



Funding of Major Community Projects

Parks and Recreation
Policy K16

Policy:	K16 – Funding of Major Community Projects
Policy Department(s):	Parks and Recreation, Financial Services, Communications
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Policy Purpose

To ensure that community capital projects or recreational facilities where the County of Grande Prairie No. 1 provides grant funding at or above 50% of the total cost and/or over \$250,000, are overseen with financial diligence and follow industry best practices to ensure that the project is completed within the original budget and timelines. This policy does not refer to community operating funding, and it does not transfer the ownership or additional responsibilities of the project to the County.

Policy Statement

All County staff will follow the proper procedures to ensure that the intentions of this policy are achieved for all major community projects or recreation facilities whereby the County's financial contribution is at or above 50% of the total cost and/or over \$250,000.

Definitions

"Capital" means any tangible asset with an estimated useful life exceeding one year, including:

- Land or buildings;
- Facility construction, renovation or repair;
- Facility assessment, study, design, or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

"Community Group" means the owner of the project, building or land who is primarily responsible for the project for which they have applied to the County for major capital funding.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Facility" means a physical structure that is designed and built to serve a specific function affording a convenience or service.



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“General Contractor” means a designated company that is formally contracted by a community group to perform work on a facility.

“Major Community Project (the Project)” means any community capital project, new building or renovation that the County funds at or above 50% of the total project cost and/or over \$250,000. The project could run over one or multiple years.

“Operating Funding” means funding for projects related to maintaining or enhancing operations that are not directly related to infrastructure.

“Organization” means an incorporated municipality, or a duly registered society in good standing within the Province of Alberta, or a formal service group which has been identified by County Council as the provider of community services.

“Project Manager” means a designated individual or company who is responsible for overseeing the Capital project to completion within the original project budget and timeline.

“Recreational Facilities” means ice arenas, swimming pools, curling rinks, community halls, agricultural complexes, playgrounds and other publicly accessible facilities intended to support agreeable exercise or healthy pastimes.

“Safety Codes” means a specialized team within the County Planning Division that can inspect structural, mechanical and electrical systems for CSA Code Compliance Capital.

Policy Guidelines

1. Funding Process

- 1.1. Organizations will follow the established application, deliberation and approval processes outlined in the K10 –Major Capital Policy when seeking major community project funding. Any group approved for major capital funding whereby the County’s financial contribution is at or above 50% of the total cost and/or over \$250,000 would be expected to follow this policy as a condition of receiving the funding. County Council reserves the right to evaluate each project that meets this criterion on an individual basis and determine the level of oversight required within this policy.

2. Funding Sources

- 2.1. Funding for major community projects can be sourced from the approved major capital budget for that fiscal year, from the Community Grants Reserve or another source as determined by County Council.

3. Project Management

- 3.1. Required prior to project commencement:



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- 3.1.1. Must have a designated professional Project Manager assigned to the project, as part of the total project expense or listed as a separate line item in addition to the project value. If the community group does not have a designated Project Manager assigned to the project, the County reserves the right to assign one at the County's expense or make it a conditional requirement of the applicant before approving funding.
 - 3.1.2. Must have a County employee assigned as the official point of contact for the community group regarding all aspects of the project.
 - 3.1.3. May have a County led project sub-committee or intermunicipal committee established in addition to, or in place of, a sole County representative to oversee the County's interest if so, directed by County Council.
4. Procurement & Contract Approval
- 4.1. Required prior to contract commencement:
 - 4.1.1. The Community Group is required to follow procurement best practices when soliciting quotes for the project. The County liaison can provide some direction to ensure it aligns, but is not restricted to, County procurement processes.
 - 4.1.2. The County retains the right to review the proposed contract with general or major contractor(s) prior to the Community Group signing the contract to ensure that the group fully understands the terms and has a clear understanding of:
 - 4.1.2.1. Benefits of a stipulated price contract
 - 4.1.2.2. Management fees – fixed or variable
 - 4.1.2.3. Requirements for performance bonds or holdbacks
 - 4.1.2.4. Schedules for progress payments
 - 4.1.2.5. Individual budget for each phase of the project before commencing
 - 4.1.2.6. Total project and phased timelines
 - 4.1.2.7. Expected progress report frequency and accountability measures
5. Reporting
- 5.1. Required over the lifetime of the project:



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- 5.1.1. Project Manager to submit a monthly progress report to the designated County liaison including actual expenses relative to the budget.
- 5.1.2. Project Manager or community group to provide a formal quarterly update or as requested by County Council including photographs of the project
- 5.1.3. Project Manager to notify County liaison immediately in writing with concerns about:
 - 5.1.3.1. Performance of the general or major contractor(s)
 - 5.1.3.2. Change orders or cost overruns
 - 5.1.3.3. Any other matter that could impact the project budget or timeline
- 5.1.4. Project Manager to provide a detailed report upon completion of the project.
- 5.1.5. The County can request that the Community Group come and present an update to County Council at a reasonable frequency.

6. Insurance

- 6.1. Required over the lifetime of the project and upon completion:
 - 6.1.1. The contract must stipulate that the general contractor carries insurance to cover the value of the project until the project is officially handed over to the community group.
 - 6.1.2. The Community Group must have their own insurance in place for the total project value at the point of official handover from the general contractor.
 - 6.1.3. The Community Group must maintain sufficient replacement insurance throughout the lifecycle of the completed project that was funded by County.

7. Safety Codes

- 7.1. Required over the lifetime of the project and upon completion:
 - 7.1.1. All contractors involved in the project must follow their respective legislated Safety Codes throughout all stages of the project.
 - 7.1.2. The Project Manager must provide copies of all permits issued and completed to the County liaison.
 - 7.1.3. The Project Manager, Community Group and County liaison must all sign off on a final completion document.



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8. Project Completion Compliance

8.1. Required at the end of the project:

- 8.1.1. The Community Group must complete the compliance requirements included in the Conditional Grant Agreement according to the K10 – Major Capital Policy, including the requirement to confirm that all amounts awarded were expensed as budgeted.
- 8.1.2. The County can request that the Community Group present a final report to County Council.

9. County Recognition

9.1. Required throughout the lifetime of the project:

- 9.1.1. All grant recipients must publicly recognize the contributions that the County made to their project as reasonably requested by Council

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
Related Plans, Bylaws, Policies, Etc.	B1 - Policy Development C31 – Budget Development K5 – Capital Assistance Grant K6 – Community Assistance Grant K10 – Major Capital Assistance Grant
Other	N/A

Revision History

Review Date	Description
March 7, 2022	Reviewed and Amended CM20220307.017
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