

COMMUNITY PROGRAMS AND INFRASTRUCTURE

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COMMUNITY PROGRAMS AND INFRASTRUCTURE

DEPARTMENT SUMMARY

1. Responsible for the provision and maintenance of municipal infrastructure: roads, parks and trail systems; and 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 to accommodate planned growth.
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 and Infrastructure Department is comprised of the following divisions:

	2010		2011		Bud to Bud Variance	
	Approved Budget	Approved Budget	Approved Budget	Bud to Bud Variance \$	%	
<u>Engineering and Environmental Services</u>						
Roads Operations	\$ 1,850,580	\$ 2,022,300	\$ 171,720		9.3%	
Waste Management	587,100	603,200	16,100		2.7%	
Capital Programs and Traffic Eng.	141,640	145,480	3,840		2.7%	
Development	(7,940)	-	7,940		-100.0%	
Branch Administration	56,690	41,400	(15,290)		-27.0%	
	<u>2,628,070</u>	<u>2,812,380</u>	<u>184,310</u>		<u>7.0%</u>	
<u>Parks and Leisure Services</u>						
Parks operations	654,810	730,000	75,190		11.5%	
Facilities	962,950	931,260	(31,690)		-3.3%	
Leisure Programs (net)	(27,470)	(28,870)	(1,400)		5.1%	
Development	-	-	-		n/a	
Branch Administration	535,220	432,550	(102,670)		-19.2%	
	<u>2,125,510</u>	<u>2,064,940</u>	<u>(60,570)</u>		<u>-2.8%</u>	
<u>Fleet</u>	159,680	190,890	31,210		19.5%	
<u>Department administration</u>	245,220	164,510	(80,710)		-32.9%	
	<u>5,158,480</u>	<u>5,232,720</u>	<u>74,240</u>		<u>1.4%</u>	
<u>Capital funded from taxes</u>	470,800	472,800	2,000		0.4%	
	<u>\$ 5,629,280</u>	<u>\$ 5,705,520</u>	<u>\$ 76,240</u>		<u>1.4%</u>	

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OVERVIEW

The Community Programs and Infrastructure's net operating budget has an upward tax pressure of approximately \$525,000±. However, as a result of an intense review of staff's efforts on Development, capital projects and the Water and Wastewater fund, costs allocations to these non-tax funded activities has increased approximately \$375,000 over the previous year which offsets much of the cost increases in operations. In addition, debt for the Civic Centre mature in 2011 resulting in \$70,000 lower servicing costs.

The net result is that the net operating budget has only increased \$76,240 which represents an increase of 1.4% over the prior year. Excluding new staff additions, full time salaries and benefits have increased \$110,490 or 4.0% over the prior year to provide for COLA, step rate increases and increased benefit costs which is included in the base budget.

SIGNIFICANT FACTORS INFLUENCING THE 2011 BUDGET

A. Engineering & Environmental Services Branch

Within Engineering and Environmental Services, Roads Operations costs have increased 9.3% (pg. CPI-7, 8) due to:

- a 2.6% increase in roads inventory,
- increased material costs for hard surface road patching,
- additional costs for activities associated with road safety,
- increases in contract and utility costs

Roads Administration has added an Operations Manager position in 2011. The costs of the position are partially recovered from Development and the Water and Wastewater fund. In addition to the new position, costs have partially offset the increase in Operations as a result of a review of staff's efforts and resulting increased cost allocation to non-taxation funded activities.

Road fleet costs have increased \$44,650 (pg. CPI-23) due mainly to an increased contribution to the Fleet Reserve necessary to accommodate manufacturer's price adjustments and increased fuel costs.

CPI Development revenue fees are anticipated to increase as a result of development occurring predominately in Holland Landing, Queensville and Sharon. Developers within these areas are submitting their engineering and parks detailed design early in the new year to acquire the necessary approvals to allow for internal construction in

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2011 and 2012+. As in previous years, the budget (pg. CPI-13) proposes to use development fees to offset CPI development related costs.

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B. Parks & Leisure Services Branch

Operational costs within Parks and Leisure Services have increased 11.5% (pg. CPI-17) as a result of a 7.3% increase in parkland and 14.1% increase in maintained trails. To maintain existing levels of service an additional crew of part-time seasonal staff will be required which is included in the base budget.

Similar to Roads, Parks and Leisure Administration costs have had significant increases in cost allocations to non-tax funded activities which offset most of the cost increases in operations. Early in the new year there will be extensive parks development submissions by the various developers' groups as previously noted.

Facility costs have decreased by 3.3% (pg. CPI-18). Increases in utilities, repairs and contracted services have been offset due to reduced debt servicing costs for the Civic Centre.

In 2011, a Parks Development branch has been established to ensure that costs associated with development are fully recovered. This budget approves the hiring of a full time Landscape Architect whose costs will be fully recovered from development fees.

Parks' Fleet costs have increased \$31,210 (pg. CPI-23) largely due to an increased contribution to the Fleet Reserve, again necessary to accommodate manufacturer's price adjustments and equipment repairs.

C. Department Administration

Department Administration costs have decreased \$80,710 (pg. CPI-24). The decrease is due to the re-deployment of additional staff costs to be fully funded from the Water and Wastewater Fund and increased cost allocations of staff's efforts to other non-tax funded activities.

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Capital Budget

	2010	2011
Roads Program	\$ 3,357,250	\$3,942,800
Parks Program	<u>6,807,300</u>	<u>4,465,050</u>
Combined	<u>\$10,164,550</u>	<u>\$ 8,407,850</u>

The 2011 capital program of \$8,407,850 is comprised of \$4,856,850 of new capital projects and \$3,551,000 of 2010 carry-over projects. Some of the major 2010 carry-over projects and value of monies remaining are listed below:

2011 Capital Projects c/f from prior year	Value Remaining	% To Complete
1. Sports Complex	1,450,000	50%
2. Playground retrofit (Grist Mill, Parkway, Holland Landing CC retrofit)	849,000	100%
3. Nokiidaa Trail Green Lane to 2 nd Concession	270,000	100%
4. Office Renovations	180,000	40%
5. Mt. Albert Lions Park Lighting	52,500	50%
6. Ross Family Complex Renovations	190,000	60%
7. Vivian Creek Trail Bridge (*)	175,000	100%
8. Other	384,500	Varies
Total	3,551,500	

(*) One bridge is carry-over from 2010 for \$65,000 and a new bridge proposed for \$110,000

With the exception of the \$2,000 payment to the Lake Simcoe Conservation Authority for the Muskinonge River Project as directed by Council there is no tax levy increase for the 2011 Capital program as alternative sources of funding have been utilized. Of the new capital projects in 2011, \$472,800 is funded from the tax levy.

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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. Below is a summary of kilometers of road by surface type:

	2007	2008	2009	2010
Gravel / stone	20.5	5.8	5.8	5.8
Low class bituminous (Surface Treatment)	66.2	80.6	80.6	80.6
High class bituminous (Asphalt)	<u>96.0</u>	<u>96.3</u>	<u>96.3</u>	<u>101.1</u>
Total	182.7	182.7	182.7	187.5

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 as they fall under another division).

Upon completion of Hwy. 404 to Ravenshoe Road in 2012-13, it is anticipated that the hard surfacing of the existing remaining gravel roads will be one of the road improvement priorities.

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ENGINEERING AND ENVIRONMENTAL SERVICES

Roads Operations – continued

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Staffing Costs				
Full time salaries and benefits	\$ 637,940	\$ 579,510	\$ (58,430)	
Part time salaries	30,100	45,100	15,000	
Other	9,100	9,600	500	
Charged out to activities	(677,140)	(634,210)	42,930	
	-	-	-	n/a
Activities				
Works yard	94,920	100,100	5,180	
Bridges and culverts	42,800	16,620	(26,180)	
Roadside environment	315,840	346,580	30,740	
Hard-top roads	383,990	428,560	44,570	
Loose-top roads	74,940	76,220	1,280	
Winter maintenance	474,110	510,370	36,260	
Safety roads	190,640	216,620	25,980	
Street lighting	216,260	239,400	23,140	
Sidewalks	16,510	31,700	15,190	
Sidewalk - snow clearing	40,570	56,130	15,560	
	<u>\$ 1,850,580</u>	<u>\$ 2,022,300</u>	<u>\$ 171,720</u>	9.3%

Staffing Costs summarize payroll related costs which are redistributed (i.e. “Cost Allocation”) to **Road Operation Activities** based on staffs efforts. This exercise allows for identifying all of the direct costs in providing the services.

Expenditures

Full time salaries and benefits have decreased \$58,430 due to a review of effort of Town staff supporting Water and Wastewater services. As a result of the review, staff previously partially funded from Water and Wastewater services are now fully funded from the Water and Wastewater rate. The reallocation of staff has correspondingly decreased the amount recovered from the Water and Wastewater fund.

Other expenditures include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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Roads Operations - continued

“Works Yard” \$5,180 increase due to increased utility costs.

“Bridges & Culverts” reduced (\$26,180) and transferred to “Roadside Environment” plus additional labour and equipment assigned to “Roadside Environment” for a total net increase of \$30,740.

“Hard-top” - \$44,570 increase is the net result of reassigning labour, equipment and material costs within the “Hard Top” activities and \$42,000 additional funding to the “Hard-top – Patching” activity to repair aging hardtop road surfaces.

“Winter Maintenance” - \$36,260 - \$12,000 contracted services for fleet supplement and balance due to assigning of additional “Equipment Usage” to this activity.

“Safety Roads” - \$25,980 – Revision to “Minimum Maintenance Standards” requires municipalities to measure the reflectivity of road regulatory signs.

“Street Lighting” - \$23,140. Hydro utility charge increase + \$5,000 and contractual increase + \$18,000.

“Sidewalks” \$15,190: More contracted sidewalk repairs of aging infrastructure.

“Sidewalk Snowclearing” - \$15,560 – first full year of sidewalk snowclearing resulting in additional part time staff hours.

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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

1. 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 54%.
2. To collectively administer the N6 Waste Collection contract in a cost effective manner.

	2010	2011	Bud to Bud Variance	
	Approved	Approved		
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Waste collection	\$ 108,150	\$ 108,150	\$ -	
White good collection	10,770	10,770	-	
Yard waste	98,900	98,900	-	
Christmas trees	2,100	2,100	-	
Blue box program	202,770	202,770	-	
Recycling compound	2,850	2,890	40	
Source separated organics	184,410	189,410	5,000	
Administration (incl. WDO)	(22,850)	(11,790)	11,060	
	<u>\$ 587,100</u>	<u>\$ 603,200</u>	<u>\$ 16,100</u>	2.7%

Expenditures/Revenue

Administration costs are net of Waste Diversion Ontario (WDO) revenues. These revenues have decreased \$7,000 thereby increasing the net cost of Administration. Also included in this area is an additional \$3,000 for a waste contract administration consultant.

The SSO program is increased by \$5,000 for waste diversion advertising truck decals. There is an annual tax pressure related to a contractual CPI increase of 3.72% (equating to \$20,000±) plus a 1.5% growth factor (equating to \$8,000±). This tax pressure is balanced by an offsetting reduction in costs due to less collected waste resulting from, in part, a more waste conscious consumer, reductions in packaging and more historical waste volume data.

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ENGINEERING AND ENVIRONMENTAL SERVICES

Capital Programs and Traffic Engineering

Overview

Provide Project Management in house (design, tender & supervise construction) the Transportation Capital Program and numerous maintenance contracts and project manage other projects designed by consultants.

Objectives

1. Design, tender, supervise and construct the following projects:
 - Reconstruct – Hilltop Drive (Holland River Blvd. to east of Red Mills)
 - Slurry Sealing – Catering Road, Boag Road
 - Resurface:
 - Herald Road (sections between Woodbine and McCowan)
 - Park Ave. (sections south of Tall Pines)
 - Farr Ave. (east of Conn Dr.)
 - Princess St. (King to Victoria)
 - New sidewalks:
 - Sand Road – Donaldson to walkway north of Tall Pines
 - Princess St. – King St. to Hwy. 48
 - Maintenance contracts:
 - street sweeping
 - catchbasin cleaning
 - streetlight maintenance
 - crack sealing
 - winter maintenance
 - etc.
 - Numerous miscellaneous projects

2. Project Manage:
 - Operations Centre – completion of EA and possibly detailed design commenced
 - Colony Trail SWM Pond retrofit (LSCUF project)
 - Valley Mill retaining wall investigation

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ENGINEERING AND ENVIRONMENTAL SERVICES

Capital Programs and Traffic Engineering – continued

	2010	2011	Bud to Bud Variance	
	Approved	Approved		
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Full time salaries and benefits	\$ 250,320	\$ 259,510	\$ 9,190	
Part time salaries	12,500	12,500	-	
Capital design	40,960	41,740	780	
Fill by-law administration	24,090	24,630	540	
Traffic engineering	14,650	15,020	370	
Other	9,750	9,750	-	
Cost allocation/(Recoveries)	(110,630)	(117,670)	(7,040)	
	<hr/>	<hr/>	<hr/>	
	241,640	245,480	3,840	1.6%
Fill by-law revenue	(100,000)	(100,000)	-	
	<hr/>	<hr/>	<hr/>	
	\$ 141,640	\$ 145,480	\$ 3,840	2.7%

Cost allocations/(Recoveries) reflect staff’s time spent on Water and Wastewater related activities and/or capital projects.

Expenditures

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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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. In 2011, a significant number of engineering submissions are expected for Sharon, Holland Landing and Queensville, to accommodate major development/construction to be completed by 2012/2013 in sync with the YDSS extension. In spite of any possible delays in the YDSS completion date, the development industry is still moving forward with their design/approval process for the local infrastructure.

Environment Assessments (Provincial)

- Hwy. 48/Herald Road Intersection

Environmental Assessments (Regional)

- Environmental assessments and construction of Regional road and structure projects (Second Concession, Bathurst Street extension, Doane Road interchange, Doane Road realignment, various intersection improvement projects, etc.)
- Glenway Reservoir Expansion

Environmental Assessments (Town)

- Phases 3 and 4 of the EA for East/West Collector Road north of Green Lane (Bathurst St. to Hwy. 404) may commence sectionally depending on Green Lane Secondary Plan and draft plan approval progress. This has not specifically been budgeted for in 2011. Regardless, if this study were to proceed, the costs would be front-ended by the benefitting developers with future cost recovery from development charges.

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Development Engineering – continued

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Full time salaries and benefits	\$ 189,700	\$ 196,080	\$ 6,380	
Consulting contracts	20,000	20,000	-	
Other	21,150	11,550	(9,600)	
Cost allocation/(Recoveries)	51,670	213,720	162,050	
	282,520	441,350	158,830	56.2%
CPI development fees	-	(401,950)	(401,950)	
Draw from CPI reserve	(269,960)	(18,900)	251,060	
Other revenue	(20,500)	(20,500)	-	
	<u>\$ (7,940)</u>	<u>\$ -</u>	<u>\$ 7,940</u>	<u>-100.0%</u>

Development Engineering is budgeted to be fully funded from development related revenues realized during the planning application process. A CPI Fee's reserve is utilized to account for the surpluses and deficits within this branch.

Cost allocations/(Recoveries) reflect the allocation of non-development staff's time spent on development related activities.

Expenditures

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

Cost Allocation/(Recoveries) has increased as a result of a review of effort of Town staff supporting development activities resulting in additional staff time allocated.

Revenues

CPI Development Fees: As a result of an extensive number of development engineering submissions forthcoming early in 2011, it is anticipated that \$401,950 of CPI development revenues will be available.

Other revenue includes revenue received from developers to top up any of their commitments mostly related to studies.

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ENGINEERING AND ENVIRONMENTAL SERVICES

Branch Administration

Overview

Branch Administration 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
- DWQMS conformance (non-tax levy)
- Explore new waste management initiatives
- Administer the engineering component of the development process
- Water conservation program implementation
- Complete Stormwater Master Plan
- To manage the capital program related to roads, etc.

	2010	2011	Bud to Bud Variance	
	Approved	Approved	Bud to Bud Variance	
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Full time salaries and benefits	\$ 150,240	\$ 249,920	\$ 99,680	
Other	7,700	7,700	-	
Cost allocation/(Recoveries)	(101,250)	(216,220)	(114,970)	
	<u>56,690</u>	<u>41,400</u>	<u>(15,290)</u>	-27.0%

Cost allocations/(Recoveries) reflect staff’s time spent on water and wastewater and development related activities.

Expenditures

Full time salaries and benefits have increased \$94,500 due to the addition of an Operations Manager and \$5,180 for cost of living increases for existing staff.

Cost Allocations/Recoveries have increased \$114,970 as a result of a review of effort of Town staff supporting Development, Capital Program and Water and Wastewater activities.

Other includes professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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PARKS AND LEISURE SERVICES

Parks Operations

Overview

The Parks Operations division provides recreational park and leisure opportunities for residents by providing access to parkland and open spaces offered within Town operated park and open space facilities.

Below is a summary of the inventory of outdoor recreation space maintained by the Town:

	2008	2009	2010	2011
Parkland	70.4 ha	70.4 ha	73.6 ha	79.0 ha
Trails	14.6 km	16.0 km	17.7 km	20.2 km

Objectives

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

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PARKS AND LEISURE SERVICES

Parks Operations - continued

	2010	2011	Bud to Bud Variance	
	Approved	Approved		
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Staffing Costs				
Full time salaries and benefits	\$ 179,060	\$ 189,590	\$ 10,530	
Part time salaries	155,020	201,160	46,140	
Other	12,900	12,900	-	
Charged out to activities	(346,980)	(403,650)	(56,670)	
	-	-	-	n/a
Activities				
Sports field rental income	(16,220)	(17,890)	(1,670)	
Turf maintenance	307,210	336,530	29,320	
Horticulture	5,000	9,000	4,000	
Sport field maintenance	182,320	206,750	24,430	
Town facilities snow clearing	25,560	26,880	1,320	
Park/open space/trail maintenance	25,680	29,170	3,490	
Playground maintenance	27,390	28,940	1,550	
Splash pad maintenance	9,990	11,830	1,840	
Street/park tree maintenance	50,410	52,050	1,640	
Special events	14,070	18,630	4,560	
Fencing - repairs/install	12,350	12,720	370	
Parking lots/sidewalks	11,050	15,390	4,340	
	<u>\$ 654,810</u>	<u>\$ 730,000</u>	<u>\$ 75,190</u>	11.5%

Staffing Costs summarize payroll related costs which are redistributed (i.e. “Charged out to activities”) to **Parks Operations Activities** based on staffs efforts. This exercise allows for identifying all of the direct costs in providing the services.

Expenditures

With the addition of Harvest Hills and Vivian Creek neighborhood parks and other trails, the parkland and trail inventory has increased by 7.3% and 14.1% respectively, which drive the maintenance expenditures up by a similar amount. Included in this expenditure are part-time salaries required to maintain a consistent level of service. Increases in part-time salaries reflect the addition of part-time seasonal staff to carry out day to day maintenance on new parks/trails, streetscapes and horticultural infrastructure.

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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PARKS AND LEISURE SERVICES

Facilities

Overview

The Community Facilities and Special Projects division is responsible for the effective operation/maintenance of nine municipal facilities (12,529 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 the inventory of recreational facility space maintained by the Town:

	2008	2009	2010	2011
Square Metres	10,988	11,499	11,979	12,529

Objectives

1. Civic Center Office Space Project

Continue with the office space retrofit plan establishing office space layouts, furniture standards and required facility renovations to address existing space challenges and to facilitate service provision excellence.

2. Assess Facility Accessibility Needs

In conjunction with the East Gwillimbury Accessibility Advisory Committee a work plan will be established for the implementation of accessibility project recommendations associated with Town facilities as identified by the committee and approved by Council. Facility retrofits/renovations identified in the Queensville and North Union Accessibility Audits for 2010 and included in the work plan will be completed subject to budget approval.

3. Facility Lifecycle Initiatives

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

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PARKS AND LEISURE SERVICES

Facilities - continued

	2010	2011	Bud to Bud Variance	
	Approved	Approved	Bud to Bud Variance	
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Staffing Costs				
Full time salaries and benefits	\$ 671,200	\$ 703,470	\$ 32,270	
Part time salaries	123,420	125,920	2,500	
Other	16,300	16,300	-	
Charged out to locations	(810,920)	(845,690)	(34,770)	
	-	-	-	n/a
Locations				
Halls - vending revenue	\$ (15,700)	\$ (15,700)	-	
Auditorium	(720)	(720)	-	
Queensville CC	47,130	49,620	2,490	
Sharon Hall	1,660	1,710	50	
River Drive Park CC	41,000	44,240	3,240	
Mount Albert CC	55,920	59,200	3,280	
North Union CC	43,390	46,390	3,000	
Holland Landing Complex	179,250	191,720	12,470	
Ross Family Complex	110,340	113,920	3,580	
Mount Albert Lions CC	(11,400)	(14,500)	(3,100)	
Ice plant and arena	116,510	130,430	13,920	
Civic centre	395,570	324,950	(70,620)	
	<u>\$ 962,950</u>	<u>\$ 931,260</u>	<u>\$ (31,690)</u>	-3.3%

Staffing Costs summarize payroll related costs which are redistributed (i.e. “Charged out to locations”) to **Facility Operation Locations** based on staff’s efforts. This exercise allows for identifying all of the direct costs in providing the services.

Expenditures

Labour costs increases of 34,770 are due to cost of living step rate and benefits increases, plus increased utility costs and the addition of the new community hall at the Sports Complex.

Civic Centre costs have decreased due to reduced costs of the debt for the facility. The final debt payment is due in January 2011.

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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PARKS AND LEISURE SERVICES

Leisure Services and Programs

Overview

The Leisure Programs division 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.

	2010	2011	Bud to Bud Variance	
	Approved	Approved	Budget	
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Activities				
Adult	\$ (9,100)	\$ (9,200)	\$ (100)	
Aquatics	(750)	(1,030)	(280)	
March break camps	(4,500)	(2,500)	2,000	
Children	(8,300)	(8,300)	-	
Fitness	(30,900)	(37,580)	(6,680)	
Seniors	(5,900)	(5,900)	-	
Summer camps	(92,450)	(92,450)	-	
Youth program	(16,400)	(15,900)	500	
Music at Civic Square	5,500	5,800	300	
Canada day	5,000	5,000	-	
	(157,800)	(162,060)	(4,260)	2.7%
Administration				
Part time salaries	102,830	105,690	2,860	
Advertising brochure	22,000	22,000	-	
Other	5,500	5,500	-	
	130,330	133,190	2,860	2.2%
	<u>\$ (27,470)</u>	<u>\$ (28,870)</u>	<u>\$ (1,400)</u>	5.1%

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PARKS AND LEISURE SERVICES

Leisure Services and Programs (continued)

Leisure program budgeted figures are presented on a net basis. The majority of these figures are negative indicating that they generate more revenue than direct costs of providing the service.

Expenditures

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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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 track CPI development fees attributable to the parks/trails development approval process.

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Full time salaries and benefits	\$ -	\$ 80,000	\$ 80,000	
Cost allocation/(Recoveries)	-	74,290	74,290	
Draw from CPI reserve	-	(154,290)	(154,290)	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	n/a

Development Parks is budgeted to be fully funded from development related revenues realized during the development application process. A CPI Fee's reserve is utilized to account for the surpluses and deficits within the CPI department.

Full time salaries and benefits include the addition of a landscape Architect. Fully funded from development revenues, this position will manage the development of new parks within the Town.

Cost allocations/(Recoveries) reflect the allocation of non-development staff's time spent on development related activities.

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PARKS AND LEISURE SERVICES

Branch Administration

Overview

Branch Administration is responsible for the overall management of Parks & Leisure Services to co-ordinate efforts of staff and deployment of resources to complete the 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 complete the “Active Transportation & Trails Master Plan”
- To continue alternative/modified Leisure Services Programs as required to meet the needs of the community
- To manage the capital program related to parks and facility upgrades

	2010	2011	Bud to Bud Variance	
	Approved	Approved	Bud to Bud Variance	
	<u>Budget</u>	<u>Budget</u>	<u>\$</u>	<u>%</u>
Full time salaries and benefits	\$ 496,600	\$ 513,710	\$ 17,110	
Part time salaries	16,000	16,000	-	
Other	22,620	23,720	1,100	
Cost allocation/(Recoveries)	-	(120,880)	(120,880)	
	<u>\$ 535,220</u>	<u>\$ 432,550</u>	<u>\$ (102,670)</u>	-19.2%

Cost allocations/(Recoveries) reflect staff’s time spent on capital projects and development related activities.

Expenditures

Recoveries have been introduced in 2011 to recognize staff’s efforts supporting Parks Development and capital projects.

Other expenses include professional development and memberships, communications, office supplies, advertisement, uniforms, courier, mileage and meeting expenses.

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FLEET

Overview

This division records the costs associated with fleet maintenance and contributions to the fleet reserve for the replacement of vehicles and equipment.

Objectives

1. To maintain fleet/equipment in a timely and cost effective manner in order to maintain infrastructure and efficient levels of service to the public.
2. 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.

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Fleet - Roads				
Fuel	\$ 117,500	\$ 127,500	\$ 10,000	
Equipment repairs	39,000	39,200	200	
Contribution to fleet reserve	220,000	254,450	34,450	
Charged out to activities	(376,500)	(421,150)	(44,650)	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	n/a

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Fleet - Parks				
Labour costs	\$ 2,940	\$ 3,190	\$ 250	
Fuel	10,000	10,500	500	
Equipment repairs	29,700	32,700	3,000	
Contribution to fleet reserve	117,040	144,500	27,460	
Charged out to activities	-	-	-	
	<u>\$ 159,680</u>	<u>\$ 190,890</u>	<u>\$ 31,210</u>	19.5%

Expenditures

- Manufacturer's price adjustments increase the necessary "Contributions to Reserves" for future equipment replacement.
- Fuel escalation
- Equipment repairs

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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

	2010	2011	Bud to Bud Variance	
	Approved	Approved	\$	%
	<u>Budget</u>	<u>Budget</u>		
Full time salaries and benefits	\$ 373,730	\$ 309,260	\$ (64,470)	
Part time salaries	25,150	25,150	-	
Professional development	15,000	16,000	1,000	
Supplies	16,450	16,450	-	
Computer software	24,000	24,000	-	
Other	11,400	11,600	200	
Cost allocation/(Recoveries)	<u>(220,510)</u>	<u>(237,950)</u>	<u>(17,440)</u>	
	<u>\$ 245,220</u>	<u>\$ 164,510</u>	<u>\$ (80,710)</u>	-32.9%

Cost allocations/(Recoveries) reflect staff's time spent on water and wastewater and development related activities.

Expenses

Full time salaries and benefits have decreased due to a review of effort of Town staff supporting Development and Water and Wastewater services. As a result of the review, staff previously partially funded from Water and Wastewater services are now fully funded from the Water and Wastewater rate.

Other – as previously defined.

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COMMUNITY PROGRAMS AND INFRASTRUCTURE

CAPITAL BUDGET – ENGINEERING AND ENVIRONMENTS

	Expenditure	Funding Source							
		Tax Rate	Gas Tax	Capital RF	Equip Res.	Other Gov't	Dev. Charges	Dev Contribute	CCC - Enviro
Road Rehabilitation									
<u>1. Slurry Sealing -- Various Roads</u>									
Catering road (2.6km)	\$ 37,000		\$ 37,000						
Boag road (Woodbine to Warden: 2.1km)	33,000		33,000						
	70,000	-	70,000	-	-	-	-	-	
<u>2. Double Surface Treatment</u>									
Herald road (Part of Woodbine to McCowan: 3.0)	230,000		197,570			32,430			
Holborn road (2nd Con to Leslie: 2.1km)	110,000	110,000							
Holborn road (McCowan to 48: 2.1km)	110,000	110,000							
Farr avenue (Donlands to Oxford: ?.?km)	75,000		75,000						
	525,000	220,000	272,570	-	-	-	32,430	-	
<u>3. Top Course Asphalt</u>									
Park avenue (Tall Pines area: 0.5km)	82,600	82,600							
	82,600	82,600	-	-	-	-	-	-	
<u>4. Pulverize / Pavement</u>									
Princess street (King to Victoria 0.5km)	115,000		115,000						
	115,000	-	115,000	-	-	-	-	-	
<u>5. Reconstruction</u>									
Hilltop dr. (Holland R. Blvd to Red Mills: 0.5km)	500,000		500,000						
	500,000	-	500,000	-	-	-	-	-	
Bridges / Culverts									
Morning side road culvert - relining	20,000	-	20,000						
	20,000	-	20,000	-	-	-	-	-	
Vehicles and Equipment									
New sidewalk grinder attachment for 35k	35,000					35,000			
Replace leaf sucker	10,000				10,000				
	45,000	-	-	-	10,000	-	35,000	-	
Other									
Sharon engineered wetlands	753,000					459,000		294,000	
Colony trail SWM pond retrofit construction	570,000		188,000			382,000			
* North/South collector road design	550,000						550,000		
(a) Storm water management master plan	95,000		28,000			67,000			
(a) Colony trail SWM pond retrofit design	45,000					30,000		15,000	
Valley Mill retaining wall investigation	50,000		50,000						
Engineering standards review	50,000						50,000		
Queensville side road CN gates	45,000		45,000						
Herald road CN gates	45,000		45,000						
Mbades	10,000	5,000				5,000			
Pole mounted electronic speed board	7,000		7,000						
Lake Simcoe Conservation Authority	2,000		2,000						
	2,222,000	7,000	-	363,000	-	938,000	555,000	344,000	15,000
Sidewalk Program									
Princess street (King to 48)	65,000	65,000							
Sand road (Donaldson to Tall Pines)	52,000	52,000							
Sidewalk repairs / Civic Centre sidewalk	46,200	46,200							
	163,200	163,200	-	-	-	-	-	-	
Environmental Assessments									
(a) Operations centre	100,000		10,000			90,000			
Doane Road pedestrian bridge design	100,000					100,000			
	200,000	-	-	10,000	-	-	190,000	-	
	\$ 3,942,800	\$472,800	\$ 957,570	\$ 393,000	\$ 10,000	\$ 938,000	\$ 812,430	\$ 344,000	\$ 15,000
(a) Denotes capital project which was approved in the prior year									
* Pending for future review by Council									

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CAPITAL BUDGET – PARKS AND LEISURE SERVICES

	Expenditure	Funding Source									
		Tax Rate	Capital Res.	Facilities Res.	Pks Structure Res.	Equip Res.	Cash-in-Lieu	D. C.'s	Dev. Cont.	Invest Ont.	Other Gov't
Community Parks and Programs											
(a) Park Redevelop (Grist, Parkway, H.L.C.C.); 2yr pjt	849,000		499,000				250,000			100,000	
Green Lane multi-use bike trail (b)	543,000								343,000		200,000
(a) Nokidaa trail enhance (Green Ln to 2nd Con); 2yr pjt	270,000							135,000			135,000
(a) Mount Albert Lions soccer field lighting; 2yr project	52,500		17,500								35,000
(a) Vivian trail pedestrian bridges (2); 2 yr project	175,000						17,500	157,500			
Dodge Ram quad cab pick-up (T29 - 2004)	60,000					60,000					
Dodge Ram quad cab pick-up (T28 - 2005)	60,000					60,000					
(a) Active transportation and trails master plan; 2yr proje	45,000						4,500	40,500			
(a) Fence Holland Valley open space	42,000						42,000				
John Deere 1445 mower	20,000					20,000					
(a) Park and trail head signage	12,000						5,500	6,500			
Equipment trailer (18 ft)	8,000					8,000					
Equipment trailer (10 ft)	7,000					7,000					
8 ft snow plow attachment - T28	5,500					5,500					
9 ft snow plow attachment - T28	5,500					5,500					
Mott mower	5,000					5,000					
	2,159,500	-	516,500	-	-	171,000	319,500	339,500	343,000	100,000	370,000
Facilities											
(a) East Pad Renovation	1,450,000		483,300								966,700
(a) Civic centre office space renovation	180,000								60,000		120,000
(a) Ross Family gym renovation	190,000			100,000							90,000
Holland Landing accessibility retrofit	87,000										87,000
Arena digital ID sign	85,000				85,000						
Lions digital ID sign	45,000			45,000							
Arena - PA security retrofit	34,700			34,700							
(a) Exterior digital ID signs (HLCC & Ross)	45,500		21,500	24,000							
E-registration service implementation	27,000							27,000			
Folding partition refurbished (HLCC, Ross)	20,700			20,700							
Arena public washroom retrofit	12,000			12,000							
Accessibility - various locations	10,000								10,000		
West pad humidifier compressor	9,000			9,000							
East arena - CO2 monitors	8,550			8,550							
	2,204,450	-	504,800	253,950	85,000	-	-	27,000	-	70,000	1,263,700
Parks Operation											
Playground curbing and drainage (Queensville)	30,000						30,000				
North Union picnic shelter	22,000				11,000				11,000		
Decommission of French park ball diamond	13,000						13,000				
Swing gates (MACC (2) and French (1))	9,000						9,000				
Bleacher Replacement (Anchor park (2))	7,000						7,000				
Resident Protection Netting Replacement (Sharon nc	4,000						4,000				
Picnic shelter tables (4)	4,000						4,000				
Vivian creek bike park surface refurbishment	3,100						3,100				
Bleacher Concrete Pad (Lions S (2), Anchor (2))	3,000						3,000				
Decommission of playground equipment (HLCC & P	3,000						3,000				
Self watering street plant hangers (24)	3,000						3,000				
	101,100	-	-	-	11,000	-	79,100	-	11,000	-	-
	\$4,465,050	\$ -	\$1,021,300	\$ 253,950	\$ 96,000	\$171,000	\$ 398,600	\$ 366,500	\$ 354,000	\$170,000	\$ 1,633,700

- (a) Denotes capital project which was approved in the prior year
(b) Peggy's Wood to Costco Parking lot