

2021 Capital Project Request

Capital Project Name**Department**

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Project Manager**Start Date****Completion Date****Project Classification**

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Project Description, Justification, & Impact on Operating

<h3 style="margin: 0;">DRAFT – SUBJECT TO AMENDMENTS</h3>

Assessment

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Prioritization Ranking (out of 100)

Ranking:

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- The assets being acquired and/or disposed as part of this project have been identified and submitted with the capital request.

Project Cost Breakdown

Project Component/Phase	2021	2022	2023	2024	2025	Total
						-
						-
						-
						-
Total Project Cost	-	-	-	-	-	-

Funding Sources

Year	2021	2022	2023	2024	2025	Total
Validated Request	-	-	-	-	-	-
Funding Sources						
Reserves/Reserve Funds						-
Grant						-
Donation						-
Other						-
Prior Year Funding						-
Total Funded	-	-	-	-	-	-
Total Unfunded	-	-	-	-	-	-

2021 Work In Progress Request

Capital Project Name**Department**

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Project Manager**Start Date****Completion Date****Project Classification**

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Project Description, Justification, & Impact on Operating

DRAFT – SUBJECT TO AMENDMENTS

Impact of Deferral

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Prioritization Ranking (out of 100)

Ranking:

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- The assets being acquired and/or disposed as part of this project have been identified and submitted with the capital request.

Project Cost Breakdown

Project Component/Phase	2021	2022	2023	2024	2025	Total
						-
						-
						-
						-
Total Project Cost	-	-	-	-	-	-

Funding Sources

Year	2021	2022	2023	2024	2025	Total
Validated Request	-	-	-	-	-	-
Funding Sources						
Reserves/Reserve Funds						-
Grant						-
Donation						-
Other						-
Prior Year Funding						-
Total Funded	-	-	-	-	-	-
Total Unfunded	-	-	-	-	-	-

Appendix 3

Capital Project and Major Initiatives Prioritization Matrix

Enter Project Name Here

#	Criteria	Description	Max Value	Scoring Description	Assigned Value	Weight	Score
1	Project Category	5 categories of projects that support different classifications of projects which vary depending on importance and impact to the public	100	Essential Projects - this category includes capital projects that have a legal, safety, regulatory or other mandated minimum requirement where not achieving these requirements would lead to legal action, fines, penalties or high risk of liability against the Municipality.		20%	0
			80	Priority Projects - this category includes projects required to maintain critical components in a state of good repair. These projects are not mandatory but will maintain critical infrastructure at current service levels.			
			60	Efficiency or Cost Savings Projects - These projects have a positive breakeven over the life of the capital investment due to operational cost savings and will provide financial benefits in the future.			
			40	State of Good Repair/Lifecycle - This category includes projects that maintain existing capital infrastructure. These projects are not mandatory but if the project is not undertaken the current level of service/condition of the capital asset will decline.			
			20	Improvement (non-essential) - This category includes: projects that will increase current service level; new facilities; expansion of existing facilities or new initiatives.			
2	Strategic Alignment	The project's alignment with strategic goals as set out in a departmental Master or Strategic Plan	100	Directly aligned with Strategic Plan and/or a Master Plan.		10%	0
			50	Indirectly linked to Strategic Plan and/or a Master Plan			
			0	No alignment with any strategic goals			
3	Operating Budget Impact	Incremental increase/decrease on operating budget as a result of the project	100	Significant decrease in operating costs (> \$50,000)		10%	0
			50	Moderate decrease in operating costs (between \$20,000 and \$50,000)			
			25	Marginal decrease in operating costs (between \$5,000 and \$20,000)			
			0	Little or no impact on operating costs (+/- \$5,000)			
			-25	Marginal increase in operating costs (between \$5,000 and \$20,000)			
			-50	Moderate increase in operating costs (between \$20,000 and \$50,000)			
			-100	Significant increase in operating costs (> \$50,000)			
4	Consolidation of Services	The project combines functions and services creating space efficiency and reduces staffing demands	100	Combines 3 or more functions/services		5%	0
			50	Combines 2 or more functions/services			
			0	No consolidation of functions/services			
5	Risk Assessment	The extent to which the project will address/mitigate risk to public health and/or occupational health and safety	100	Significant impact		15%	0
			50	Moderate impact			
			10	Low impact			
			0	No impact			
6	Financing		100	Financed entirely from external sources and must proceed immediately to leverage funds		15%	0
			90	Financed entirely from external sources			
			75	75% - 99% of project financing is from external sources			
			50	50% - 74% of project financing is from external sources			
			25	25% - 49% of project financing is from external sources			
			10	Less than 25% of project financing is from external sources			
0	Financed entirely from debt, tax levy or tax levy funded reserves						
7	Cost/Benefit (Payback)	Project will generate cost savings and/or revenue enhancements that will provide a positive return on investment	100	Able to measure a positive ROI with a payback period of less than 7 years		10%	0
			50	Able to measure a positive ROI with a payback period of greater than 7 years			
			0	ROI difficult to measure			
8	Service Levels	Impact on the service levels to the public as a result of the project	100	Addresses a current service level deficiency so level of service standard is achieved		10%	0
			50	Increases level of service			
			0	Has no impact on service level			
9	Community and Economic Impact	Impact on businesses and economy in terms of revenue generation (job creation, assessment growth, tourism, etc.)	100	Generates a significant economic benefit to the local economy		5%	0
			50	Generates a moderate economic benefit for the local economy			
			10	Limited, minimal or no economic benefit for the local economy			
TOTAL SCORE:					0	100%	0