

## **CAPITAL IMPROVEMENT AND MAINTENANCE PLAN (5-YEAR PLAN) INFORMATION SHEET**

A Capital Improvement and Maintenance Plan is a 5-year plan. It is prepared by the Council responsible for the property's management (usually an Area Council) and relates to improvements or maintenance of a leased or owned property (camp/building/resource centre). The plan details proposed maintenance and improvement investments to the property with estimated total costs, project timeline, priority, proposed funding source (budget reserves and/or fundraising), and an indication of whether volunteer and /or contracted resources will be used to complete the proposed work. The plan is captured on the Capital Improvement Template which is found on Memberzone.

These plans are to be updated annually as part of the Council's budget process. To facilitate this planning process and complete the plan document the following steps should be undertaken:

1. A review of the current and future requirements of the site. Periodic property inspections can assist with this process.
2. Divide the determined requirements into maintenance (work of keeping something in proper condition; upkeep) or improvements (betterment to property which extends its life or increases its usefulness, or work performed to return property to a former condition).
3. Assign a priority level to the identified maintenance and improvement projects. Assigning those that are more urgent a nearer timeline priority and slotting those that can be done in future years a lower priority. Again, property inspections can inform priority levels.
4. Estimate a cost value to each project. Use present day amount values for all projects, amending as the priority becomes more current. It is not necessary to obtain formal quotes for future years' projects, phone calls to contractors or suppliers should give you a rough "ballpark" estimate that can be used for planning purposes.
5. Determine whether there will be sufficient funds within the property's budget reserves to cover the cost of the projects or if the Council needs to plan additional funds. It may be that camp fees need to be increased to support the property, or perhaps another source of funds needs to be obtained (i.e. Capital Grants).
6. Determine whether the project can be handled by volunteers or if contractors or other skilled labour will need to be hired. Remember, not all tasks should be done by someone without specific qualifications or experience.



Your Capital Improvement and Maintenance Plan (5-year plan) is a “fluid” document. Priorities may shift as things happen or needs change. The plan is to be updated each year annually, modifying as required and looking out one more year as you move forward.

The Girl Guides of Canada / Guides du Canada Governance Policies for owned properties (5.2.3) and leased properties (5.2.4), provide the Council with definitions and guidance to work through the asset management plan development process and should be reviewed prior to developing the asset management plan.