

COMMUNITY RECREATION FACILITY CONSTRUCTION POLICY
Council Policy No. 65/00

POLICY:

It is the policy of the City of Fort St. John to work with groups and organizations when constructing/renovating new recreation facilities. Through this public consultation process the end result will be reflective of the community's needs.

PURPOSE:

To provide a guide to assist organizations embarking on recreation facility development.

GOAL:

It is the goal of this policy to identify the numerous elements required when undertaking a capital recreation construction project so that organizations have a clearer understanding of the process and requirements.

OBJECTIVE:

To identify at the outset the elements required during the recreation construction process by providing checks and balances so that the project is supported and representative of broad community needs.

ACTION:

1. It shall be the responsibility of the Director of Recreation and Leisure Services, Facilities Maintenance Manager and Pool/Program Manager to assist organizations that approach the City regarding the construction and/or renovation of recreation facilities.
2. It will be the responsibility of the Director of Recreation, Facilities Maintenance Manager and Pool Program Manager to bring forward such requests to the City Manager and City Council as part of the capital budgeting process.

RESPONSIBILITY:

Director of Recreation and Leisure Services, Facilities/Maintenance Manager, Pool/Program Manager.

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A GUIDE TO COMMUNITY RECREATION FACILITY CONSTRUCTION

INTRODUCTION

This section describes the project, who is promoting the project, background information about the group for example provide information about the group's history, number of participants, age level (child, teen, adult or senior) and the activities season and length.

THE PROJECT

Describe the project, the vision, goals, objectives and outcomes.

JUSTIFICATION

- Describe the need for this project.
- Have you completed a needs assessment?
- Are there any legislative requirements?
- Who are the stakeholders who support this project?
- What does the future look like for the sport/organization, trend analysis, provincial and national statistics, and demographics that support the project.

PROGRAM REQUIREMENTS

- What are all the facility and program elements of this project, for example: size, capacity, standards as per regulatory compliance.
- Describe the "current and future standards of play" for the sport.

SITE FACTORS

Describe any special site considerations for the project, for example: transportation, soil conditions, parking capacity, lighting requirements and accessibility needs.

FINANCIAL RESOURCES

- Who is paying for the project?
- What are the sources of funding?
- Is funding dependent on loans, grants, fundraising?
- What financial resources is the organization able to commit to?

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APPROVALS

Identify all approvals required before project begins, for example: building permits, regulatory approvals and funding approvals.

IMPLEMENTATION REQUIREMENTS

Who will oversee the development and construction?
Who will maintain and operate the facility once completed?
Where will the operating finances come from?

PROPOSED SCHEDULE

When will the project begin and be completed?
Will there be any phasing to the project?

CONTRACTUAL OBLIGATIONS

- Who will prepare the contract?
- What parties will be named in the contract?
- Is the project a risk to the owners/operators of the facility?
- What are the lease considerations?
- Who will be owner of the facility?
- Who is owner of the land?
- Who will operate and maintain the facility?

ASSISTANCE

Identify assistance required.