

2025 Budget - Capital Asset Investment Request									
Project Title	Board Room Furniture Replacement	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									
The purpose of this project is to replace existing furniture within the CVRD Administration Office Board Room. The existing furniture arrangement does not include sufficient seating for anticipated additional Board members, does not provide a sufficient security barrier to the public gallery area, and requires modification and changes to the podium area for both staff and public use. The design process for this initiative is set to begin in fall of 2024 with retention of an Interior Design consultant, with a completion target of December 2024. The amount identified for this project is a place holder amount and may require amendment pending the results of the design process.									
Benefits/Outcomes									
Modifications to the current Board room furniture is recommended as a lower cost first step compared to broader redesign inclusive of structural changes to the space. It is anticipated that, under the advice of an Interior Design consultant, the primary objectives of adding capacity to the Board table, improving security, and modifying public and staff podium locations are feasible. Public gallery capacity may be affected by these changes, but will not be known until the design process is completed in late 2024. Amendments to this enhancement request may be required pending the results of the design process and feedback from interest holders.									
Risks									
The primary risk of not proceeding with this project are potential impacts to reputation if the CVRD cannot provide sufficient capacity for new Board members. It is anticipated that additional capacity will be required in the short term, so planning to accommodate these changes in 2025 is recommended.									
Resource Requirements									
This project requires internal inter-departmental staff cooperation through an established project team. Project success will also require interest holder (Board) feedback throughout the design process. An external int									
Budget Implications									
The project will be funded through F200 Operating Reserves. The identified amount is a place holder value pending the results of the design process, which is expected to conclude in late 2024. If additional funding is required, an amendment to this request will be submitted for Board consideration.									
Communication and Indigenous Relations									
This project will impact use of the Board room during installation. Communication with affected users, including Board and Committee members, will be issued well in advance of proposed disruption periods. Prior to acceptance of final design, communication with Indigenous interest holders is recommended to ensure mutually agreeable outcomes are achieved for capacity and design.									

## Corporate Services Requirements

Corporate Services staff are included in the project team, with the General Manager of Corporate Services identified as the Project Manager and other department staff providing support to the team. This project will require IT staff support throughout the process to ensure room arrangements and furniture selection can be supported by existing and newly installed IT infrastructure. Legislative Services staff support will be required to organize and facilitate interest holder engagement sessions as required through completion of the project. Finance Division staff will be required to process invoices from suppliers.

## Other Department Projects

This project will impact the use of the board room while the furniture is being changed out, but the inconvenience is not expected to be too long.

## 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 Operating Re	70,000	70,000					70,000							-
							-							-
							-							-
							-							-
							-							-
							-							-
	70,000	70,000	-	-	-	-	70,000		-	-	-	-	-	-
Expenses	Total Expenses	2025	2026	2027	2028	2029	5 Year Total	Expenses	2025	2026	2027	2028	2029	5 Year Total
Furniture, Fix. & Eq	70,000	70,000					70,000							-
							-							-
							-							-
							-							-
							-							-
							-							-
	70,000	70,000	-	-	-	-	70,000		-	-	-	-	-	-

Manager:

Date: 30-Aug-24

Chief Financial Officer:

Date: 10-Sep-24