



Capital Committee Procedures

The purpose of this document is to outline the specific procedures to be followed by the Capital Committee (the “Committee”) in addition to the Committee’s terms of reference and Rocky View County’s *Procedure Bylaw*. The specific procedures to be followed by the Capital Committee are as follows:

- 1) At the start of each calendar year, Administration will notify Councillors and third-party organizations (e.g., community groups, developers, and other external stakeholders) of request submission deadlines. All submissions will be reviewed to confirm whether the County’s budgeting process is the appropriate channel for the request, in line with Capital Budget Policy C-707 and Capital Committee Procedures. Requests not suited to the budgeting process will be redirected accordingly. Capital requests must be submitted through the budgeting process if they involve:
 - (a) County-owned assets
 - (b) Assets located on County-owned land
 - (c) Assets for which the County is responsible for lifecycle cost replacements
 - (d) Asset with significant impact on County Strategic initiatives
- 2) Administration will prepare a preliminary capital project list in accordance with *Capital Budget Policy C-707*, which is a compilation of capital requests received or requested from Councillors, third-party organizations (e.g., community groups, developers, and other external stakeholders), and Administration.
- 3) Administration will provide the Committee with the preliminary capital project list for its consideration, which will include Administration’s evaluation, prioritization, and recommendation for each capital project in accordance with the Capital Committee Procedures, Council Financial Policies, and the County’s Fiscal Management Strategy.
- 4) When considering the preliminary capital project list, the Committee will:
 - (a) Evaluate the capital projects identified in the preliminary list to determine which projects should be funded and which should be unfunded; and
 - (b) Prioritize capital projects identified for funding in the preliminary list to determine the timing and sequencing of the selected capital projects.
- 5) When evaluating and prioritizing capital projects, the Committee may, by resolution:
 - (a) Add a new capital project to the preliminary capital project list.
 - (b) Remove a capital project from the preliminary capital project list; or



- (c) Change the scope of a capital project on the preliminary capital project list.
- 6) Any resolution to add, remove, or change the scope of a capital project on the preliminary capital project list in accordance with section 5 of this Procedure must be seconded by another member of the Committee before its consideration.
- 7) After considering the preliminary capital project list, the Committee will, by resolution, provide a recommended capital project list to Council for approval, including any changes made to the preliminary list by the Committee.
- 8) For additional clarity:
 - (a) The Committee is not an approving body and can only make recommendations to Council in accordance with the Committee's terms of reference.
 - (b) When making recommendations to Council, the Committee is not obliged to follow Administration's evaluations, prioritizations, or recommendations.
 - (c) Capital projects not identified for funding by the Committee may still be considered for funding in future years.