



Policy:	G008 – Regional capital projects
Effective Date:	May 8, 2014
Approved by:	Board

PURPOSE

A process for the review and decision on all applications for funding of regional capital projects from the Board's participating municipalities.

POLICY

Applications from Board participating municipalities for the funding of regional capital projects shall be processed in a fair and timely manner.

GUIDELINES

a. TIMELINES

- i. Sponsoring municipalities must submit completed applications for regional capital projects to the Board no later than January 31 of any given year. There must be at least two Board participating municipalities sponsoring an application.
- ii. Administration will review applications to ensure all required material is complete and included with the application.
- iii. Chief Administrative Officers (CAO) Committee will review applications and make recommendations to the Executive Committee no later than March 15 of any given year.
- iv. Executive Committee will review recommendations from CAO Committee and make recommendations to the Board no later than April 30 of any given year.
- v. The Board will consider the Committee recommendations and make a decision on all applications no later than June 30 in any given year.

b. CHIEF ADMINISTRATIVE OFFICERS (CAO) COMMITTEE

- i. The role of the CAO Committee will be to provide recommendations to the Executive Committee on the completeness of the application, consideration for regional impact and financial impact on all municipalities.
- ii. Committee will consist of CAOs from the Board's participating municipalities. Designates will not be permitted.
- iii. A quorum shall consist of a minimum of 7 CAOs of which at least two are city CAOs, at least two are county CAOs and at least two are town CAOs.
- iv. Voting will be based on one member one vote.
- v. A voting majority will be 50% plus one of the CAOs attending a meeting.
- vi. The Chair will be the Chief Executive Officer of the Board and will have no voting powers.
- vii. Recommendations to the Executive Committee will be approved by motions of the CAO Committee.



- viii. Minutes will be recorded for all CAO Committee meetings.
- c. REGIONAL PROJECTS
 - i. Regional capital project applications must be submitted as a completed Business Case to the Board for approval.
 - ii. Municipalities are encouraged to contact Administration, should there be questions about the information requested.
- d. BUSINESS CASE GUIDELINES
 - i. Sponsoring Municipalities and Contact Information
 - I. A letter or letters signed by the Mayor and/or the CAO of each municipality involved in sponsoring the project confirming Council approval, by motion, of the project.
 - II. Transit projects will require letter of endorsements from the Mayor and/or CAO of each of the three transit operators (City of Edmonton, City of St. Albert, and Strathcona County).
 - ii. Project Name and Description
 - I. Context, Need, Project Objectives.
 - iii. Project Timelines
 - I. Anticipated start date and anticipated completion date.
 - iv. Regional Impact
 - I. Include the broader range of public policy objectives – environmental, social and economic.
 - II. Consistency with the Growth Plan Principles and Policies.
 - III. Where does this project fit within the policy areas of the Growth Plan ?
 - v. Cost / Benefit
 - I. Include other options considered.
 - II. Identify the impact of not proceeding with the project.
 - vi. Total Project Cost – Financial Analysis
 - I. Detail the sources of funding including amounts of funding requested from each funding source and the conditions of each funding source.
 - II. Amount of funding requested from the Board.
 - III. Risk mitigating strategies that should include a financial plan to support the operating cost of the project.
 - vii. Implementation Plan
 - I. Identify any linkages with other projects underway or planned.
 - viii. Council Resolution(s)
 - I. Include copy of a resolution from each of the sponsoring municipalities.
 - ix. Supporting Documentation
 - I. Administrative reports to the sponsoring Councils with all supporting documents including any feasibility studies.
- e. ROLES & RESPONSIBILITIES
 - i. Sponsoring Municipalities shall:
 - I. Prepare regional capital project application which includes a covering letter, business case and all supporting documents.
 - II. Secure funding from other levels of government.



- III. Obtain approval from their sponsoring Municipal Council.
- IV. All participating municipalities sponsoring the project are responsible for all cost overruns for a regional capital project unless otherwise approved by the Board.
- V. Oversee the implementation of the project and for project reporting as identified in the Board funding agreement.
- VI. Be responsible for all costs associated with the development of an application. Sponsoring municipalities' overhead costs, its direct or indirect operating or administrative costs, and, more specifically, its costs related to planning, engineering, architecture, supervision, management, and other activities that is carried out by its applicant's staff are not eligible for funding.
- VII. Responsible to inform the Board in writing when funding from other sources is secured.
- VIII. All sponsoring municipalities are required to sign the Board funding agreement.
- ii. Administration
 - I. Responsible to coordinate the business case applications for review by the CAO Committee.
 - II. Responsible to coordinate the meeting for the CAO review and prepare the minutes from the meeting.
 - III. Responsible to prepare cost sharing formula analysis for each regional project and cumulative effect (multiple projects). The cost sharing formulas are included in the Growth Plan..
 - IV. Prepares funding agreement, as required, to include terms and conditions and reporting requirements for each project (*i.e. Audited Financial Statements*).
 - V. Administers cost sharing formula on behalf of member municipalities.
 - VI. Is available to assist sponsoring municipalities with completing business cases for regional projects.
 - VII. Supports Executive Committee with preparing the recommendation to the CRB approval of regional projects.
 - VIII. Supports Executive Committee with management of Board regional project budget and reporting.
- iii. Board Committees
 - I. A Committee of CAOs is the first reviewer of regional capital project applications and makes a recommendation to the Governance, Priorities, & Finance Committee on regional capital projects based on the criteria outlined in this policy.
 - II. Audit & Finance Committee will provide the Board with a recommendation and summary of its review of the regional capital project applications.
 - III. Audit & Finance Committee may refer any application to any other Board committee or task force for comments and support.
 - IV. Audit & Finance Committee may request the sponsoring municipalities make a presentation about the regional capital project.
 - V. Audit & Finance Committee will coordinate the presentation of the regional capital project to the Board.



- a. The Board
 - I. Review and decide all regional capital project applications.
 - II. Approved project applications may be subject to terms and conditions as determined by the Board.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 31, 2017	Amend	Non-substantive changes to ensure compliance with the new MGA, Regulation, Growth Plan, and approved Board Governance Structure