with core strategies and performance indicators of the Town.
- ii) Project design – including rationale that the components and location selected are the best options for the project.
- iii) Detailed cost estimate – capital and operational.
- iv) Operational implications.
- v) Timeline for project completion.
- vi) Public input.

#### *Timelines*

Concept development can occur throughout the year given that the funds required for this development have been approved.

#### *Role of Administration*

If administration is coordinating the concept development, the lead person will:

- Identify and secure the necessary tools to develop the concept into a project plan. For example, engaging the services of an architect. Existing policy will be applied as relevant (i.e. tender policy).
- Coordinate all aspects of the project plan to completion.
- With or without a committee structure, feedback and input will also be sought regularly from an internal administration team. Initially, all of the following staff will meet to discuss concept development and provide direction: General Manager, Manager of Community Development, Manager of Engineering, Recreation & FCSS Director, Parks and Facilities Supervisor, Director of Technical Services and the Planning and Development Officer. At this meeting it will be established who in this group will continue to be consulted regularly for feedback and meeting intervals will be established.

If a community group is coordinating the concept development, the Town liaison will:

- Provide consultative advice and direction to the group.
- Communicate group progress and questions to the Council and relevant administration (likely those identified above) on a regular basis.

### **3. Project Presentation to Council**

Once the concept is developed into a project plan it is to be presented to the Council.

At this stage the Council will evaluate if the project is appropriate for consideration and prioritization against competing projects.

Essentially this is a short-listing process.

The criterion for accepting that the project moves forward to the prioritization phase is that the Council supports the plan and its various components as presented.

In this phase, difficulties with the plan are addressed until the Council is satisfied with moving forward with it.

Funding required by the Town for the project becomes known.

Additional funds may be required to address difficulties or make amendments to the plan.

#### *Timelines*

Project presentations may occur at any time throughout the year, however they should be timed in close proximity with the Fall Planning Budget Workshop, as this is the forum in which final project approval will be granted. It is anticipated all projects will be presented to the Council through the annual budget process. Or, in the case of community groups they will need to make their presentations in advance of this workshop with deliberation being deferred to the budget workshop process.

### *Role of Administration*

If administration is presenting the project, the lead person will:

- Present a detailed project plan to the Council and attempt to reconcile any difficulties with the plan.

If a community group is presenting the project, the Town liaison will:

- Supplement the group's presentation with a memorandum to the Council that outlines a recommendation for plan acceptance to the next phase.
- Assist the group in addressing any concerns identified with the plan.

## **4. Project Prioritization and Approval/Deferral/Rejection**

The Council reviews and prioritizes projects to be approved.

Steps include:

- i) Identification of core strategies and performance indicators as articulated in the Town business plan, long-term infrastructure and facility plans to provide context.
- ii) Activities identified in the plans are plotted over a 10-year timeline to reflect timing of various projects.
- iii) The projects for approval are then examined within this context so it can be shown when various projects will be occurring and the resource allocations required.
- iv) This will be a working document and updated as new developments proceed or Core Strategies change.
- v) This step will also include approximating a baseline of funding that will likely be available yearly for the projects.
- vi) If there is not the ability to fund all projects as proposed, due to a lack of resources, then project prioritization is required. For each project a summary is then provided to the Council that outlines the following:
  - Degree the project addresses Core Strategies and Performance Indicators.
  - Urgency –Identification if the need for the project, as perceived by the community and the Council, is immediate, short-term or long term and consideration of the implications of prolonging development outside of the timeline presented.
  - Project benefits and impacts – number of residents affected, social, environmental and economic impacts.
  - Level of community involvement or ownership.
  - Long term operating implications – what is required to sustain and maintain.



- Other avenues available to fund this project - ensure that the same avenues are not identified for all projects – e.g. referring all groups to apply for the Community Facility Enhancement Program grant.
- Other factors to be noted – allows for special highlights, such as project uniqueness, to be considered or known.

vii) The Council utilizes this information and determines project acceptance, deferral or rejection.

At this time funding allocations to project plans are determined.

#### *Timelines*

Project prioritization and final project approval will necessarily occur through the Fall Planning Budget Workshop, as this is the forum for this deliberation to occur.

#### *Role of Administration*

Whether the project is submitted internally or by a community group, administration will prepare the project summaries for the Council. Administration will also gather necessary supporting documentation required for decision-making.

Subsequent to the decision by the Council, administration will conduct follow up as directed.

#### **Conclusion**

Once all the elements required for implementation of the process are in place, the Council and administration will be ready to apply the process. At this time, there will be a need to publicize and share this process with the community so all are aware of the steps towards project approval and the context of decision making. This communication will enable the community to prepare their ideas accordingly.

Choices about proceeding with recreation development are difficult. The process outlined in this policy is designed to provide a framework for this type of decision-making. Furthermore, utilizing the process will provide the tools to consider project requests within the context of the overall development of the Town present and future. Thus promoting ongoing holistic and pro-active planning.

/lt

File: 116/ 21 Capital Recreation Projects