

2025 Budget - Capital Asset Investment Request									
Project Title	Ingram St. building 2nd Floor Renovations	Department	COMMUNITY SERVICES			In Asset Management Plan?	0/5		
						In Board Approved Plan?	5/5		
Division	FACILITIES & TRANSIT	Function	100 - General Government			Type	Strategic Plan		
						Matrix Score	12/25		
Type	Capital - Replacement/Refurbishment					Total	- 17/35		
Capital Asset Description									
A physical renovation to the Ingram St. building 2nd floor (mainly board room) is required for a number of reasons: to accommodate the anticipated increase in representation at the board table from the growing population; to accomodate additional staff who attend the meetings; and if possible, to increase space for the public in the gallery. In addition to these space needs, there is a need to replace the end of life IT technology which will allow for improved quality and interactivity of virtual participation. Note there is an additional capital asset investment request for furniture, as furniture is separate and not part of this renovation project. NOTE the second floor renovation project was presented to the Committee of he Whole on April 10, 2024 and on April 24, 2024 the Board approved "that staff proceed with detailed quotes and planning for the second floor renovations".									
Benefits/Outcomes									
The replacement of the IT equipment will provide for a reliable, improved quality and interactivity of virtual participation, along with improved podium configuration for speakers. Plus a renovation/expansion to the space (board room and possibly 1 or 2 committee rooms) will allow for the additional space needs for: additional board member representation, additional staff and hopefully additional space for the public.									
Risks									
If the board room IT equipment is not replaced the equipment will continue to fail and cause disruptions and the service to the public will not be adequate. Plus if the physical space is not renovated (expanded) then additional board member representation at the table will likely not be accomodated. Plus with no extra space for the amount of staff that are required to attend meetings, it will provide challenges and disruptions. In the summer a report was presented to the Board regarding the IT upgrade and costs of \$299,000. At the September 25th Board meeting \$240,000 was approved in a budget amendment towards IT upgrades for the Board room and this enhancement is the remaining \$59,000 to be used as contingency.									
Resource Requirements									
The project requires internal resources including the project team (staff from Facilities, IT, and other Corporate Service divisions), plus an interior decorator and possibly a consultant to provide space design options.									
Budget Implications									
The \$183,825 estimated expense for this project will be funded by \$83,825 from F200 operating reserves and \$100,000 from the Growing Community Funds program. The \$100,000 fund allocation was approved at the December 13, 2023 Board meeting.									
Communication and Indigenous Relations									
Staff will continue to discuss and update the CVRD board as the project evolves.									
Corporate Services Requirements									


The project team includes staff from information technology, finance and legislative service. And when the project moves forward it will require the procurement staff to assist with facilitating the procurement work and finance staff to process invoice payments.

Other Department Projects

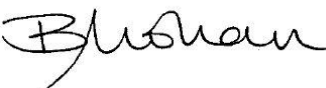
This project wil impact the use of the board room and possibly the two committee rooms on the 2nd floor while the renovation is taking place.

Financial Information - include all future ongoing operating costs/reserve transfers

Capital								Operating						
Funding Sources	Total Funding	2025	2026	2027	2028	2029	5 Year Total	Funding Sources	2025	2026	2027	2028	2029	5 Year Total
F200 op reserve	83,825	83,825					83,825							-
Grow. Com. Funds	100,000	100,000					100,000							-
							-							-
							-							-
							-							-
							-							-
	183,825	183,825	-	-	-	-	183,825		-	-	-	-	-	-
Expenses	Total Expenses	2025	2026	2027	2028	2029	5 Year Total	Expenses	2025	2026	2027	2028	2029	5 Year Total
IT equipment	59,000	59,000					59,000							-
Building Improve.	124,825	124,825					124,825							-
							-							-
							-							-
							-							-
							-							-
	183,825	183,825	-	-	-	-	183,825		-	-	-	-	-	-

Manager: 

Date: 17-Oct-24

General Manager: 

Date: 18-Oct-24