Town of East Gwillimbury

Our town, Our future

2019 Business Plan & Budget

OUR TOWN, OUR FUTURE

www.eastgwillimbury.ca/budget

Introduction

The 2019 business plan and budget contains four main components.

Components 1 through 3 represent the budget to support Town operations. These budgets are for the recurring expenditures or revenues that the Town can anticipate each year. These include items such as salaries and benefits, materials and supplies, and fees and charges. Component 4 contains the budget details for the one-time or project specific expenditures.

Component 1 – Operating Budget (Tab 1)

The Operating budget represents the component of the Town operations that is primarily tax supported. Although some of the services are offset by fees and charges, there is an element of taxation revenue required to support each of these departments.

Component 2 – Development and Fee Supported Budget (Tab 2)

The Development and Fee Supported budget represents the component of the Town operations that is supported by fees for service (no tax support). There are five service areas that are included in this budget: Building, Planning, Development Engineering, Park Development, and Fill Operations. Each of these service areas has approved fees or charges that are intended to fully recover the cost of providing the service.

Component 3 – Water and Wastewater Budget (Tab 3)

The Water and Wastewater budget represents the component of the Town operations that are supported by fees for service (no tax support). The Town charges water and wastewater fees to property owners based on water used. The annual fees are intended to ensure that there is full cost recovery to the Town for providing safe drinking water and maintaining the water and sewer infrastructure.

Component 4 – Capital Program Budget (Tab 4)

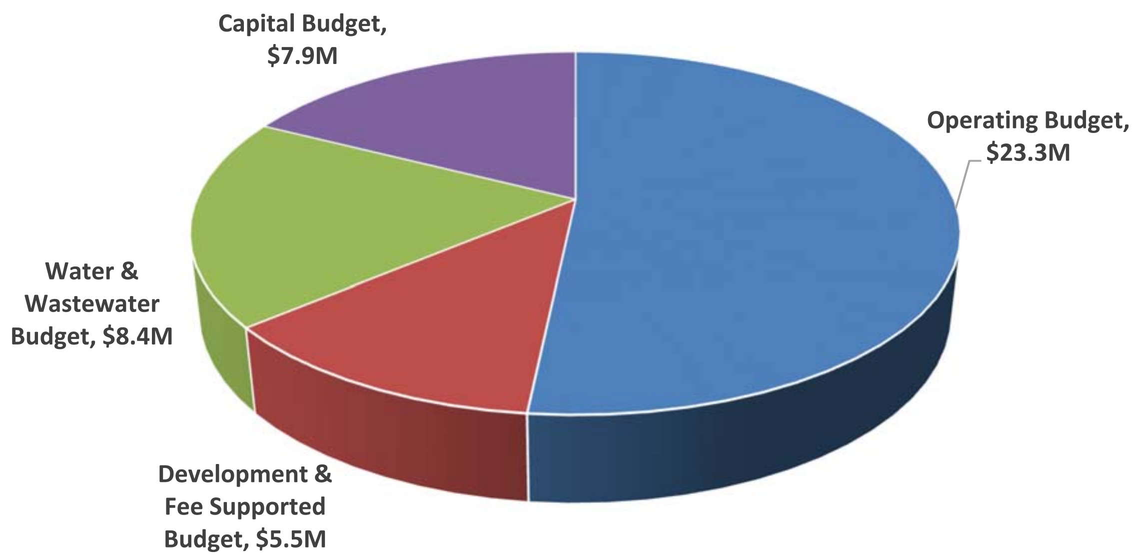
The capital budget primarily represents projects or initiatives that are one-time or time specific in nature. The capital budget may include projects such as the construction of a new fire station or retaining a consultant to prepare a study. The capital budget also includes the Town's annual repair and replacement program for maintaining the Town's assets. Although the annual repair and replacement program is required each year, the individual projects and related amounts of funding will vary annually depending on the program requirements in that year. The annual repair and replacement program may include road resurfacing, sidewalk maintenance, or computer replacement.

The Appendix (Tab 5) contains a glossary outlining operating expenditure and revenue categories used for budgeting purposes.

BUDGET SUMMARY

The following graph summarizes the total budgeted expenditures for all components of the 2019 budget.

2019 Total Budgeted Expenditures
$45.1 Million

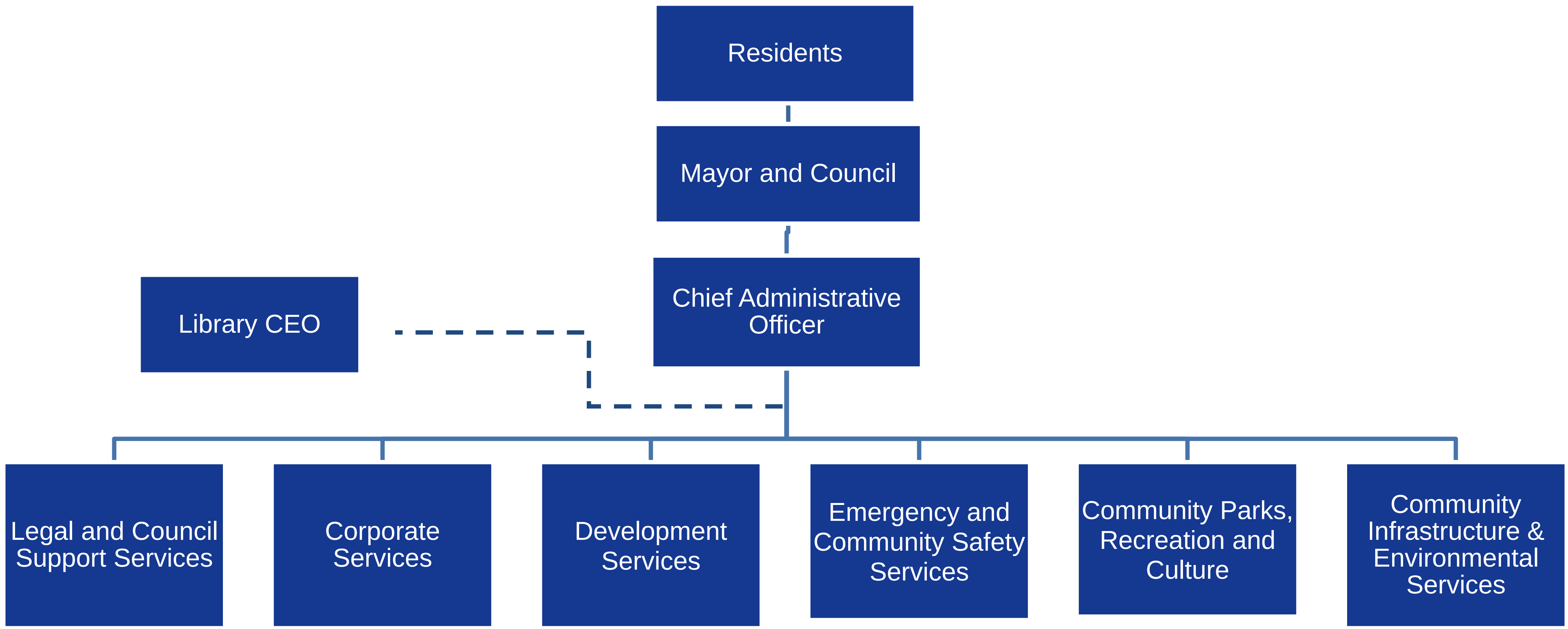


2019 Operating Budget

The 2019 operating budget was prepared with a focus on the Town's three strategic pillars:

1. Providing quality, affordable programs and services for a safe, accessible and livable community;
2. Building a complete community that provides healthy places to live, work, play and learn; and
3. A high performance municipal organization committed to service and excellence.

In addition to the Mayor and members of Council, the Town's operations are supported by an approved complement of 149 full time positions (including the Executive Assistant to the Mayor and Council). In keeping with the Shamrock resourcing model, the budget provides for approximately 200 part time and seasonal staff (47 full time equivalent), including a roster of ± 81 paid on-call firefighters, and third party contractors.



BUDGET SUMMARY

The budget process for 2019 prioritizes maintaining existing quality programs and services for residents, while addressing front line growth-related service pressures. The budget continues to focus on community safety with a Council approved multi-year plan to enhance the service level to 24/7 coverage of full time fire service at the Queensville Fire Station. It also enhances the provision to fund the eventual operations of a new Health and Active Living Plaza, which includes an aquatics facility. The budget includes statutory or contractual increases.

The 2019 budget followed a similar process to prior years with staff reviewing historical actual expenditures and revenues along with anticipated pressures to ensure the reasonability of budgeted amounts.

Some of the major pressures identified in the 2019 operating budget include:

- Salaries and Benefits
  As a service organization, staff resources are central to delivering community programs and services. As such, salaries and benefits are the largest expenditure in the Town's operating budget. The 2019 pressure of approximately $1.7 million includes step increases, benefits and a Cost of Living Allowance (COLA) adjustment for all staff. The salaries and benefits budget also includes the addition of one Parks Operator and one GIS/Infrastructure Technologist. A Horticulturalist position is proposed to be converted from part time to full time. A new seasonal Road Patrol Operator is also included. The budget has also been increased to provide for position reclassifications to accommodate increased scope of duties.

- Community Grants / Initiatives
  This budget was increased by $23,500 to align the budget with the actual costs as follows: New Year's Eve Family Event ($10,000) and Canada Day ($3,000), and to provide additional funding for community initiatives ($10,500).

- Contingency
  The contingency budget increase of $100,000 provides for items such as additional initiatives and collective agreement adjustments.

- Contracted Services
  The budget for contracted services has increased by almost $82,000. Approximately $59,000 of this increase is a reallocation of costs from other budget lines which have been reduced accordingly, mainly equipment repair and property and building maintenance. An additional $18,000 has been budgeted for the services of the Town's Integrity Commissioner and Town's Ombudsman.

- Library
  The funding requirements of the library increased by approximately $78,000. This is primarily due to an increase in salaries and benefits and facilities costs.

- Materials and Supplies
  The materials and supplies budget is increasing by approximately $43,000. This increase is related to road maintenance, facilities and parks operations.

- Public Works
  This budget increased by $190,000 due to additional winter maintenance contracted services required to service growth and meet service demands and provincially regulated Minimum Maintenance Standards.

- Software Maintenance and Licensing
  The software maintenance and licensing budget is increasing by approximately $36,000. This is largely due to growth and increased software subscription costs.

- Training, Professional Development and Memberships
  The increase for 2019 is approximately $55,000. The main driver of this increase is the requirement for additional mandatory firefighter training.

- Utilities
  The increase in the utility budget of approximately $84,000 is due in part to general utility cost increases and to additional program and permit time, requiring facilities to remain open longer.

- Transitional Cost Reductions
  Staff target these additional in-year savings through the delay or deferral of expenditures, implementing process efficiencies, and/or increased revenue opportunities throughout the year. A budget for transitional costs reductions was initially introduced in 2015 to temporarily mitigate the tax pressure during the initial stages of growth. The transitional cost reduction target included in the 2019 budget is $190,000.

The increase in user fee revenue stems mainly from the Community Parks, Recreation and Culture department and aligns the budget with actual revenue received.

As part of the 2016 Budget and Business Plan, the concept of temporarily using the working capital reserve to fund growth related program and service initiatives was introduced. This is to address the timing difference between when new homes are occupied, and service expectations begin, and when the Town receives the associated property tax revenue. The 2018 budgeted amount of approximately $1.2 million is anticipated to materialize through supplementary taxes. A provision of approximately $0.4 million has been included in the 2019 budget.

The Town is planning for a new Operations Centre and new community space. Both of these facilities will result in increased operating costs. To mitigate the impact of these costs in the year the facility opens, the 2019 budget includes a provision for the cost of operations. A total of $600,000 has been established from growth related tax assessment for the operating costs associated with the Operations Centre, Health and Active Living Plaza and a new Library. An additional dedicated tax increase of $95,000 has been established as a provision for the eventual operations of a new Health and Active Living Plaza, which includes an aquatics facility.

The increased contribution to reserves budget includes an additional $190,000 in accordance with the Council approved multi-year community safety plan and new facility operations noted above, $50,000 to build a provision for conducting the municipal election every four years and approximately $40,000 for increased fleet demands.

The operating budget for the Town is shown in the tables on the following pages. The details for each department supporting the tables below are included in the balance of this section.

Town of East Gwillimbury

2019 OPERATING BUDGET

	Mayor & Council	Chief Administrative Officer	Legal and Council Support Services	Corporate Services	Emergency and Community Safety Services	Development Services	Community Parks, Recreation & Culture	Community Infrastructure & Environmental Services	Library	Corporate Wide	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures														
Salaries & Benefits	578,221	982,051	881,535	3,041,545	4,539,994	236,376	3,698,744	2,678,088	-	-	16,636,554	14,958,448	1,678,106	11%
Salary Gapping	-	-	-	-	-	-	-	-	-	(56,000)	(56,000)	(56,000)	-	0%
Advertising	-	7,500	-	75,900	-	-	1,800	1,320	-	-	86,520	86,520	-	0%
Audit Services	-	16,500	-	40,500	-	-	-	-	-	-	57,000	57,000	-	0%
Bank Fees, Payroll and Other Charges	-	-	-	89,000	-	-	-	-	-	-	89,000	89,000	-	0%
Communications	-	6,000	2,100	7,600	9,815	1,300	9,930	12,640	-	-	49,385	48,590	795	2%
Community Grants / Initiatives	146,905	-	-	-	-	-	-	-	-	-	146,905	123,405	23,500	19%
Consultant	-	45,000	-	30,500	-	4,000	-	16,500	-	-	96,000	96,000	-	0%
Contingency	-	89,000	-	-	-	-	-	-	-	132,000	221,000	121,000	100,000	83%
Contracted Services	10,000	8,000	11,000	1,730	235,165	-	148,623	250,180	-	-	664,698	582,933	81,765	14%
Corporate Initiatives	-	-	-	-	-	-	-	-	-	-	-		-	0%
Courier & Mail Processing	-	250	200	45,500	-	200	550	800	-	-	47,500	42,500	5,000	12%
Equipment & Vehicle	500	-	3,100	54,790	28,800	2,500	57,740	24,350	-	-	171,780	174,180	(2,400)	-1%
Equipment Repair	-	-	-	7,900	42,235	-	113,227	101,000	-	-	264,362	258,752	5,610	2%
Insurance	-	-	-	-	-	-	2,100	-	-	625,000	627,100	612,100	15,000	2%
Legal Services	-	-	65,000	-	-	-	-	-	-	-	65,000	65,000	-	0%
Library	-	-	-	-	-	-	-	-	1,631,007	-	1,631,007	1,552,577	78,430	5%
Materials & Supplies	13,010	24,450	31,400	83,250	61,480	4,200	239,320	561,880	-	-	1,018,990	976,360	42,630	4%
Mileage	-	4,500	2,000	5,400	5,425	700	4,500	6,360	-	-	28,885	28,010	875	3%
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	150,000	(150,000)	-100%
Other Agencies/Municipalities	-	-	-	15,500	195,400	-	-	-	-	-	210,900	198,500	12,400	6%
Program Instructor	-	-	-	-	-	-	108,200	-	-	-	108,200	99,200	9,000	9%
Property & Building Maintenance	-	-	-	-	65,000	-	193,920	-	-	-	258,920	303,620	(44,700)	-15%
Public Engagement / Corporate Events	39,500	9,400	5,000	-	-	-	-	-	-	-	53,900	52,400	1,500	3%
Public Works	-	-	-	-	-	-	9,000	851,290	-	-	860,290	670,290	190,000	28%
Rent	-	-	-	-	-	-	42,200	-	-	-	42,200	40,200	2,000	5%
Software Licenses & Maintenance	-	-	-	178,000	-	-	5,800	12,700	-	-	196,500	160,900	35,600	22%
Training, Professional Development & Memberships	4,000	35,699	20,760	25,482	76,350	4,728	27,580	14,376	-	-	208,975	153,700	55,275	36%
Uniforms & Safety Clothing	-	-	-	-	29,850	-	18,050	11,000	-	-	58,900	56,550	2,350	4%
Utilities	-	-	-	55,600	62,520	-	732,728	472,260	-	-	1,323,108	1,239,018	84,090	7%
Waste Collection	-	-	-	-	-	-	-	1,280,593	-	-	1,280,593	1,280,593	-	0%
Provision for New Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Corporate Reallocation	-	-	-	-	-	-	(51,971)	(243,225)	-	(2,659,829)	(2,955,025)	(2,659,828)	(295,197)	11%
Transitional Cost Reductions	-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(375,000)	185,000	-49%
Total Expenditures	**792,136**	**1,228,350**	**1,022,095**	**3,758,197**	**5,352,034**	**254,004**	**5,362,041**	**6,052,112**	**1,631,007**	**(2,148,829)**	**23,303,147**	**21,186,518**	**2,116,629**	**10%**

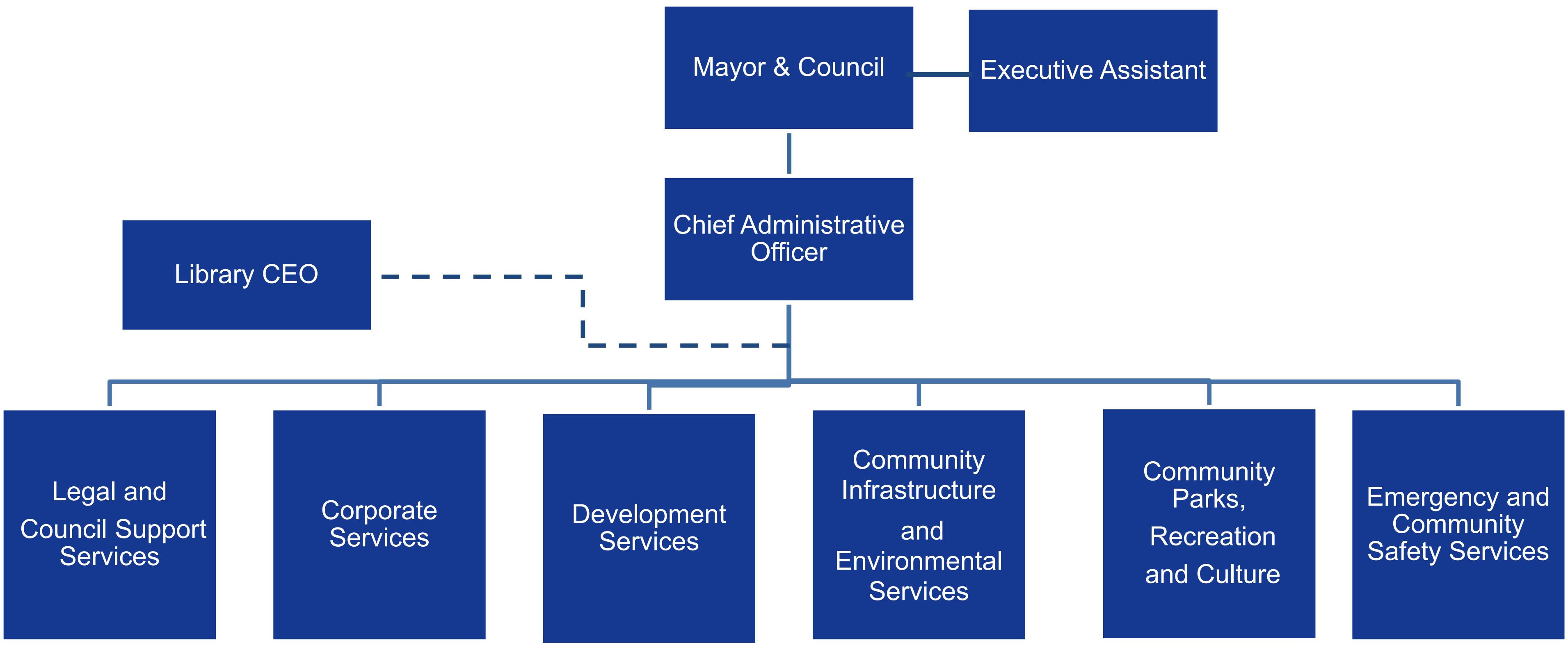
2019 OPERATING BUDGET

	Mayor & Council	Chief Administrative Officer	Legal and Council Support Services	Corporate Services	Emergency and Community Safety Services	Development Services	Community Parks, Recreation & Culture	Community Infrastructure & Environmental Services	Library	Corporate Wide	2019 Budget	2018 Budget	Variance $	Variance %
Revenues														
Taxation	-	-	-	-	-	-	-	-	-	(22,131,800)	(22,131,800)	(18,948,069)	(3,183,731)	17%
Supplementary Taxation on New Homes	-	-	-	-	-	-	-	-	-	(410,794)	(410,794)	(1,270,020)	859,226	-68%
Development Charges	-	-	-	(233,689)	-	(73,127)	(114,328)	-	-	-	(421,144)	(397,381)	(23,763)	6%
Development Revenue	-	-	-	-	(46,235)	-	-	(8,200)	-	-	(54,435)	(46,935)	(7,500)	16%
Fines and Penalties	-	-	-	-	(46,000)	-	-	-	-	-	(46,000)	(34,500)	(11,500)	33%
Grants	-	-	-	-	-	-	(615)	(77,000)	-	(161,600)	(239,215)	(239,215)	-	0%
Investment Income	-	-	-	-	-	-	-	-	-	(175,000)	(175,000)	(175,000)	-	0%
Library	-	-	-	-	-	-	(88,642)	-	-	-	(88,642)	(77,456)	(11,186)	14%
Licences	-	-	(11,500)	-	(9,500)	-	-	-	-	-	(21,000)	(18,500)	(2,500)	14%
Miscellaneous	(5,400)	-	-	(7,500)	-	-	-	(2,500)	-	-	(15,400)	(12,100)	(3,300)	27%
Motor Vehicle Accidents	-	-	-	-	(100,000)	-	-	-	-	-	(100,000)	(50,000)	(50,000)	100%
Penalties on Taxes	-	-	-	-	-	-	-	-	-	(500,000)	(500,000)	(500,000)	-	0%
Recoveries & Contributions from Developers	-	-	-	(50,000)	-	-	-	(6,000)	-	-	(56,000)	(56,000)	-	0%
Sales	-	-	(3,000)	(30,000)	-	-	(17,888)	(6,050)	-	-	(56,938)	(54,663)	(2,275)	4%
Services to Other Municipalities	-	-	-	-	(137,700)	-	-	(35,000)	-	-	(172,700)	(172,700)	-	0%
User Fees	-	-	(148,640)	(20,000)	(10,500)	-	(1,291,392)	(50,000)	-	-	(1,520,532)	(1,405,554)	(114,978)	8%
Total Revenues	**(5,400)**	**-**	**(163,140)**	**(341,189)**	**(349,935)**	**(73,127)**	**(1,512,865)**	**(184,750)**	**-**	**(23,379,194)**	**(26,009,600)**	**(23,458,093)**	**(2,551,507)**	**11%**
Transfers														
Contributions to Reserves	-	-	50,000	105,000	493,600	-	599,116	219,884	50,000	1,294,630	2,812,230	2,505,395	306,835	12%
Draws from Reserves	-	-	-	(25,965)	(520,111)	-	(12,703)	-	-	-	(558,779)	(686,820)	128,041	-19%
Tax Levy Investment to Capital	-	-	-	-	-	-	-	453,000	-	-	453,000	453,000	-	0%
Total Transfers	**-**	**-**	**50,000**	**79,035**	**(26,511)**	**-**	**586,413**	**672,884**	**50,000**	**1,294,630**	**2,706,451**	**2,271,575**	**434,876**	**19%**
Net Budget	**786,736**	**1,228,350**	**908,955**	**3,496,043**	**4,975,588**	**180,877**	**4,435,589**	**6,540,246**	**1,681,007**	**(24,233,393)**	**-**	**-**	**-**	

Mayor and Council

The composition of Municipal Council changed from the Mayor and four Councillors elected at large, to a three ward system with two Councillors per ward, and the Mayor. The Mayor also represents the Town at the regional level of government.

The Mayor and Council Office is supported by 1 full time position.



KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives – Mayor and Council
Represent resident issues at Council
Provide effective governance to the Town through the adoption of policies and by-laws
Establish and approve the strategic plan to guide the Town with respect to its program and service priorities
Continue to promote East Gwillimbury as a character community
Appoint interested residents to serve on various Committees and Boards to assist and advise Council on certain issues

BUDGET SUMMARY

The Mayor and Council's 2019 operating budget includes expenditures of $0.79 million, or approximately 3% of the Town's total operating expenditures. The salary and benefits budget for this office has increased by approximately $148,000 primarily due to the restructuring of Council resulting in the addition of two Councillors. The budget for community grants/initiatives has been increased by $13,000 to align the budget with actual expenditures. The public engagement budget has been increased by $12,000 to provide an expense budget for the two additional Councillors. A budget of $10,000 has been established for the services of the Town's Integrity Commissioner.

There are two tables included for Mayor and Council. The first table highlights the total budget for the department. The second table provides a detailed list included in the Community Initiatives budget.

2019 OPERATING BUDGET
MAYOR AND COUNCIL

	Mayor & Council Admin	Mayor Hackson	Councillor Carruthers	Councillor Crone	Councillor Foster	Councillor Morton	Councillor Persechini	Councillor Roy-Diclemente	Community Initiatives	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures													
Salaries & Benefits	578,221									578,221	430,204	148,017	34%
Community Grants / Initiatives									146,905	146,905	123,405	23,500	19%
Contracted Services	10,000									10,000	-	10,000	0%
Equipment & Vehicle	500									500	500	-	0%
Materials & Supplies	13,010									13,010	13,010	-	0%
Public Engagement / Corporate Events	8,000	4,500	4,500	4,500	4,500	4,500	4,500	4,500		39,500	38,000	1,500	4%
Training, Professional Development & Memberships	4,000									4,000	4,000	-	0%
Total Expenditures	**613,731**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**146,905**	**792,136**	**609,119**	**183,017**	**30%**
Miscellaneous									(5,400)	(5,400)	(2,100)	(3,300)	157%
Total Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(5,400)**	**(5,400)**	**(2,100)**	**(3,300)**	**157%**
Net Budget	**613,731**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**141,505**	**786,736**	**607,019**	**179,717**	**30%**

2019 OPERATING BUDGET
MAYOR & COUNCIL
COMMUNITY INITIATIVES

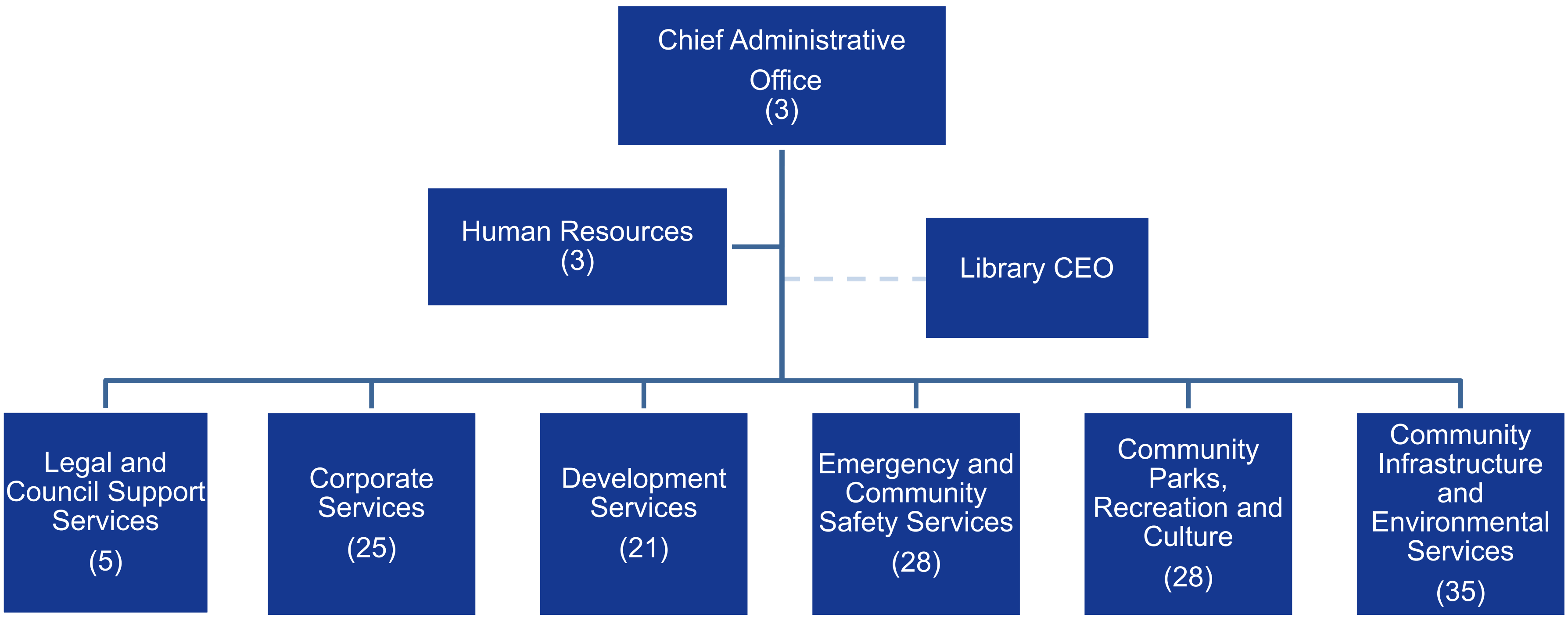
	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures				
Advisory Committees				
Car Show Committee	2,750	2,750	-	0%
EDAC	2,500	2,500	-	0%
EG Accessibility Advisory Committee	2,000	2,000	-	0%
Environmental Advisory Committee	2,000	2,000	-	0%
Farmers Market	7,600	7,600	-	0%
Heritage Committee	2,000	2,000	-	0%
Mount Albert CRCC	1,000	1,000	-	0%
North Union CRCC	1,000	1,000	-	0%
River Drive Park CRCC	1,500	1,000	500	50%
Santa Claus Parade	7,000	7,000	-	0%
Active Transportation & Trails Advisory Committee	2,000	2,000	-	0%
Community Grants				
Bursary Dr Denison Secondary School	300	300	-	0%
Bursary for the Arts	1,500	1,500	-	0%
Bursary Huron Heights Secondary School	300	300	-	0%
Bursary Sacred Heart Secondary School	300	300	-	0%
Chamber of Commerce Tourism	8,500	-	8,500	0%
East Gwillimbury Gardeners	1,000	1,000	-	0%
Neighbourhood Network Tree Planting	1,200	1,200	-	0%
Sharon Temple Museum	40,000	40,000	-	0%
Sutton Agricultural	750	750	-	0%
York Region Seniors Games	600	500	100	20%

2019 OPERATING BUDGET
MAYOR & COUNCIL
COMMUNITY INITIATIVES

	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures				
Other				
Canada Day	17,000	11,000	6,000	55%
Chamber of Commerce Breakfast	1,225	1,225	-	0%
Committee Contingency	2,250	3,850	(1,600)	-42%
Community Events	14,000	14,000	-	0%
Culture Days	-	500	(500)	-100%
Music at Civic Square	8,500	8,000	500	6%
New Year's Eve Family Event	10,000	-	10,000	0%
Pancake Breakfast	1,300	1,300	-	0%
Remembrance Day Ceremony	2,000	2,000	-	0%
Volunteer Recognition Ceremony	4,830	4,830	-	0%
Total Expenditures	**146,905**	**123,405**	**23,500**	**19%**
Revenues				
Other Revenues	(3,300)	-	(3,300)	0%
Miscellaneous (Farmers Market)	(2,100)	(2,100)	-	0%
Total Revenues	**(5,400)**	**(2,100)**	**(3,300)**	**157%**
Net Budget	**141,505**	**121,305**	**20,200**	**17%**

Office of the Chief Administrative Officer

The Office of the Chief Administrative Officer (CAO) provides strategic administrative leadership to the corporation ensuring Town programs and services are delivered in a cost-effective and timely manner. The CAO works closely with Council and the employee team to implement key initiatives in accordance with the Council approved Strategic Plan. The CAO represents the municipality's interest with other levels of government and stakeholders. The Office of the CAO has 3 full time positions, along with 3 full time positions in Human Resources. The CAO provides leadership and support to the six departments in the organization comprised of 149 full time positions (including the Executive Assistant to the Mayor and Council); +/- 200 part time and seasonal including +/- 81 paid on call firefighters. The CAO also acts as the liaison with the Library Board through the Library Chief Executive Officer.



KEY PERFORMANCE INDICATORS / METRICS

CAO's Office

- Attended over 180 intergovernmental and stakeholder meetings
- Conducted quarterly reviews with all General Managers
- Held 36 Senior Management Team meetings and 6 Extended Management Team meetings
- 4 Town Hall meetings held for all staff; 8 employee team building events
- 17 CWC/Council meetings and 4 Special Council Workshops
- Municipal Election, Inaugural Ceremony and Council Orientation
- Member of 6 Professional Organizations, including AMO – Association of Municipalities Ontario, CAMA – Canadian Association Municipal Administrators, ESSC – Emergency Services Steering Committee, ICMA – International City/County Management Association, OMAA – Ontario Municipal Administrators Association, and PLE – Land Economist Association

Human Resources

- Over 741 hours invested in corporate training
- Held 4 Joint Health and Safety Committee Meetings and 2 health and safety meetings for Emergency & Community Safety Services
- Average sick day per employee is 4 days (industry average is 8-10 days)
- 595 resumes received
- Posted for 50 positions
- Held 132 interviews
- Hired 13 full-time employees
- 17 Internal developments
- 25 Internal Ergonomic Assessments Completed
- 94% participation rate in Employee Survey

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives – Office of the Chief Administrative Officer
Develop a new 4 year Strategic Plan and ensure Council approved initiatives are aligned and delivered in a timely, cost effective manner
Provide strategic advice to Council, leadership to Town staff and liaise with community groups and stakeholders
Continue intergovernmental initiatives and best practices review for service delivery
Continue working with York Region and the Province of Ontario regarding the Upper York Servicing Solutions (UYSS) and other key employment servicing infrastructure
Oversee delivery of approved capital projects including construction of the new Operations Centre and design of the Health and Active Living Plaza
Management and coordination of significant approved growth within the Town including subdivision development and construction related activity
Coordination of growth management strategies including the Highway 404 Employment Secondary Plan and Employment Land Servicing
Adoption of the 2019 Business Plan and Budget ensuring that the base programs and budget are aligned with inflation
Comprehensive development and non-development fee review including development charge by-law update
Continue regular stakeholder group consultation (i.e. EG advisory committees, school boards, conservation authority, library board, other municipalities and development groups)
Oversee comprehensive master plan updates (Transportation / Water / Wastewater)
Provide support and guidance to the leadership team with a focus on creating a cohesive and effective team through team building initiatives and training opportunities.
Continue to build East Gwillimbury's organizational culture which encourages and embraces inclusiveness and diversity through engagement and training.
2018 Employee Survey follow up ~ both departmental and organization wide

BUDGET SUMMARY

The Office of the Chief Administrative Officer operating budget includes expenditures of $1.2 million or 5% of the Town's total operating expenditures. The salaries and benefits budget for the CAO's Office has increased by approximately $58,000 due to step increases, benefits and a Cost of Living Allowance (COLA) adjustment. The contingency budget has been reduced by $32,000 due to a reallocation of costs to the corporate-wide budget. It is useful to note that one of the three full time approved positions in the CAO's budget has remained vacant for the past few years, contributing to the transitional cost reductions budget.

The net budget increase in the CAO's Office is approximately $26,000 or 2%.

2019 OPERATING BUDGET
OFFICE OF THE CAO

	Chief Administrative Office	Human Resources	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures						
Salaries & Benefits	551,522	430,529	982,051	923,844	58,207	6%
Advertising		7,500	7,500	7,500	-	0%
Audit Services	16,500		16,500	16,500	-	0%
Communications	5,000	1,000	6,000	6,000	-	0%
Consultant		45,000	45,000	45,000	-	0%
Contingency	89,000		89,000	121,000	(32,000)	-26%
Contracted Services		8,000	8,000	8,000	-	0%
Courier & Mail Processing		250	250	250	-	0%
Materials & Supplies	22,500	1,950	24,450	24,450	-	0%
Mileage	4,000	500	4,500	4,500	-	0%
Public Engagement / Corporate Events	4,000	5,400	9,400	9,400	-	0%
Training, Professional Development & Memberships	5,936	29,763	35,699	35,699		0%
Total Expenditures	**698,458**	**529,892**	**1,228,350**	**1,202,143**	**26,207**	**2%**
Net Budget	**698,458**	**529,892**	**1,228,350**	**1,202,143**	**26,207**	**2%**

Please note: The CAO's Office actual salary & benefit expenditure for the years 2016 - 2018, has been approximately $120,000 less than budget, due to salary savings for a vacant position

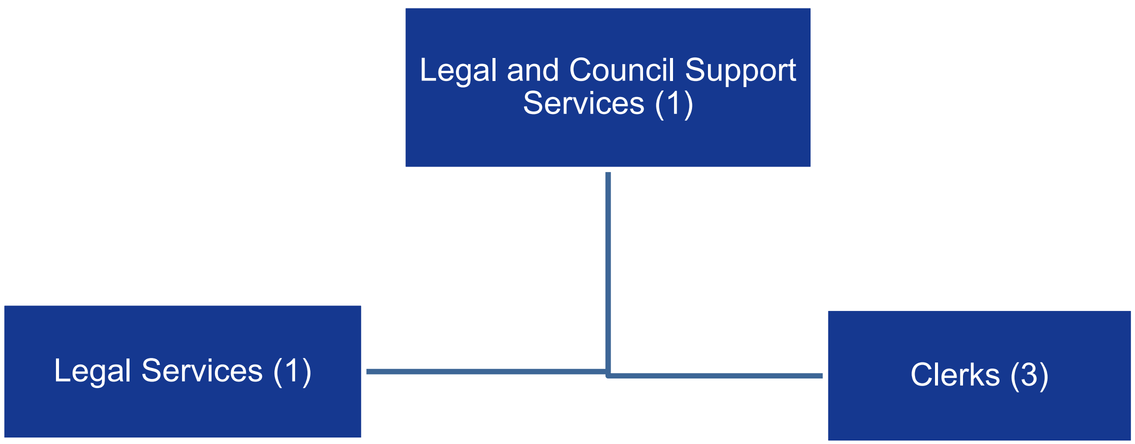
Legal and Council Support Services

Legal and Council Support Services is composed of two business units, Legal Services and the Clerks branch.

The Legal Services branch acts as a legal advisor to Council and the Town. The branch provides interpretation of legislation, agreement preparation, review and negotiation, property and real estate services, insurance and risk management, and representation and management of litigation and administrative law matters in defense of the Town's interests.

The Clerks branch provides Council and legislative support and is responsible for overseeing records management for the Town.

Legal and Council Support Services is supported by 5 full time positions and 1 contract position.



KEY PERFORMANCE INDICATORS / METRICS

Legal Services

- 8 subdivisions registered to date in 2018
- 250 ongoing legal matter files opened to date
- 129 land registrations
- 6 insurance claims filed against the Town
- 31 Legal advise matters handled
- 14 OMB appeals and hearings

Clerks

- 56 Agendas/Minutes Prepared
- 88 Freedom of Information Requests and two IPC Privacy Complaints
- 115 Marriage licenses issued with 36 Civil Ceremonies
- 41 Committee of Adjustment Applications

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives
Review Council Code of Conduct (Bill 68)
Review Council Procedural By-law
Implementation of system for administrative monetary penalties for by-law enforcement
Implementation of Legal Agreement Tracker
Council meeting efficiency review
Active Dissemination and Routine Disclosure Policy implementation
Election review and analysis of 2018 voter turnout
Enterprise Records Management Solution review and implementation
Provide strategic legal advice for direct Town departments including: personnel matters, contracts, tax matters, emerging issues and program operations
Electoral review for the 2022-2026 term and beyond
Environmental Protection Zoning by-law appeal filed by the Lake Simcoe Region Conservation Authority

BUDGET SUMMARY

The Legal and Council Support Services operating budget includes expenditures of $1 million or 5% of the Town's total operating expenditures. The salary and benefits budget increase of approximately $63,000 relates to step increases, benefits, staff reclassifications due to expanded scope of duties and a Cost of Living Allowance (COLA) adjustment. The contracted services budget is increasing by $8,000, to provide for the services of the Town's Ombudsman, if required. The remaining budget increases are to align the budget with actual expenditures. These increases are partially offset by increasing user fee revenue of approximately $9,000.

The election budget for 2018 was $150,000. On non-election years, this budget is removed and a contribution to reserves of $50,000 is added to help mitigate the budget pressure in the year of the election.

The net budget is increasing by approximately $114,000 or 14%.

2019 OPERATING BUDGET
LEGAL & COUNCIL SUPPORT SERVICES

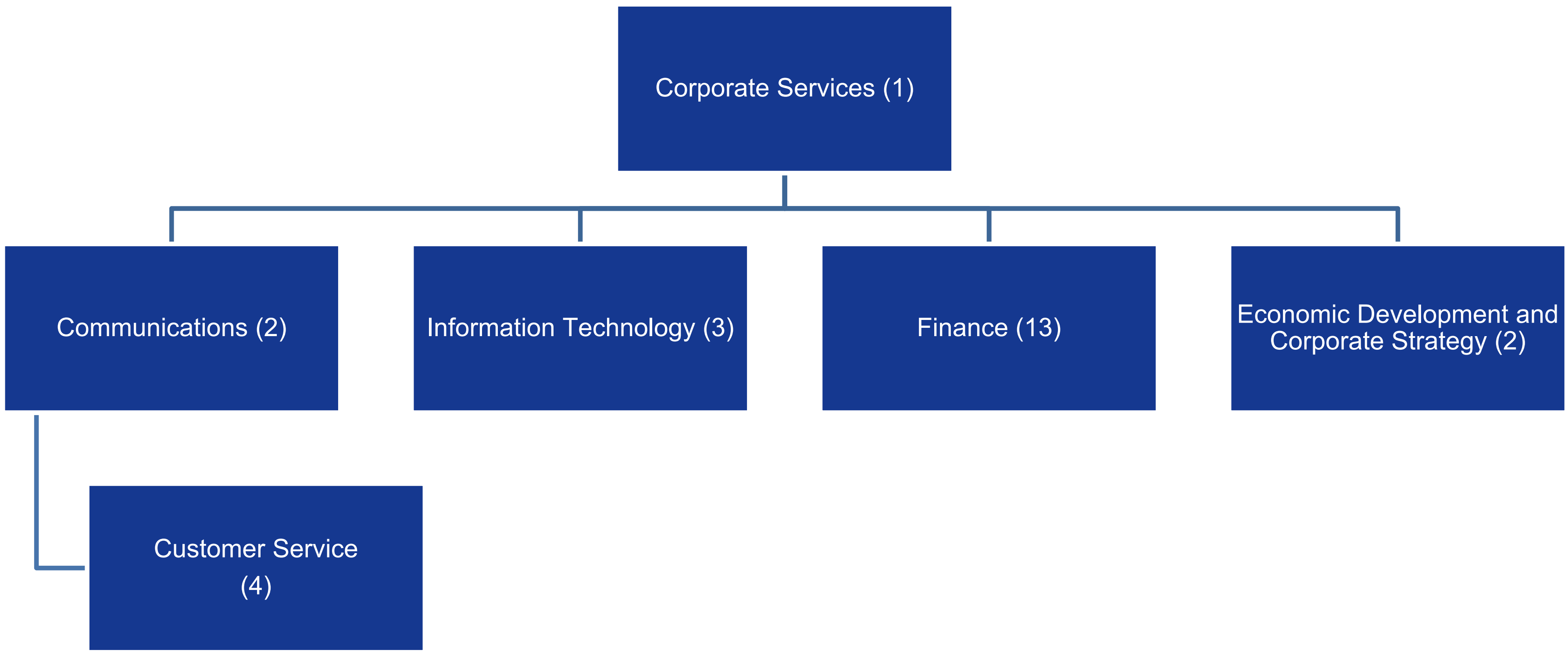
	Legal Services	Election	Clerks	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures							
Salaries & Benefits	488,429		393,106	881,535	818,054	63,481	8%
Communications	1,300		800	2,100	2,020	80	4%
Contracted Services			11,000	11,000	3,000	8,000	267%
Courier & Mail Processing	200			200	200	-	0%
Equipment & Vehicle	2,100		1,000	3,100	3,100	-	0%
Legal Services	65,000			65,000	65,000	-	0%
Materials & Supplies	24,500		6,900	31,400	33,600	(2,200)	-7%
Mileage	1,000		1,000	2,000	2,000	-	0%
Public Engagement / Corporate Events			5,000	5,000	5,000	-	0%
Training, Professional Development & Memberships	14,500		6,260	20,760	16,983	3,777	22%
Total Expenditures	**597,029**	**-**	**425,066**	**1,022,095**	**948,957**	**73,138**	**8%**
Revenues							
Licences			(11,500)	(11,500)	(9,500)	(2,000)	21%
Sales			(3,000)	(3,000)	(2,000)	(1,000)	50%
User Fees	(109,150)		(39,490)	(148,640)	(142,290)	(6,350)	4%
Total Revenues	**(109,150)**	**-**	**(53,990)**	**(163,140)**	**(153,790)**	**(9,350)**	**6%**
Election							
Miscellaneous				-	150,000	(150,000)	-100%
Total Election	**-**	**-**	**-**	**-**	**150,000**	**(150,000)**	**-100%**
Transfers							
Contributions to Reserves		50,000		50,000	-	50,000	0%
Draws from Reserves				-	(150,000)	150,000	-100%
Total Transfers	**-**	**50,000**	**-**	**50,000**	**(150,000)**	**200,000**	**-133%**
Net Budget	**487,879**	**50,000**	**371,076**	**908,955**	**795,167**	**113,788**	**14%**

Corporate Services

The Corporate Services Department provides operational support to the corporation and the community through four business units:

- Communications: public information, community engagement, and customer service
- Information Technology: data and records management, hardware and software, GIS
- Finance: financial planning, controls and reporting, accounting, internal and external auditing
- Economic Development & Corporate Strategy: supports the advancement of economic growth, investment and Corporate Strategic Initiatives

The department is supported by 25 full time positions and 1 contract positions.



KEY PERFORMANCE INDICATORS / METRICS

Communications

- 241,000 website sessions
- 62,000 intranet sessions
- 1,869 Facebook followers
- 2,469 Twitter followers
- 1,060 eNewsletter subscribers

Customer Service

- 30,000 calls annually
- 11,000 customer interactions at the counter
- 12,000 emails received annually

Information Technology

- 568 devices managed
- 10,000 blocked website requests per hour
- 564,000 inbound emails delivered, 1.08 million blocked, and 497 advanced threats (ATP) attempts annually
- 1,313 ESRI map views (planning base and development status)

Finance

- 976 new tax/water accounts
- $7.5 million in development charges collected
- $1.5 million in community capital contributions collected
- 4,532 accounts payable payments made
- 205 employees (on average) paid every two weeks

Economic Development & Corporate Strategy

- 3,090 Businesses in EG
- 10,015 Jobs in EG
- Over 270 Investment related enquiries received
- 80% increase in number of investment related enquiries
- 7 business seminars/events hosted by Economic Development Branch
- 3 online marketing tools: Advantage EG website, Twitter account and Facebook Page

Priorities and Objectives – Corporate Services
Approval of the 2019 Business Plan and Budget and 2019 Water and Wastewater Budget
Review and update the development and non-development fees
Prepare a development charge background study and update the Town DC By-law
Support the development of the Town Strategic Plan for 2019-2022
Redesign and plan for an updated Town website to ensure effective communications with residents
Continue expansion of Citywide Customer inquiry tracking software
Review and revamp the Business First Program to prioritize job creation and non-residential investment in EG
Update Procurement By-law
Support the review and strategy development regarding employment lands servicing
Continue to work with York Region (YTN) to expand fibre connectivity of Town facilities
Continue priority focus on information systems development to optimize organizational efficiency and effectiveness

BUDGET SUMMARY

Corporate Services operating budget includes expenditures of $3.8 million or 16% of the Town's total operating expenditures.

The salaries and benefits budget has increased by approximately $254,000 due to step increases, benefits, staff reclassifications to expand the scope of existing roles and a Cost of Living Allowance (COLA) adjustment. The increase in software and licensing budget of approximately $36,000 is due to growth and an increase in computer software licencing costs. There is a $22,000 increase to the utilities budget to pay for ongoing costs associated with expanded YorkNet (formerly York Telecom Network) fibre connections to Town facilities. An increased contribution to the Information Technology reserve of $5,000 is being funded from savings resulting from replacing leased photocopiers and purchasing them outright. The remaining budget adjustments were made to align the budget with actual expenditures being incurred or revenue being generated.

The net budget for this department is increasing by approximately $294,000 or 9%.

2019 OPERATING BUDGET
CORPORATE SERVICES

	Strategy & Admin	Finance	Communications	Economic Development	Information Technology	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	251,260	1,578,255	624,370	267,731	319,929	3,041,545	2,787,376	254,169	9%
Advertising			70,000	5,900		75,900	75,900	-	0%
Audit Services		40,500				40,500	40,500	-	0%
Bank Fees, Payroll and Other Charges		89,000				89,000	89,000	-	0%
Communications	1,500	1,000	1,000	1,600	2,500	7,600	7,600	-	0%
Consultant	6,000	9,500	5,000		10,000	30,500	30,500	-	0%
Contracted Services		1,730				1,730	1,730	-	0%
Courier & Mail Processing		45,500				45,500	40,500	5,000	12%
Equipment & Vehicle	2,600	28,860			23,330	54,790	59,790	(5,000)	-8%
Equipment Repair		900			7,000	7,900	7,900	-	0%
Materials & Supplies	4,800	44,250	18,000	16,000	200	83,250	83,250	-	0%
Mileage	500	700	1,200	2,000	1,000	5,400	5,400	-	0%
Other Agencies/Municipalities				15,500		15,500	15,500	-	0%
Software Licenses & Maintenance				4,000	174,000	178,000	142,400	35,600	25%
Training, Professional Development & Memberships	10,558	8,600	500	4,268	1,556	25,482	25,482	-	0%
Utilities					55,600	55,600	34,000	21,600	64%
Total Expenditures	**277,218**	**1,848,795**	**720,070**	**316,999**	**595,115**	**3,758,197**	**3,446,828**	**311,369**	**9%**
Revenues									
Development Charges		(233,689)				(233,689)	(214,005)	(19,684)	9%
Miscellaneous		(7,500)				(7,500)	(7,500)	-	0%
Recoveries & Contributions from Developers				(50,000)		(50,000)	(50,000)	-	0%
Sales		(30,000)				(30,000)	(30,000)	-	0%
User Fees		(20,000)				(20,000)	(20,000)	-	0%
Total Revenues	**-**	**(291,189)**	**-**	**(50,000)**	**-**	**(341,189)**	**(321,505)**	**(19,684)**	**6%**
Transfers									
Contributions to Reserves					105,000	105,000	100,000	5,000	5%
Draws from Reserves		(25,965)				(25,965)	(23,778)	(2,187)	9%
Total Transfers	**-**	**(25,965)**	**-**	**-**	**105,000**	**79,035**	**76,222**	**2,813**	**4%**
Net Budget	**277,218**	**1,531,641**	**720,070**	**266,999**	**700,115**	**3,496,043**	**3,201,545**	**294,498**	**9%**

Emergency and Community Safety Services

The Emergency and Community Safety Services Department enhances the fire and life safety of the Town's residents, businesses and visitors by: delivering public education programs; performing prevention inspections and enforcement; ensuring emergency management through an essential Emergency Management Program; and providing effective suppression, rescue, and medical response which includes personnel and equipment. The By-Law Enforcement branch works with the community to educate and enforce municipal by-laws, various government acts, and legislation to protect the public safety, integrity and welfare of all residents.

The composite department is supported by 28 full time positions and a roster of ± 81 paid-on-call firefighters.

KEY PERFORMANCE INDICATORS / METRICS

Community Education and Prevention

- Increase Smoke Alarm program outreach in 2019 to 709 homes visited (10% increase over 2018)
- Continue increased focus on inspections by 10%
- Continue focus on Public Education outreach programs and enhance current progarmming

Training

- 10% year over year increase in certification and training for incumbents
- Increase training and certification hours to 5,100 +/- in 2019. (10% increase over 2018)

Emergency Management

- Exceed Emergency Managent Training requirement with 10% increase in EG staff training

Operations

- Continue to engage front line staff in proactive training, prevention and education activities
- Maintain 10% variance of paid on call fire fighter per incident average turn out, typically 9-12 firefighters

By-Law Enforcement

- Increase year over year investigation and enforcement cases through use of proactive enforcement resulting in:
  - Increase in total revenue to approximately $60,000
  - Increase in parking tickets issued to approximately 1,600 tickets

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives - Emergency and Community Safety Services
Continued use of annual key performance indicators for inspections, planning and public education regarding quantity, new programs and quality control, as aligned with recommendations from Inquest
Continue the focus on community education initiatives partnerships
Enhancing training, certification and skills development of all Emergency Services personnel
Continue to utilize partnerships for best practice training opportunities
Continued development of a cohesive and effective leadership team through team building initiatives and training opportunities
Ongoing focus of Emergency Management initiatives including preparation of the Emergency Operations Centre at the new Operations Centre and Active Shooter training for all staff
Ongoing intergovernmental partnership development and continued review of best and alternative practices
Continue to enhance full time firefighter complement (20) at Queensville Fire Station 28
Implementation of the approved Fire Master Plan
Ongoing review, replacement, and fleet operations of emergency and support vehicles in conjunction with Northern 6 (N6)
Pursue joint procurement initiative on large capital items with N6 Shared Services Initiatives
Focus on updating the Fire Department Establishing & Regulating By-law, as well as other ECSS related EG Bylaws
Implement new animal shelter contract and conduct joint review of animal control services

BUDGET SUMMARY

The Emergency and Community Safety Services operating budget includes expenditures of $5.4 million or 23% of the Town's total operating expenditures. The salary and benefits budget for Emergency Services has increased by approximately $297,000. This includes the continued implementation of the collective agreement, step increases, and benefits. The budget also includes an increase of approximately $37,000 required to meet additional mandatory training requirements for firefighters. The utilities budget has increased by approximately $15,000 to align the budget with actual costs. The other agencies/municipalities budget increased by approximately $12,000 due mainly to motor vehicle accident services provided by other municipalities on behalf of the Town. These increases are partially offset by increased revenues anticipated from motor vehicle accident and parking infraction fees.

The net budget is increasing by approximately $268,000 or 6%.

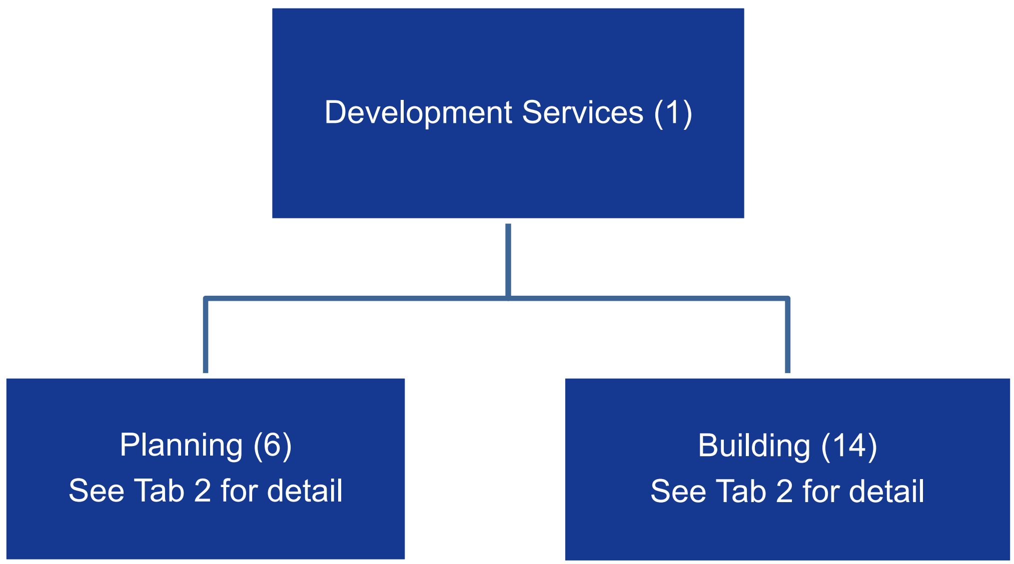
2019 OPERATING BUDGET
EMERGENCY & COMMUNITY SAFETY SERVICES

	Strategy & Admin	Emergency Management	Community Education & Prevention	Training	Operations	Fire Fleet	By-Law Enforcement	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures											
Salaries & Benefits	576,070		427,181	156,893	3,059,250		320,600	4,539,994	4,260,926	279,068	7%
Communications	7,360						2,455	9,815	9,600	215	2%
Contracted Services							235,165	235,165	230,100	5,065	2%
Equipment & Vehicle					27,800		1,000	28,800	27,200	1,600	6%
Equipment Repair						42,235		42,235	41,325	910	2%
Materials & Supplies	12,265	4,070	10,220	3,070	4,650	24,530	2,675	61,480	60,150	1,330	2%
Mileage				3,070			2,355	5,425	5,300	125	2%
Other Agencies/Municipalities		17,860		3,070	174,470			195,400	183,000	12,400	7%
Property & Building Maintenance					65,000			65,000	63,600	1,400	2%
Training, Professional Development & Memberships	76,350							76,350	39,370	36,980	94%
Uniforms & Safety Clothing	5,110				21,670		3,070	29,850	29,200	650	2%
Utilities					62,520			62,520	47,320	15,200	32%
Total Expenditures	**677,155**	**21,930**	**437,401**	**166,103**	**3,415,360**	**66,765**	**567,320**	**5,352,034**	**4,997,091**	**354,943**	**7%**
Revenues											
Development Revenue	(46,235)							(46,235)	(38,735)	(7,500)	19%
Fines and Penalties							(46,000)	(46,000)	(34,500)	(11,500)	33%
Licences							(9,500)	(9,500)	(9,000)	(500)	6%
Motor Vehicle Accidents	(100,000)							(100,000)	(50,000)	(50,000)	100%
Services to Other Municipalities					(137,700)			(137,700)	(137,700)	-	0%
User Fees							(10,500)	(10,500)	(7,500)	(3,000)	40%
Total Revenues	**(146,235)**	**-**	**-**	**-**	**(137,700)**	**-**	**(66,000)**	**(349,935)**	**(277,435)**	**(72,500)**	**26%**
Transfers											
Contributions to Reserves						493,600		493,600	488,600	5,000	1%
Draws from Reserves			(290,249)		(229,862)			(520,111)	(500,339)	(19,772)	4%
Total Transfers	**-**	**-**	**(290,249)**	**-**	**(229,862)**	**493,600**	**-**	**(26,511)**	**(11,739)**	**(14,772)**	**126%**
Net Budget	**530,920**	**21,930**	**147,152**	**166,103**	**3,047,798**	**560,365**	**501,320**	**4,975,588**	**4,707,917**	**267,671**	**6%**

Development Services

The Development Services department provides strategic land use planning advice concerning the long term growth related vision for the Town; provides advice and implements economic development related initiatives and promotes employment investment/development within the Town; deals with building administration and approvals through plans review and site inspections; provides seamless and timely delivery of review and approvals processes; manages review processes, provides recommendations and co-ordinates implementation of proposals for development and redevelopment within the Town; assists in the implementation of corporate initiatives; and contributes to the quality of life for its residents.

The department is supported by 21 full time, 1 contract and approximately 6 part-time/seasonal positions. The majority of the department is funded through development fees (Tab 2) with a small component funded through property taxes.



The key performance indicators / metrics, and priorities and objectives for this department can be found under Tab 2.

BUDGET SUMMARY

The Development Services operating budget includes expenditures of $0.25 million or 1% of the Town's total operating expenditures. The only increase in this budget for 2019 is in salaries and benefits and results from step increases, benefits and a Cost of Living Allowance (COLA) adjustment.

The net budget has increased by approximately $4,000 or 2%.

The Development Services department also includes Planning and Building. The budget tables in this section exclude these two branches as they are not tax supported. The budget tables are included separately in this report as this section focuses on the tax supported component of the budget only.

Town of East Gwillimbury

2019 OPERATING BUDGET
DEVELOPMENT SERVICES

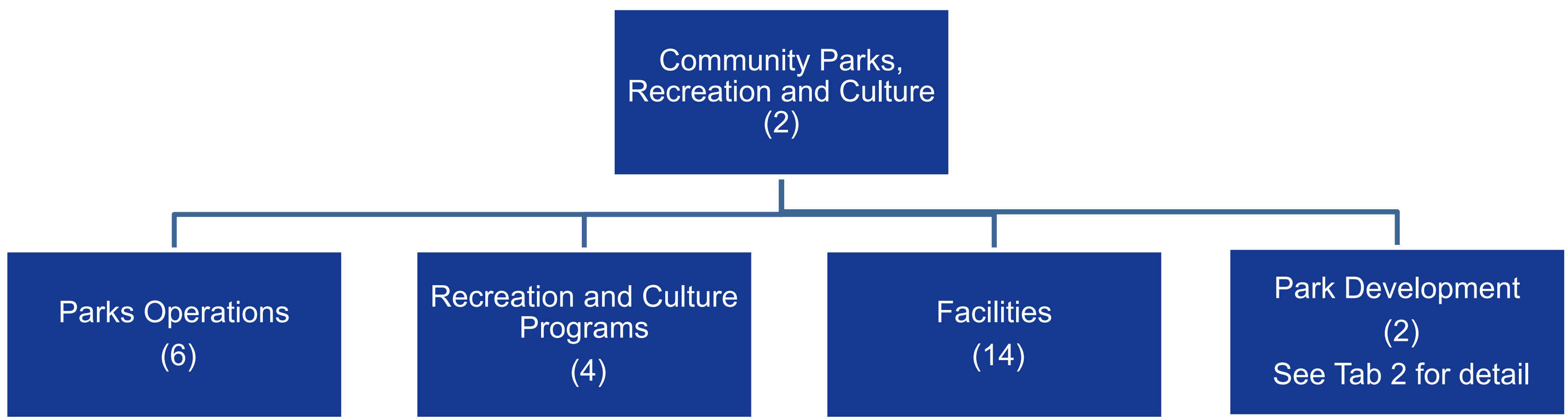
	Strategy & Admin	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures					
Salaries & Benefits	236,376	236,376	228,035	8,341	4%
Communications	1,300	1,300	1,300	-	0%
Consultant	4,000	4,000	4,000	-	0%
Courier & Mail Processing	200	200	200	-	0%
Equipment & Vehicle	2,500	2,500	2,500	-	0%
Materials & Supplies	4,200	4,200	4,200	-	0%
Mileage	700	700	700	-	0%
Training, Professional Development & Memberships	4,728	4,728	4,728	-	0%
Total Expenditures	**254,004**	**254,004**	**245,663**	**8,341**	**3%**
Revenues					
Development Charges	(73,127)	(73,127)	(69,048)	(4,079)	6%
Total Revenues	**(73,127)**	**(73,127)**	**(69,048)**	**(4,079)**	**6%**
Net Budget	**180,877**	**180,877**	**176,615**	**4,262**	**2%**

Community Parks, Recreation and Culture

The Community Parks, Recreation and Culture Department ensures residents have a variety of high quality recreation and cultural opportunities and experiences creating constructive, healthy and active lifestyle for residents.

The department is responsible for the following core business functions: facility design, construction maintenance and operations; park, trail and open space design, construction, maintenance and operations; streetscape and public space urban design and construction; recreation programming, special events, and indoor and outdoor facility permit administration.

The department is supported by 28 full time positions and approximately 95 part-time, seasonal and student positions.



KEY PERFORMANCE INDICATORS / METRICS

Parks Operations

- 232 acres of parkland maintained
- 8,000 +/- trees maintained
- >30 kilometres of trails maintained

Recreation & Culture Programs

- 302 registered programs and drop in programs offered
- 4,108 program hours
- 18 regular Town special events and 12 parks and trail opening and corporate events
- approximately 12,675 residents attended Town events

Facilities

- approximatey 250,000 square feet of facility space maintained
- over 1,000 permit accounts
- 12,141 permit transactions
- 39,180 permit hours

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives - Community Parks, Recreation and Culture
Health & Active Living Plan implementation
Health & Active Living Plaza - continued partnership development and detailed designed
Operations Centre facility construction
Construction of new parks and trails and reconstruction of existing community parks
Continue with Parks and Recreation comprehensive fee review and implementation including the development of a fair access fee subsidy program for Council review.
Continue to develop diverse recreation programs focusing on cost recovery and affordability

BUDGET SUMMARY

The Community Parks, Recreation and Culture (CPRC) operating budget includes expenditures of $5.4 million or 23% of the Town's total operating expenditures. The salary and benefits budget for CPRC has increased by approximately $472,000. This is due to the increased costs associated with step increases, benefits, a Cost of Living Allowance (COLA) adjustment and an increase in part time salaries and benefits to account for additional staffing hours needed to provide services. This increase also includes the cost of a new Parks Operator to service the additional parks opened in recent years, and the conversion of a part time Horticulturalist to full time. The increase in the budget for utilities of approximately $47,000 is due to general utility cost increases. The increase in the materials and supplies budget of $14,000 is required to more accurately align the budget with the actual costs being incurred and to reflect the costs of the East Gwillimbury Chamber of Commerce occupying the Doane House in 2019. The contracted services budget increased by approximately $59,000, mainly due to the reallocation of costs from the property and building maintenance budget.

The increased expenditures are partially offset by an increase in user fee revenue of approximately $106,000.

The net budget is increasing by approximately $416,000 or 10%.

2019 OPERATING BUDGET
COMMUNITY PARKS, RECREATION & CULTURE

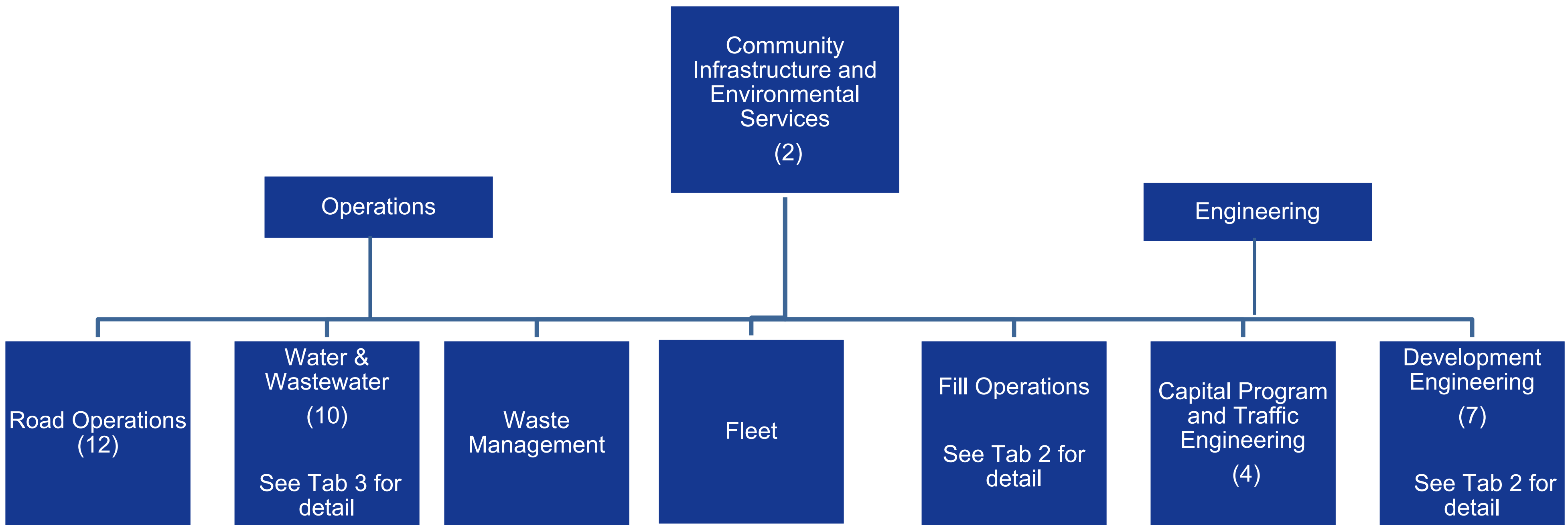
	Strategy & Admin	Parks Operations	Leisure Programs	Facilities	Parks Fleet	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	325,158	1,071,393	698,761	1,603,432		3,698,744	3,226,639	472,105	15%
Advertising	800		1,000			1,800	1,800	-	0%
Communications	4,660	3,000		2,270		9,930	9,930	-	0%
Contracted Services		58,800	48,500	41,323		148,623	89,923	58,700	65%
Courier & Mail Processing	550					550	550	-	0%
Equipment & Vehicle		23,500	4,000	30,240		57,740	56,740	1,000	2%
Equipment Repair		2,000		78,527	32,700	113,227	109,527	3,700	3%
Insurance		2,100				2,100	2,100	-	0%
Materials & Supplies	4,400	137,700	39,200	47,520	10,500	239,320	225,020	14,300	6%
Mileage	3,000	500		1,000		4,500	4,500	-	0%
Program Instructor			108,200			108,200	99,200	9,000	9%
Property & Building Maintenance		69,000		124,920		193,920	240,020	(46,100)	-19%
Public Works		9,000				9,000	9,000	-	0%
Rent			15,200	27,000		42,200	40,200	2,000	5%
Software Licenses & Maintenance	5,800					5,800	5,800	-	0%
Training, Professional Development & Memberships	11,723	6,281	4,000	5,576		27,580	17,330	10,250	59%
Uniforms & Safety Clothing	500	8,500	2,350	6,700		18,050	16,350	1,700	10%
Utilities		168,730		563,998		732,728	685,438	47,290	7%
Corporate Reallocation		(1,185)		(50,786)		(51,971)	-	(51,971)	0%
Total Expenditures	**356,591**	**1,559,319**	**921,211**	**2,481,720**	**43,200**	**5,362,041**	**4,840,067**	**521,974**	**11%**
Revenues									
Development Charges	(114,328)					(114,328)	(114,328)	-	0%
Grants		(615)				(615)	(615)	-	0%
Library				(88,642)		(88,642)	(77,456)	(11,186)	14%
Sales				(17,888)		(17,888)	(16,613)	(1,275)	8%
User Fees		(65,708)	(466,500)	(759,184)		(1,291,392)	(1,185,134)	(106,258)	9%
Total Revenues	**(114,328)**	**(66,323)**	**(466,500)**	**(865,714)**	**-**	**(1,512,865)**	**(1,394,146)**	**(118,719)**	**9%**
Transfers									
Contributions to Reserves		168,878		430,238		599,116	586,131	12,985	2%
Draws from Reserves	(12,703)					(12,703)	(12,703)	-	0%
Total Transfers	**(12,703)**	**168,878**	**-**	**430,238**	**-**	**586,413**	**573,428**	**12,985**	**2%**
Net Budget	**229,560**	**1,661,874**	**454,711**	**2,046,244**	**43,200**	**4,435,589**	**4,019,349**	**416,240**	**10%**

Community Infrastructure and Environmental Services

The Community Infrastructure and Environmental Services is responsible for:

- Planning, operating and maintaining infrastructure: roads; fleet; sidewalks; streetlights; water/wastewater; storm water management; traffic engineering
- Planning for future infrastructure to accommodate planned growth including master plans and servicing
- Administering development approvals and agreements
- Administering applications covered by the Fill & Site Alteration by-law and monitoring activity; and
- Administering the waste management contract

The department is supported by 35 full time positions, 9 crossing guards and approximately 10 part-time / seasonal positions.



KEY PERFORMANCE INDICATORS / METRICS

Roads Operations

- 1,790 general operations work orders (crew activities) issued
- ± 54 winter events for the 2017-2018 winter season

Waste Management

- 7,654 tonnes collected
- Waste generation rate 378 (kg/per capita/per year)

Capital Programs and Traffic Engineering

- 26 lane kilometres resurfaced
- 5 lane kilometres of gravel roads
- 450 lane kilometres of paved road (including unassumed)
- 104 kilometres of sidewalks (including unassumed)

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives - Community Infrastructure and Environmental Services
Continue with the development of a new Operations Centre - design and construction in partnership with CPRC
Continue with implementation of automated work order management system in partnership with Corporate Services
Proactively implement an updated service delivery plan to respond to growth including: • maintain service levels during growth (multi-year) • implement the fleet replacement strategy (multi-year) • LED streetlight conversion strategy (multi-year)
Update Master Plans (Transportation, Water and Wastewater)
Review and update the Town's traffic policies
Develop and implement a robust asset management program (multi-year)
Develop a 10 year Capital Program • Water Wastewater • Roads/bridges • Sidewalks/Walkways • Storm Water System • Lights
Develop Servicing Strategies (multi-year) • Highway 404 employment lands • Leslie Street servicing
Coordination with other municipalities for best practices
Continue to work collaboratively with York Region in the planning and development of the of the Water Reclamation Centre
Development fee review update in partnership with Corporate Services
Team and staff development

BUDGET SUMMARY

Community Infrastructure and Environmental Services (CIES) operating budget includes expenditures of approximately $6.1 million or 26% of the Town's total operating budget expenditures. The salary and benefits budget for CIES has increased by approximately $395,000 resulting from step increases, benefits, to expand scope of duties and a Cost of Living Allowance (COLA) adjustment. This also includes the mid-year addition of a full time GIS/Infrastructure Technologist to the approved complement, as well as seasonal winter maintenance staff.

The increase to the Public Works component of the budget is approximately $190,000. The supplies and materials budget is also increasing by approximately $29,000. The increase in these two areas is a result of the cost of winter maintenance due to growth of the road network and changes to the Minimum Maintenance Standards.

There is an increased need to contribute to the vehicle and equipment reserve of $39,000 to adequately provide for the eventual replacement of existing vehicles and equipment.

Overall, the net budget is increasing by about $416,000 or 7%.

The CIES department also includes the Water and Wastewater branch, Development Engineering branch, and the Fill Operations branch. The budget tables in this section exclude the budget for these branches as they are not tax supported and are included separately in this report (see Tabs 2 and 3).

Town of East Gwillimbury

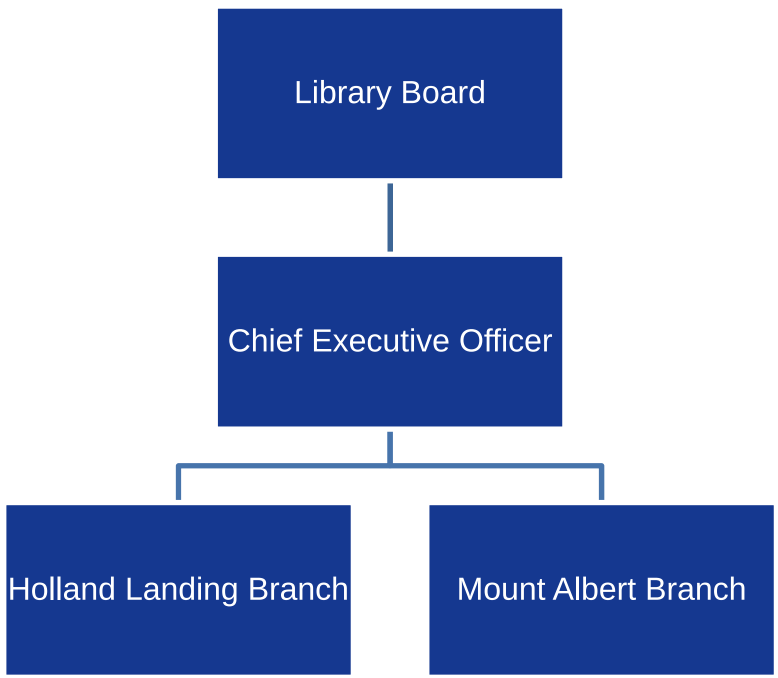
2019 OPERATING BUDGET
COMMUNITY INFRASTRUCTURE & ENVIRONMENTAL SERVICES

	Strategy & Admin	Operations	Capital Programs & Traffic Engineering	Fleet	Waste Management	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	395,578	1,541,290	741,220			2,678,088	2,283,370	394,718	17%
Advertising					1,320	1,320	1,320	-	0%
Communications	2,500	8,640	1,500			12,640	12,140	500	4%
Consultant		16,500				16,500	16,500	-	0%
Contracted Services	173,000	59,415			17,765	250,180	250,180	-	0%
Courier & Mail Processing	800					800	800	-	0%
Equipment & Vehicle	4,000	20,350				24,350	24,350	-	0%
Equipment Repair				101,000		101,000	100,000	1,000	1%
Materials & Supplies	19,750	323,060	250	201,000	17,820	561,880	532,680	29,200	5%
Mileage	800	2,560	3,000			6,360	5,610	750	13%
Public Works		845,890	5,400			851,290	661,290	190,000	29%
Software Licenses & Maintenance	12,700					12,700	12,700	-	0%
Training, Professional Development & Memberships	5,279	4,331	4,766			14,376	10,108	4,268	42%
Uniforms & Safety Clothing		10,000	1,000			11,000	11,000	-	0%
Utilities		472,260				472,260	472,260	-	0%
Waste Collection					1,280,593	1,280,593	1,280,593	-	0%
Corporate Reallocation			(243,225)			(243,225)	-	(243,225)	0%
Total Expenditures	**614,407**	**3,304,296**	**513,911**	**302,000**	**1,317,498**	**6,052,112**	**5,674,901**	**377,211**	**7%**
Revenues									
Development Revenue		(8,200)				(8,200)	(8,200)	-	0%
Grants		(2,000)			(75,000)	(77,000)	(77,000)	-	0%
Miscellaneous	(2,500)					(2,500)	(2,500)	-	0%
Recoveries & Contributions from Developers		(6,000)				(6,000)	(6,000)	-	0%
Sales		(1,000)			(5,050)	(6,050)	(6,050)	-	0%
Services to Other Municipalities		(35,000)				(35,000)	(35,000)	-	0%
User Fees	(50,000)					(50,000)	(50,000)	-	0%
Total Revenues	**(52,500)**	**(52,200)**	**-**	**-**	**(80,050)**	**(184,750)**	**(184,750)**	**-**	**0%**
Transfers									
Contributions to Reserves				219,884		219,884	181,034	38,850	21%
Tax Levy Investment to Capital			453,000			453,000	453,000	-	0%
Total Transfers	**-**	**-**	**453,000**	**219,884**	**-**	**672,884**	**634,034**	**38,850**	**6%**
Net Budget	**561,907**	**3,252,096**	**966,911**	**521,884**	**1,237,448**	**6,540,246**	**6,124,185**	**416,061**	**7%**

Library Services

Library Services are governed by a separate Board in accordance with the *Public Libraries Act*. The Town of East Gwillimbury provides annual funding to the Library and has a member of Council on the Library Board. East Gwillimbury Public Library's vision is to build community by fostering learning and discovery. In pursuit of this mandate, the library provides many free or low-cost programs and services to the residents of East Gwillimbury. These include print and digital literacy based programs for children and adults, free loans of books (print and electronic) and other materials, and free Internet access (including Wi-Fi). The Library is an identified Municipal Cultural Resource that plays a key role in engaging youth and newcomers, and preserving the Town's culture.

The Library is supported by 15 full time positions.



KEY PERFORMANCE INDICATORS / METRICS

Strategic Priority: Engage members of the community

- Expansion of school and community outreach with a focus on digital literacy skill development via STEM programming such as Lego Robotics, Coding and Film-making Bootcamps
- 47% increase in participation in the TD Summer Reading Club, a literacy program designed to keep children reading throughout the summer to reduce the risk of the "summer slide"
- Engaged in 200 community outreach events including parterning with the Town of East Gwillimbury's Easter Hike, Halloween Haunt, Community Open House, Program Guide Launch and Canada Day celebrations. The Library also visited OSPCA, Farmer's Market, Sports Day, and GO Train rider appreciation and interacted with over 5,000 people.
- Expanded social media engagement with increases in followers across all platforms: Facebook: 24%; Twitter: 13%; Instragram: 133%; Library eNewsletter: 13%

Strategic Priority - Sustain & Innovate library programs and services

- Assumed operations of Southlake Cinemania: A TIFF Film Circuit, in partnership with Newmarket Public Library, to offer cultural and indepedent films to Northern York Region, welcoming close to 2,000 movie-goers in 2018
- Offered e-Cards for users to register online for a library card, allowing for immediate access to EGPL's virtual services resulting in close to 100 new users
- Continuation of the Holland Landing Food Pantry, with over 200 people served

Strategic Priority - Deliver excellent customer service

- Launched library self-service in Q4 2018, enabling customers to use self-checkout for library resources
- Expanded Homebound Library service to customers unable to visit the library due to physical limitations
- Reached 7500 active library users, or 30% of population of EG, who borrowed over 142,000 items

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives – Library Services
Continue to provide innovative programs and deliver service excellence to the residents of East Gwillimbury
Continue to provide high quality collections and expand digital offerings to meet community demands
Continue to invest in technology that builds critical digital literacy skills
Ensure timely repair and maintenance of existing facilities to address the service expectations of the community and necessity of accessible library spaces
Collaborate with the Town in the development of the Health & Active Living Plaza
Develop new Strategic Plan to address the changing needs of an increasingly diverse community

BUDGET SUMMARY

The funding for the Library Board in the operating budget totals close to $1.7 million or 7% of the Town's total operating expenditures. The budget has increased by approximately $84,000 or 5% over the 2018 budget. The increased cost is primarily due to salary and benefit adjustments of approximately $58,000. The facility costs budget increase of approximately $11,000 represents the Town's cost of providing the space to the Library. There is a corresponding revenue item in the CPRC budget. The library materials budget increased by $7,000 to account for the cost of providing additional materials. As in previous years, the Library is also requesting a $5,000 increase to contribution to reserves.

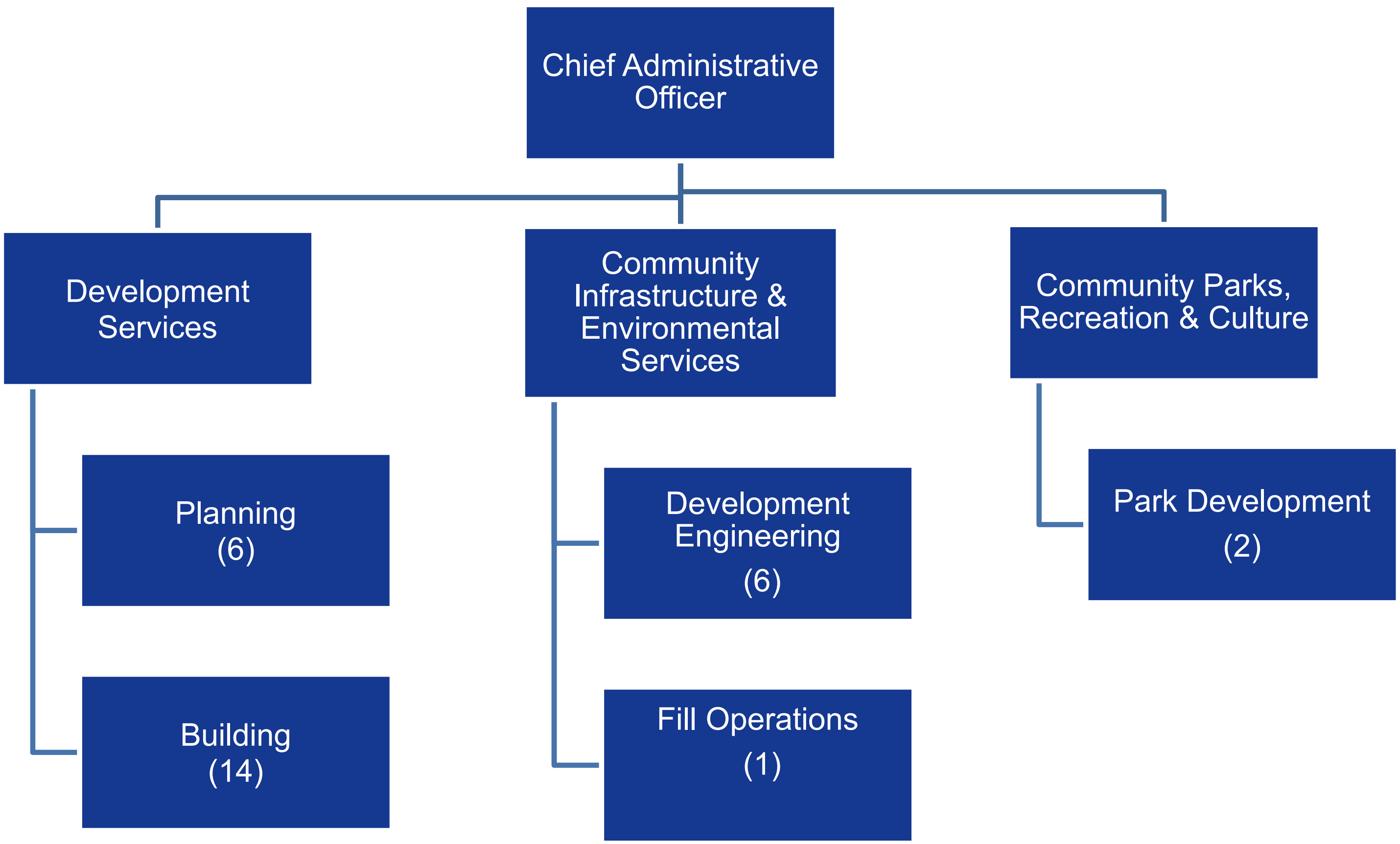
2019 OPERATING BUDGET
LIBRARY SERVICES

	Library Resources	Library Services / Support	Board Governance / Admin	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures							
Salaries & Benefits		1,315,444		1,315,444	1,257,316	58,128	5%
Library Materials	159,738			159,738	152,860	6,878	4%
Audit Fees			4,260	4,260	4,260	-	0%
Communications			8,800	8,800	8,800	-	0%
Consulting		1,800		1,800	1,800	-	0%
Courier & Mail Processing			4,088	4,088	4,045	43	1%
Equipment			12,000	12,000	12,000	-	0%
Facility Costs		88,642		88,642	77,456	11,186	14%
Information Technology		34,170		34,170	33,500	670	2%
Mileage & Travel		5,500		5,500	5,500	-	0%
Payroll & Other Contracted Services		6,065	3,295	9,360	9,328	32	0%
Professional Development & Memberships		17,598		17,598	16,785	813	5%
Supplies			4,074	4,074	3,994	80	2%
Public Engagement and Supporting Services		22,300		22,300	21,700	600	3%
Total Expenditures	**159,738**	**1,491,519**	**36,517**	**1,687,774**	**1,609,344**	**78,430**	**5%**
Revenues							
Grants			(33,047)	(33,047)	(33,047)	-	0%
User Fees			(23,720)	(23,720)	(23,720)	-	0%
Total Revenues		**-**	**(56,767)**	**(56,767)**	**(56,767)**	**-**	**0%**
Transfers							
Contributions to Reserves			50,000	50,000	45,000	5,000	11%
Total Transfers	**-**	**-**	**50,000**	**50,000**	**45,000**	**5,000**	**11%**
Net Budget	**159,738**	**1,491,519**	**29,750**	**1,681,007**	**1,597,577**	**83,430**	**5%**

Development and Fee Supported Budget

The Development and Fee Supported budget requires no support from property tax revenue. The Town has approved fees and charges that are intended to provide full cost recovery for the services provided under each of the individual budgets. Any surplus or deficit generated in these areas are managed through contributions or draws from reserves.

The development and fee supported budget is comprised of five individual branches. The Planning and Building branches reside within the Development Services department. The Development Engineering and Fill Operation branches reside within Community Infrastructure and Environmental Services. The Park Development branch resides within the Community Parks, Recreation and Culture department.



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KEY PERFORMANCE INDICATORS / METRICS

Planning

- 24 applications to Development Review Committee
- 22 new planning applications received
- 42 Committee of Adjustment applications received
- 107 reports and memos presented to Council and Commitee of Adjustment
- 12 public meetings, open houses and charettes held

Building

- 619 building permit applications received
- 611 building permits issued
  - 398 building permits issued for new homes
  - 213 other building permits issued
- 925 occupancies in 2018
- ±$130.7 million of building construction value

Development Engineering

- Approximately 80 kilometres of new roads over next 6 years (2018-2023)
- Approximately 114 kilometres of new sidewalks over next 6 years (2018-2023)
- Approximately 713 ha area of New Development over next 6 years (2018-2023)
- Active Development Sites - 23

Fill Operations

- 1 active commercial fill site
- 2 active non commercial fill sites
- 25 illegal fill investigations

Park Development

- Over 20 acres of new parks being constructed
- 3 Community park revitailization projects being designed

KEY PRIORITIES AND OBJECTIVES

Priorities and Objectives - Development and Fee Supported Budget
PLANNING
Zoning By-law review/housekeeping – Settlement of Local Planning Appeal Tribunal (LPAT)
Highway 404 Employment Secondary Plan
Municipal Comprehensive Review/Official Plan Review
Disposition of remaining OMB appeals to Town Official Plan
Implementation and monitoring of development approvals
Preparation of urban design guidelines for drive through, parking areas, and ICI related uses
Streamlining and refinement of the Heritage List – consideration of district(s)
Research and policy development to address various housing challenges (e.g., affordable housing, rental housing)
Various planning studies to review and update planning policies and by-laws
Create a cohesive and effective team through team building initiatives and training opportunities
BUILDING
Growth related building activity
Septic maintenance program as mandated by the Province
Administration of the Ontario Building Code and associated regulations
Updated Building By-law
DEVELOPMENT ENGINEERING
Ongoing review update of the Engineering Standards
Manage development, approvals and new growth
Administer development through the review and approval of development plans and inspection of infrastructure
Renewal of a long term peer review consultant for development applications
Review development fees for Engineering (In conjunction with Corporate Services)
Complete the Development Charges By-law Update in partnership with Corporate Services
FILL OPERATIONS
Continue monitoring and oversight of commercial Fill Operations
Proactively monitor for illegal fill operations
PARKS DEVELOPMENT
Development, implementation and construction of new parks
Design of parks redevelopment projects including Mount Albert Community Centre Park and Queensville Park
Nokiidaa Trail design completion and construction in partnership with the Region and LSRCA

BUDGET SUMMARY

As noted above, the budget for Planning, Building, Engineering, Fill Operations and Park Development are all supported through fees and have no tax support. A full cost recovery, user pay system has been established for each of these areas. The net budget is zero for each branch, as any surplus/deficit is managed through contributions to or draws from reserves. The reserve is established to manage the ebb and flow of activity and ensure that the program is self-sustaining in a year of low activity.

Salaries and benefits have decreased by approximately $61,000 as staffing levels are adjusted to account for reduced development activity. The software and licensing budget is increasing by approximately $15,000 to support GIS mapping capabilities. Corporate reallocations were adjusted for 2019 to ensure that the appropriate support costs were allocated to the fee supported areas and capital projects. This resulted in a decreased budget of approximately $154,000, with a corresponding charge to specific capital project budgets.

Revenues in each area have been adjusted based on estimated levels of activity in 2019.

The key section in these individual budgets is the transfers. Contributions to reserves are an indication that the revenues generated exceeded expenditures. Draws from reserves indicate that the budgeted revenues aren't sufficient to support the anticipated expenditures within the year. It is important to recognize that the reserve is established to manage the timing of revenues with the activity.

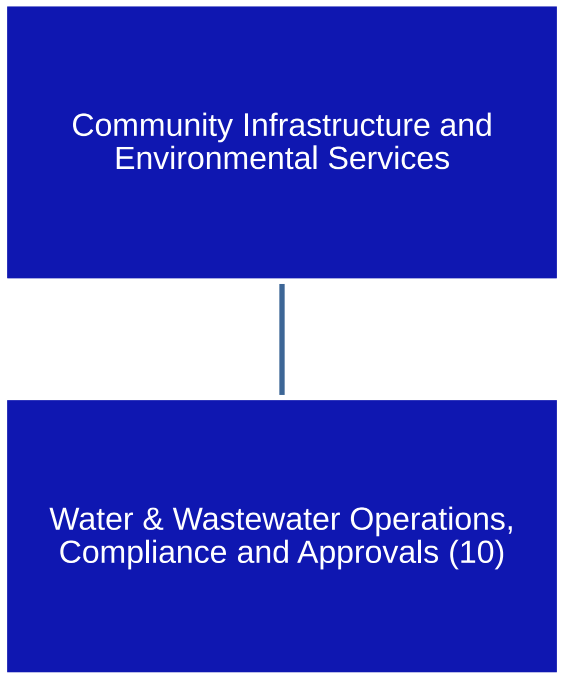
2019 DEVELOPMENT AND FEE SUPPORTED

2019 DEVELOPMENT AND FEE SUPPORTED	Building	Planning	Development Engineering	Park Development	Fill Operations	2019 Budget	2018 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	2,067,911	699,821	737,870	231,191	113,758	3,850,551	3,911,818	(61,267)	-2%
Advertising		5,000				5,000	5,000	-	0%
Communications	8,008	3,200	3,000			14,208	13,208	1,000	8%
Consultant		67,400			10,000	77,400	77,400	-	0%
Courier & Mail Processing	1,500	200				1,700	300	1,400	467%
Equipment & Vehicle	10,000	6,200	4,000			20,200	25,500	(5,300)	-21%
Legal Services	2,660					2,660	500	2,160	432%
Materials & Supplies	7,390	3,400	750			11,540	16,540	(5,000)	-30%
Mileage	30,040	1,400	16,000	1,800	500	49,740	49,740	-	0%
Other Agencies/Municipalities		10,000				10,000	10,000	-	0%
Software Licenses & Maintenance	16,750	20,500	35,500			72,750	57,750	15,000	26%
Training, Professional Development & Memberships	28,525	13,400	4,100	5,000		51,025	50,885	140	0%
Uniforms & Safety Clothing	7,500		1,950			9,450	4,450	5,000	112%
Corporate Reallocation	663,775	298,430	416,941	(60,473)		1,318,673	1,472,952	(154,279)	-10%
Total Expenditures	**2,844,059**	**1,128,951**	**1,220,111**	**177,518**	**124,258**	**5,494,897**	**5,696,043**	**(201,146)**	**-4%**
Revenues									
Development Revenue	(2,517,500)	(1,360,000)	(350,000)	(260,000)		(4,487,500)	(5,809,720)	1,322,220	-23%
Miscellaneous			(500)			(500)	(500)	-	0%
Recoveries & Contributions from Developers			(40,000)	(10,000)		(50,000)	(10,000)	(40,000)	400%
Sales	(2,250)					(2,250)	(2,250)	-	0%
User Fees					(120,000)	(120,000)	(120,000)	-	0%
Total Revenues	**(2,519,750)**	**(1,360,000)**	**(390,500)**	**(270,000)**	**(120,000)**	**(4,660,250)**	**(5,942,470)**	**1,282,220**	**-22%**
Transfers									
Contributions to Reserves		231,049		92,482		323,531	811,956	(488,425)	-60%
Draws from Reserves	(324,309)		(829,611)		(4,258)	(1,158,178)	(565,529)	(592,649)	105%
Total Transfers	**(324,309)**	**231,049**	**(829,611)**	**92,482**	**(4,258)**	**(834,647)**	**246,427**	**(1,081,074)**	**-439%**
Net Budget	-	-	-	-	-	-	-	-	

Water and Wastewater Budget

The Water and Wastewater business unit is a branch within the Operations Division of the Community Infrastructure and Environmental Services Department. This business unit is unique from the rest of the department as its operations are funded through the water and wastewater rates rather than through the tax levy. The Water and Wastewater business unit provides for the maintenance of the Town’s water distribution and wastewater collection systems in accordance with the Ministry of the Environment regulations. Drinking water quality is of the utmost importance and a significant effort is directed towards maintaining compliance and providing services in this highly regulated area.

The Water and Wastewater business unit is supported by 10 full time positions.



KEY PERFORMANCE INDICATORS / METRICS

Water and Wastewater

- Ministry of the Environment, Conservation and Parks - 100% Compliance rating for all 3 Drinking Water Systems
- General Water Wastewater Work Orders - 3,271
- Total Water Quality Samples - 4,000
- Water samples below standard which were subsequently resampled and met standard - 5
- Watermain Breaks or Service Leaks - 1
- MOECC Inspection - 100% compliance with regulations
- Increase in New Watermains - 15kms
- Increase in New Sewer Infrastrucutre - 15kms

BUDGET SUMMARY

The Water and Wastewater expenditure budget is anticipated to increase by approximately $870,000 in 2019. The Regional costs of acquiring water and treating sewage are anticipated to increase by approximately $685,000. This increase is a combination of the Region's rate increase, anticipated new homes and related changes in estimated consumption. The remaining increase of $185,000 is comprised of increased salaries and benefits of approximately $94,000; increased water and wastewater software support, licencing and maintenance costs of $45,000; increased wastewater operation security costs of $35,000; and increased costs of $12,000 attributable to corporate support (e.g., billing and collection).

The Region of York has adopted a 9% increase in water and wastewater rates that are charged to the Town. This drives approximately 60% of the budget.

The proposed rates for 2019 result in an increase in the cost of water and wastewater to the average property owner of approximately 2.5% ($20 for water and $20 for wastewater per year).

The table below identifies the proposed base residential water and wastewater rates for 2019.

Service	Delivery (Fixed)	Usage (Variable)
Water	$70 / quarter	$2.28 m^3
Wastewater	$70 / quarter	$2.19 m^3

Town of East Gwillimbury

2019 OPERATING BUDGET

Water & Wastewater		2019 Budget	2018 Budget	Variance $	Variance %
Expenditures					
Salaries and Benefits	1,274,184	1,274,184	1,180,651	93,533	8%
Communications	8,500	8,500	8,500	-	-
Consultants	30,000	30,000	30,000	-	-
Contracted Services	300,025	300,025	265,025	35,000	13%
Materials and Supplies	260,650	260,650	260,650	-	0%
Mileage	1,500	1,500	1,500	-	-
Software Maintenance and Licensing	59,000	59,000	14,000	45,000	321%
Training, Professional Development and Memberships	31,000	31,000	31,000	-	-
Uniforms and Safety Clothing	12,500	12,500	12,500	-	-
Utilities	22,500	22,500	22,500	-	-
Corporate Reallocation	1,186,877	1,186,877	1,174,877	12,000	1%
Regional Costs					
Water Costs	2,447,778	2,447,778	2,086,272	361,506	17%
Wastewater Costs	2,798,674	2,798,674	2,475,639	323,035	13%
Total Expenditures	**8,433,188**	**8,433,188**	**7,563,114**	**870,074**	**12%**
Revenues					
Water User Fees	(5,747,933)	(5,747,933)	(5,266,000)	(481,933)	9%
Sewer User Fees	(4,143,447)	(4,143,447)	(3,711,750)	(431,697)	12%
Meter Sales and Other Revenue	(106,000)	(106,000)	(106,000)	-	-
Total Revenues	**(9,997,380)**	**(9,997,380)**	**(9,083,750)**	**(913,630)**	**10%**
Transfers					
Contribution to Reserves - Water	923,996	923,996	923,996	-	-
Contribution to Reserves - Wastewater	640,196	640,196	596,640	43,556	7%
Draws from Reserves		-	-	-	-
Total Transfers	**1,564,192**	**1,564,192**	**1,520,636**	**43,556**	**3%**
Net Budget	**-**	**-**	**-**	**-**	

Town of East Gwillimbury
2019 New Capital Program Summary

		Budget	Tax Levy	Development Charges	Community Capital Contribution	Reserves	Grants / Sponsorships	Gas Tax	Reserve Description
LEGAL AND COUNCIL SUPPPORT SERVICES									
	Clerks								
19-001	Corporate Data Management Consulting Services	$ 30,000				$ 30,000			Working Capital
	TOTAL LEGAL AND COUNCIL SUPPORT SERVICES	**$ 30,000**	**$ -**	**$ -**	**$ -**	**$ 30,000**	**$ -**	**$ -**	
CORPORATE SERVICES									
	Finance								
19-002	Financial Systems Review/Enhancement	$ 75,000				$ 75,000			Working Capital
		$ 75,000	**$ -**	**$ -**	**$ -**	**$ 75,000**	**$ -**	**$ -**	
	Communications								
19-003	Website Update - Phase 2	$ 16,300	$ 16,300						
		$ 16,300	**$ 16,300**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
	Economic Development								
19-004	Downtown Revitalization Initiatives	$ 100,000				$ 85,843	$ 14,157		Working Capital, OMAFRA
		$ 100,000	**$ -**	**$ -**	**$ -**	**$ 85,843**	**$ 14,157**	**$ -**	
	Information Technology								
19-005	Desk Phone Replacement	$ 28,000				$ 28,000			Information Technology
19-006	IT Hardware Replacement	$ 52,000				$ 52,000			Information Technology
19-007	Server Upgrades	$ 23,300				$ 23,300			Information Technology
19-008	YTN Fibre Partnership	$ 20,000				$ 20,000			Information Technology
		$ 123,300	**$ -**	**$ -**	**$ -**	**$ 123,300**	**$ -**	**$ -**	
	TOTAL CORPORATE SERVICES	**$ 314,600**	**$ 16,300**	**$ -**	**$ -**	**$ 284,143**	**$ 14,157**	**$ -**	
LIBRARY SERVICES									
19-009	IT Hardware Replacement	$ 12,000				$ 12,000			Library
19-010	Library Materials	$ 30,000		$ 27,000	$ 3,000				DC Library, CCC - 10% Reduction
19-011	Mount Albert Branch Renovation	$ 70,000				$ 70,000			General Capital
	TOTAL LIBRARY SERVICES	**$ 112,000**	**$ -**	**$ 27,000**	**$ 3,000**	**$ 82,000**	**$ -**	**$ -**	
EMERGENCY & COMMUNITY SAFETY SERVICES									
19-012	Parking Management Software	$ 55,000		$ 49,500	$ 5,500				DC Municipal Parking, CCC-10% Reduction
19-013	Holland Landing Fire Station Renovation	$ 100,000				$ 100,000			Buildings
19-014	Operation Support Trailer	$ 15,000		$ 15,000					DC Fire
19-015	Specialty Rescue Equipment	$ 20,000		$ 20,000					DC Fire
19-016	New By-law Support Vehicle	$ 60,000		$ 60,000					DC Fire
19-017	Replacement By-law Support Vehicle	$ 60,000				$ 60,000			Vehicle & Equip't (tax)
19-018	Training Aids	$ 15,000				$ 15,000			Vehicle & Equip't (tax)
	TOTAL ECSS	**$ 325,000**	**$ -**	**$ 144,500**	**$ 5,500**	**$ 175,000**	**$ -**	**$ -**	
DEVELOPMENT SERVICES									
19-019	City View Software Enhancements	$ 500,000				$ 500,000			Building Code Enforcement
19-020	Heritage Register Update/Various Initiatives	$ 25,000			$ 25,000				CCC - Art and Cultural Heritage
19-021	Growth Management Review / Official Plan Review	$ 100,000		$ 90,000	$ 10,000				DC General Government, CCC - 10% Reduction
19-022	404/Green Lane Employment Lands	$ 150,000		$ 135,000	$ 15,000				DC General Government, CCC - 10% Reduction
19-023	Various Planning Studies	$ 25,000		$ 22,500	$ 2,500				DC General Government, CCC - 10% Reduction
	TOTAL DEVELOPMENT SERVICES	**$ 800,000**	**$ -**	**$ 247,500**	**$ 52,500**	**$ 500,000**	**$ -**	**$ -**	

		Budget	Tax Levy	Development Charges	Community Capital Contribution	Reserves	Grants / Sponsorships	Gas Tax	Reserve Description
COMMUNITY PARKS, RECREATION & CULTURE									
	Parks								
19-024	Riding Mower-Zero Turn (x2) and Line Trimmers (x3)	$ 60,000		$ 54,000	$ 6,000				DC Outdoor Rec, CCC - 10% Reduction
19-025	Grant Park Playground Replacement	$ 90,000				$ 90,000			General Capital
19-026	Emily Park Playground Replacement & New Trail Development	$ 215,000		$ 96,750	$ 10,750	$ 107,500			DC Outdoor Rec, CCC - 10% Reduction, General Capital
19-027	Mainprize Park Playground Replacement	$ 90,000				$ 90,000			General Capital
19-028	Holland Landing CC - Splash Pad Surface and Servicing Repairs	$ 125,000				$ 125,000			General Capital
19-029	Playground Surfacing, Wear Mats & Baseball Netting	$ 41,000				$ 41,000			General Capital
19-030	Unit Paver Repairs	$ 25,000				$ 25,000			General Capital
19-031	Anchor Park Sports Field Lighting	$ 469,848		$ 422,863	$ 46,985				DC Outdoor Rec, CCC - 10% Reduction
19-032	Mount Albert Community Centre Park Redevelopment- Phase 1	$ 628,252		$ 565,427	$ 62,825				DC Outdoor Rec, CCC - 10% Reduction
19-033	Queensville Park Redevelopment- Phase 1	$ 701,120		$ 631,008	$ 70,112				DC Outdoor Rec, CCC - 10% Reduction
19-034	Emerald Ash Borer Strategy	$ 170,000				$ 170,000			General Capital
19-035	Active Transportation and Trail Master Plan	$ 95,000		$ 45,000	$ 50,000				DC Outdoor Rec, CCC - 10% Reduction
19-036	Quad Cab 1-Ton with Aluminum Dump Box and Tool Cabinet Enclosure	$ 110,000		$ 99,000	$ 11,000				DC Outdoor Rec, CCC - 10% Reduction
		$ 2,820,220	**$ -**	**$ 1,914,048**	**$ 257,672**	**$ 648,500**	**$ -**	**$ -**	
	Facilities								
19-037	Accessibility Ramp Repairs (MACC & RDPCC)	$ 10,000				$ 10,000			Buildings
19-038	Civic Centre and Temperance Hall Site Improvements	$ 150,000				$ 150,000			Buildings
19-039	Civic Centre HDIP Security Cameras	$ 40,000				$ 40,000			Buildings
19-040	North Union Oil Furnace Conversion	$ 14,000				$ 14,000			Buildings
19-041	Ross Family Complex Painting and Washroom Replacement	$ 25,000				$ 25,000			Buildings
		$ 239,000	**$ -**	**$ -**	**$ -**	**$ 239,000**	**$ -**	**$ -**	
	TOTAL CPRC	**$ 3,059,220**	**$ -**	**$ 1,914,048**	**$ 257,672**	**$ 887,500**	**$ -**	**$ -**	
COMMUNITY INFRASTRUCTURE & ENVIRONMENTAL SERVICES									
	Roads								
19-042	4WD 1 ton crew cab truck (x2)	$ 180,000				$ 180,000			Vehicle & Equip't (tax)
19-043	4WD Tractor and loader attachment	$ 60,000				$ 60,000			Vehicle & Equip't (tax)
19-044	4WD Utility Off-road Vehicle	$ 22,000				$ 22,000			Vehicle & Equip't (tax)
19-045	22ft Landscape Trailer	$ 18,000				$ 18,000			Vehicle & Equip't (tax)
19-046	Asphalt Resurfacing 2019	$ 1,201,750	$ 131,700				$ 481,200	$ 588,850	OCIF Grant
19-047	Corporate Asset Management - Policy Development and Data Integration	$ 57,500				$ 57,500			General Capital, Public Works and WWW
19-048	Double High Float Surface Treatment 2019	$ 74,750						$ 74,750	
19-049	Elda Court Easement - Drainage Repairs	$ 50,000	$ 50,000						
19-050	Large Wheeled Loader	$ 265,000		$ 265,000					DC Public Works
19-051	LED Streetlight Conversion Strategy	$ 30,000	$ 30,000						
19-052	Miscellaneous Concrete Repairs 2019	$ 230,000	$ 150,000					$ 80,000	
19-053	Pavement Management Program - Data Implementation 2019	$ 20,000	$ 20,000						
19-054	Radar / Driver Feedback Boards	$ 13,000		$ 7,000		$ 6,000			DC Roads, Vehicle & Equip't (tax)
19-055	Rear Discharge Mower	$ 18,000				$ 18,000			Vehicle & Equip't (tax)
19-056	Road Patrol 1 Ton Pick-up, 4WD	$ 90,000				$ 90,000			Vehicle & Equip't (tax)
19-057	Supervisory Vehicle	$ 35,000		$ 35,000					DC Public Works
19-058	Sidewalk Plow Replacement	$ 85,000				$ 85,000			Vehicle & Equip't (tax)
19-059	Storm Water Rate Study	$ 30,000						$ 30,000	
19-060	Traffic Engineering Vehicle	$ 35,000				$ 35,000			Vehicle & Equip't (tax)
19-061	Traffic Sign Retro-Reflectivity Inspection, Reporting and Replacement	$ 40,000	$ 40,000						
19-062	Valley Mills Retaining Wall Geotechnical Investigation/Trail Concept Design	$ 57,500				$ 57,500			Working Capital
19-063	York Durham Line Road Safety & Embankment Improvement - Design	$ 15,000	$ 15,000						
	TOTAL CIES	**$ 2,627,500**	**$ 436,700**	**$ 307,000**	**$ -**	**$ 629,000**	**$ 481,200**	**$ 773,600**	

	Budget	Tax Levy	Development Charges	Community Capital Contribution	Reserves	Grants / Sponsorships	Gas Tax	Reserve Description
Water and Wastewater								
19-064 Water Meter Replacement Project 2019	$ 500,000				$ 500,000			Water/Sewer Infrastructure
19-065 Employment Lands Servicing Strategies	$ 60,000		$ 60,000					DC Sanitary Sewer
19-066 Water Loss Control Program	$ 100,000				$ 100,000			Water/Sewer Infrastructure
TOTAL WATER AND WASTEWATER	**$ 660,000**	**$ -**	**$ 60,000**	**$ -**	**$ 600,000**	**$ -**	**$ -**	
TOTAL 2019 CAPITAL PROGRAM	**$ 7,928,320**	**$ 453,000**	**$ 2,700,048**	**$ 318,672**	**$ 3,187,643**	**$ 495,357**	**$ 773,600**	

SUMMARY OF 2019 CAPITAL PROGRAM FUNDING

	Sub-total	Total
Tax Levy		$453,000
Development Charges:		
Fire	$95,000	
General Government	$247,500	
Library	$27,000	
Municipal Parking Space	$49,500	
Outdoor Recreation	$1,914,048	
Public Works	$300,000	
Roads	$7,000	
Sanitary Sewer	$60,000	
		$2,700,048
Community Capital Contributions:		
10% Mandatory Reduction	$293,672	
Art and Cultural Heritage	$25,000	
		$318,672
Reserves:		
Buildings	$339,000	
Building Code Enforcement	$500,000	
General Capital	$728,500	
Information Technology	$123,300	
Library	$12,000	
Public Works	$23,000	
Water/Sewer Infrastructure	$624,500	
Vehicle & Equipment Replacement (Tax)	$589,000	
Working Capital	$248,343	
		$3,187,643
Grants / Donation		$495,357
Gas Tax		$773,600
Total 2019 Capital Program Funding		**$7,928,320**

2019 CAPITAL BUDGET

19-001

Project Name	Corporate Data Management Consulting Services		
Department/Branch	LCSS	Project Type	Service Level Increase/Change

DESCRIPTION

To retain a consultant to assist with a corporate data management initiative. The purpose of this project is to establish a framework (Phase 1 - Records Management (RM) inventory, strategy and policies) for the management of information and records for the Town of East Gwillimbury; to establish a records management program that complies with all legislative, regulatory, and administrative requirements for information and records management in the public sector (taking into account all types of record repositories i.e. electronic & paper) ; and to assign responsibilities for ensuring that full and accurate records of the corporation are created, maintained, and disposed of in accordance with industry standard best practices. Phase 2 (future) - implementation of an Electronic Data Management System (EDMS) and hiring a RM resource to coordinate the RM program and FOI requests.

JUSTIFICATION

Implementation of a Enterprise Record Management program would ensure all Town data/records are safely & securely stored in a single solution with similar policies and governance. Having a RM program would provide the following opportunities: consistency in record classification; corporate retention; ease in retrieval of records in a timely fashion; transparency and accountability; development of a formal Open Data practices and procedures (i.e. Open Data Hub); aids with timely disaster recovery; responding to Freedom of Information (FOI) requests in a legislated and timely manner; and standardized staff processing.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 30,000			$ 30,000
Contingency					
Other					
Total Capital Cost		**$ 30,000**			**$ 30,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Working Capital	$ 30,000			$ 30,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 30,000**			**$ 30,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-002

Project Name	Financial Systems Review & Enhancement		
Department/Branch	CS - Finance	Project Type	Service Level Increase/Change

DESCRIPTION

Review current business processes and implement improvements to the Town's financial systems.

JUSTIFICATION

The Town's financial system was implemented in 2006. Since this time, significant changes to the Town's operations have taken place and the financial systems have not kept pace. This project will review the Town's financial processes and existing systems and make necessary improvements to meet current and future needs. This review will identify opportunities to create process efficiencies and provide better information management.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 75,000			$ 75,000
Contingency					
Other					
Total Capital Cost		**$ 75,000**			**$ 75,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Working Capital	$ 75,000			$ 75,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 75,000**			**$ 75,000**

ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-003

Project Name	Website Update - Phase 2		
Department/Branch	CS - Communications	Project Type	Repair & Replacement

DESCRIPTION

Phase 2 of the Website Review and Updating Program. This Phase Two will cover initial research for new website development and develop a template for the new website, which would be implemennted in a future phase.

JUSTIFICATION

This portion of the project follows phase one which was completed in 2018. From the initial review, it was determined that the Town's website no longer supports residents' needs. The Town's current website was revamped over five years ago, and no longer meets current technology standards. Items which will be addressed as part of this review include: implementation of a mobile friendly site, addressing phases approach to meet legislative AODA requirements by 2022, enhanced website security, and enhanced user experience to meet the changing needs of the digital community. This project will inform phase 3 of this project, which will include the construction and implementation of a new website.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 16,300	$ 50,000		$ 66,300
Contingency					
Other	Contract Staff		$ 30,000		$ 30,000
	Total Capital Cost	**$ 16,300**	**$ 80,000**		**$ 96,300**
FUNDING SOURCE					
Tax Levy		$ 16,300			$ 16,300
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Working Capital		$ 80,000		$ 80,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 16,300**	**$ 80,000**		**$ 96,300**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)				$ 20,000	$ 20,000
Long Term Debt Repayments					
	Total Net Annual Budget Impact			**$ 20,000**	**$ 20,000**

2019 CAPITAL BUDGET

19-004

Project Name	Downtown Revitalization Initiatives		
Department/Branch	CS - Strategic Business Development	Project Type	Service Level Increase/Change

DESCRIPTION

This project will contribute towards the beatification and revitalization of both the Holland Landing and Mount Albert Downtown areas. It will implement some of the recommendations from the 'Mount Albert Downtown Revitalization Strategy' in the two areas. Initiatives will include street beautification, site furniture, signage, etc.

JUSTIFICATION

This project is the next step following the development of the Mount Albert Downtown Revitalization Strategy (phase 1), which was endorsed by Council in 2014 and continues work that was done in 2018. Grant funding was secured in 2018 under the Ontario Ministry of Agriculture, Food and Rural Affiars' Main Street Revitalization Initiative, which is available to fund a share of this project. Reprofiling of project 12-010

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 100,000			$ 100,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 100,000**			**$ 100,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Working Capital	$ 85,843			$ 85,843
Gas Tax					
Grant	OMAFRA	$ 14,157			$ 14,157
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 100,000**			**$ 100,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-005

Project Name	Desk Phone Replacement
Department/Branch	CS - Information Technology
Project Type	Repair & Replacement

DESCRIPTION

Replace 78 NEC desk phones at the Town's Civic Centre.

JUSTIFICATION

The Town's NEC phone system has had a few upgrades since the initial installation in 2007. The digital desk phones at the Civic Centre were previously compatible with the upgrades so they have never been replaced. Now there are over 78 original phones that are 12 years old and the manufacturer has listed them as "End of Life" and no longer providing support.

These phones need to be replaced to ensure staff have reliable and quality voice communications.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 28,000			$ 28,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 28,000**			**$ 28,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 28,000			$ 28,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 28,000**			**$ 28,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-006

Project Name	IT Hardware Replacement
Department/Branch	CS - Information Technology
Project Type	Annual Program

DESCRIPTION

Replacement IT Hardware including desktop computers, Wi-Fi access points, and projectors.

JUSTIFICATION

14 desktop computers are over 5 years old, off warranty, and can not be upgraded to meet the requirements of today's operating systems and corporate application work load. The Town has wireless access points throughout 6 facilities including the Civic Centre, East Gwillimbury Sports Complex, and the Emergency Services stations. These access points provide staff and residents with Wi-Fi access. These devices are over 7 years old, and the manufacturer has listed them as "End of Life" and no longer providing support. The Council Chambers has two projector units that are over 10 years old and are end of life. The two units need to be replaced to ensure that the Council Chambers has reliable and quality equipment when conducting meetings.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 52,000			$ 52,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 52,000**			**$ 52,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 52,000			$ 52,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 52,000**			**$ 52,000**

ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-007

Project Name	Server Upgrades		
Department/Branch	CS - Information Technology	Project Type	Repair & Replacement

DESCRIPTION

Upgrade servers to Windows 2012 R2 and upgrade Microsoft Exchange Email System

JUSTIFICATION

The current Microsoft Exchange Email Server software is version 2013 and has reached its useful life cycle. This software needs to be upgraded to Exchange 2016 with an additional 80 mailbox licenses to ensure the Town is provided with a secure and reliable email system. This upgrade will also ensure that we have the support from Microsoft for any future expansions or technical issues.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 23,300			$ 23,300
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 23,300**			**$ 23,300**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 23,300			$ 23,300
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 23,300**			**$ 23,300**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-008

Project Name	YTN Fibre Partnership		
Department/Branch	CS - Information Technology	Project Type	Service Level Increase/Change

DESCRIPTION

York Telecom Network (YTN) Fibre Connectivity - Annual Partnership Fee

JUSTIFICATION

The Town has several facilities that are connected to the IT Infrastructure located at the Civic Centre. The facilities are connected through slow wireless connections. As the Town grows, these connections are no longer sufficient to support bandwidth requirements. The facilities that will be connected first are aligned with where the Region will be installing YTN fibre within East Gwillimbury. The initial stage of the YTN connection will connect the Civic Centre to 6 facilities (E.C.S.S. H.L. Station 24, HL Library, E.C.S.S. Q.V. Station 28, QV Water Tower - backbone to Mount Albert, Sports Complex, and the new Operations Centre). One time installation of fibre directly into the buildings will cost $20,000. The Region will require an annual operating cost of $43,200 ($7,200 per connection).

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Fibre Installation & connection		$ 20,000			$ 20,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 20,000**			**$ 20,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 20,000			$ 20,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 20,000**			**$ 20,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Annual Connection		$ 21,600	$ 21,600	⟹	$ 43,200
Long Term Debt Repayments					
Total Net Annual Budget Impact		**$ 21,600**	**$ 21,600**		**$ 43,200**

2019 CAPITAL BUDGET

19-009

Project Name	IT Hardware Replacement		
Department/Branch	LIB - Library Services	Project Type	Repair & Replacement

DESCRIPTION

Scheduled replacement of end of life hardware and system updates.

JUSTIFICATION

Scheduled replacement of laptops used as part of the digital media lab.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 12,000			$ 12,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 12,000**			**$ 12,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Library	$ 12,000			$ 12,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 12,000**			**$ 12,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-010

Project Name	Library Materials		
Department/Branch	LIB - Library Services	Project Type	Growth

DESCRIPTION

Purchase of additional Library materials to keep up with growth-related demand for digital resources

JUSTIFICATION

The Town of East Gwillimbury is experiencing significant growth, and demand for digital resources continues to be a major growth area for Library Services. EGPL must continue to expand its electronic collection of eBooks, eMusic, eMagazines, etc. to address our user's needs, while growing the still popular print collection. The Library's virtual branch is a growth collection and a key service as it provides users 24/7 on-demand access to library materials, an expectation in our current day and age.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 30,000			$ 30,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 30,000**			**$ 30,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Library	$ 27,000			$ 27,000
Community Contribution	10% Mandatory DC Reduction	$ 3,000			$ 3,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 30,000**			**$ 30,000**

ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-011

Project Name	Mount Albert Branch Renovation		
Department/Branch	LIB - Library Services	Project Type	Repair & Replacement

DESCRIPTION

To ensure library space is accessible, to replace non-ergonomic furniture and improve the usability of the Mount Albert branch until a major renovation/expansion can take place.

JUSTIFICATION

The Mount Albert branch was built in 1999 and there have not been modifications to the space since. The spacing and furniture do not accommodate those with accessibility and mobility limitations as the aisles are narrow, the public computer desks and chairs do not support proper ergonomics and the significant developments in technology and how library use has changed translates into a need to improve library space. Under the Parks and Recreation Master Plan, it will be at least 7-10 years before the Ross Family Complex and Library will undergo any significant renovation. Capital investments over the next two years will allow this branch to improve accessibility, remain a community hub for families and a place that allows small business owners and individuals to work.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials		$ 70,000	$ 30,000		$ 100,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 70,000**	**$ 30,000**		**$ 100,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 70,000	$ 30,000		$ 100,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 70,000**	**$ 30,000**		**$ 100,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-012

Project Name	Parking Management Software		
Department/Branch	CSS - By-Laws	Project Type	Service Level Increase/Change

DESCRIPTION

Electronic parking management software tracks the life of a ticket from issuance through to payment. These programs provide the opportunity for online parking permit issuance, automated parking ticket upload, software tool to assist with scheduling first attendance hearings, and online ticket payments and parking permit considerations.

JUSTIFICATION

Parking tickets are currently handled manually, including issuance and management. This includes administration such as ticket filing, required notification of non-payment and payments received. This current process takes a considerable amount of time and has potential for human error. As the municipality continues to grow, it will become increasingly difficult to meet the demands of the community. An increase in parking complaints received as well as the demand from residents to pay tickets online requires this service. An electronic system would reduce administration and enforcement time, saving the Town money and assigning time spent to enforcement.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle		$ 55,000			$ 55,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 55,000**			**$ 55,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Parking	$ 49,500			$ 49,500
Community Contribution	10% Mandatory DC Reduction	$ 5,500			$ 5,500
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 55,000**			**$ 55,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Annual support & maintenance; IT Reserve			$ 15,375	⇒	$ 15,375
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 15,375**		**$ 15,375**

2019 CAPITAL BUDGET

19-013

Project Name	Holland Landing Fire Station Renovation
Department/Branch	CSS - Emergency Services
Project Type	Repair & Replacement

DESCRIPTION

This three-year project began in 2017 and completes critical renovations of the station, such as repairing a leaky roof and a failing mechanical system with HVAC and water heaters, as well as apparatus floor repairs. Least critical items have been generally pushed off into final year, 2019. (Cont'd 17-014)

JUSTIFICATION

Emergency Services facilities expenditures in 2015 and 2016 indicate increasing maintenance and on-demand repair costs. This final year is required to complete the renovations and create more useable office space to accommodate current staffing.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 100,000			$ 100,000
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 100,000**			**$ 100,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 100,000			$ 100,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 100,000**			**$ 100,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-014

Project Name	Operation Support Trailer		
Department/Branch	CSS - Emergency Services	Project Type	Growth

DESCRIPTION

Operation support trailer

JUSTIFICATION

The operation support trailer will be used to carry equipment needed for specialty rescue response. This is required to meet the equipment storage demand.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 15,000			$ 15,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,000**			**$ 15,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Fire	$ 15,000			$ 15,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,000**			**$ 15,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Maintenance & Repair and Vehicle & Equip't Tax Reserve			$ 2,500	⟹	$ 2,500
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 2,500**		**$ 2,500**

2019 CAPITAL BUDGET

19-015

Project Name	Specialty Rescue Equipment		
Department/Branch	CSS - Emergency Services	Project Type	Growth

DESCRIPTION

Confined space rescue equipment

JUSTIFICATION

Due to the infrastructure growth in the community, there will be a greater need for specialty rescue equipment to conduct safe and effective rescue in confined spaces.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 20,000			$ 20,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 20,000**			**$ 20,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Fire	$ 20,000			$ 20,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 20,000**			**$ 20,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease) - Vehicle & Equip't Tax Reserve		$ 2,000	⟹	$ 2,000
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 2,000**		**$ 2,000**

2019 CAPITAL BUDGET

19-016

Project Name	New By-law Support Vehicle		
Department/Branch	CSS - By-Laws	Project Type	Growth

DESCRIPTION

This vehicle would be used by By-law staff for conducting inspections.

JUSTIFICATION

The by-law branch requires an additional vehicle in order for officers to conduct investigations and be out on the road. Continuing with one vehicle would force officers to travel in pairs or remain in the office, at the very least this is inefficient.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 60,000			$ 60,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 60,000**			**$ 60,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Fire	$ 60,000			$ 60,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 60,000**			**$ 60,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't Tax Reserve			$ 8,500	⇒	$ 8,500
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 8,500**		**$ 8,500**

2019 CAPITAL BUDGET

19-017

Project Name	Replacement By-law Support Vehicle
Department/Branch	CSS - Emergency Services
Project Type	Repair & Replacement

DESCRIPTION

Replacement By-law Support Vehicle - 1/2 Ton Pick Up (Asset ID8930)

JUSTIFICATION

This is a replacement vehicle for 2011 cycling program. This is a required vehicle in order to carry operational program, support and training.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 60,000			$ 60,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 60,000**			**$ 60,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 60,000			$ 60,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 60,000**			**$ 60,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease) - Vehicle & Equip't Tax Reserve		$ 2,400	⇒	$ 2,400
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 2,400**		**$ 2,400**

2019 CAPITAL BUDGET

19-018

Project Name	Training Aids		
Department/Branch	CSS - Emergency Services	Project Type	Service Level Increase/Change

DESCRIPTION

Smoke machine and live fire props.

JUSTIFICATION

This equipment will create realistic, in-house, training conditions for fire fighters to maintain their skills, knowledge and experience for real fire fighting operations. This equipment is not intended to replace the third party off-site training, but will be used as maintenance training in-house. The useful life will be 10 years.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 15,000			$ 15,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,000**			**$ 15,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 15,000			$ 15,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,000**			**$ 15,000**

ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease) - Maintenance & Repair and Vehicle & Equip't Tax Reserve		$ 1,750	⇒	$ 1,750
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 1,750**		**$ 1,750**

2019 CAPITAL BUDGET

19-019

Project Name	City View Software Enhancements
Department/Branch	DS - Building Code Enforcement
Project Type	Service Level Increase/Change

DESCRIPTION

The Town requires upgrades to the functions and programming of the City View software, including business process refinements and ease of access to information for staff and residents. These enhancements will achieve corporate-wide use of the system.

JUSTIFICATION

The Town is currently subscribed to a select version of City View software, which provides the necessary tools to implement processes and realize efficiencies. The Town is currently limited by IT resources and lack of programming expertise to maximize opportunities with the program. This project will reduce pressure on staff resources, transfer all data and inter-departmental communication online, and find corporate-wide efficiencies in service delivery. The professional fees include consulting and staff time for a City View programmer and subject matter expert. The materials item includes required software and server upgrades, increased server storage and backup, as well as hardware, including dual monitors and enhanced computers.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 400,000	$ 75,000	$ 65,000	$ 540,000
Land					
Construction					
Professional Fees		$ 100,000	$ 130,000	$ 100,000	$ 330,000
Contingency					
Other					
Total Capital Cost		**$ 500,000**	**$ 205,000**	**$ 165,000**	**$ 870,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Building Code Enforcement	$ 500,000	$ 205,000	$ 165,000	$ 870,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 500,000**	**$ 205,000**	**$ 165,000**	**$ 870,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Hardware operating costs			$ 20,000		$ 20,000
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 20,000**		**$ 20,000**

2019 CAPITAL BUDGET

19-020

Project Name	Heritage Register Update / Various Heritage Initiatives
Department/Branch	DS - Planning
Project Type	Annual Program

DESCRIPTION

Heritage Initiatives include: (1) update/review of the Town's Register of Cultural Heritage Properties, (2) creation of Heritage Conservation Districts within the Town, (3) heritage building plaques and informational heritage signage, and (4) support for other heritage infrastructure and projects.

JUSTIFICATION

"Protect, preserve and respect the Town's cultural and natural heritage features" is explicitly identified under the Strategic Pillar Two ("Building a complete community that provides healthy places to live, work, play and learn"), in the Town's Strategic Plan. Education and protection are two key components of the Town's role in heritage preservation. $100,000 was approved in 2018 Capital Budget for the update to the Town's Register of Cultural Heritage Properties and not included in budget costs below; and the creation of Heritage Conservation Districts has been approved in previous capital budgets but not implemented. This request covers the increase required to account for additional initiatives listed above.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 10,000		$ 10,000	$ 20,000
Land					
Construction					
Professional Fees		$ 15,000	$ 15,000	$ 15,000	$ 45,000
Contingency					
Other					
	Total Capital Cost	**$ 25,000**	**$ 15,000**	**$ 25,000**	**$ 65,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution	Art & Cultural Heritage	$ 25,000	$ 15,000	$ 25,000	$ 65,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 25,000**	**$ 15,000**	**$ 25,000**	**$ 65,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-021

Project Name	Growth Management Review / Official Plan Review
Department/Branch	DS - Planning
Project Type	Annual Program

DESCRIPTION

To provide funding for the Official Plan review and update of the existing Official plan that was adopted by Council in 2010. The review will consist of a growth management exercise that will include a land budget to inform the population and employment assignments and determine the need for expansions to existing settlement area boundaries, if required. The planning horizon of the Official Plan will be updated to the year 2041 along with the population and employment forecasts. In addition, the policies of the Plan will be reviewed and ensure the new Official Plan conforms with new Provincial and Regional policy documents.

JUSTIFICATION

Above and beyond the Planning Act's requirement for a formal review of an Official Plan and the Growth Plan requirement for municipal official plans to be brought into conformity with the Provincial Plans by the year 2022, official plans should be monitored to evaluate the achievement of specific objectives and the performance of policies to guide future growth and development of the municipality. This project will reprofile project 14-074.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					$ -
Materials					
Land					
Construction					
Professional Fees		$ 100,000			
Contingency					
Other					
	Total Capital Cost	**$ 100,000**			
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	General Government	$ 90,000			$ 90,000
Community Contribution	10% Mandatory Discount	$ 10,000			$ 10,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 100,000**			**$ 100,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-022

Project Name	404 / Green Lane Employment Lands		
Department/Branch	DS - Planning	Project Type	Annual Program

DESCRIPTION

To provide funding for the preparation of a Secondary Plan for the Employment Area north of Green Lane. The purpose of the Secondary Plan is to provide a detailed land use plan, road network, lotting/block layout, environmental protection and other land use policies to guide the future development of the planning area.

JUSTIFICATION

The 2010 Official Plan included the 404/Green Lane Area within the Urban Area of the municipality as a future employment area. The Secondary Plan process led by the Town is required to determine the details of the land uses, transportation network/servicing infrastructure requirements and future specific development policies of the planning area. The Secondary Planning process will result in the adoption of an amendment to the Town's Official Plan. This project will reprofile project 12-012.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					$ -
Materials					
Land					
Construction					
Professional Fees		$ 150,000			
Contingency					
Other					
Total Capital Cost		**$ 150,000**			
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	General Government	$ 135,000			$ 135,000
Community Contribution	10% Mandatory Discount	$ 15,000			$ 15,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 150,000**			**$ 150,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-023

Project Name	Various Planning Studies
Department/Branch	DS - Planning
Project Type	Annual Program

DESCRIPTION

Various Planning Studies to review, update and establish up-to-date policies, by-laws and development application documents, including, but not limited to: Site Plan Control By-law, Servicing Allocation Policy, and updating development application forms and creating process materials.

JUSTIFICATION

Under the Town's Strategic Plan - "Continue to review and enhance services and programs within innovation and best practices to meet the needs of our growing community" is explicitly identified under Strategic Pillar One and Strategic Pillar Two speaks to "managing growth to ensure balanced development." A number of the Town's policy documents, by-laws and development application forms are in need of a review to plan for growth and facilitate a more efficient development application review process. Staff will establish reference materials for residents and applicants outlining the application processes and submission requirements in a user friendly format. A Servicing Allocation Policy review is also required in response to additional allocation capacity received from the Region.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 25,000	$ 20,000	$ 20,000	$ 65,000
Contingency					
Other					
	Total Capital Cost	**$ 25,000**	**$ 20,000**	**$ 20,000**	**$ 65,000**
FUNDING SOURCE					
Tax Levy			$ 10,000	$ 10,000	$ 20,000
Water Rates					
Wastewater Rates					
Development Charges	General Government	$ 22,500	$ 9,000	$ 9,000	$ 40,500
Community Contribution	10% Mandatory DC Reduction	$ 2,500	$ 1,000	$ 1,000	$ 4,500
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 25,000**	**$ 20,000**	**$ 20,000**	**$ 65,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-024

Project Name	Riding Mower-Zero Turn and Line Trimmers
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Addition of two Kubota zero-turn riding mowers and three Stihl FS 110 Line Trimmers.

JUSTIFICATION

To be utilized by new grass crew that is needed to maintain all new parks.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 60,000			$ 60,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 60,000**			**$ 60,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 54,000			$ 54,000
Community Contribution	10% Mandatory DC Reduction	$ 6,000			$ 6,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 60,000**			**$ 60,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't Tax Reserve			$ 6,000	⟹	$ 6,000
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 6,000**		**$ 6,000**

2019 CAPITAL BUDGET

19-025

Project Name	Grant Park Playground Replacement		
Department/Branch	CPRC - Parks	Project Type	Repair & Replacement

DESCRIPTION

Playground replacement, enclosure, surfacing, asphalt walkways and site furniture

JUSTIFICATION

This project replaces aging infrastructure elements that have been identified as non-usable

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 90,000			$ 90,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 90,000**			**$ 90,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 90,000			$ 90,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 90,000**			**$ 90,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-026

Project Name	Emily Park Playground Replacement and New Trail Development		
Department/Branch	CPRC - Parks	Project Type	Repair & Replacement / Growth

DESCRIPTION

The redevelopment of Emily Park will replace the existing playground and enclosure, surfacing work, as well as create connections to and throughout the park with Colony Trail and surrounding streets.

JUSTIFICATION

The Emily Park playground has been identified for removal and replacement in the Town's capital replacement program. Other park features require repair and replacement, such as the lack of accessibility, slopes that exceed AODA guidelines and a general lack of design for the park. Because of this, a full redesign and reconstruction is required. As part of the redevelopment work, additional growth-related trail development will occur to connect the park to the future Colony Trail, as well as adjacent properties.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 200,000			$ 200,000
Professional Fees					
Contingency					
Other	Project Management	$ 15,000			$ 15,000
	Total Capital Cost	**$ 215,000**			**$ 215,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 96,750			$ 96,750
Community Contribution	10% Mandatory DC Reduction	$ 10,750			$ 10,750
Reserve/Reserve Funds	General Capital	$ 107,500			$ 107,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 215,000**			**$ 215,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-027

Project Name	Mainprize Park Playground Replacement
Department/Branch	CPRC - Parks
Project Type	Repair & Replacement

DESCRIPTION

Playground replacement, enclosure, surfacing, asphalt walkways and site furniture

JUSTIFICATION

This project replaces aging infrastructure elements that have been identified as non-usable

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 90,000			$ 90,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 90,000**			**$ 90,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 90,000			$ 90,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 90,000**			**$ 90,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-028

Project Name	Holland Landing Community Centre - Splash Pad Surface and Servicing Repairs
Department/Branch	CPRC - Parks
Project Type	Repair & Replacement

DESCRIPTION

Removal and replacement of concrete splash pad surface, installation of pipe-in-pipe water pipe to all features.

JUSTIFICATION

This project replaces leaking infrastructure elements that have been identified.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 125,000			$ 125,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 125,000**			**$ 125,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 125,000			$ 125,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 125,000**			**$ 125,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-029

Project Name	Playground Surfacing, Wear Mats & Baseball Netting
Department/Branch	CPRC - Parks
Project Type	Repair & Replacement

DESCRIPTION

Removal and Replacement of playground surfacing ($21,000), installation of wear mats under swings ($5,000) and installation of baseball netting ($15,000).

JUSTIFICATION

These replacements and installations mitigate safety concerns identified in various parks and playgrounds.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 41,000			$ 41,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 41,000**			**$ 41,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 41,000			$ 41,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 41,000**			**$ 41,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-030

Project Name	Unit Paver Repairs
Department/Branch	CPRC - Parks
Project Type	Repair & Replacement

DESCRIPTION

Replacement of unit pavers with colored concrete at Mount Albert Lions, Temperance Hall and miscellaneous locations.

JUSTIFICATION

This project replaces breaking infrastructure elements that have been identified for repair.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 25,000			$ 25,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 25,000**			**$ 25,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 25,000			$ 25,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 25,000**			**$ 25,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-031

Project Name	Anchor Park Sports Field Lighting		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

Installation of LED Sports Field Lighting at Anchor Park.

JUSTIFICATION

This is a high priority project identified in the Health & Active Living Master Plan. This project will extend the hours for Soccer and Baseball Field use at Anchor Park allowing for increased programming. The project was initially approved in 2016 for $68,000 of which, $62,932 is still available (16-028). Completion of public consulting and design requires a transition to LED technology and a revised total budget request of $500,000 for construction. This project can be funded through development charges for outdoor recreation enhancement and expansion of services.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 437,068			$ 437,068
Professional Fees					
Contingency					
Other	Project Management	$ 32,780			$ 32,780
	Total Capital Cost	**$ 469,848**			**$ 469,848**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 422,863			$ 422,863
Community Contribution	10% Mandatory DC Reduction	$ 46,985			$ 46,985
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 469,848**			**$ 469,848**

ANNUAL OPERATING BUDGET IMPACT		2019	2020	2021+	Total
Increase/(Decrease)		$ 5,000			$ 5,000
Long Term Debt Repayments					
	Total Net Annual Budget Impact	**$ 5,000**			**$ 5,000**

2019 CAPITAL BUDGET

19-032

Project Name	Mount Albert Community Centre Park Redevelopment- Phase 1		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

Construction of a new skateboard/scooter zone, replacement expansion and enhancement of the shade/events structure, replacement expansion and enhancement of the playground equipment to include junior and senior play structures and improvement to park pedestrian access, parking and landscaping.

JUSTIFICATION

This project expands and enhances parks amenities and is required due to growth. The redevelopment was identified as a short term priority project in the 2018 Health and Active Living Master Plan. The project was initially approved in 2015 for $546,211 of which, $515,580 is still available (15-040). Completion of public consulting and design requires a revised total budget request of $1,100,000 for construction. This project can be funded through development charges for outdoor recreation enhancement and expansion of services. Community contribution (Mount Albert Sports Day) of $20,000 is included with the existing approved funding source. An additional contribution (Mount Albert Lions) is to be confirmed.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 584,420			$ 584,420
Professional Fees					
Contingency					
Other	Project Management	$ 43,832			$ 43,832
	Total Capital Cost	**$ 628,252**			**$ 628,252**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 565,427			$ 565,427
Community Contribution	10% Mandatory DC Reduction	$ 62,825			$ 62,825
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 628,252**			**$ 628,252**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-033

Project Name	Queensville Park Redevelopment- Phase 1
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Redevelopment of tennis courts from 2 courts to three including new playing surfaces, fencing and court lighting. The project also includes pedestrian walkway lighting, a new expanded shade structure, hardscaping, landscaping and site furniture.

JUSTIFICATION

This project expands and enhances parks amenities and is requried due to growth. This project has been identified as a short-term priority project in the 2018 Health & Active Living Master Plan. The project was initially approved in 2017 for $303,000 of which, $297,795 is still available (17-024). Completion of consulting and design requires a revised total budget request of $950,000 for construction. This project can be funded through development charges for outdoor recreation enhancement and expansion of services.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 652,205			$ 652,205
Professional Fees					
Contingency					
Other	Project Management	$ 48,915			$ 48,915
	Total Capital Cost	**$ 701,120**			**$ 701,120**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 631,008			$ 631,008
Community Contribution	10% Mandatory DC Reduction	$ 70,112			$ 70,112
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 701,120**			**$ 701,120**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-034

Project Name	Emerald Ash Borer Strategy		
Department/Branch	CPRC - Parks	Project Type	Repair & Replacement

DESCRIPTION

PHASE 4-2018 Tree removal, stumping and tree replanting at various locations

JUSTIFICATION

EAB Management Plan Strategy - As described in Council Report for 2016

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 170,000			$ 170,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 170,000**			**$ 170,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 170,000			$ 170,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 170,000**			**$ 170,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-035

Project Name	Active Transportation and Trails Master Plan
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Review and updated of existing 2012 Active Transportation and Trails Master Plan (ATTMP).

JUSTIFICATION

ATTMP requires updates to help identify future network of on-road and off-road trails and active transportation corridors while promoting increased active transportation throughout the community.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 50,000			$ 50,000
Contingency					
Other					
	Total Capital Cost	**$ 50,000**			**$ 50,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 45,000			$ 45,000
Community Contribution	10% Mandatory DC Reduction	$ 5,000			$ 5,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 50,000**			**$ 50,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-036

Project Name	Quad Cab 1-Ton with Aluminum Dump Box and Tool Cabinet Enclosure		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

New vehicle to be used by Horticulture staff to complete yearly maintenance of annuals, perennials, shrub and tree pruning

JUSTIFICATION

This vehicle is needed to service the increased tree and shrub assets in 2018 with new parks and streetscapes being assumed. It will also support the 2019 budget request for a staff transition form Contract to F/T in Horticulture and crew of 3 students for horticulture duties. This will facilitate staff in completing a 6 year pruning cycle of young tree assets in all new developments during winter months, and minor pruning of existing tree assets and brushing of rural roads.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 110,000			$ 110,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 110,000**			**$ 110,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 99,000			$ 99,000
Community Contribution	10% Mandatory DC Reduction	$ 11,000			$ 11,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 110,000**			**$ 110,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 7,500	⟹	$ 7,500
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 7,500**		**$ 7,500**

2019 CAPITAL BUDGET

19-037

Project Name	Accessibility Ramp Repairs (Mount Albert Community Centre & River Drive Park Community Centre)
Department/Branch	CPRC - Facilities
	Repair & Replacement

DESCRIPTION

Repair existing accessibility ramps at Mount Albert Community Centre and River Drive Park Community Centre

JUSTIFICATION

Existing ramps at Mount Albert Community Centre and River Drive Park Community Centre are corroding and will require additional inspection and welding to ensure structural safety. These ramps are vital to ensure barrier-free access for the usage of each building.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials		$ 10,000			$ 10,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 10,000**			**$ 10,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 10,000			$ 10,000
Gas Tax					
Grant					
Other					
Total Capital Funding		**$ 10,000**			**$ 10,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact					

2019 CAPITAL BUDGET

19-038

Project Name	Civic Centre and Temperance Hall Site Improvements
Department/Branch	CPRC - Facilities
	Repair & Replacement

DESCRIPTION

Phase 1 will include removal of existing asphalt and resurfacing the entryway to the Civic Centre and Temperance Hall parking lot. Included with this project is remedial work to the Temperance Hall septic system. Any improvements are outside of the concept plans for the Civic Centre Precinct. Phase 2 (2020) of the project will include removal and re-surfacing of the staff and visitor parking area at the Civic Centre at the west elevation of the facility.

JUSTIFICATION

Asphalt is deteriorating, which creates safety concern for patrons accessing parking lots of Temperance Hall and Civic Centre. In conjunction with the removal of asphalt, remediating the septic connection at Temperance Hall will ensure proper flow and efficiency.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 150,000	$ 150,000		$ 300,000
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 150,000**	**$ 150,000**		**$ 300,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 150,000			$ 150,000
Gas Tax					
Grant					
Other					
	Total Capital Funding	**$ 150,000**			**$ 150,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact					

2019 CAPITAL BUDGET

19-039

Project Name	Civic Centre HDIP Security Cameras
Department/Branch	CPRC - Facilities
	Repair & Replacement

DESCRIPTION

Installation of Civic Centre High Definition Internet Protocol (HDIP) Security Cameras.

JUSTIFICATION

The existing security analog cameras and digital video recorders at the civic centre are out of date. Technology continues to evolve making it difficult to service obsolete hardware. New HDIP system with server will provide increased coverage, clarity and security for increased volume that services the Civic Centre.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021	Total
Equipment/Vehicle					
Materials		$ 25,000			$ 25,000
Land					
Construction		$ 5,000			$ 5,000
Professional Fees		$ 5,000			$ 5,000
Contingency		$ 5,000			$ 5,000
Other					
Total Capital Cost		**$ 40,000**			**$ 40,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 40,000			$ 40,000
Gas Tax					
Grant					
Other					
Total Capital Funding		**$ 40,000**			**$ 40,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact					

2019 CAPITAL BUDGET

19-040

Project Name	North Union Oil Furnace Conversion		
Department/Branch	CPRC - Facilities		Repair & Replacement

DESCRIPTION

Replace the existing oil furnace and oil hot water tank with a new high efficiency propane fired furnace and hot water tank at the North Union Community Centre.

JUSTIFICATION

The oil furnace in the basement of North Union Community Centre is now 21 years old and is becoming increasingly difficult to service. The capital request is to replace the furnace to a new propane fired furnace to improve efficiency costs and also maintain lifecycle planning of furnaces. The replacement will also require replacing the hot water tank it is also oil fired. All comments above also coincide with the hot water tank. Replacement will also require having a propane tank placed outside for filling. This will be less costly and easier to repair and can also be switched to natural gas should it become available over the course of the next 10+ years.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021	Total
Equipment/Vehicle					
Materials		$ 14,000			$ 14,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 14,000**			**$ 14,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 14,000			$ 14,000
Gas Tax					
Grant					
Other					
Total Capital Funding		**$ 14,000**			**$ 14,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact					

2019 CAPITAL BUDGET

19-041

Project Name	Ross Family Complex Painting and Washroom Replacement	
Department/Branch	CPRC - Facilities	Repair & Replacement

DESCRIPTION

Replace the existing washroom fixtures, urinals, toilets to more modern, sustainable fixtures.

JUSTIFICATION

The washroom fixtures, urinals and toilets at the Ross Family Complex are dated. Sanitary infrastructure is in need of replacement. Plumbing service required to clear blockages of Header piping for urinals. Better conservation fixtures/techniques are in place to help save on water costs.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials		$ 25,000			$ 25,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 25,000**			**$ 25,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 25,000			$ 25,000
Gas Tax					
Grant					
Other					
Total Capital Funding		**$ 25,000**			**$ 25,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Water costs		-$300			-$ 300
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact		**-$ 300**			**-$ 300**

2019 CAPITAL BUDGET

19-042

Project Name	4WD 1 ton crew cab truck (x2)		
Department/Branch	CIES - Fleet	Project Type	Repair & Replacement

DESCRIPTION

Two 4WD one truck crew cab pick-up truck complete with snowplow and material spreader

JUSTIFICATION

These trucks are critical to year round operations for CPRC. During winter months, they are used to maintain municipal parking lots and fire halls and in the summer, these trucks pull 22ft landscape trailers with turf maintenance equipment daily. The units are replacements for assets: P11-21 (asset ID 8926) and P11-22 (asset ID 8927) with 160,000 and 140,000 km respectively, which are one year past their seven year scheduled lifecycle. This purchase includes two one ton crew cab trucks, snowplow and material spreader. Staff have reviewed each asset for its mechanical fitness to confirm that they should be replaced.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle		$ 180,000			$ 180,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 180,000**			**$ 180,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 180,000			$ 180,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 180,000**			**$ 180,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't Tax Reserve			$ 11,780	⇒	$ 11,780
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 11,780**		**$ 11,780**

2019 CAPITAL BUDGET

19-043

Project Name	4WD Tractor and loader attachment		
Department/Branch	CIES - Fleet	Project Type	Repair & Replacement

DESCRIPTION

One 4WD tractor with front end loader attachment

JUSTIFICATION

CPRC currently utilizes a mid-size hydro-static drive tractor with a front end loaded attachment P08-44 (asset #8903) for year round maintenance activities including loading, material handling, sports field aeration and overseeding. This tractor is used during the winter months to load all CPRC and CIES pick-up trucks and smaller equipment. This is the only tractor/loader within CPRC. The current unit is one year beyond it's scheduled ten year replacement and has been reviewed for mechanical fitness and confirmed that it is in poor condition and at high risk for significant repairs.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 60,000			$ 60,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 60,000**			**$ 60,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 60,000			$ 60,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 60,000**			**$ 60,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't Tax Reserve			$ 1,850	⇒	$ 1,850
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 1,850**		**$ 1,850**

2019 CAPITAL BUDGET

19-044

Project Name	4WD Utility Off-road Vehicle		
Department/Branch	CIES - Fleet	Project Type	Repair & Replacement

DESCRIPTION

4WD Utility Off-road Vehicle

JUSTIFICATION

This vehicle is used by CPRC to provide off-road access to parks and trails commonly not accessible by larger on-road trucks. The utility vehicle includes a dump box capable of carrying small payloads and equipment. This is a replacement for asset P08-43 (asset #8902), which is three years past its eight year scheduled lifecycle. This unit has been reviewed for mechanical fitness and was noted as being in very poor overall condition.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle		$ 22,000			$ 22,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 22,000**			**$ 22,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 22,000			$ 22,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 22,000**			**$ 22,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't Tax Reserve			$ 500	⇒	$ 500
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 500**		**$ 500**

2019 CAPITAL BUDGET

19-045

Project Name	22ft Landscape Trailer
Department/Branch	CIES - Fleet
Project Type	Repair & Replacement

DESCRIPTION

Replacement of an existing steel landscape Trailer (P08-51 / asset ID8905)

JUSTIFICATION

CPRC currently utilizes this landscape trailer to transport turf maintenance equipment, picnic tables and other oversized equipment This trailer requires replacement due to its age and maintenance costs. The current trailer is one year beyond its scheduled ten year replacement lifecycle. This trailer has been reviewed for mechanical fitness and has some concerns including significant corrosion.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 18,000			$ 18,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 18,000**			**$ 18,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 18,000			$ 18,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 18,000**			**$ 18,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease) - Vehicle & Equip't Tax Reserve		$ 400	⇒	$ 400
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 400**		**$ 400**

2019 CAPITAL BUDGET

19-046

Project Name	Asphalt Resurfacing 2019
Department/Branch	CIES - Capital and Traffic
Project Type	Annual Program

DESCRIPTION

Works include removing and replacing the top course asphalt and completing base and concrete repairs as necessary at the following locations: King Street (from Princess St to Mount Albert Rd), Walnut Avenue, Wright Drive, Lepard Crescent, Ward Avenue (from Leslie St to Willow Grove Blvd). Additional work within this contract includes a road repair on the West end of Hillcrest Drive spanning approx. 250 metres (which may be converted to surface treatment, subject to geotechnical investigations), improvements to the existing hammerhead turn arounds located on the north ends of Newmarket Street and Hill Street, and isolated road repairs throughout Town.

JUSTIFICATION

This work is required to maintain and build upon the Town's investment in infrastructure. Road condition data has been collected through the Town's Pavement Management program, regularly scheduled patrols and road inspections by staff.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 1,005,000			$ 1,005,000
Professional Fees		$ 40,000			$ 40,000
Contingency					
Other	Project Management	$ 156,750			$ 156,750
	Total Capital Cost	**$ 1,201,750**			**$ 1,201,750**
FUNDING SOURCE					
Tax Levy		$ 131,700			$ 131,700
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 588,850			$ 588,850
Grant	OCIF	$ 481,200			$ 481,200
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 1,201,750**			**$ 1,201,750**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-047

Project Name	Corporate Asset Management - Policy Development and Data Integration
Department/Branch	CIES - Capital and Traffic
Project Type	Legislated Requirement

DESCRIPTION

Work includes developing a Strategic Asset Management Policy, integrating the Town's Asset Data Warehouse (GIS) into the Asset Management software system being CityWide by PSD and systems training for staff. This project will ensure the Town meets it's regulatory requirements for 2019 and 2021.

JUSTIFICATION

Pursuant to Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, requires the Town to:

- Prepare a Strategic Asset Management Policy by July 1, 2019; and
- Prepare an Asset Management Plan for core municipal infrastructure assets by July 1, 2021; and
- Include all remaining assets in the previously noted plan by July 1, 2023; and
- Prepare an Asset Management Plan for all municipal infrastructure assets including the Level of Service the municipality proposes to provide for each asset by July 1, 2024

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 50,000			$ 50,000
Contingency					
Other	Project Management	$ 7,500			$ 7,500
	Total Capital Cost	**$ 57,500**			**$ 57,500**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	PW, W WWW, General Capital	$ 57,500			$ 57,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 57,500**			**$ 57,500**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-048

Project Name	Double High Float Surface Treatment 2019		
Department/Branch	CIES - Capital and Traffic	Project Type	Annual Program

DESCRIPTION

Apply double high float surface treatment to: Holborn Road (from Hwy 404 to Woodbine Ave) which is currently gravel, and the gravel portion of Cedar Street (from 120m east of Walnut Ave to the dead end). This project will convert the two remaining Town gravel roads within opened road allowances as noted into a hard top surface.

JUSTIFICATION

This work is required to maintain and build upon the Town's investment in infrastructure. Road condition data has been collected through the Town's Pavement Management program, regularly scheduled patrols and road inspections by staff. This conversion would allow for the disposal of the Town's road grader and avoid its replacement cost.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$62,500			$ 62,500
Professional Fees		$2,500			$ 2,500
Contingency					
Other	Project Management	$ 9,750			$ 9,750
	Total Capital Cost	**$ 74,750**			**$ 74,750**

FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 74,750			$ 74,750
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 74,750**			**$ 74,750**

ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-049

Project Name	Elda Court Easement - Drainage Repairs		
Department/Branch	CIES - Capital and Traffic	Project Type	Repair & Replacement

DESCRIPTION

Works include installing sub drains within the Town's existing storm overland drainage easement, located in the rear lot of 34 Elda Court. The work will span a length of approximately 45 metres and will include items such as an aggregate trench, tree protection and protection of the private septic tank and tile bed. This work is intended to restore drainage through the easement.

JUSTIFICATION

Maintain and build upon the Town's investment in infrastructure. The Town has a responsibility to maintain drainage on the easement.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 35,000			$ 35,000
Professional Fees		$ 15,000			$ 15,000
Contingency					
Other					
	Total Capital Cost	**$ 50,000**			**$ 50,000**
FUNDING SOURCE					
Tax Levy		$ 50,000			$ 50,000
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 50,000**			**$ 50,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-050

Project Name	Large Wheeled Loader		
Department/Branch	CIES - Fleet	Project Type	Growth

DESCRIPTION

A large loader with 2 3/4 yard high lift bucket.

JUSTIFICATION

CIES and CPRC depend on the versatility of a single large loader to manage all salt, sand and granular material for Operations. This highly utilized loader is a key operational asset used daily year round. Given the growth of the town's road and park network, this loader will function with multiple existing attachments including snowplow, broom and forks. This unit will supplement the existing 2006 loader which is nearing it's scheduled twelve year replacement. It is proposed that the addition of this loader will supplement and extend the life of the existing unit and allow for a loader at the new Operations Centre and the Sports Complex until operations fully transition to the new facility. The introduction of a second large loader will also benefit CPRC by allowing staff to utilize large equipment to help clear municipal lots during winter.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 265,000			$ 265,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 265,000**			**$ 265,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Public Works	$ 265,000			$ 265,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 265,000**			**$ 265,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Fuel & maintenance and Vehicle & Equip't (Tax) Reserve			$ 25,700	⇒	$ 25,700
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 25,700**		**$ 25,700**

2019 CAPITAL BUDGET

19-051

Project Name	LED Streetlight Conversion Strategy - Pilot Conversion Project		
Department/Branch	CIES - Capital and Traffic	Project Type	Service Level Increase/Change

DESCRIPTION

Pilot includes supply and install of LED streetlight fixtures as well as assess and report on post installation performance for luminance levels and conformity with lighting standards. An LED streetlight strategy is currently being developed which will be presented to Council in 2019 and will provide details on the proposed Pilot Conversion Project.

JUSTIFICATION

LED Streetlight conversion reduces the Town's overall carbon footprint by reducing greenhouse gas emissions through reduced energy generation and consumption and helps to protect the environment as well as a reduction to ongoing operating and maintenance costs.

CAPITAL BUDGET

CAPITAL COSTS	2019	2020	2021+	Total
Equipment/Vehicle				
Materials	$ 12,000			$ 12,000
Land				
Construction	$ 5,000			$ 5,000
Professional Fees	$ 9,500			$ 9,500
Contingency	$ 3,500			$ 3,500
Other				
Total Capital Cost	**$ 30,000**			**$ 30,000**

FUNDING SOURCE	2019	2020	2021+	Total
Tax Levy	$30,000			$ 30,000
Water Rates				
Wastewater Rates				
Development Charges				
Community Contribution				
Reserve/Reserve Funds				
Gas Tax				
Grant				
Developer Contribution				
Long Term Debt				
Other				
Total Capital Funding	**$ 30,000**			**$ 30,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-052

Project Name	Miscellaneous Concrete Repairs 2019
Department/Branch	CIES - Capital and Traffic
Project Type	Annual Program

DESCRIPTION

Repair deficient sidewalks, curbs and gutters, catch basins, maintenance holesand improve drainage in miscellaneous locations throughout the Town where no other capital works are planned. Locations are identified through service requests, the sidewalk inspection program and regular road patrols. This project will also include a 40 metre sidewalk extension at the NE corner of Centre Street & King Street, terminating at 19451 Centre St.

JUSTIFICATION

The work is required to maintain and build upon the Town's investment in infrastructure. Through the results of our sidewalk inspection program, it is estimated that $500,000 of funds is required to repair deficient sidewalk alone. With this and the need for funds for curb repairs, catch basin and maintenance hole repairs, we estimate that we will require similar concrete repair funding levels for the next 3 to 5 years. The 40 metre sidewalk extension at the NE corner of Centre Street & King Street is being recommended to address an accessibility issue.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$190,000			$ 190,000
Professional Fees		$10,000			$ 10,000
Contingency					
Other	Project Management	$ 30,000			$ 30,000
	Total Capital Cost	**$ 230,000**			**$ 230,000**
FUNDING SOURCE					
Tax Levy		$150,000			$ 150,000
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 80,000			$ 80,000
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 230,000**			**$ 230,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-053

Project Name	Pavement Management Program - Data Implementation 2019		
Department/Branch	CIES - Capital and Traffic	Project Type	Annual Program

DESCRIPTION

This ongoing program is in partnership with York Region, the Towns of Whitchurch-Stouffville and Newmarket. The scope of work for 2019 includes implementing the condition data collected in 2018 into the Pavement Management software to optimize road rehabilitation works and prioritize future capital road projects.

JUSTIFICATION

This project will enable the Town to continue to review and enhance services and programs with innovation and best practices to meet the needs of our growing community. The work is required to maintain and build upon the Town's investment in infrastructure and optimize the Town's road rehabilitation program.

CAPITAL BUDGET

CAPITAL COSTS	2019	2020	2021+	Total
Equipment/Vehicle				
Materials				
Land				
Construction				
Professional Fees	$ 20,000			$ 20,000
Contingency				
Other				
Total Capital Cost	**$ 20,000**			**$ 20,000**
FUNDING SOURCE				
Tax Levy	$ 20,000			$ 20,000
Water Rates				
Wastewater Rates				
Development Charges				
Community Contribution				
Reserve/Reserve Funds				
Gas Tax				
Grant				
Developer Contribution				
Long Term Debt				
Other				
Total Capital Funding	**$ 20,000**			**$ 20,000**
ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-054

Project Name	Radar / Driver Feedback Boards		
Department/Branch	CIES - Capital and Traffic	Project Type	Growth

DESCRIPTION

The acquisition of 3 new SP100 Solar Radar Boards, mounting brackets and solar power conversion kits for existing in-service speed monitor radar boards.

JUSTIFICATION

With the recent growth and increased demand to provide service, staff intend to expand the current radar board program to meet increased demand. This budget intends to increase the current complement of 4 boards to 6, convert 3 existing battery powered boards to solar power, acquire additional mounting brackets to expand the network and retire 1 existing radar board that is no longer supported by the manufacturer. Solar powered radar boards are preferred operationally as the solar power extends the battery life. In addition, the Town's overall carbon footprint is reduced by decreasing greenhouse gas emissions.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 13,000			$ 13,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 13,000**			**$ 13,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Roads & Related	$ 7,000			$ 7,000
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 6,000			$ 6,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 13,000**			**$ 13,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-055

Project Name	Rear Discharge Mower		
Department/Branch	CIES - Fleet	Project Type	Repair & Replacement

DESCRIPTION

One rear discharge zero turn mower

JUSTIFICATION

CPRC currently has two primary types of mowers, and only two of these John Deere 1445 models (asset #8992). The replacement of this mower will continue the standardization of smaller mowers to zero turn style models. This has a significant benefit for maintenance, operator familiarity and safety. This mower has been reviewed for mechanical fitness to confirm its need of replacement.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 18,000			$ 18,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 18,000**			**$ 18,000**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 18,000			$ 18,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 18,000**			**$ 18,000**

ANNUAL OPERATING BUDGET IMPACT	2019	2020	2021+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-056

Project Name	Road Patrol 1 Ton Pick-up, 4WD		
Department/Branch	CIES - Fleet	Project Type	Repair & Replacement

DESCRIPTION

A 4 wheel drive one ton pick-up truck with snowplow and removable material spreader

JUSTIFICATION

This is a replacement for unit R14-23 (asset ID10562), which currently has 300,000 km and is one year beyond its scheduled replacement. During the winter, this vehicle is used within the Roads Operations Division as the primary road patrol vehicle. In order to meet the Minimum Maintenance Standards, this vehicle is operated 24/7 between October and April to actively monitor changing road and sidewalk conditions. Equipped with a plow and material spreader, it is also available to provide rapid response to localized anti-icing and plowing. During the summer months, this unit is used by CPRC to assist with turf maintenance programs. This vehicle has been reviewed for mechanical fitness to confirm that its lifecycle should not be extended further.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 90,000			$ 90,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 90,000**			**$ 90,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 90,000			$ 90,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 90,000**			**$ 90,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't (tax) Reserve			$ 500	⟹	$ 500
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 500**		**$ 500**

2019 CAPITAL BUDGET

19-057

Project Name	Supervisory Vehicle
Department/Branch	CIES - Fleet
Project Type	Growth

DESCRIPTION

A downsized SUV for Engineering inspection to allow for the redeployment of the existing engineering full-size pick up truck to Operations.

JUSTIFICATION

The CIES Roads Operations division requires a 4WD full size pick up truck to be used by the Foreman in a supervisory capacity. This position requires a vehicle to monitor the work activities of field crews, respond to emergency situations, meetings with stakeholders and ongoing response to customer service inquiries. This position has been utilizing a heavy duty pick-up truck which is not practical or efficient to support a supervisory function. This heavy duty crew work truck will be deployed between CIES Operations and CPRC. In an effort to rightsize vehicles to their intended use, it is proposed that an existing pick-up truck being used by CIES Development Engineering be redeployed to Operations and replaced with a smaller, more fuel efficient downsized SUV.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle		$ 35,000			$ 35,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 35,000**			**$ 35,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Public Works	$ 35,000			$ 35,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 35,000**			**$ 35,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Fuel & maintenance and Vehicle & Equip't (Tax) Reserve			$ 7,500	⇒	$ 7,500
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 7,500**		**$ 7,500**

2019 CAPITAL BUDGET

19-058

Project Name	Sidewalk Plow Replacement
Department/Branch	CIES - Fleet
Project Type	Repair & Replacement

DESCRIPTION

A downsized tractor with snowplow and material spreader for winter maintenance of sidewalks.

JUSTIFICATION

Effective in 2018, changes to the Minimum Maintenance Standards require a higher level of service for all sidewalks. The current unit R05-412 (asset ID#20589), 2005 John Deere Tractor is 15 years old and is five years beyond it's scheduled replacement. This unit has been reviewed for mechanical fitness to confirm its condition and need for replacement. This unit is one of three sidewalk plows and it is typically utilized during large or sustained winter events. Due to new development growth, the sidewalk inventory has significantly increased. Currently there are 100 kms of sidewalks which is a 40% increase over three years. Replacement of this unit will help ensure that necessary equipment is available to maintain the increasing sidewalk infrastructure. It is anticipated that this unit may also be used during non-winter months by CPRC for various maintenance operations.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle		$ 85,000			$ 85,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 85,000**			**$ 85,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 85,000			$ 85,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 85,000**			**$ 85,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't (tax) Reserve			$ 8,500		$ 8,500
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 8,500**		**$ 8,500**

2019 CAPITAL BUDGET

19-059

Project Name	Storm Water Rate Study		
Department/Branch	CIES - Roads	Project Type	Legislated Requirement

DESCRIPTION

Storm Water Management (SWM) rate study.

JUSTIFICATION

The Town has undertaken a multi-year phased approach to assess its SWM infrastructure. In 2017, project 17-060 initiated an assessment of the Town's storm water management ponds which identified significant maintenance requirements to remain compliant with the Ministry of the Environment, Conservation and Parks Environmental Compliance Approvals for the SWM ponds. The significant improvements are currently without a funding source. A rate study is required to develop an appropriate and sustainable multi-faceted funding strategy (including a storm rate and, where possible, charges to development, grants and other contributions) for the maintenance of these ponds and all other SWM facilities including the Town's linear infrastructure. The study will also identify the financial requirements for rehabilitation, renewal and replacement of SWM assets to assis with compliance with the asset management regulation requirements.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 30,000			$ 30,000
Contingency					
Other					
	Total Capital Cost	**$ 30,000**			**$ 30,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 30,000			$ 30,000
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 30,000**			**$ 30,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-060

Project Name	Traffic Engineering Vehicle		
Department/Branch	CIES - Development Engineering	Project Type	Repair & Replacement

DESCRIPTION

A downsized SUV for Development Engineering inspections

JUSTIFICATION

This is a replacement for unit R09-31 (asset #8914), 2009 Chevrolet full sized van, which is at it's ten year scheduled replacement. This vehicle is utilized within the Development Engineering Division primarily for inspections, traffic studies and off-site meetings as required. This unit has been reviewed for its mechanical fitness and has some mechanical and corrosion concerns. The replacement vehicle will be downsized to more appropriately match the vehicle to its current intended use.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle		$ 35,000			$ 35,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 35,000**			**$ 35,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 35,000			$ 35,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 35,000**			**$ 35,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease) - Vehicle & Equip't (tax) Reserve			$ 500	⇨	$ 500
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 500**		**$ 500**

2019 CAPITAL BUDGET

19-061

Project Name	Traffic Sign Retro-Reflectivity Inspection, Reporting and Replacement - 2019
Department/Branch	CIES - Capital and Traffic
Project Type	Legislated Requirement

DESCRIPTION

Work includes Town wide inspection of roadside regulatory and warning signs to determine if they meet the retro-reflectivity requirements defined by the Ontario Traffic Manual. Signs not meeting the specification will be replaced as part of this work.

JUSTIFICATION

Maintain and build on the Town's investment in infrastructure.
Pursuant to Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, regulatory signs or warning signs are to be checked for retro-reflectivity once per calendar year. Signs that do not pass are replaced as part of this program. Work is completed by a consultant contract (year 2 of a 3 year contract).

CAPITAL COSTS	**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle				
Materials	$ 2,000			$ 2,000
Land				
Construction				
Professional Fees	$ 38,000			$ 38,000
Contingency				
Other				
Total Capital Cost	**$ 40,000**			**$ 40,000**
FUNDING SOURCE				
Tax Levy	$ 40,000			$ 40,000
Water Rates				
Wastewater Rates				
Development Charges				
Community Contribution				
Reserve/Reserve Funds				
Gas Tax				
Grant				
Developer Contribution				
Long Term Debt				
Other				
Total Capital Funding	**$ 40,000**			**$ 40,000**
ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-062

Project Name	Valley Mills Retaining Wall Geotechnical Investigation/Trail Concept Design
Department/Branch	CIES - Development Engineering
Project Type	Repair & Replacement

DESCRIPTION

A Geotechnical investigation is required of the slope and failing timber crib retaining wall adjacent to 13 & 15 Valley Mills Road in Mount Albert in order to develop trail design concepts and stabilize the slope.

JUSTIFICATION

As the timber crib wall is in a state of disrepair, staff engaged a geotechnical engineer to obtain an Engineer's Letter of Opinion on the condition of the retaining wall and surrounding slopes. Based on the letter received, the slope is stable for the time being and it is recommended that a comprehensive slope stability analysis be carried out to determine the most effective approach to remediate the area and develop a trail design concept.
Results of this investigation will drive a future detailed design to be brought forward as part a future capital budget.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 50,000			$ 50,000
Contingency					
Other	Project Management	$ 7,500			$ 7,500
	Total Capital Cost	**$ 57,500**			**$ 57,500**

FUNDING SOURCE		2019	2020	2021+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Working Capital	$ 57,500			$ 57,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 57,500**			**$ 57,500**

ANNUAL OPERATING BUDGET IMPACT				
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-063

Project Name	York Durham Line Road Safety & Embankment Improvement - Design		
Department/Branch	CIES - Capital and Traffic	Project Type	Repair & Replacement

DESCRIPTION

This project will review and design road safety & embankment improvements to York Durham Line north of Holborn Road, in coordination with the Township of Uxbridge. Project deliverables will include a detailed design for guide rail and embankment improvements or other alternative treatment and provide construction cost estimates to be used towards a 2020 capital budget item to construct the proposed safety improvements.

JUSTIFICATION

Invest in services to maintain and enhance community-wide safety. There is an existing creek that runs along the side of the road at this location. The installation of a guiderail and embankment improvements or other treatment will protect the condition of road infrastructure and improve traffic safety. Project costs will be shared for this work through the Town's Boundary Road Agreement with the Township of Uxbridge and recovered following the future construction stage.

CAPITAL BUDGET

CAPITAL COSTS		2019	2020	2021+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$15,000			$ 15,000
Contingency					
Other					
	Total Capital Cost	**$ 15,000**			**$ 15,000**
FUNDING SOURCE					
Tax Levy		$ 15,000	-$ 7,500		$ 7,500
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other	Town of Uxbridge		$7,500		$ 7,500
	Total Capital Funding	**$ 15,000**			**$ 15,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-064

Project Name	Water Meter Replacement Project		
Department/Branch	CIES - Water / Wastewater	Project Type	Repair & Replacement

DESCRIPTION

Replacement of Water Meters

JUSTIFICATION

Staff began a water meter replacement project in 2017 to replace older manual-read water meters with Radio Frequency (RF). The Town's current standard RF water meter provides for efficient reading capability, analytical data collection ability for account dispute resolution and remote access. The replacement program is intended to satisfy American Water Works Association (AWWA) requirements for periodic meter replacement to ensure accurate revenue billing. There are approximately 4,000 of the older style meters in use and staff recommend replacing the remaining meters over the next three years. This will ensure that all water meters in use satisfy the maximum life expectancy according to AWWA as well as provide for efficient and flexible water meter reading capabilities. Note: The program targets approximately 1,000 units to be replaced annually.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 500,000	$ 500,000	$ 500,000	$ 1,500,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 1,500,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Water/Sewer Infrastructure	$ 500,000	$ 500,000	$ 500,000	$ 1,500,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 1,500,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2019 CAPITAL BUDGET

19-065

Project Name	Employment Lands Servicing Strategies
Department/Branch	CIES - Water / Wastewater
Project Type	Growth

DESCRIPTION

Consulting services to assist the Town in selecting and designing servicing infrastructure for key employment lands in East Gwillimbury.

JUSTIFICATION

This project will review and develop servicing options for key employment lands in East Gwillimbury. In 2016, Council dedicated $350,000 to the detailed design of watermain and sanitary sewer infrastructure on Green Lane to support the Highway 404 Employment lands along with the provision for broadband within the Green Lane right of way. Since then, a number of servicing alternative scenarios have been identified to the Town for consideration, and a small number of options merit further review. At this time, a provision of $60,000 is required to engage advisory consultation services to assist the Town, specifically related to the selection of the preferred servicing scenario and facilitating discussions with key landowners.

CAPITAL BUDGET

CAPITAL COSTS		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 60,000			$ 60,000
Contingency					
Other					
	Total Capital Cost	**$ 60,000**			**$ 60,000**

FUNDING SOURCE		**2019**	**2020**	**2021+**	**Total**
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Sanitary Sewer	$ 60,000			$ 60,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 60,000**			**$ 60,000**

ANNUAL OPERATING BUDGET IMPACT		**2019**	**2020**	**2021+**	**Total**
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2019 CAPITAL BUDGET

19-066

Project Name	Water Loss Control Program		
Department/Branch	CIES - Water / Wastewater	Project Type	Repair & Replacement

DESCRIPTION

Conduct a detailed audit of the Town's three drinking water systems with the intent of identifying sources of Non-Revenue Water (NRW) and making recommendations to reduce same in accordance with industry best management practices. The project will also start testing methods to identify leaks in the system.

JUSTIFICATION

Water loss is a reality for every drinking water network and can be attributed to a number of factors including leaks in the pipes/joints, metering accuracy, reporting practices, water theft etc.Through the Towns commitment to continuous improvement this project will introduce a water loss control program to mitigate future pressures on water rate increases by identifying potential NRW sources that may be reduced in the Town's three drinking water systems. This audit is intended to help identify potential NRW in the Town's systems and make recommendations to mitigate same through system improvements and/or capital investments. This assignment will also include provisions to investigate innovative approaches to detect water loss in the field and pilot some of these approaches where feasible and practical.

CAPITAL BUDGET

CAPITAL COST		**2019**	**2020**	**2021+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 100,000			$ 100,000
Contingency					
Other					
	Total Capital Cost	**$ 100,000**			**$ 100,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Water/Sewer Infrastructure	$ 100,000			$ 100,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 100,000**			**$ 100,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

Glossary

The Town's operating and development and fee supported budget contain hundreds of detailed accounts and budgets. For ease of use to the reader, these accounts have been grouped into categories of expenditures. The table below lists each of those categories, and provides a description of the activities that would typically be budgeted in those categories.

Expenditure Category	Expenditures in this category would include:
Salaries & Benefits	Salaries and benefits of all staff (full time, part time and contract). Benefits include both non statutory (e.g. OMERS, health and dental) and statutory items (e.g. CPP,EI)
Salary gapping	The anticipated amount of savings that will be generated typically due to temporary vacancies related to employee turnover
Advertising	Advertising in the local newspaper, job postings, statutory public meetings, tenders, etc.
Audit Services	Audits conducted on year end financial statements and internal processes
Bank Fees, Payroll and Other Charges	Bank fees, credit and debit card fees, and payroll processing
Communications	Data and usage charges for mobile devices
Community Grants / Initiatives	Various Town sponsored community events and contributions
Public Works	Ongoing roads maintenance, winter road and sidewalk snow clearing, street light maintenance, catch basin maintenance, etc.
Consultants	Temporary use of professional services (i.e., recruitment assistance, process/system reviews, studies, etc.)
Contingency	Contractual obligations, unforeseen events, other expenditures as determined by Council and/or CAO, includes provision for Cost of Living Allowance (COLA) and leadership compensation program
Contracted Services	Service contracts related to operating Town facilities (i.e. security system) and programs, including animal and mosquito control, and tree maintenance
Courier & Mail Processing	Mail and courier costs including the mailing of tax and water bills
Equipment & Vehicle	Acquisition of vehicles and equipment
Equipment Repair	Maintenance of corporate fleet, equipment and computers
Insurance	Insurance coverage for Town operations
Legal Services	Retention of outside legal counsel
Library	Town contribution to Library operations
Materials & Supplies	Fuel, sand and salt, cleaning and office supplies, etc.
Mileage	Reimbursement to staff and Council for use of personal vehicle on Town business
Other Agencies / Municipalities	Richmond Hill dispatch services, York Region voice radio and pager systems, emergency management training
Training, Professional Development and Memberships	Council and staff training and development; professional memberships
Program Instructor	Instructors retained for leisure programs
Property & Building Maintenance	Repairs to Town buildings, maintenance of parks and trails

Expenditures Category Cont'd	Expenditures in this category would include:
Public Engagement / Corporate Events	Individual Council member expense budgets, Committee of Adjustment per diems and other meetings and events
Rent	Pool rental and community hall rental for recreation programs
Software Maintenance and Licensing	Maintenance and licensing cost of Town information systems
Uniforms and Safety Clothing	Uniforms and safety clothing for Emergency Services and other staff
Utilities	Telephone, heat, hydro, water
Waste Collection	Garbage, recycling, yard waste, and green bin collection
Corporate Reallocation	Allocation of service costs to non-tax supported and capital budgets
Transitional Cost Reductions	Delay or deferral of expenditures and/or increased revenue opportunities that can be achieved on a temporary or transitional basis

Revenue Category	Revenues in this category would include:
Taxation	Tax collected from residential and non-residential properties
Supplementary Taxation	In-year collection of taxes received due to reassessed properties
Development Charges	Funding received to support growth related expenditures in accordance with Development Charges Act
Development Revenues	Building permits, planning fees, engineering fees, fire permits, pool permits
Fines and Penalties	parking tickets, By-law violations
Grants	Ontario Municipal Partnership Fund (OMPF), Resource Productivity and Recovery Authority (formerly Waste Diversion Ontario)
Investment Income	Interest earned on the investment of Town's reserves
Library	Charge back to Library for use of Town facilities
Licenses	Issuance of marriage, lottery, business and taxi licenses
Miscellaneous	WSIB experience rebate, sales of vehicles and equipment Farmers Market vendor fees, etc.
Motor Vehicle Accidents	Emergency Services attendance at motor vehicle accidents
Penalties on Taxes	Penalty applied to unpaid property taxes
Recoveries & Contributions	Contribution toward economic development, recovery of snow removal costs for unassumed roads
Sales	Tax certificates, snack bar, blue boxes, and green bins
Services to Other Municipalities	Emergency Services provided to other municipalities
User Fees	Ice rentals, recreation programs, facilities and sport field rentals, legal fees, fill operations, etc.

Transfers Category	Transfers in this category would include:
Contributions to Reserves	Contribution to reserves represent fund set aside for future expenditures
Draws from Reserves	Use of reserves to fund initiatives that are typically one time or time specific in nature
Tax Levy Investment to Capital	Contribution of property tax revenue to support the capital program