Appendix CPD-Aa

Capital Budget and Five-Year Capital Plan Guide

This guide will assist communities with completing the Capital Budget and Five-Year Plan Form, which is a document required as part of the community management plan.

The community is to identify the priority capital projects planned for the next five years, in the first page of the Form. Include names of projects, funding for each project, total project cost, and source of funding.

The second section is a Capital Project Details form, which is required for each capital project identified in Year 1 and Year 2 on the Capital Budget and Five-Year Plan table that requires department funding. If the project will be funded entirely by sources other than the department, a Project Details form is not required.

Project Name:
Create a simple name for the project. For example, Water Treatment Plant Upgrades, Fire Hall Roof Replacement or Waste Disposal Site Expansion.

Project Description:
Provide two or three sentences to describe the project. Include details such as:
- Outcomes of the project – what is the problem the project will address?
- The physical location – street or legal description
- Forecasted construction start and end dates
- Size of the asset (building, vehicle, road length, etc.)
- Basic materials needed (amount and type of material)

Status of Project:
Indicate the status of the project as either Planning and Design, Tender Ready, or Contract Award.

- <u>Planning and Design</u> means the need for the project has been identified, but no tendering or construction has started.
- <u>Tender Ready</u> means the project scope is defined and the construction work is ready to be priced.
- <u>Contract Award</u> means the contractor has been selected and the work is scheduled or actively underway.

Estimated Capital Costs:
Provide a cost estimate for the entire project and identify how the estimate was determined.

Projected Capital Funding:
Detail the funding amount and sources for the project, including the status of each funding source. See the following table for examples:

Funding Source		Amount	Funding Status
Funder	**Program/Source**		
Community	Locally Raised Funds	$25,000	$20,000 in reserve account $5,000 fundraising underway
Community	Reserve Funds	$25,000	Resolution to be submitted
Department	Capital Grants	$25,000	This is first request
Other	Building Sustainable Communities Program	$25,000	Application Pending

Estimated Annual Operating and Maintenance (O&M) Costs:
How will ongoing O&M costs be funded? Provide details of how the capital project will affect the community's annual O&M budget. If the project involves an upgrade, repair, or replacement of an existing asset, provide costs to operate and maintain the current asset over the most recent two years, as well as forecast the O&M costs for the complete project. The following table provides examples:

	Actual O&M Costs 2021/2022	Actual O&M Costs 2022/2023	Source of Funds to Cover Previous O&M	Estimated Ongoing O&M Costs	Source of Funds to Cover Ongoing O&M
Existing Asset	$325	$365	MCA	$115	MCA
New Asset	n/a	n/a	n/a	$215	Generated Revenue

Estimated Revenue:
Forecast the amount of revenue that will be generated from the asset, once the project is complete. If the project involves an upgrade, repair, or replacement of an existing asset, provide both current revenue and forecasted revenue for the complete project. The following table should be used:

	Current Annual Revenue	How is the revenue generated?	Estimated Revenue	How will the revenue be generated?
Existing Asset	$1,326	Rentals	$2,000	Rentals
New Asset	n/a	n/a	$8,135	Quarterly septic pump-outs

Project Justification:

Provide a narrative to support the importance of the project. Some areas to consider are:

– Describe why the project is needed and how need was assessed.
– Is there an imminent or potential risk to health or safety, the environment, or failure to critical building/asset systems if this project is not complete within a specific time?
– Will this project extend the useful life of an existing asset? If so, by how many years?
– How many communities and population that will benefit from this project?
– How does this project support reconciliation?
– How does this project address climate change (i.e. reduce greenhouse gas emissions, generate renewable energy, etc.)