

COMMUNITY PROGRAMS AND INFRASTRUCTURE

INDEX

	Page number prefix CPI-
Department Overview	2
Key Drivers	5
Branch Operating Budgets	13

Department Overview

1. Responsible for the provision and maintenance of municipal infrastructure: roads, water/wastewater, parks and trail systems, municipal buildings and facilities and all associated appurtenances.
2. Provide safe and effective levels of service to the public. Provide essential services such as waste management, winter road maintenance and water and sewer services (“User Pay” supported).
3. Plan, develop and maintain leisure opportunities enabling residents to enhance and improve their quality of life through their participation in recreation programs and the utilization of recreation facilities and active/passive green spaces.
4. Planning for future infrastructure/facilities and parks for subdivisions to accommodate planned growth and assist with new commercial infrastructure plans.
5. Fiscal and responsible management of the Town's Engineering, Parks and Recreation and Facility Management portfolios, collectively, the "Community Programs & Infrastructure Department".

The net Operating and Capital Budget for the Community Programs & Infrastructure Department is comprised of the following divisions:

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Engineering and Environmental Services				
Roads Operations	\$ 2,196,076	\$ 2,072,500	\$ 123,576	6.0%
Waste Management	647,844	666,200	(18,356)	-2.8%
Capital Programs and Traffic Eng.	308,245	245,480	62,765	25.6%
Development	464,617	441,350	23,267	5.3%
Branch Administration	21,742	43,400	(21,658)	-49.9%
	3,638,524	3,468,930	169,594	4.9%
Parks and Leisure Services				
Parks Operations	885,332	762,960	122,372	16.0%
Facilities	1,951,706	1,858,510	93,196	5.0%
Leisure Programs (net)	225,722	220,190	5,532	2.5%
Development	183,153	154,290	28,863	18.7%
Branch Administration	461,645	432,550	29,095	6.7%
	3,707,558	3,428,500	279,058	8.1%
Fleet	191,384	190,890	494	0.3%
Department administration	161,820	167,010	(5,190)	-3.1%
Net Expenditures	7,699,286	7,255,330	443,956	6.1%

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
REVENUES				
Engineering and Environmental Services				
Roads Operations	\$ (50,200)	\$ (50,200)	\$ -	0.0%
Waste Management	(82,000)	(63,000)	(19,000)	30.2%
Capital Programs and Traffic Eng.	(202,000)	(100,000)	(102,000)	102.0%
Development	(464,617)	(441,350)	(23,267)	5.3%
Branch Administration	(2,000)	(2,000)	-	0.0%
	(800,817)	(656,550)	(144,267)	22.0%
Parks and Leisure Services				
Parks Operations	\$ (35,785)	\$ (32,960)	\$ (2,825)	8.6%
Facilities	(985,524)	(927,250)	(58,274)	6.3%
Leisure Programs (net)	(257,101)	(249,060)	(8,041)	3.2%
Development	(183,153)	(154,290)	(28,863)	18.7%
Branch Administration	-	-	-	n/a
	(1,461,563)	(1,363,560)	(98,003)	7.2%
Department administration	(2,500)	(2,500)		0.0%
Net Revenues	(2,264,880)	(2,022,610)	(242,270)	12.0%
Capital funded from taxes	472,662	472,800	(138)	0.0%
Net Budget	\$ 5,907,068	\$ 5,705,520	\$ 201,548	3.5%

Key Drivers

OVERVIEW

Note: “CPI-#” is used for page cross referencing.

The Community Programs & Infrastructure 2012 Budget increased by \$201,548 (3.5%) over the 2011 budget. This is comprised of:

Engineering and Environmental Services	\$ 25,327*	(*Expenditures – Revenues CPI-3,4)
Parks and Leisure Services	\$ 181,055*	
Fleet	\$ 494	
CPI Administration	\$ -5,190*	
Capital Funded from Taxes	\$ -138	
Total	\$ <u>201,548</u>	(CPI-4)

Eighty-two percent (82%) (\$164,730, CPI-12), of the budget to budget variance is attributable to growth. The growth pressures relate mainly to the Sports Complex expansion/renovations, the redevelopment of four existing parks in Holland Landing and the addition of streetscape horticulture displays.

The remaining net variance of 18% (\$36,818, CPI-12) is mainly a result of the net impacts of legislative changes (“Minimum Maintenance Standards”) and inflation (COLA, utilities, fuel, contractual).

In summary, excluding the growth factors, the base budget net increase is only \$36,818 or 0.6% vs. 3.5% with the growth factor.

EXPENDITURES (CPI-3)

The CPI net 2012 Operating Budget has an upward tax pressure of \$489,160 (7%) over 2011. This is partially offset by reductions in Waste Management (\$18,356) as well as Branch Administration adjustments of (\$21,658) and Departmental Administration adjustments (\$5,190). The net result yields an overall expenditure increase of \$443,956 (6.1%).

REVENUES (CPI-4)

Offsetting the upward tax pressure is an increase in revenues \$242,270 (12%) predominantly available through waste management (WDO funding and bin sales - \$19,000), commercial fill operations (Town consultant - \$40,000, plus municipal fees - \$62,000), draws from development fee reserve (\$52,130), increased facility rentals and leisure program fees (\$69,140).

KEY DRIVER DETAILS

EXPENDITURES (CPI-8, 10, 12)

▪ COLA, Benefits, Merit Increases	\$182,329
▪ New Full Time Administrative Assistant (\$34,000 to be funded from non-tax sources)	\$50,000
▪ Part time salaries/staff expenses increased mainly due to Sports Complex renovations, reconstruction of 4 parks, community event support	\$159,477
▪ Inflationary cost of materials, contracts, utilities, building repairs, fuel and contribution to equipment reserve	\$172,505
▪ Town consultant fees for Commercial Fill Operations to be recovered from operators	<u>\$40,000</u>
	<u>Total</u> <u>\$604,311</u>

COST SAVINGS/REVENUES (CPI-9, 11)

▪ Waste collection reduced as more historical waste generation data becomes available and public initiatives to reduce waste	\$20,545
▪ Waste revenues increased – WDO and container sales	\$19,000
▪ Commercial Fill Operations expected to start up – municipal fee increase	\$62,000
▪ Commercial Fill Operations – operators pay Town’s Consultant	\$40,000
▪ Facility and Leisure program revenue increased	\$69,140
▪ Draws from CPI development fee reserve	\$52,130
▪ Reduction in Tax Levy investment in Capital	\$138
▪ Reallocation of salaries to predominantly non-tax levy funded activities, namely: development, capital projects and water/wastewater fund	\$110,110
▪ Part time salary/staff expenses adjustments	\$29,700
	<u>Total</u> <u>(\$402,763)</u>
	<u>Net</u> <u>\$201,548</u>

COMMUNITY PROGRAMS AND INFRASTRUCTURE

ENGINEERING AND ENVIRONMENTAL SERVICES	Budget Change	Base Adjustment	Growth
EXPENDITURES			
Roads Operations and Fleet			
Cost of Living and Merit Increases	\$ (5,919)	\$ (5,919)	
Part Time Salaries and Staff Expenses	\$ 4,700	\$ 4,700	
Construction	\$ 27,170	\$ 27,170	
Materials, Equipment, Supplies	\$ 58,125	\$ 58,125	
Utilities and Fuel	\$ 19,500	\$ 19,500	
Contribution to Reserves	\$ 20,000	\$ 20,000	
	\$ 123,576	\$ 123,576	\$ -
Waste Management			
Cost of Living and Merit Increases	\$ 2,150	\$ 2,150	\$ -
Materials, Equipment, Supplies	\$ 39	\$ 39	
Waste Collection	\$ (20,545)	\$ (20,545)	
	\$ (18,356)	\$ (18,356)	\$ -
Capital Programs and Traffic Engineering			
Cost of Living and Merit Increases	\$ 48,221	\$ 48,221	
Materials, Equipment, Supplies	\$ 181	\$ 181	
Consultants	\$ 40,000	\$ 40,000	
Transfer to Water and Wastewater	\$ (2,370)	\$ (2,370)	
Tax Levy investment in capital	\$ (138)	\$ (138)	
	\$ 85,894	\$ 85,894	\$ -
Branch Administration			
Cost of Living and Merit Increases	\$ 31,572	\$ 31,572	
Reallocation of Salaries	\$ (53,230)	\$ (53,230)	
	\$ (21,658)	\$ (21,658)	\$ -
TOTAL EXPENDITURES	\$ 169,456	\$ 169,456	\$ -

COMMUNITY PROGRAMS AND INFRASTRUCTURE

ENGINEERING AND ENVIRONMENTAL SERVICES	Budget Change	Base Adjustment	Growth
REVENUES			
Waste Management			
Collection Revenue	\$ (19,000)	\$ (19,000)	\$ -
Capital Programs and Traffic Engineering			
Permit Revenue	\$ (102,000)	\$ (102,000)	
Development Engineering			
Draw from CPI Reserve	\$ (23,267)	\$ (23,267)	
	\$ (125,267)	\$ (125,267)	\$ -
TOTAL REVENUE	\$ (144,267)	\$ (144,267)	\$ -
NET BUDGET CHANGE	\$ 25,189	\$ 25,189	\$ -

*Note: "Permit Revenue" = Commercial Fill Fee increase of \$62,000 plus \$40,000 for Town consultant fee paid by operator

COMMUNITY PROGRAMS AND INFRASTRUCTURE

PARKS AND LEISURE SERVICES	Budget Change	Base Adjustment	Growth
EXPENDITURES			
Parks Operations and Fleet			
Cost of Living and Merit Increases	\$ 4,440	\$ 4,440	
Part Time Salaries and Staff Related Expenses	\$ 78,518	\$ 900	\$ 77,618
Utilities	\$ 1,000	\$ 1,000	
Equipment and Material	\$ 22,708	\$ 13,958	\$ 8,750
Outside Maintenance and Contracted Services	\$ 16,200	\$ -	\$ 16,200
	\$ 122,866	\$ 20,298	\$ 102,568
Facilities			
Cost of Living and Merit Increases	\$ 28,737	\$ 28,737	
Part Time Salaries and Staff Related Expenses	\$ 58,077	\$ -	\$ 58,077
Equipment, Materials and Building Repairs	\$ 16,517	\$ (743)	\$ 17,260
Utilities	\$ (10,135)	\$ (18,960)	\$ 8,825
Debt Servicing Costs	\$ (155,000)	\$ (155,000)	
Contribution to Reserves	\$ 155,000	\$ 155,000	
	\$ 93,196	\$ 9,034	\$ 84,162
Leisure Programs			
Part Time Salaries	\$ 4,332	\$ 4,332	
Equipment and Material	\$ 1,200	\$ 1,200	
	\$ 5,532	\$ 5,532	\$ -
Park Development			
Cost of Living and Merit Increases	\$ 28,863	\$ 28,863	\$ -
Branch Administration			
Cost of Living and Merit Increases	\$ 31,785	\$ 31,785	
Part Time Salaries and Staff Related Expenses	\$ 7,850	\$ 7,850	
Reallocation of Salaries	\$ (10,540)	\$ (10,540)	
	\$ 29,095	\$ 29,095	\$ -
TOTAL EXPENDITURES	\$ 279,552	\$ 92,822	\$ 186,730

COMMUNITY PROGRAMS AND INFRASTRUCTURE

PARKS AND LEISURE SERVICES	Budget Change	Base Adjustment	Growth
REVENUES			
Parks Operations			
User Fee Revenue	\$ (2,825)	\$ (2,825)	
Facilities			
Facility Rental	\$ (58,274)	\$ (26,274)	\$ (32,000)
Leisure Services			
Program Fees	\$ (8,041)	\$ (8,041)	
Parks Development			
Draw from CPI Reserves	\$ (28,863)	\$ (28,863)	\$ -
TOTAL REVENUES	\$ (98,003)	\$ (66,003)	\$ (32,000)
NET BUDGET CHANGES	\$ 181,549	\$ 26,819	\$ 154,730

COMMUNITY PROGRAMS AND INFRASTRUCTURE

CPI ADMINISTRATION	Budget Change	Base Adjustment	Growth
EXPENDITURES			
CPI Administration			
Cost of Living and Merit Increases	\$ 12,480	\$ 12,480	
New Administrative Assistant	\$ 50,000		\$ 50,000
Part Time Salaries and Staff Related Expenses	\$ (23,700)	\$ (23,700)	
Reallocation of Salaries	\$ (43,970)	\$ (9,970)	\$ (40,000)
	\$ (5,190)	\$ (21,190)	\$ 10,000
NET BUDGET CHANGES	\$ (5,190)	\$ (21,190)	\$ 10,000
TOTAL CPI BUDGET CHANGES	\$ 201,548	\$ 30,818	\$ 164,730

Branch Operating Budgets

ENGINEERING AND ENVIRONMENTAL SERVICES ROADS OPERATIONS

OVERVIEW

This division provides for the complete maintenance of all infrastructures within municipal road allowances but exclusive of watermains and sanitary sewers as they fall under another division. Below is a summary of infrastructure data (excluding watermains and sanitary sewers) within Town road allowances:

Roads:	Hard Top	187 Kms
	Loose Top	5 Kms
	Sidewalk	67 Kms
	Streetlights	2136

OBJECTIVES

Provide safe, efficient and cost effective levels of service to the public for the use of all municipal property and infrastructure within the municipal road allowance exclusive of watermains and sanitary sewers.

Upon completion of Hwy. 404 to Ravenshoe Road in 2012, it is anticipated that the hard surfacing of the existing remaining gravel roads will be one of the road improvement priorities.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Operations - Labour Distribution				
Full time salaries and benefits	\$ 597,030	\$ 579,510	\$ 17,520	3.0%
Part time salaries	45,600	45,100	500	1.1%
Other	13,800	9,600	4,200	43.8%
Charged out to activities	(656,430)	(634,210)	(22,220)	3.5%
	-	-	-	n/a
Operations - Activities				
Works yard	103,317	100,100	3,217	3.2%
Bridges and culverts	23,524	22,620	904	4.0%
Roadside environment	419,104	383,780	35,324	9.2%
Hard-top roads	452,168	428,560	23,608	5.5%
Loose-top roads	60,220	76,220	(16,000)	-21.0%
Winter maintenance	550,065	516,370	33,695	6.5%
Safety roads	228,854	217,620	11,234	5.2%
Street lighting	245,413	239,400	6,013	2.5%
Sidewalks	52,278	31,700	20,578	64.9%
Sidewalks - snow clearing	61,133	56,130	5,003	8.9%
	2,196,076	2,072,500	123,576	6.0%
REVENUE				
Bridges and culverts	(6,000)	(6,000)		0.0%
Roadside environment	(37,200)	(37,200)		0.0%
Winter maintenance	(6,000)	(6,000)		0.0%
Safety roads	(1,000)	(1,000)		0.0%
Sidewalks	-	-		n/a
	(50,200)	(50,200)	-	0.0%
Net Budget	2,145,876	2,022,300	123,576	6.1%

EXPENDITURES

OVERVIEW

The “Operations-Activities” show an increased expenditure of \$123,576. This is comprised of the following:

Additional “Labour Distribution” – Charged out to Activities	\$22,220
Additional Fleet costs (CPI-48) – Charged out to Activities	\$42,500
Additional Increases (see below)	<u>\$58,856</u>
Net Increase	<u>\$123,576</u>

“ Operations-Labour Distribution”

▪ COLA, merit benefits	\$17,520
▪ Part time salary increases	\$500
▪ “Other” Costs include Professional Development and memberships, uniforms, cell and data communication and mileage	\$4,200

Additional Cost Increases (\$58,856±)

- Approximately \$19,000 for inflation of materials and construction contracts in “Roadside Environment”
- \$7000 to replace “safety road” signs due to new regulations in the Minimum Maintenance Standards.
- \$7000 for inflation of materials and contract services for “winter maintenance”.
- \$5,500 for inflation in cost of hydro for streetlights.
- \$20,000 for increased maintenance of existing and new sidewalks in the Harvest Hills, Sand Road and Don Rose Boulevard areas.
- Other monies have been transferred from loose top road maintenance to hard top maintenance.

**ENGINEERING AND ENVIRONMENTAL SERVICES
WASTE MANAGEMENT**

OVERVIEW

This service provides for the collection of waste and recyclables from curb side for residential, municipal facilities and small commercial establishments whose waste complies with the Town's bag limits.

OBJECTIVES

- To promote waste diversion from landfill in order to meet the Town's waste diversion target of 70%. Currently our waste diversion rate is approximately 53%.
- To collectively administer the N6 Waste Collection contract in a cost effective manner.
- Continue with Regional Solid Waste Master Plan initiative to provide for efficient and effective services into the future.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Waste Collection	\$ 115,710	\$ 108,150	\$ 7,560	7.0%
White good collection	9,472	10,770	(1,298)	-12.1%
Yard waste	93,936	98,900	(4,964)	-5.0%
Christmas trees	2,199	2,100	99	4.7%
Blue box program	196,297	204,770	(8,473)	-4.1%
Recycling compound	2,973	2,890	83	2.9%
Source separated organics	181,941	195,410	(13,469)	-6.9%
Administration (incl.WDO)	45,316	43,210	2,106	4.9%
	647,844	666,200	(18,356)	-2.8%
REVENUES				
Blue box program	\$ (4,500)	\$ (2,000)	\$ (2,500)	125.0%
Recycling compound	-	-	-	n/a
Source separated organics	(7,500)	(6,000)	(1,500)	25.0%
Administration (incl.WDO)	(70,000)	(55,000)	(15,000)	27.3%
Compositing-Household	-	-	-	n/a
	(82,000)	(63,000)	(19,000)	30.2%
Net Budget	565,844	603,200	(37,356)	-6.2%

EXPENDITURES

There is a net decrease in expenditures of \$18,356. This is attributable to a combination of:

- Inflationary contract price adjustment
- Growth
- Previous waste generation data was averaged over a number of years before SSO collection and the Turtle Island contract (2007). Now the new averages and data used post new contract i.e. over the last 4 years yields a reduction in the estimated waste volumes hence reduced expenditures.

REVENUES

Blue Box Program

- There is an increase in funding from Waste Diversion Ontario (\$15,000) with respect to blue bin recycling costs. There has also been an increase in population and as a result, an increase in blue box and green bin sales (\$4,000).

**ENGINEERING AND ENVIRONMENTAL SERVICES
CAPITAL PROGRAMS AND TRAFFIC ENGINEERING**

OVERVIEW

- Provide Project Management in house (design, tender and supervise construction) the Transportation Capital Program and numerous maintenance contracts and project manage other projects designed by consultants.
- Conduct traffic studies and maintain traffic data base for support of road needs (safety and capital improvements)
- Incorporation of infrastructure into the GIS database.

OBJECTIVES (2012)

- Design, tender, supervise and construct the following projects:
 - Slurry Sealing
 - Herald Road
 - Farr Avenue
 - Holborn Road (part)
 - Hornes Road
 - Cole Road
 - Resurface:
 - 2nd Concession (north of Queensville s/r)
 - May Avenue
 - Mill Street
 - Algonquin Forest Drive
 - Holborn Road (part)
 - Valley Trail
 - Victoria Street
 - Toll Road

- New sidewalks:
 - Yonge Street – walkway north of Parkside to Cedar Street
 - Mount Albert Road - Birchard Boulevard to King Street
 - Mackenzie Drive

- Maintenance contracts:
 - street sweeping
 - catchbasin cleaning
 - streetlight maintenance
 - crack sealing
 - winter maintenance
 - sidewalk/curb repairs

- Numerous miscellaneous projects
 - Centre Street retaining wall
 - New streetlight installation
 - “Other” (refer to Capital Program List)

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries and benefits	\$ 273,732	\$ 259,510	\$ 14,222	5.5%
Part time salaries	12,500	12,500	-	0.0%
Capital design	44,591	41,740	2,851	6.8%
Fill by-law	66,642	24,630	42,012	170.6%
Traffic engineering	16,330	15,020	1,310	8.7%
Other	9,750	9,750	-	0.0%
Charged out to activities	(115,300)	(117,670)	2,370	-2.0%
	308,245	245,480	62,765	25.6%
REVENUES				
Fill by-law	\$ (202,000)	\$ (100,000)	\$ (102,000)	102.0%
Net Budget	106,245	145,480	(39,235)	-27.0%

EXPENDITURES

- Increase due to COLA

Fill By-law

- \$40,000 for Town's fill consultants to be charged back to commercial fill operators
- Additional staff time allocated (\$2,012)

Other includes:

Professional development and memberships	\$ 5,000
Uniforms and safety, cell & data communications	4,750
	<u>\$ 9,750</u>

Full time salaries and benefits:

All other increases due to COLA cost allocations to activities

REVENUE

Fill By-law

- \$40,000 from operators for Town's fill consultants
- Expected \$62,000 more revenue from start up of new fill sites and site alteration applications

**ENGINEERING AND ENVIRONMENTAL SERVICES
DEVELOPMENT ENGINEERING**

OVERVIEW

The Development Engineering branch is responsible for the review of all plans of subdivision and site plan applications from inception of development proposals through all aspects until final assumption by the Town. Duties include review of draft plans, functional servicing reports and studies in support of each application, preparation of draft plan /site plan comments and agreement negotiations, review of all engineering drawings and site servicing plans, inspection of construction of works, administration of subdivision agreement, letters of credit, review post construction inspection reports for materials testing, review lot grading plans for building permits and prepare deficiency lists for works and prepare final assumption reports. Throughout the process, the development engineering branch works closely with operations, planning and building branch staff to ensure compliance with all Town standards

OBJECTIVES

Development review and approvals for various plans of subdivision. From 2011 onwards, a significant number of engineering submissions have been received and more are expected for Sharon, Holland Landing and Queensville, to accommodate major development/construction to be completed by 2015 in sync with the YDSS extension.

Environmental Assessments (Provincial)

- Hwy. 48/Herald Road Intersection

Environmental Assessments (Regional)

- Environmental assessments and construction of Regional road projects (Second Concession, Bathurst Street extension, etc.)

Environmental Assessments (Town)

- Phases 3 and 4 of the EA for East/West Collector Road north of Green Lane (Bathurst St. to Hwy. 404) to commence. The costs would be front-ended by the benefitting developers with future cost recovery from development charges.

Contract Coordination (Province)

- 404 Extension

Contract Coordination (Regional)

- Queensville Water Tower
- Well # 3 Mount Albert

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries and benefits	\$ 205,593	\$ 196,080	\$ 9,513	4.9%
Consulting contracts	20,000	20,000	-	0.0%
Other	11,550	11,550	-	0.0%
Corporate allocations	227,474	213,720	13,754	6.4%
	464,617	441,350	23,267	5.3%
REVENUES				
CPI development fees	\$ (401,950)	\$ (401,950)	\$ -	0.0%
Other revenue	(20,500)	(20,500)	-	0.0%
Draw from CPI reserve	(42,167)	(18,900)	(23,267)	123.1%
	(464,617)	(441,350)	(23,267)	5.3%
Net Budget	-	-	-	n/a

EXPENDITURES

- Full time salaries - Increase due to COLA
- “Corporate Allocations” – additional salaries charged to development
- Other includes:

Professional development and memberships	\$ 1,900
Mileage	7,000
Uniforms and safety, cell & data communications	2,650
	<u>\$ 11,550</u>

REVENUES

Draw from CPI reserves to be recovered from future development fees to offset all “Expenditures”.

**ENGINEERING AND ENVIRONMENTAL SERVICES
BRANCH ADMINISTRATION**

OVERVIEW

Branch Administration through the Director, is responsible for the overall management of Engineering and Environmental Services to co-ordinate efforts of staff and deployment of resources to complete the Operational, Capital Programs and Development in a fiscally responsible manner and in accordance with policy and legislative requirements.

OBJECTIVES

- To reduce road deficiencies prioritized through the Town's Roads Needs Study
- To ensure Minimum Road Maintenance Standards are adhered to
- "Drinking Water Quality Management System" (DWQMS) conformance (non-tax levy)
- Explore new waste management initiatives
- Administer the engineering component of the development process
- Water conservation program implementation (non-tax levy)
- To manage the capital program related to roads, sidewalks, etc.
- Operations Centre EA and design

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries and benefits	\$ 281,492	\$ 249,920	\$ 31,572	12.6%
Other	9,700	9,700	\$ -	0.0%
Recoveries	(269,450)	(216,220)	\$ (53,230)	24.6%
	21,742	43,400	(21,658)	-49.9%
REVENUES				
Other	\$ (2,000)	\$ (2,000)	\$ -	0.0%
Net Budget	19,742	41,400	(21,658)	-52.3%

EXPENDITURES

Full Time Salaries

All increases due to COLA and annualization. This increase is more than offset by reallocating salary to specific areas such as capital, development, water/wastewater and operations, some of which is non-tax levy supported.

“Other” Includes:

Professional development and memberships	\$ 3,000
Mileage, cell & data communications, materials, meeting expense	6,700
Revenue - Tree planting	(2,000)
	<u>\$ 7,700</u>

**PARKS AND LEISURE SERVICES
PARKS OPERATIONS**

OVERVIEW

Parks Operations provides active and passive recreational park and leisure opportunities for residents by providing access to parkland, trails and open spaces offered within Town operated park, trails and open space facilities. The Town currently maintains 46.9 hectares (116.08 acres) of active and horticultural manicured park land made up of 30 community and neighbourhood parks.

OBJECTIVES

To increase services where required to meet the growing needs of the community while accessing and modifying existing services to ensure safe, effective and efficient maintenance methods.

Maintaining the current increased level of service initiated by improved park standards created by new development and upgrades to aging park infrastructure.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Operations - Labour Distribution				
Full time salaries and benefits	\$ 194,030	\$ 189,590	\$ 4,440	2.3%
Part time salaries	278,778	201,160	77,618	38.6%
Other (see list)	13,800	12,900	900	7.0%
Charged out to activities	(486,608)	(403,650)	(82,958)	20.6%
	-	-	-	n/a
Operations - Activities				
Parks Maintenance	16,267	15,070	1,197	7.9%
Turf maintenance	384,951	336,530	48,421	14.4%
Horticulture	13,400	9,000	4,400	48.9%
Sport field maintenance	234,886	206,750	28,136	13.6%
Town facilities snow clearing	29,193	26,880	2,313	8.6%
Park/open space/trail maintenance	36,851	29,170	7,681	26.3%
Playground maintenance	35,947	28,940	7,007	24.2%
Splash pad maintenance	12,945	11,830	1,115	9.4%
Street/park tree maintenance	55,951	52,050	3,901	7.5%
Special events supports	35,618	18,630	16,988	91.2%
Fencing - repairs/install	13,343	12,720	623	4.9%
Parking lots/sidewalks	15,980	15,390	590	3.8%
	885,332	762,960	122,372	16.0%
REVENUE				
Sport field rental	(35,785)	(32,960)	(2,825)	8.6%
Special events support		-	-	n/a
	(35,785)	(32,960)	(2,825)	8.6%
Net Budget	849,547	730,000	119,547	16.4%

EXPENDITURES

Operations – Activities (Increase - \$119,547)

\$78,000± increase in part time costs reflect step rate and Cola adjustments as well as increases in seasonal part time staff to meet increased level of service initiated through higher level of park and horticulture standards created through growth and capital redevelopment of four existing parks in Holland Landing and the addition of streetscape horticulture displays. This increase includes additional resources to provide base level service on weekends and an enhanced level of service for special events.

\$24,000± increase in supplies, materials and equipment costs to meet increased level of service for the same reason as above.

\$7000± increase in special event material and equipment costs to meet the growing community need for support of community events by Town resources.

\$7000± increase in playground/splash pad material and equipment costs to meet the legislative safety requirements for maintenance of integrated play structures now being used as the Town standard through new development and redevelopment of aging infrastructure.

\$6000± - COLA and increase in “Other”.

“Other” includes professional development, uniforms and materials, cell, data communications and office supplies – increased \$900

REVENUE

Revenue figures reflect a 2.5% increase in rental fees to offset increase costs in hydro and material related to operations.

PARKS AND LEISURE SERVICES FACILITIES

OVERVIEW

Facility Operations is responsible for the effective operation/maintenance of nine municipal facilities (13,231 sq. metres) supporting the provision of town-wide administrative services and leisure opportunities. Services include facility maintenance, facility upgrades/expansions, facility bookings, leasehold agreement and service contract administration, policy and procedure development, long range and strategic planning.

Below is a summary of facility space maintained by the Facility Operations:

- East Gwillimbury Civic Centre
- East Gwillimbury Sports Complex
- Holland Landing Community Centre and Library
- River Drive Park Community Centre
- Queensville Community Centre
- 19040 Leslie Street
- North Union Community Centre
- Anchor Park Field House
- Mount Albert Lions Hall and Lions Park Residence
- Mount Albert Community Centre
- Ross Family Complex and Library

OBJECTIVES

Assess Best Practices and Search out Efficiencies

Work to search out best practices and procedures to ensure facilities are operated efficiently and effectively, including the investigation of acquiring asset management software to carry out facility assessments to establish life cycle benchmarking standards to assist in the development of fiscally responsible capital replacement strategies.

Assess Facility Accessibility Needs

In conjunction with the East Gwillimbury Accessibility Advisory Committee, continue to review the work plan established for the implementation of accessibility project recommendations associated with Town facilities as identified by the committee accessibility audits and approved by Council.

Facility Lifecycle Initiatives

Complete the necessary work as approved in the budget to address deficiencies attributed to aging facilities and infrastructure.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Operations - Labour Distribution				
Full time salaries and benefits	\$ 724,826	\$ 703,470	\$ 21,356	3.0%
Part time salaries	183,997	125,920	58,077	46.1%
Other (see list)	16,300	16,300	-	0.0%
Charged out to activities	(925,123)	(845,690)	(79,433)	9.4%
	-	-	-	n/a
Operations - Locations				
Halls - miscellaneous	800	800	-	0.0%
Auditorium	5,480	5,480	-	0.0%
Queensville CC	59,430	58,390	1,040	1.8%
Sharon Hall	1,710	1,710	-	0.0%
River Drive Park CC	42,958	49,340	(6,382)	-12.9%
Mount Albert CC	66,931	67,360	(429)	-0.6%
North Union CC	50,898	49,760	1,138	2.3%
Holland Landing Complex	267,487	265,160	2,327	0.9%
Ross Family Complex	127,619	135,390	(7,771)	-5.7%
Mount Albert Lions CC	48,525	46,500	2,025	4.4%
Ice plant and Sharon arena	806,797	714,850	91,947	12.9%
Civic centre	(27,119)	(36,420)	9,301	-25.5%
	1,451,516	1,358,320	93,196	6.9%
Civic Centre Debt Servicing Costs	-	155,000	(155,000)	-100%
Contribution to Facilities Reserves				
Ice plant and Sharon arena	135,720	135,720	-	0.0%
Civic centre	364,470	209,470	155,000	74.0%
	500,190	345,190	155,000	44.9%

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
REVENUE				
Operations - Locations				
Halls - miscellaneous	(16,913)	(16,500)	(413)	2.5%
Auditorium	(6,355)	(6,200)	(155)	2.5%
Queensville CC	(8,989)	(8,770)	(219)	2.5%
River Drive Park CC	(5,228)	(5,100)	(128)	2.5%
Mount Albert CC	(8,364)	(8,160)	(204)	2.5%
North Union CC	(3,454)	(3,370)	(84)	2.5%
Holland Landing Complex	(75,277)	(73,440)	(1,837)	2.5%
Ross Family Complex	(22,007)	(21,470)	(537)	2.5%
Mount Albert Lions CC	(62,525)	(61,000)	(1,525)	2.5%
Ice plant and arena	(773,247)	(720,140)	(53,107)	7.4%
Civic centre (incl.cost recoveries)	(3,165)	(3,100)	(65)	2.1%
	(985,524)	(927,250)	(58,274)	6.3%
Net Budget	966,182	931,260	34,922	3.7%

EXPENDITURES (\$93,196)

Operations – Locations

- \$21,000± COLA Adjustment – full time (charged out to “Operations – Locations”)
- \$58,000± - increase in part time costs, step rate and COLA adjustments as well as increases in seasonal and weekend part time staff to meet increased level of service created through all facilities and the addition of 6000 square feet of new community space added to the Sports Complex plus increased library hours on Sundays. This is also charged out to “Operations – Locations”.
- \$28,000± - increase in supplies, materials, maintenance and equipment costs to meet increase level of service created through the addition of 6000 square feet of new community space added to the Sports Complex.

Increases above are offset by reductions (\$14,000±) in budgets at other facility locations based on 2011 actuals.

Other includes Professional Development and memberships, uniforms, mileage, safety, cell and data communications - \$16,300 (no change from 2011).

Contribution to Facilities Reserves

The contribution to facility reserves of \$135,720 remains the same. The retiring of the Civic Centre debt of \$155,000 is transferred to Facility Reserves.

REVENUE (\$58,274)

Revenue figures reflect a 2.5% increase to offset increase costs in utilities, contracts and material related to operations. Revenue figures also reflect the additional projected revenue associated with the new community hall added to the sports complex and the new vending contract for the snack bar.

**PARKS AND LEISURE SERVICES
LEISURE SERVICES AND PROGRAMS**

OVERVIEW

The Leisure Programs provides leisure program opportunities for residents by providing access to Town operated leisure programs and services offered within Town operated facilities.

OBJECTIVES

To increase Leisure services where required to meet the growing needs of the community and improving the quality of life for residents of the Town while accessing and modifying existing services to ensure effectiveness and efficient program delivery methods.

To partner with community based organizations where possible to meet community needs for community based programs.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Operations - Activities				
Adult sports	900	900	-	0.0%
Aquatics	13,250	13,250	-	0.0%
March break camps	1,500	1,500	-	0.0%
Children	200	200	-	0.0%
Fitness	14,200	14,200	-	0.0%
Seniors	1,700	1,500	200	13.3%
Summer camps	21,550	21,550	-	0.0%
Youth program	22,100	22,100	-	0.0%
Music at Civic Square	5,800	5,800	-	0.0%
Canada day	6,000	6,000	-	0.0%
	87,200	87,000	200	0.2%
Operations - Admin				
Part time salaries	110,022	105,690	4,332	4.1%
Advertising brochure	22,000	22,000	-	0.0%
Other (see list)	6,500	5,500	1,000	18.2%
	138,522	133,190	5,332	4.0%
	225,722	220,190	5,532	2.5%

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
REVENUE				
Operations - Activities				
Adult sports	(10,403)	(10,100)	(303)	3.0%
Aquatics	(14,708)	(14,280)	(428)	3.0%
March break camps	(4,120)	(4,000)	(120)	3.0%
Children	(8,755)	(8,500)	(255)	3.0%
Fitness	(53,333)	(51,780)	(1,553)	3.0%
Seniors	(8,222)	(7,400)	(822)	11.1%
Summer camps	(117,420)	(114,000)	(3,420)	3.0%
Youth program	(39,140)	(38,000)	(1,140)	3.0%
Music at Civic Square	-	-	-	n/a
Canada day	(1,000)	(1,000)	-	0.0%
	(257,101)	(249,060)	(8,041)	3.2%
Net Budget	(31,379)	(28,870)	(2,509)	8.7%

EXPENDITURES

Operations - Admin

\$5300 – increase reflects step rate and Cola increases and increase material cost associated with additional programming planned for the new community space added to the Sports Complex.

REVENUE

Revenue figures reflect a 3.0 % increase to offset increase costs associated with increased material and contract cost and to maintain the on line registration process.

Other includes:

Small Equipment, advertising

\$ 6,500

\$ 6,500

(Increased \$1,000 over 2011)

**PARKS AND LEISURE SERVICES
PARKS/TRAILS AND STREETScape DEVELOPMENT**

OVERVIEW

This activity has been created for 2011. Consistent with Development Engineering, Parks staff participates in development activities through design, project management and inspection activities.

OBJECTIVES

To ensure the interests of the Town and its residents are protected through sustainable development practices related to community parks, trails, open space and streetscape.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries and benefits	\$ 103,163	\$ 80,000	\$ 23,163	29.0%
Cost allocation/(Recoveries)	79,990	74,290	5,700	7.7%
Contribution to CPI Reserve	-	-	-	n/a
	183,153	154,290	28,863	18.7%
REVENUE				
Draw from CPI Reserve	(183,153)	(154,290)	(28,863)	18.7%
Net Budget	-	-	-	n/a

EXPENDITURES

Full Time salaries and benefits reflect the annualization of the Landscape Architect position.

REVENUE

Costs are recovered through development fees.

**PARKS AND LEISURE SERVICES
BRANCH ADMINISTRATION**

OVERVIEW

Branch Administration is responsible for the overall management of Parks, Facility & Leisure Services to coordinate efforts of staff and deployment of resources to complete the Development, Parks and Facility Operational, Capital and Leisure Programs in a fiscally responsible manner and in accordance with policy and legislative requirements.

OBJECTIVES

- To implement the recommendations of the Community Parks, Recreation and Culture Strategic Master Plan
- To continue to provide Parks, Facility and Leisure Services Programs as required to meet the needs of the community
- To manage the development and capital program related to parks and facility new construction and infrastructure upgrades

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries and benefits	\$ 545,495	\$ 513,710	\$ 31,785	6.2%
Part time salaries	\$ 19,500	\$ 16,000	\$ 3,500	
Other (see list)	28,070	23,720	\$ 4,350	18.3%
Recoveries	(131,420)	(120,880)	\$ (10,540)	8.7%
	461,645	432,550	29,095	6.7%
REVENUES				
Other	\$ -	\$ -	\$ -	n/a
Net Budget	461,645	432,550	29,095	6.7%

EXPENDITURES

\$29,000 - increase reflects annual step rate and Cola increases as well as increases to software licenses associated with on line registration and increase printing and courier costs associated with community flyers and tender documentation.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

Other includes:

Professional development and memberships	\$ 6,000
Software licensing	6,600
Materials, equipment, courier, printing, advertising	7,440
Cell and data communication, mileage	8,030
	<u>\$ 28,070</u>

Increase of \$4,350 over 2011

FLEET SERVICES

OVERVIEW

This division records the costs associated with fleet/equipment maintenance and contributions to the fleet/equipment reserve for the replacement of vehicles and equipment for CPI's entire fleet with the exception of the water/wastewater fleet/equipment as it is charged to the water/wastewater budget.

OBJECTIVES

- To maintain fleet/equipment in a timely and cost effective manner in order to maintain infrastructure and efficient levels of service to the public.
- To ensure that adequate funds are contributed to the fleet reserve which will enable replacement when needed and avoid peak impacts in years when multiple pieces of equipment are purchased.

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
Roads - Labour Distribution				
Fuel	141,000	127,500	13,500	10.6%
Equipment repairs	48,200	39,200	9,000	23.0%
Contribution to fleet reserve	274,450	254,450	20,000	7.9%
Corporate allocations	(463,650)	(421,150)	(42,500)	10.1%
	-	-	-	n/a
Parks - Labour Distribution				
Labour costs	\$ 3,684	\$ 3,190	\$ 494	15.5%
Equipment repairs and maintenance	43,200	43,200	-	0.0%
Contribution to fleet reserve	144,500	144,500	-	0.0%
Recoveries	-	-	-	n/a
	191,384	190,890	494	0.3%
Net Budget	191,384	190,890	494	0.3%

EXPENDITURES

- Fuel and repair cost inflation (\$22,500).
- Increase to reserve (\$20,000) due to future inflationary pressures on fleet/equipment replacement costs.

REVENUES

- Balance of expenditures

DEPARTMENT ADMINISTRATION

OVERVIEW

This division is responsible for the overall administration of the CPI Department. This includes but is not limited to, the provision of office supplies and equipment that is also shared by all other departments within the Civic Centre and outside CPI staff. CPI required computer software and professional development for the CPI Department is also included herein.

OBJECTIVES

Administer the CPI Department:

- Strategic Planning
- To prepare for significant growth
- Provide and maintain municipal infrastructure in a safe and efficient manner
- Provide effective levels of service to the public while seeking out means of enhancement
- Plan, develop and maintain fiscally responsible public services
- Administer and prepare policies to support objectives

COMMUNITY PROGRAMS AND INFRASTRUCTURE

	2012 Budget	2011 Budget	Budget to Budget Variance	
			\$	%
EXPENDITURES				
Full time salaries & benefits	\$ 371,740	\$ 309,260	\$ 62,480	20.2%
Part time salaries	5,150	25,150	(20,000)	-79.5%
Professional development	16,000	16,000	-	0.0%
Supplies	14,750	16,450	(1,700)	-10.3%
Computer software	24,000	24,000	-	0.0%
Other	12,100	14,100	(2,000)	-14.2%
Recoveries	(281,920)	(237,950)	(43,970)	18.5%
	161,820	167,010	(5,190)	-3.1%
REVENUE				
Tender Deposits	\$ (2,500)	\$ (2,500)	\$ -	0.0%
Net Budget	\$ 159,320	\$ 164,510	\$ (5,190)	-3.15%

EXPENDITURES

- COLA and benefits increased
- New full time administrative assistant to be funded \$16,000 from tax levy funding, \$10,000 from water and wastewater rates and \$24,000 from capital projects
- Part time salaries decreased. CPI administrative assistant position being removed from base budget to be dealt with as a 2012 New Initiative.
- Recoveries – more salary to be charged out to non-tax levy funding sources.

Other includes:

Small equipment	\$ 10,000
Cell and data communication, mileage. Courier	4,600
Revenue - Tender deposit	(2,500)
	<u>\$ 12,100</u>