

# **COUNCIL POLICY:**

# **Project Proposals**

**POLICY NUMBER: P-35** 

**RESOLUTION NUMBER: 2025-240 ADOPTED:** October 14, 2025

**SUPERSEDES:** C-35 **REFERENCE:** 

**PREPARED BY:** Assistant Administrator **DATE:** October 10, 2025

**UP FOR REVIEW:** October 14, 2030

#### **Policy Statement:**

Project proposals from external sources present both opportunities and challenges. Without systematic evaluation, significant municipal resources may be spent considering projects which are not viable.

## The purpose of this policy is to:

Provide a structured approach to evaluating and managing proposals from external sources, with particular emphasis on the scope of analysis and project alignment with existing strategic objectives.

#### 1. Definitions

- (1) Committee: a group, board, or other body established by Council to assist in the furtherance of Council priorities in accordance with the Committee's mandate.
- (2) Project: an endeavor focused on the construction, improvement, or development of a tangible asset, or the execution of initiatives or activities that deliver substantial outcomes, often involving coordinated efforts, resources, and strategic planning.

#### 2. Procedure

- (1) Application
  - (a) Project proposals must be submitted in writing to the Chief Administrative Officer (CAO) and include all supporting documentation as follows:
    - Explaination of the Town's role in the Project





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- (ii) Evidence of attempts to secure Project funding from other sources
- (iii) Project specifications; including cost estimates, location, and participants

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- (iv) Basic lifecycle outline; including what is required to
  - construct or initiate,
  - 2. operate and maintain,
  - 3. decommission, and
  - **4.** replace or renew the Project.

### (2) Administrative Opinion

- (a) The CAO or designate will draft an opinion of the Project in regard to
  - alignment with Town priorities as expressed in capital budgets, master plans, and strategic plans,
  - (ii) trade-offs required to fund the Project and its lifecycle,
  - (iii) benefits to the community, and
  - (iv) risks or unknowns related to the Project that ought to be mitigated or understood.
- **(b)** The Administrative Opinion will be kept on file at the Town Office and a copy delivered to the proponent.

#### (3) Council Presentation

- (a) Following receipt of the Administrative Opinion in accordance with section 2(2), at the request of the proponent, the proposal may be presented to Town Council for consideration.
- **(b)** Council shall be equipped with the Administrative Opinion prior to the presentation.
- **(c)** Following the presentation, Council may elect to forward the proposal to a suitable Committee for further consideration.