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Presented by: Gilles Prefontaine, GM Development Services

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MRMS#: B06

**Capital Partnership Program Re: St. Albert Community Performing Arts**  
Presented by: Gilles Prefontaine, GM Development Services

**RECOMMENDATION(S)**

That the detailed business case for the project entitled "St. Albert Community Performing Arts Centre" not proceed any further as the Stage 2 submission was deemed incomplete.

**PURPOSE OF REPORT**

This report is before Council with a recommendation from the Capital Partnership Program Advisory Committee (CCPAC) regarding the outcome of the review of the submission of the Detailed Business Case received into the Capital Partnership Program (CPP).

**COUNCIL DIRECTION**

On November 23, 2015 Council passed the following motion:

(C567-2015)

That, notwithstanding the ineligibility of the applicant as contained within section 3 a. of the City Council Policy C-FS-18, Capital Partnership Program Principles, the preliminary business case for the project titled "St. Albert Community Performing Arts Centre" be approved to be advanced to the detailed business plan stage.

On July 13, 2015 Council passed the following motion:

(C344-2015)

That the Community Capital Partnership Program Advisory Committee receive and review the

application from the St. Albert Performing Arts Society, notwithstanding the five year program eligibility requirement.

## **BACKGROUND AND DISCUSSION**

### **Introduction to the Program and the Process**

The Capital Partnership Program (CPP) is a shared funding program designed to support the community's population growth by acting as a catalyst in the development of significant community facilities that will both contribute to an improved quality of life for current and future residents and achieve the community's growth potential.

The evaluation process for this program includes a two stage review, the first stage requires a preliminary business case be submitted, and if upon review the CPPAC determines that the project aligns with the program requirements then the project is recommended to be invited to advance to the detailed business case stage. At all times the final approval authority for proceeding through the CPP rests with City Council.

Prior to reviewing and evaluating any business cases, the CPPAC created and approved the CPP Business Case Review Process (attached) which contains the following requirements:

- Positive compliance with the mandatory requirements (as contained by the Policy C-FS-18) for each stage of the business case;
- A two stage scoring process:
  - 1 = concept review of the project, including a preliminary review of the project considering following criteria:
    - Reasonableness of preliminary financial analysis,
    - Alignment to the CPP's primary objectives, and
    - Evidence of support (i.e. market demand and anticipated utilization).
  - 2 = detailed review of the project, including a rigorous review of the project's business case considering the following criteria:
    - Reasonableness of preliminary financial analysis,
    - Alignment to the CPP's primary objectives, and
    - Evidence of support (i.e. market demand and anticipated utilization).
- A minimum of 50% is required to be achieved in each of the three categories and an overall a minimum of 75% must be achieved.

The CPP had two intake periods before the program was cancelled in June 2015, and this is the final detailed business case submission requiring Council decision.

### **Review of St. Albert Community Performing Arts Centre Detailed Business Case**

The St. Albert Community Performing Arts Centre detailed business case was received immediately prior to the deadline of December 31, 2016. Upon receipt, the CPPAC received the detailed business case and met on January 25, 2017 to review and score the detailed business case.

The CPPAC first evaluated if the submitted detailed business case met the required criteria of completeness related to all components being part of the submission (Stage 2, Step 1: Initial

Completeness Assessment). This evaluation by the CPPAC is included as a confidential attachment to this report.

Following the first step evaluation the CPPAC passed the following motion:

*The CPPAC recommend to Council that the St. Albert Performing Arts Centre not proceed any further as the Stage 2 submission was deemed incomplete.*

This recommendation has been brought to Council for consideration.

## STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

The submitting organization has been advised of the CCPAC recommendations and advised of the date that the recommendation will be considered by Council.

## IMPLICATIONS OF RECOMMENDATION(S)

### Financial:

- None at this time. If this agenda report's recommendation is not supported by Council, and St. Albert Community Performing Arts Centre is approved to proceed, then Administration will begin preparing funding scenarios in the event they are required.

### Legal / Risk:

- None at this time. If this agenda report's recommendation is not supported by Council, and St. Albert Community Performing Arts Centre is approved to proceed, then Administration will prepare the "Terms and Conditions of Grant Agreement" as required. Among the terms would be to allocate the funding as specified and report to the City on all such expenditures.

### Program or Service:

- None at this time. If this agenda report's recommendation is not supported by Council and St. Albert Community Performing Arts Centre is approved to proceed further with the detailed business case stage, then time and effort will be required by City departments that have a role and/or link to this project in the ensure the applicant provides a detailed business plan that meets the criteria of completeness that can be evaluated by the CPPAC.

### Organizational:

- None at this time.

## ALTERNATIVES AND IMPLICATIONS CONSIDERED

If Council does not wish to support the recommendation, the following alternative could be considered:

Alternative 1. Provide a further extension to the St. Albert Community Performing Arts Centre applicant and request that Administration and the CPPAC work with the applicant to ensure the completeness of the detailed business case.

## STRATEGIC CONNECTIONS

City of St. Albert Strategic Plan (Policy C-CG-02) - Pillars of Sustainability

ECONOMIC - We prosper and excel through a strong and diverse economy that is supported by forward-thinking commerce, outstanding local businesses and a dynamic downtown core.

BUILT ENVIRONMENT - We build our community towards the future to sustain balanced development, with a reverent eye to the past, honouring our unique settlement history and distinct identity.

CULTURE - We are proud of our storied history that has fed and nurtured our festive and culturally-rich community.

#### Service Delivery Strategy

Council is committed to ensuring that the City of St. Albert is engaging residents to identify opportunities to improve delivery of services to the community.

Long Term Plans (e.g. MDP, Social Master Plan, Cultural Master Plan, etc.)

Cultural Master Plan

Corporate Objectives (See Corporate Business Plan)

Exercise strong fiscal management

Ensure our customers are very satisfied

Council Policies, Bylaws or Federal/Provincial statutes

City Council Policy C-FS-18 Capital Partnership Program Principles

Other Plans or Initiatives (Business Plans, Implementation Strategies, etc.)

Report Date: March 20, 2017

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Committee/Department: Development Services

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