



RCRS Secondary:	GOV-02	Effective Date:	2014-JAN-22 – PRCC 2014-MAR-10 - Council
Policy Number:	COU-221	Amendment Date/s:	
Title:	Guidelines for City Assisted Community Capital Projects	Repeal Date:	
Department:	Facilities and Parks Operations	Approval Date:	2014-MAR-10

PURPOSE:

The City of Nanaimo through its Parks, Recreation and Culture Commission encourages community projects that enhance the quality of life and leisure in Nanaimo. The Commission may support projects by recommending that City Council provide financial assistance, enable the use of City land or assign staff to help with project development.

DEFINITIONS:

N/A

SCOPE:

Groups and organizations who wish to undertake a variety of projects within the City of Nanaimo’s parks and facilities.

POLICY:

STEP 1 – DETERMINING PROJECT FEASIBILITY

A community organization or group considering a community capital project that may either require the City’s financial assistance or be constructed on City land, is to present its idea to the Parks, Recreation and Culture Commission. If the Commission determines that the project is in the community’s interest and helps achieve the goals of the City, staff will be asked to work with the community group in the development of a project plan that includes an information report to Council outlining the public process.

STEP 2 – APPROVAL IN PRINCIPLE

The community organization will return and present the project plan to Commission or the appropriate standing Sub-Committee of the Parks, Recreation and Culture Commission. The presentation will include:

1. A description of the project and its benefit to the community; including reference to community master plans, if applicable.
2. A conceptual drawing and a site plan.
3. An estimated project budget including all funding sources (cash, grants, loans, donations and volunteer hours) and the financial assistance that is being requested from the City.
4. An estimated operating budget and how the project will be operated and/or maintained.
5. A detailed fundraising plan.
6. An estimated project timeline.
7. The public input process required.

Based on this presentation, a recommendation will be forwarded to the Parks, Recreation and Culture Commission. If the project feasibility phase is recommended by the Commission, then a report will be provided to Council outlining the scope of the project, and the steps of the process. Commission endorsement of the project will be subject to approval by Council. If support is given for the project, the organization may initiate a fundraising campaign and develop more detailed plans.

STEP 3 – APPROVAL TO PROCEED

Before the project proceeds, the community organization must present to department staff:

1. Construction drawings and specifications.
2. A detailed site plan.
3. A project budget including written quotes for all work.
4. A construction plan and schedule.
5. An operating plan and budget.
6. A verification of financing from all sources.
7. Alternative Approval Process

All capital projects built on City property will become the property of the City.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL or AMENDMENT:

Repeals COU-214