

CAPITAL PROJECT PLANNING POLICY
Council Policy No. 02/00

POLICY:

STAGE 1: Project Identification

This is the idea or concept stage of a project and all elected and appointed officials and individual citizens are encouraged to bring forward ideas; concepts; proposals for Capital Projects that will be of benefit to the community.

Projects may be identified at any time of the year for review and consideration by both Council and staff. Council authority would be required to proceed to Stage 2 and a planning cost estimate shall be assigned for planning purposes at the time.

STAGE 2: Project Need/Feasibility

During this stage investigations of the need for the project would be conducted and all options as how the need can be met should be identified.

- a) The feasibility of the project including the pros and cons of each optional means for proceeding should be examined.
- b) Preliminary ball park cost estimates for each option should be prepared based on in house estimates where possible and consultants/industry advice where required.
- c) The City Manager would be authorized to allocate up to 3% of the Planning Cost Estimate from the "Project Feasibility to Engineering Fund" for development of information pursuant to this stage.
- d) A full and complete report titled to the Project Need and Feasibility Report would be prepared and submitted for Council's consideration including the method of financing and the potential impact on the Capital Budget.

STAGE 3: Project Approval/Preliminary Planning

Based on the project Need and Feasibility Report, City Council would determine if they wish to proceed with the project or not. If the decision is to proceed with the project City Council would authorize:

- a) The selected option and other parameters for the project.
- b) A budget directive and/or budget amendment bylaw as to the funding of the project.
- c) Establishment of a time frame for the project.
- d) Proceeding with preliminary engineering and consulting work including such investigation studies/design as may be required.

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Council Policy No. 02/00

STAGE 3: Project Approval/Preliminary Planning (continued)

- e) The City Manager would be authorized to allocate up to ten percent (10%) of the construction costs to a maximum of \$10,000 from the Project Feasibility and Engineering Fund to complete engineering work pursuant to this stage.
- f) A report on the Project called the Tender/Design Report would be prepared and submitted for Council's consideration including recommendations, geographic areas for the tender to be published, time frames, etc.

STAGE 4: Project Tendering/Award

Based on the Tender/Design Report Council would authorize the calling of Tenders and indicate any specific conditions they wish to apply to the process. The tender process should be completed in accordance with the City's Tendering and Purchasing Policies provided however:

- a) that where the lowest acceptable tender is equal to or less than the authorized budgeted amount for the project and does not exceed \$50,000 the City Manager is authorized to award such tender and shall report such decision to Council as part of the City Manager's report.
- b) That where the tender exceeds the authorized budgeted amount; or where the recommendation is not to award the tender, or where the recommendation is not to award to the lowest bidder or exceeds \$100,000 all such tenders shall be submitted to City Council for their consideration.

STAGE 5: Project Construction/Completion

Once Tenders are awarded construction on the project is started subject to compliance with all contract conditions. During the construction phase any major deviation to project design or costs shall be reported to the City Manager/City Council as they occur.