

## **GUIDELINES FOR COMMUNITY DRIVEN CAPITAL PROJECTS**

The District of Saanich has a strong history of partnering with community groups to deliver capital projects in Saanich Parks and Recreation facilities to enhance recreational experiences. Some examples include: field and club houses for sports groups, indoor racquet sports facilities, community gardens, artificial turf fields, lighting for sports fields, etc. In these cases, community groups contributed to the capital projects and assist in maintaining the assets. Generally all capital assets on park lands are owned by Saanich regardless of who established and manages the asset.

As Saanich grows, the demands for municipal parks and recreation facility uses will also expand. The Parks and Recreation Department supports the development of community driven capital projects that develop and improve facilities that serve the community. These guidelines seek to provide clarity for community groups, staff and the public regarding the process to determine the feasibility of a community driven capital project and expectations of the parties involved if projects are supported. To ensure that community groups are treated equitably in the analysis and development of projects, Saanich Parks and Recreation will work with the community using the following process.

These guidelines provide direction to staff, interested parties and public. They will be reviewed from time to time to ensure that they are fulfilling their need.

## **APPLICATION OF THE GUIDELINES**

These guidelines apply to major capital projects (generally over \$10,000) for new facilities and expansions on Saanich owned or leased property that result in a fixed asset (such as a building, sports field, sports facility, community garden, etc.). For projects under \$10,000, please refer to the [Guidelines for Project Applications under \\$10,000](#). Renovations to existing facilities may be exempt if they do not create a significant change in use and no significant impacts to park users and neighbours. Please check with the appropriate Parks and Recreation staff for confirmation.

Community partners must be legally constituted, incorporated non-profit organizations such as, but not limited to:

- Community associations,
- Sports organizations,
- Clubs.

Note: Capital budgets are developed in the summer and fall of the previous year with Council approvals in April/May. To ensure efficiency in timing, projects are best proposed in the winter/spring one year prior to budget approvals by Council. For example, a new project proposed to Saanich Parks in the Spring of 2018 could be considered in capital budgeting in the Fall of 2018 for Council approval in Spring of 2019 which could allow for project start in Summer/Fall of 2019 as long as all the relevant requirements were in place.

## PRINCIPLES

The following principles will be applied to projects:

- Facilities developed with District funding and/or on District land must be open and accessible to all residents of Saanich based on an agreement between the parties.
- Projects will only be considered for approval where they are supported by a business plan that indicates that the completed project is sustainable over the long term.
- Any projects that require capital funding from the District are subject to the availability of funding within the Department's capital budget.
- Costs eligible for cost sharing (typically up to 50%) include:
  - Concept and detailed design costs,
  - Construction costs including contingencies,
  - Site development costs,
  - Development and building permits,
  - Fixed equipment.

## STEP 1 – DETERMINING PROJECT FEASIBILITY

A community organization or group considering a community driven capital project that would be constructed on District land and/or require the District's financial assistance, is to present its idea to the Parks, Trails and Recreation Advisory Committee (PTR). If PTR determines that the project is in the community's and District's interest and helps achieve the goals of the District, staff will be asked to work with the community group to develop a project charter outlining the proposed public process, preliminary budget, alignment with strategic directions of the District and Department (e.g., Saanich Strategic Plan, Parks, Recreation and Culture Master Plan). Large or potentially controversial projects may be referred to Council for approval in principle at this stage. Please submit an [application form](#) to initiate discussions with staff which will lead to the development of a project charter.

**Result of Step 1:** a project charter that outlines the project in more detail including a preliminary budget, proposed roles and responsibilities and proposed public process.

## STEP 2 – APPROVAL IN PRINCIPLE

The community organization will return and present the project charter to PTR for approval in principle. The presentation will include:

1. A description of the project, its benefit to the community including reference to community master plans if applicable, and any potential environmental impacts.
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 any financial assistance that is being requested from the District.
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. A public engagement plan based on IAPP standards at the appropriate level.

Based on the project charter, PTR will make a recommendation regarding the project. If the project feasibility phase is recommended by PTR, then a report will be provided to Council outlining the scope of the project, and the implementation process. District support will be subject to approval by Council.

**Result of Step 2:** Based on the information provided, a recommendation from PTR to Council to approve in principle or not.

### **STEP 3 – APPROVAL TO PROCEED**

If approval in principle is given for the project by PTR, staff will work with the organization to prepare a Council report requesting approval for the project. Generally, the information presented to PTR would be sufficient for the Council report unless otherwise specified by PTR or staff.

If Council approves the project, the organization may then initiate the public engagement process, a fundraising campaign and develop more detailed project plans.

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

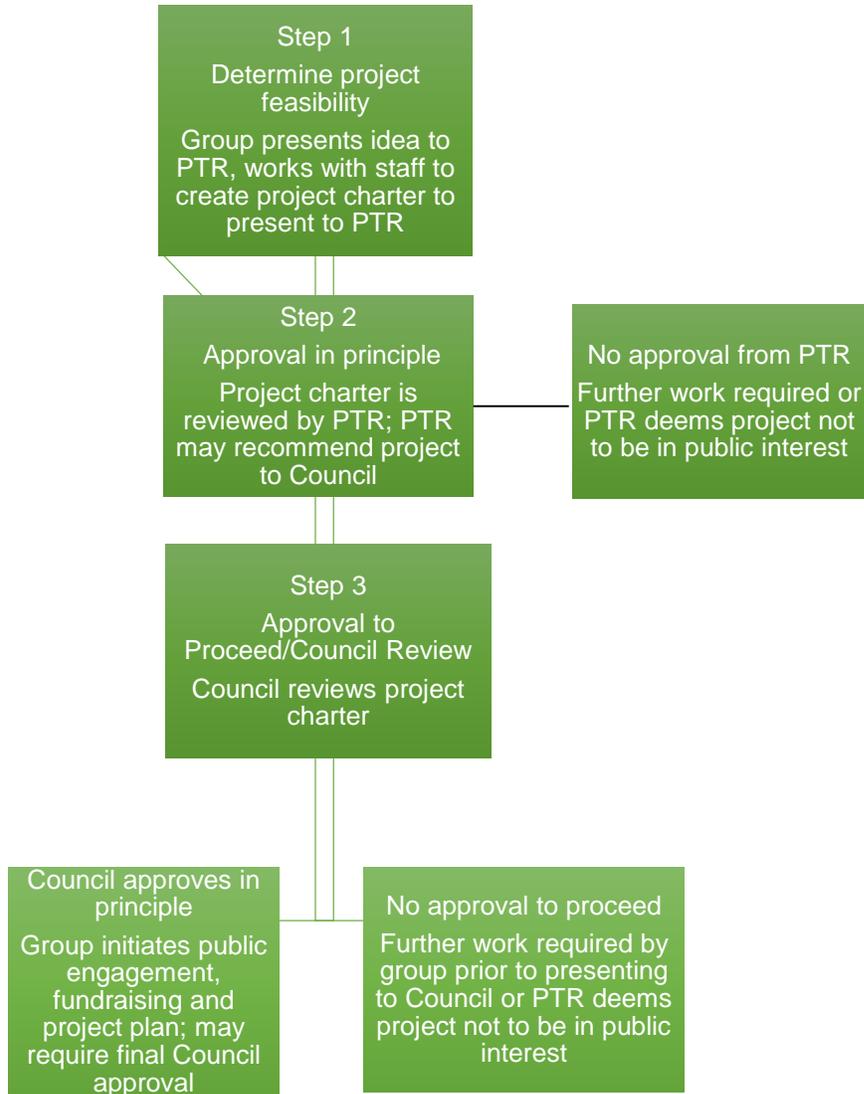
1. Results of public engagement
2. Construction drawings and specifications.
3. A detailed site plan.
4. A project budget including written quotes for all work.
5. A construction plan and schedule.
6. An operating plan and budget.
7. A verification of financing from all sources.
8. A change management plan.

Based on these items, a partnership agreement stating the intentions of each party, shared project objectives and outcomes will be developed and signed off prior to project start up.

All capital projects built on District property become the property of the District.

**Result of Step 3:** Detailed project plans as outlined above, public engagement results and partnership agreement.

## Community Driven Capital Projects Process



For more information contact Saanich Parks:  
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