

DATE: September 4, 2019

FILE: 1700-02/391/2019

TO: Chair and Directors
Comox Strathcona Waste Management Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

**RE: 2019-2023 Financial Plan Amendment – CSWM Service – Function 391 - 2019
Capital Project – 1029 Building Improvements**

Purpose

To increase the capital project budget for building expenditures in project #1029 – annual provision for capital projects, to meet the change in scope for the Comox Valley Waste Management Centre (CVWMC) operational staff facility.

Recommendation from the Chief Administrative Officer:

THAT the 2019 – 2023 Financial Plan for the Comox-Strathcona Waste Management Service, functions 391 – 393, be amended to increase building expenses by \$15,000, for an operational staff facility at the Comox Valley Waste Management Centre;

AND FURTHER THAT this be funded by decreasing the operational expense budget for contracted services buildings and land maintenance by \$15,000, then transferred to capital, to provide further financial support to this project.

Executive Summary

The new facility will provide space for an adequate staff lunch area, required kiosks for training, and will enable CVWMC employees to ensure contamination risk is reduced (soiled clothes remain at site) by ensuring all our occupational health and safety requirements are met. We have also requested that the contractor allow the structure to be movable. The quote requires an additional \$15,000 to provide this option. Based on the future development of the CVWMC, it would be beneficial to have flexibility to move the structure.

The procurement policy requires Comox Strathcona Waste Management Board approval should a project exceed the approved budget. The operational budget was examined to identify a possible expenditure that would not need to be made in 2019. Road improvements to the access road of the CVWMC will not be made in 2019 and therefore the recommendation provided is to move \$15,000 from operational expenses to capital projects to cover the increased budget for facility.

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