



CITY OF RICHMOND

REPORT TO COMMITTEE

TO: Community Services Committee
FROM: Jeff Day
Chairman, Land and Capital Team
DATE: March 27, 2000
FILE: 0103-20-LMCD1
RE: Process for Community Initiated Capital Project Requests

STAFF RECOMMENDATION

That the Process for Community Initiated Capital Project Requests as outlined in a report from the Chairman, Land and Capital Team, dated March 27, 2000 be endorsed.

Jeff Day
Chairman, Land and Capital Team

Att.2

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ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
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STAFF REPORT

ORIGIN

The Land and Capital Team was requested to identify a process whereby community groups and organizations can have their requests for capital projects considered for inclusion in the City's Capital Program. A recent request for expansion of the fitness area in the Thompson Community Centre highlighted the fact that there is no clear or consistent process for consideration of project requests. Concerns regarding the current situation include:

1. The process for consideration of requests from community groups is unclear and does not ensure that requests are evaluated using the same criteria that is applied to City initiated capital projects.
2. There is no standardized application form for such requests, therefore the type and quality of information can vary considerably between requests.
3. There is no clear timeframe for submission and consideration of requests.

Proposed Process

The Land and Capital Team has developed the process outlined in Appendix 1 for review of community initiated capital requests. It is intended that this process would be applied to all capital project requests, which are not funded from minor capital accounts. A standardized form, which is to be completed by the applicant, has been developed (Appendix 2) to ensure that sufficient information is available to thoroughly review requests.

The proposed process consists of the following steps:

Step 1:

The community group would discuss the capital project with the relevant Department Manager to obtain the application form(s) and an understanding of required information.

Step 2:

A Capital Project Application Form would be submitted to the Department Manager prior to June 30th in order for the project to be considered as part of the Capital Plan Process for the subsequent year.

Step 3:

The Department Manager would forward a report to the Community Services Committee prior to the end of August for all requests that have been received; this report would:

- a) Outline project details;
- b) Assess whether the project is consistent with the City's vision, approved plans and Division objectives;
- c) Review proposed capital and operating funding sources; and
- d) Recommend whether the request merits further consideration.

Step 4:

The Community Services Committee/Council would determine whether to consider the request further. If Council wishes to consider the project, it would be referred to the Land and Capital Team for ranking.

Step 5:

The Land and Capital Team would rank all referred projects based on the long-range capital model criteria.

Step 6:

The results of the Land and Capital Team review and ranking would be presented to Council within the 1 and 5-Year Capital Plans.

FINANCIAL IMPACT

The proposed process would have no financial impact. Receipt and review of requests would be undertaken by existing staff and the Land and Capital Team.

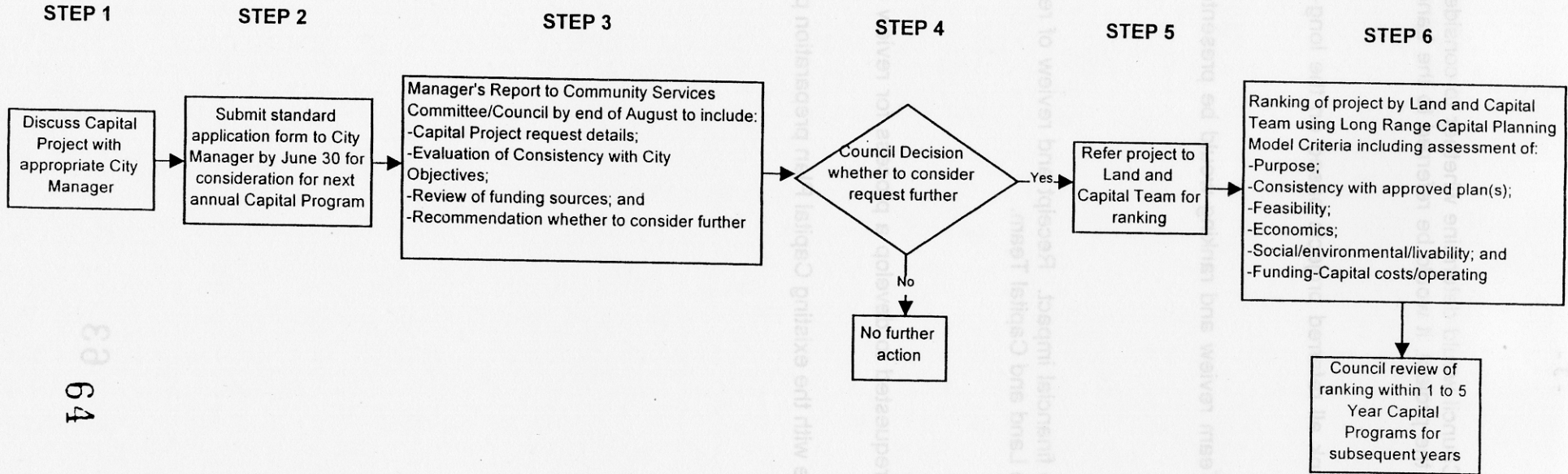
CONCLUSION

- The Land and Capital Team was requested to develop a process for review of community initiated capital project requests.
- The proposed process will integrate with the existing Capital Plan preparation process.

Joe Erceg
Manager, Development Applications

JE:blg

PROCESS FOR COMMUNITY INITIATED CAPITAL PROJECT APPLICATIONS



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1E:plg

Manager's Development Applications

Joe Elson

Small E

CONCLUSION

EMANUAL IMPACT

With the 1 and 2 Year Capital Plan

The results of the Land and Capital Team

Annual Report

2000

Team for ranking

Under: A Council member to council

The Community Services Committee

March 23, 2000



City of Richmond

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COMMUNITY INITIATED CAPITAL PROJECT APPLICATION

Application Date: _____ Program Year: _____

1. Applicant Details

Name of Community Group: _____

Contact Name: _____ Signature: _____

Mailing Address: _____

Tel. No.: _____ Fax No.: _____

2. Project Location and Description (should be a detailed description of the project)

3. Project Justification (provide an outline of the need for, and benefits of, the project)

4. How Does this Project Align with the City of Richmond’s Vision to “Be the Most Appealing, Livable and Well-Managed Community in Canada”?

5. Consequences of Not Proceeding with the Project (please explain)

6. Project Capital Cost

Construction Costs	\$ _____
Permit Fees	\$ _____
Development Cost Charges	\$ _____
Other (specify)	\$ _____
Total	\$ _____

Capital Funding Sources

Funding Provided by Applicant	\$ _____
Requested Municipal Funding	\$ _____
Other (specify)	\$ _____
Total	\$ _____

7. Estimated Project Operating Cost

Annual Operating Costs	Total \$ _____
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Proposed Operating Funding Sources

Funding Provided by Applicant	\$ _____
Requested Municipal Funding	\$ _____
Other (specify)	\$ _____
Total	\$ _____