

**SCHEDULE 3:  
TOWN OF HALTON HILLS  
JOINT CAPITAL PROJECT MANAGEMENT POLICY**

**BACKGROUND:**

The Town of Halton Hills recognizes the value and benefits of working in collaboration with agencies, governments, businesses, groups and individuals as demonstrated in the Corporate Strategic Plan and the Municipal Assistance Policy. In cases where these collaborations involve the use of Town resources, there is a need to devise a method for determining which activities should be supported and the extent to which the Town should support the initiative. To this end, the Joint Capital Projects Management Policy is proposed in an effort to guide staff and Council in this decision-making process.

The Town appreciates and recognizes the significant enhancements that can result from such partnerships as reflected in the “Partnership Agreements” category of the Municipal Assistance Program. The intent of such collaborations is to provide management, services or infrastructure in ways that encourage innovation, permit alternative or flexible use of capital and operating resources and stimulate or enhance the environment for economic activity within the Municipality as permitted by the Municipal Act. Collaboration can enable the development of projects that may otherwise not evolve.

**POLICY STATEMENT:**

The Town of Halton Hills values and encourages the development of quality working relationships between the corporation and the community. Many benefits and opportunities are available through such relationships. The Town welcomes proposals from community-based interest groups, private sector groups and individuals as well as other levels of government to collaborate in the joint capital funding of projects that will enhance the quality of life, the environment and the economic viability of the Town of Halton Hills.

**SCOPE:**

This policy applies to projects that are proposed to be located on lands or within facilities owned or leased by the Town of Halton Hills and may include:

- cases wherein individuals and/or groups wish to collaborate with the Town on capital projects and require a financial contribution from the Town;

- cases wherein an idea/concept/project is presented for consideration due to unique or opportune circumstances and may not be within the current budgetary plans.

This policy does not apply to individuals, groups or businesses wishing to make a donation to the Town for projects, programs or services currently contained within the Town's plans.

#### RELATED POLICIES, PROGRAMS AND PLANS

- Municipal Assistance Policy No. 03-02-02
- Revitalization Incentive Program (2000)
- Community Donations Program Policy No. A-004
- Volunteer Management Policy No. A-005
- Recreation Master Plan (1994)
- Corporate Strategic Plan (2004)

#### THE PROPOSAL SUBMISSION PROCESS

1. Written proposals outlining the project and intent to collaborate forwarded to appropriate Town staff for initial review and evaluation in accordance with the established criteria.
2. A staff report regarding the proposal will be forwarded to the Community Affairs Committee of Council for consideration. Presentation(s) by applicant (or designate) may be required.
3. The Community Affairs Committee of Council will review the proposal and make a recommendation to Council to support or decline the initiative.
4. Proposals endorsed by Community Affairs Committee requiring Town financial contributions in excess of \$10,000.00 will require presentation(s) by the applicant to Council.
5. If approved, the appropriate legal agreements, which define the terms and responsibilities of all collaborating parties, will be prepared and submitted to Council for consideration.
6. If the Community Affairs Committee does not recommend proceeding with a proposal, the applicant will be notified in writing and advised of their option to make a deputation directly to Council.

LETTER OF INTEREST/PROPOSAL:

Proposals for collaboration must contain the following information:

1. The Name of the individual or group including contact[s] names, addresses and telephone numbers.
2. A Statement of Purpose for the project and how the aims and objectives address the principles and criteria of the Municipal Assistance Policy (MAP) and Revitalization Incentive Program (RIP).
3. A visual presentation of the proposed project e.g. model and/or drawings etc.
4. The projected timelines and life cycle (including costs) for the project
5. Full outline of associated costs for the development of the concept and final project completion including costs of any ongoing related maintenance or operational costs associated with the project e.g. hydro, water, staffing, security, insurance coverage etc.

| Capital Costs   | Operating Costs  |
|---|--|
| <ul style="list-style-type: none"> <li>• Capital Project Design Cost</li> <li>• Capital Project Management Cost</li> <li>• Cost of Construction (incl. permits &amp; fees)</li> <li>• Contingency Allowances</li> <li>• Furnishings, Fixtures, and Equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Staff (program, operating, maintenance)</li> <li>• Utilities</li> <li>• Equipment &amp; Supplies</li> <li>• Contract Services</li> <li>• Insurance</li> <li>• Contribution to Capital Renewal – Building</li> <li>• Contribution to Capital Renewal – Equipment</li> <li>• Loan Payments</li> </ul> |

6. An overview of the group’s funding strategy and timelines including:
  - methods by which the group/individual will raise funds [fundraising plan]
  - costs and other benefits of the project to the Town of Halton Hills
  - supportive resources required e.g. land, financial Town contribution
  - Recognition Program and Promotion Strategy
7. In cases where the proposal involves a request to the Town for a loan, groups must adhere to the conditions outlined in Schedule D-1 entitled “Loans to Community Groups” – Terms and Conditions as attached to the Joint Municipal Project – Management Policy.

### PROPOSAL EVALUATION CRITERIA:

The staff in consultation with appropriate municipal departments will use the following criteria to assess the appropriateness of each proposal:

- The extent to which the project is compatible with;
  - a) the principles and criteria of the MAP and RIP,
  - b) the Town's planning process and policies e.g. Strategic Plan, Official Plan, Recreation and Parks Master Plan, Code of Conduct, etc
- Risk management and insurance considerations
- Non-financial obligations that the Town will be expected to accept and support
- Compliance with related building codes, by-laws and laws
- Evaluation of financial strategy
- Availability of funds and/or resources to support the project
- Merits and associated risks of providing the specific service or project within a collaborative framework versus a similar service/project provided exclusively within a Town managed model (RFP, Tendering etc.)
- Determination of legal agreements and project management framework required

### PROJECT MANAGEMENT FRAMEWORK:

The necessary legal agreement(s) will be developed and submitted to Council for consideration. Agreements may include any and/or all of the following;

- i) Lease Agreement
- ii) Project Management Agreement
- iii) Operating Agreement
- iv) Letter of Understanding
- v) Loan Agreement
- vi) Other

Successful projects will operate under the management of a joint staff/interest group committee that will oversee the project implementation to ensure that all criteria as stipulated in the management agreement(s) are met.

Where feasible the Town may administer financial management of joint capital projects to maximize cost savings (i.e. GST exemptions) and fundraising capacity. Where required the Town's policy regarding donations (A-004) and the purchasing By-law No. 01-111 must be followed when purchasing/receiving services and/or products.

The Program Guidelines as stipulated within the Volunteer Management Policy will be followed as appropriate to ensure the Town's standard for quality and to protect the interest of project volunteers and the Town.

EVALUATION:

Based on the nature of the project, staff and/or the applicant will provide project status updates to Council as stipulated in the terms of the agreement.