

# Big Lakes County Policy

## Community Upgrade Policy

Policy Number:	PW-23
Legal Authority:	<i>Municipal Government Act</i>
Approved by Council:	January 26, 2022
Effective Date:	January 26, 2022
Revised Date:	May 10, 2023

### Policy and Procedure Statement

Big Lakes County will provide annual capital funding for Hamlet and other Community upgrades that meet approval criteria and are on municipally owned property.

### Policy

#### 1. Definition

- a. “Community Projects” shall mean a capital or maintenance project that involves infrastructure or assets that will be under the care and control of Big Lakes County and are located on municipal property. Projects may incorporate repairs or maintenance activities on existing assets.

#### 2. Policy

- a. The County has determined it necessary to provide funding for Projects in each of the five (5) hamlets and other established communities within Big Lakes County.
- b. Total yearly allotment will be as determined by Council through the budget process and allocated to the areas based on the formula set out in this policy.
- c. Project selection will be part of the annual program budgets and includes.
  - Project Importance to Core Infrastructure and Suitability
  - Property Ownership
  - Life Cycle Costs
  - Section criteria for these types of projects would typically be similar to those attached and used for other infrastructure projects in many jurisdictions and at the provincial level.
  - Environmental impact
  - Potential alternative funding sources
  - Maintenance responsibilities
  - Replacement and reserve plans
  - Overall County benefits and allocations for capital and maintenance projects.

- d. Projects will be screened based upon these criteria, rated, ranked, have cost estimates and be presented during budget proceedings.
- e. No project shall exceed available funds allocated unless a debenture or special tax is provided for the work.

**3. Allocation**

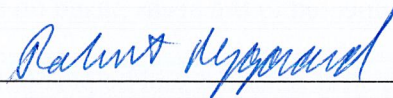
- a. Allocation of funding to each of the communities will be determined by dividing the total funding equally among the five hamlets (Enilda, Grouard, Jousard, Faust & Kinuso and other approved community projects).

**4. Carryover**

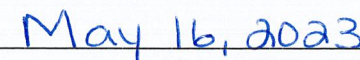
- a. Unspent allocation may be carried over from year to year and included in reserves.
- b. Administration will keep and maintain record of each area's allocation and current totals in the reserve accounts.

**5. Criteria and Rating System for Project Selection**

- a. A formal review and rating will be done by administration for each project request.
- b. Projects must be situated on municipal property, be in the public interest and within the allocated community funding amounts.
- c. Requests may be made to add additional funding through debentures or local improvement taxes if viewed to be a viable and eligible arrangement.
- d. Lifecycle and end-of-life costs will be calculated for all projects and maintenance of existing infrastructure is a major factor in determining project benefits.

  
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Reeve

  
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Chief Administrative Officer

  
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Date of Final Signature