Town of East Gwillimbury

Our town, Our future

2020 Business Plan & Budget

OUR TOWN, OUR FUTURE

www.eastgwillimbury.ca/budget

Introduction

The 2020 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. The Appendix (Tab 5) contains a glossary of terms.

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)

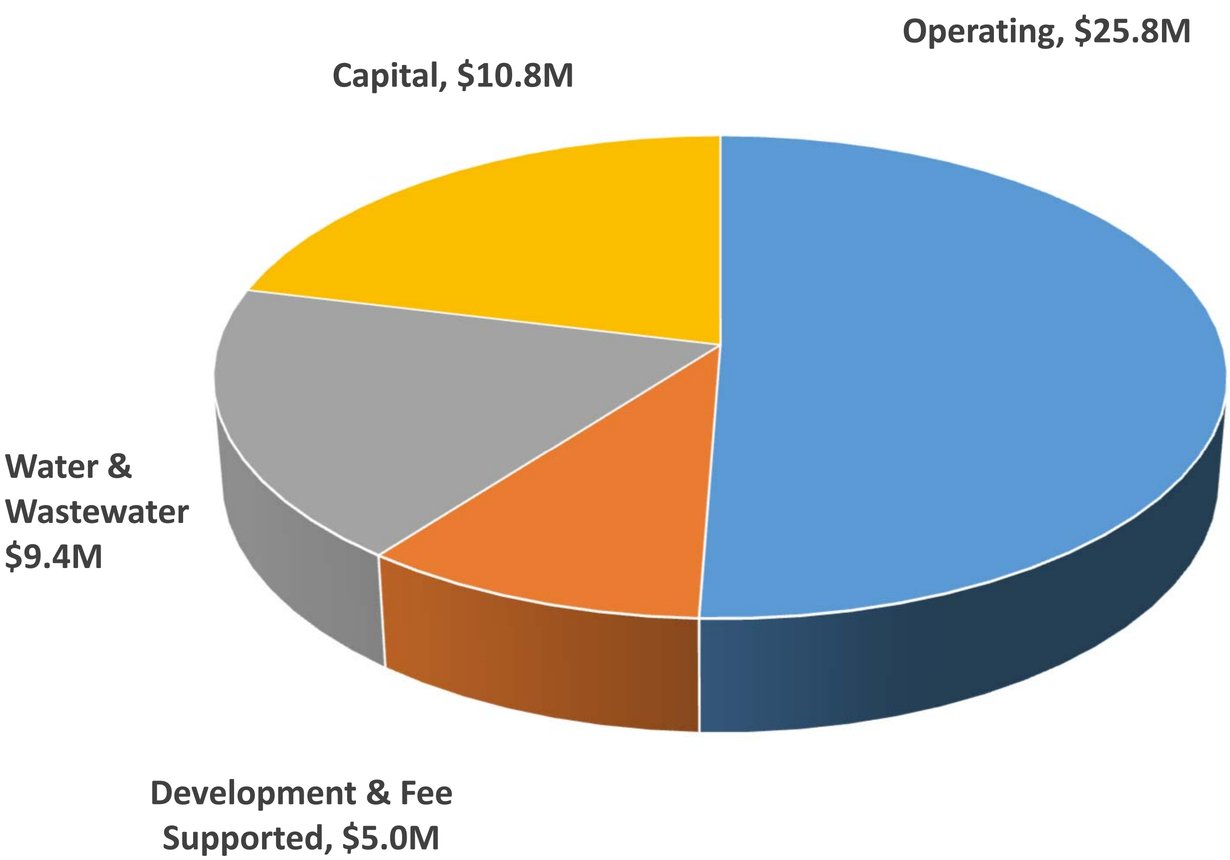
The capital budget primarily represents projects or initiatives that are one-time or time specific in nature. The capital budget may include projects such as the construction of a new fire station or retaining a consultant to prepare a study. The capital budget also includes the Town's annual repair 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.

Component 5 – Appendix (Tab 5)

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

BUDGET SUMMARY

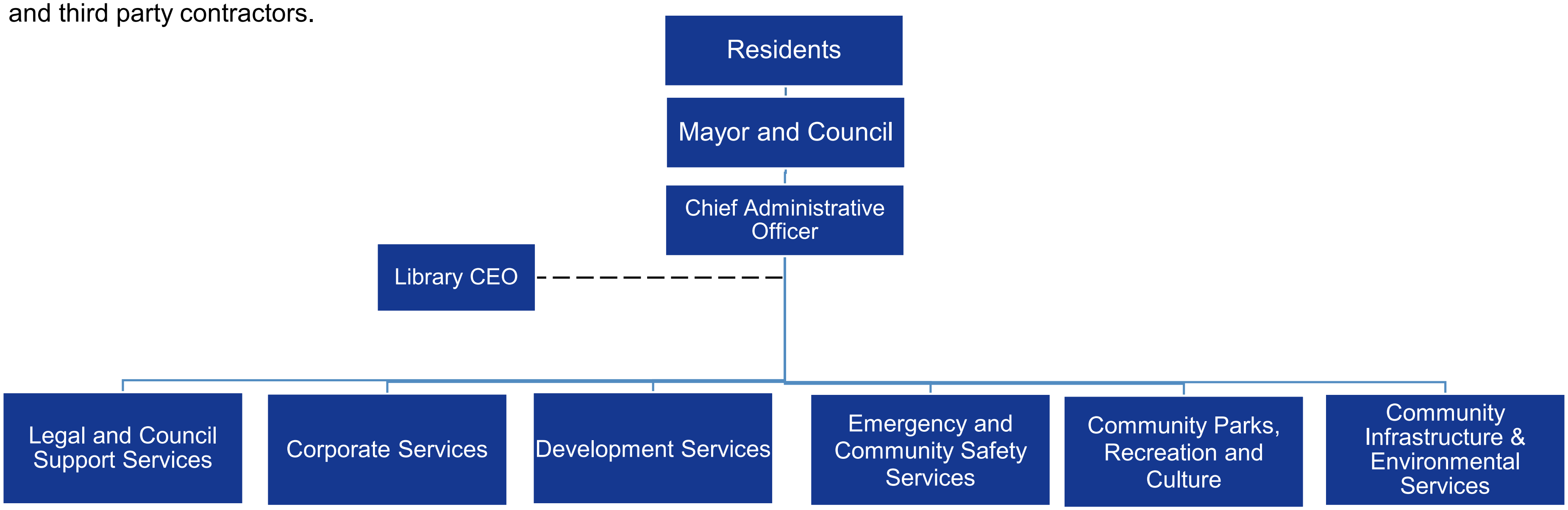
2020 Total Budgeted Expenditures
$51 Million



2020 Operating Budget

The 2020 operating budget was prepared with a focus on the Town's four strategic priorities:

In addition to the Mayor and members of Council, the Town's operations are supported by an approved complement of 152 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 2020 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. As well, the budget proivdes for statutory or contractual increases.

The 2020 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 2020 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 2020 pressure of approximately $1.4 million includes step increases, Cost of Living Allowance adjustment (COLA) and benefit cost increases. The salaries and benefits budget also includes the addition of one Recreation Customer Service Representative, one Farmers Market Programmer and one Fire Inspector. A contract Communications Assistant position is proposed to be funded via expenditure reductions and revenue opportunities throughout various departments. The budget includes the conversion of a Facility Operator and a Purchasing Manager from Contract to FTE.
- Community Grants/Initiatives

  The Community Grants/Initiatives budget has increased by approximately $51,000 to provide additional funding to Community Groups for new programs.
- Consultant

  This budget was increased by $50,000 to cover the cost of a compensation market review. An additional $10,000 is included to meet legislative requirements for Health and Safety programs.
- Contracted Services

  The budget for contracted services has increased by $24,000 as a result of increasing costs for sports complex ice pad maintenance.

- Library
  The funding requirements of the library increased by approximately $169,000. This is primarily due to an increase in salaries and benefits, including a new staff request for a Digital Literacy Specialist. The balance of the increases are due to increased courier costs associated with the provincial funding reductions, additional information technology and library materials costs.
- Materials and Supplies
  The materials and supplies budget has decreased by approximately $37,000. This decrease is related to a reallocation of costs to road maintenance, facilities and parks operations, which is partially offset by an increase to accommodate the waste management bag tag program.
- Other Agencies/Municipalities
  The increase of approximately $47,000 is related to rising costs from York Region radio costs and increased costs from Richmond Hill Dispatch services, both related to Emergency Services.
- Public Works
  This budget increased by $290,000. Additional winter maintenance contracted services required to service growth as well as meet service demands from provincially regulated Minimum Maintenance Standards accounts for $150,000 of the increase. The balance of the increase totaling $140,000 is due to a reclassification of costs from the materials and supplies budget.
- Rent
  The increase of approximately $51,000 is related to the rental of town office space at 19003 Leslie Street (the Annex).
- Software Maintenance and Licensing
  The software maintenance and licensing budget is increasing by approximately $45,000. This is largely due to growth and increased software subscription costs.
- Training, Professional Development and Memberships
  The increase for 2020 is approximately $67,000. The main driver of this increase is the requirement for additional mandatory health and safety and firefighter training. It also includes an increase to address feedback received from the Employee Engagement Survey to provide more training and development opportunities.
- Uniforms and Safety Clothing
  This budget increased by approximately $44,000, to support the requirements for the Paid On-Call firefighters.
- 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 2020 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. A provision of approximately $0.1 million has been included in the 2020 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 2020 budget includes a provision for the cost of operations. An annual total contribution of $695,000 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 approximately $110,000 has been proposed 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 $220,000 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.

2020 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	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures														
Salaries & Benefits	567,644	1,042,869	920,912	3,241,023	5,013,470	248,858	4,189,720	2,863,899	-	-	18,088,396	16,636,554	1,451,842	9%
Advertising	-	10,000	-	75,900	-	-	1,800	1,320	-	-	89,020	86,520	2,500	3%
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	-	6,500	2,100	8,600	9,815	1,300	14,430	12,640	-	-	55,385	49,385	6,000	12%
Community Grants / Initiatives	198,155	-	-	-	-	-	-	-	-	-	198,155	146,905	51,250	35%
Consultant	-	105,000	-	30,500	-	4,000	-	16,500	-	-	156,000	96,000	60,000	63%
Contingency	-	55,000	-	-	-	-	-	-	-	79,675	134,675	165,000	(30,325)	-18%
Contracted Services	10,000	8,000	13,500	1,730	235,165	-	170,623	250,180	-	-	689,198	664,698	24,500	4%
Councillor Discretionary Expenses	31,500										31,500	31,500	-	0%
Courier & Mail Processing	-	250	200	50,000	-	200	550	800	-	-	52,000	47,500	4,500	9%
Equipment & Vehicle	500	-	3,100	54,790	28,800	2,500	61,740	24,350	-	-	175,780	171,780	4,000	2%
Equipment Repair	-	-	-	7,900	42,235	-	113,227	101,000	-	-	264,362	264,362	-	0%
Insurance	-	-	-	-	-	-	2,100	-	-	625,000	627,100	627,100	-	0%
Legal Services	-	-	50,000	-	-	-	-	-	-	-	50,000	65,000	(15,000)	-23%
Library	-	-	-	-	-	-	-	-	1,800,022	-	1,800,022	1,631,007	169,015	10%
Materials & Supplies	13,010	29,000	31,000	82,750	73,860	4,200	266,070	482,380	-	-	982,270	1,018,990	(36,720)	-4%
Mileage	5,000	5,000	1,500	5,900	5,425	700	8,100	8,360	-	-	39,985	28,885	11,100	38%
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Other Agencies/Municipalities	-	-	-	15,500	242,560	-	-	-	-	-	258,060	210,900	47,160	22%
Program Instructor	-	-	-	-	-	-	127,700	-	-	-	127,700	108,200	19,500	18%
Property & Building Maintenance	-	-	-	-	84,816	-	211,100	-	-	-	295,916	258,920	36,996	14%
Public Engagement / Corporate Events	8,000	11,500	5,000	-	-	-	-	-	-	-	24,500	22,400	2,100	9%
Public Works	-	-	-	-	-	-	9,000	1,141,290	-	-	1,150,290	860,290	290,000	34%
Rent	-	-	-	-	-	-	93,500	-	-	-	93,500	42,200	51,300	122%
Software Licenses & Maintenance	-	29,500	-	193,750	-	-	5,800	12,700	-	-	241,750	196,500	45,250	23%
Training, Professional Development & Memberships	4,000	58,536	15,760	38,844	90,000	4,728	37,499	26,766	-	-	276,133	208,975	67,158	32%
Uniforms & Safety Clothing	-	-	-	-	73,070	-	18,050	12,000	-	-	103,120	58,900	44,220	75%
Utilities	-	-	-	51,600	62,520	-	762,078	472,260	-	-	1,348,458	1,323,108	25,350	2%
Waste Collection	-	-	-	-	-	-	-	1,230,593	-	-	1,230,593	1,280,593	(50,000)	-4%
Corporate Reallocation	-	-	-	-	-	-	18,280	(192,000)	-	(2,529,613)	(2,703,333)	(2,955,025)	251,692	-9%
Transitional Cost Reductions	-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(190,000)	-	0%
Total Expenditures	**837,809**	**1,377,655**	**1,043,072**	**3,988,287**	**5,961,736**	**266,486**	**6,111,367**	**6,465,038**	**1,800,022**	**(2,014,938)**	**25,836,535**	**23,303,147**	**2,533,388**	**11%**

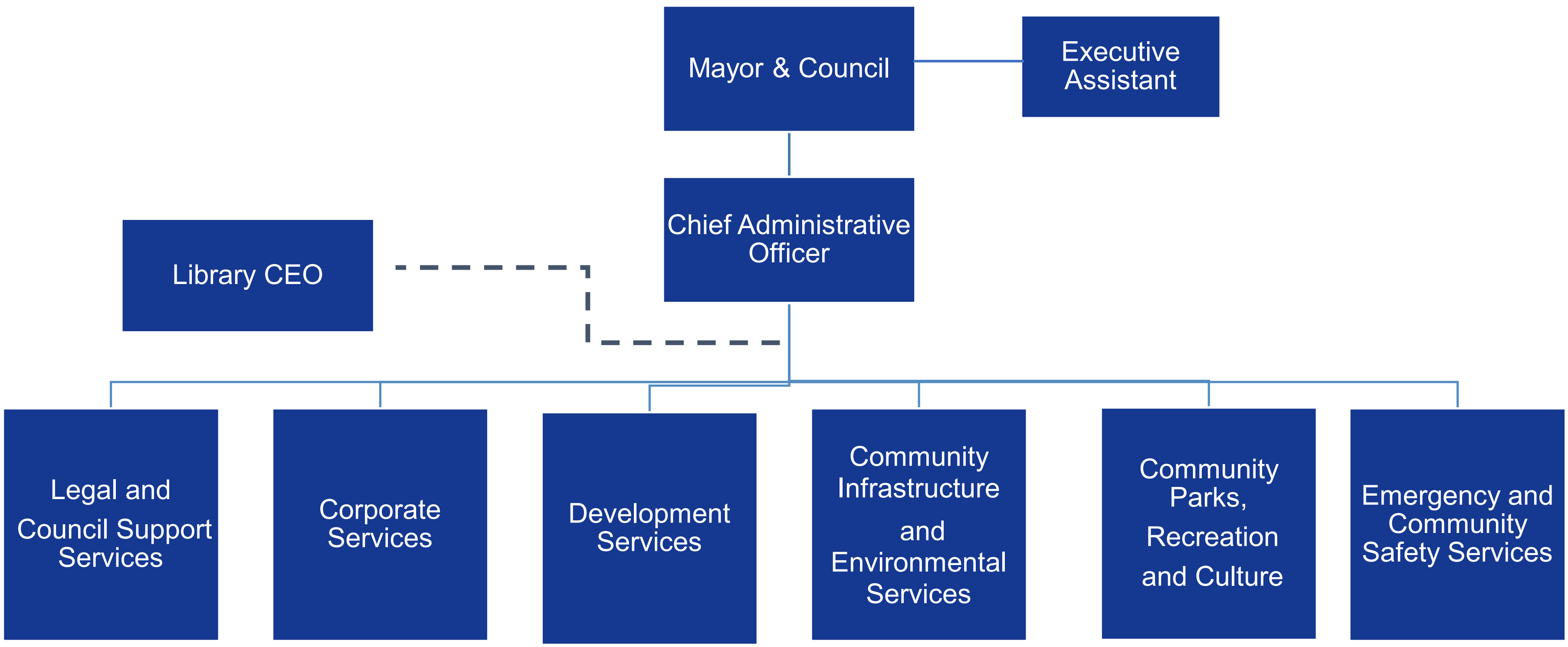
2020 OPERATING BUDGET

	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	2020 Budget	2019 Budget	Variance $	Variance %
Revenues														
Taxation	-	-	-	-	-	-	-	-	-	(25,341,754)	(25,341,754)	(22,131,800)	(3,209,954)	15%
Supplementary Taxation on New Homes	-	-	-	-	-	-	-	-	-	(100,000)	(100,000)	(410,794)	310,794	-76%
Development Charges	-	-	-	(233,689)	-	(73,127)	(114,328)	-	-	-	(421,144)	(421,144)	-	0%
Development Revenue	-	-	-	-	(46,235)	-	-	(8,200)	-	-	(54,435)	(54,435)	-	0%
Fines and Penalties	-	-	-	-	(46,000)	-	-	-	-	-	(46,000)	(46,000)	-	0%
Grants	-	-	-	-	-	-	(615)	(75,000)	-	(123,600)	(199,215)	(239,215)	40,000	-17%
Investment Income	-	-	-	-	-	-	-	-	-	(175,000)	(175,000)	(175,000)	-	0%
Library	-	-	-	-	-	-	(89,581)	-	-	-	(89,581)	(88,642)	(939)	1%
Licences	-	-	(11,500)	-	(4,500)	-	-	-	-	-	(16,000)	(21,000)	5,000	-24%
Miscellaneous	(5,100)	-	-	(7,500)	-	-	-	-	-	-	(12,600)	(15,100)	2,500	-17%
Motor Vehicle Accidents	-	-	-	-	(100,000)	-	-	-	-	-	(100,000)	(100,000)	-	0%
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)	(56,938)	-	0%
Services to Other Municipalities	-	-	-	-	(137,700)	-	-	(35,000)	-	-	(172,700)	(172,700)	-	0%
User Fees	(300)	-	(131,490)	(40,000)	(10,500)	-	(1,355,992)	(50,000)	-	-	(1,588,282)	(1,520,832)	(67,450)	4%
Total Revenues	**(5,400)**	**-**	**(145,990)**	**(361,189)**	**(344,935)**	**(73,127)**	**(1,578,404)**	**(180,250)**	**-**	**(26,240,354)**	**(28,929,649)**	**(26,009,600)**	**(2,920,049)**	**11%**
Transfers														
Contributions to Reserves	-	-	50,000	105,000	506,550	-	605,116	259,299	50,000	1,879,684	3,455,649	2,812,230	643,419	23%
Draws from Reserves	(13,800)	(50,000)	-	(25,965)	(662,567)	-	(63,203)	-	-	-	(815,535)	(558,779)	(256,756)	46%
Tax Levy Investment to Capital	-	-	-	-	-	-	-	453,000	-	-	453,000	453,000	-	0%
Total Transfers	**(13,800)**	**(50,000)**	**50,000**	**79,035**	**(156,017)**	**-**	**541,913**	**712,299**	**50,000**	**1,879,684**	**3,093,114**	**2,706,451**	**386,663**	**14%**
Net Budget	**818,609**	**1,327,655**	**947,082**	**3,706,133**	**5,460,784**	**193,359**	**5,074,876**	**6,997,087**	**1,850,022**	**(26,375,608)**	**(0)**	**-**	**-**	

Mayor and Council

Municipal Council is 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.



Mayor and Council
Key Priorities and Objectives

Culture of Municipal Excellence

- Establish and approve the strategic plan to guide the Town with respect to its program and service priorities

Quality Programs and Services

- Provide effective governance to the Town through the adoption of policies and by-laws
- Continue to promote East Gwillimbury as a character community

Responsible Growth & Environmental Protection

- Represent resident issues at Council

Build Complete Communities

- 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 2020 operating budget includes expenditures of $0.8 million, or approximately 3% of the Town's total operating expenditures. The budget for this office has increased by approximately $31,000. Approximately $51,000 is related to provide additional funding to Community Groups. There is an increase in salary and benefits of approximately $27,000 relating to cost of living allowance adjustment and benefit cost increases. Increases have been partially offset by an administrative adjustment for mileage allowances of approximately $33,000.

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.

2020 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	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures													
Salaries & Benefits	567,644									567,644	540,461	27,183	5%
Community Grants / Initiatives	-								198,155	198,155	146,905	51,250	35%
Contracted Services	10,000									10,000	10,000	-	0%
Councillor Discretionary Expenses	-	4,500	4,500	4,500	4,500	4,500	4,500	4,500		31,500	31,500	-	0%
Equipment & Vehicle	500									500	500	-	0%
Materials & Supplies	13,010									13,010	13,010	-	0%
Mileage	5,000									5,000	37,760	(32,760)	-87%
Public Engagement/Corporate Events	8,000									8,000	8,000	-	0%
Training, Professional Development & Memberships	4,000									4,000	4,000	-	0%
Total Expenditures	**608,154**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**198,155**	**837,809**	**792,136**	**45,673**	**6%**
Revenues													
Miscellaneous									(5,400)	(5,400)	(5,400)	-	0%
Total Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(5,400)**	**(5,400)**	**(5,400)**	**-**	**0%**
Transfers													
Draws from Reserves									(13,800)	(13,800)		(13,800)	0%
Total Transfers	**-**	**-**	**-**	**-**	**-**	**-**			**(13,800)**	**(13,800)**	**-**	**(13,800)**	**0%**
Net Budget	**608,154**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**4,500**	**178,955**	**818,609**	**786,736**	**31,873**	**4%**

2020 OPERATING BUDGET
MAYOR & COUNCIL
COMMUNITY INITIATIVES

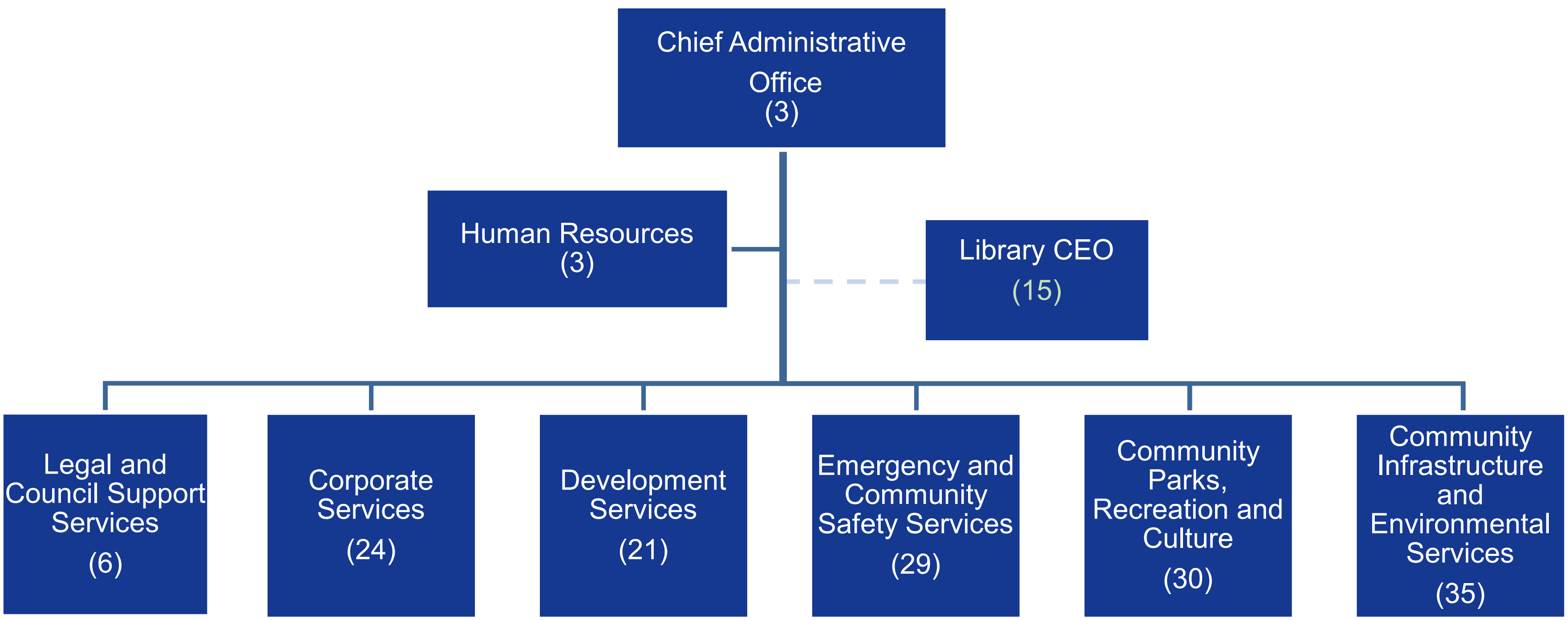
	Community Initiatives - Ongoing	Community Initiatives - One Time	Total 2020 Budget	2019 Budget	Variance $	Variance %
Expenditures						
Advisory Committees						
Car Show Committee	3,000		3,000	2,750	250	9%
EDAC	2,500		2,500	2,500	-	0%
EG Accessibility Advisory Committee	2,000		2,000	2,000	-	0%
Environmental Advisory Committee	2,500		2,500	2,000	500	25%
Farmers Market	7,600		7,600	7,600	-	0%
Heritage Committee	2,000		2,000	2,000	-	0%
Mount Albert CRCC	-		-	1,000	(1,000)	-100%
North Union Community Group	1,000		1,000	1,000	-	0%
River Drive Park Community Group	1,500		1,500	1,500	-	0%
Santa Claus Parade	8,000		8,000	7,000	1,000	14%
Active Transportation & Trails Advisory Committee	1,000		1,000	2,000	(1,000)	-50%
Art & Culture Advisory Committee	1,000	5,000	6,000	-	6,000	0%
Broadband Working Committee	2,500		2,500	-	2,500	0%
Holland Landing Community Group	2,600		2,600	-	2,600	0%
Queensville Sharon Community Group	4,000		4,000	-	4,000	0%
Routes Connecting Communities	5,000		5,000	-	5,000	0%
Diversity and Inclusion Advisory Committee	2,000		2,000	-	2,000	0%
Smart Commute	8,000		8,000	-	8,000	0%
Community Grants						
Bursary Dr Denison Secondary School	-		-	300	(300)	-100%
Bursary for the Arts	-		-	1,500	(1,500)	-100%
Bursary Huron Heights Secondary School	-		-	300	(300)	-100%
Bursary Sacred Heart Secondary School	-		-	300	(300)	-100%
Chamber of Commerce Tourism	8,500		8,500	8,500	-	0%
East Gwillimbury Gardeners	1,000		1,000	1,000	-	0%
Neighbourhood Network	1,200	8,800	10,000	1,200	8,800	733%
Sharon Temple Museum	40,000		40,000	40,000	-	0%
Sutton Agricultural	750		750	750	-	0%
York Region Seniors Games	600		600	600	-	0%

2020 OPERATING BUDGET
MAYOR & COUNCIL
COMMUNITY INITIATIVES

	Community Initiatives - Ongoing	Community Initiatives - One Time	Total 2020 Budget	2019 Budget	Variance $	Variance %
Expenditures						
Other						
Canada Day	17,000		17,000	17,000	-	0%
Chamber of Commerce Breakfast	1,225		1,225	1,225	-	0%
Committee Contingency	2,250		2,250	2,250	-	0%
Community Events	7,300		7,300	7,300	-	0%
Easter Hikes	1,500		1,500	1,500	-	0%
Family Day	2,500		2,500	2,500	-	0%
Halloween Hikes	2,700		2,700	2,700	-	0%
Music at Civic Square	8,500		8,500	8,500	-	0%
New Year's Eve Family Event	10,000		10,000	10,000	-	0%
Pancake Breakfast	1,300		1,300	1,300	-	0%
Remembrance Day Ceremony	2,000		2,000	2,000	-	0%
Volunteer Recognition Ceremony	4,830		4,830	4,830	-	0%
Tapestry of Taste	12,000		12,000	-	12,000	0%
Nature Day	3,000		3,000	-	3,000	0%
Total Expenditures	**184,355**	**13,800**	**198,155**	**146,905**	**51,250**	**35%**
Revenues						
Other Revenues	(3,300)		(3,300)	(3,300)	-	0%
Miscellaneous (Farmers Market)	(2,100)		(2,100)	(2,100)	-	0%
Total Revenues	**(5,400)**	**-**	**(5,400)**	**(5,400)**	**-**	**0%**
Transfers						
Draws from Reserves		(13,800)	(13,800)	-	(13,800)	0%
Total Transfers	**-**	**(13,800)**	**(13,800)**	**-**	**(13,800)**	**0%**
Net Budget	**178,955**	**-**	**178,955**	**141,505**	**37,450**	**26%**

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 152* full time positions (including the Executive Assistant to the Mayor and Council); +/- 200 part time and a roster of up to 81 paid on call firefighters. The CAO also acts as the liaison with the Library Board through the Library Chief Executive Officer.



* Excluding Library

CAO's Office

• Attended +/-200 intergovernmental and stakeholder meetings
• Conducted quarterly reviews with all General Managers
• Held 45 Senior Management Team meetings and 4 Extended Management Team meetings
• 4 Town Hall meetings held for all staff; +/-28 staff / employee team building events
• 22 CWC/Council meetings and 7 Special Council Workshops
• Member of 6 Professional Organizations, including: OMAA – Ontario Municipal Administrators Association (Board of Directors / member); AMO – Association of Municipalities Ontario; CAMA – Canadian Association Municipal Administrators, ESSC – Emergency Services Steering Committee; ICMA – International City/County Management Association, and PLE – Land Economist Association

Human Resources

• Over 1500 hours invested in corporate training
• Held 3 Joint Health and Safety Committee Meetings and 2 health and safety meetings for Emergency & Community Safety Services
• Average sick day per employee is 3.7 days (industry average is 8-10 days)
• 769 resumes received
• Posted for 46 positions
• Held 167 interviews
• Hired 9 full-time employees
• 13 internal promotions
• 54 internal ergonomic assessments completed

Office of the Chief Administrative Officer
Key Priorities and Objectives 2020

Strategic Leadership – Organizational Excellence
- Provide strategic advice to Council and leadership to Town staff to create a collaborative and innovative workplace
- Provide support and guidance to the leadership team with a focus on team building initiatives and staff development
- Continue regular stakeholder and community group consultation (i.e. EG advisory committees, school boards, conservation authority, library board, other municipalities and development groups)
- Continue to build East Gwillimbury's organizational culture by fostering a healthy, safe and inclusive work environment
- Continued leadership transition and team building with a focus on ECSS and Phase Two of Development Services (Building Branch)
- Review Town practices regarding citizen engagement and Council procedural by-law
- Lead corporate wide Risk Assessment and Business Continuity Plan

Financial stewardship & delivery of quality programs and services
- Ensure Council approved programs and initiatives are aligned and delivered in a timely cost effective manner
- Implement Council endorsed modernization initiatives focused on customer service and efficient operations
- Undertake a strategic transformation organization review and incorporate market/salary review to ensure cost-effective, innovative service delivery
- Adoption of the 2020 Business Plan and Budget ensuring that the base programs and budget are aligned with inflation
- Continue intergovernmental initiatives and best practices of N6 initiatives (Continued Chair of N6 CAOs)

Responsible Growth & Environmental Protection
- Focus on economic development /job creation and servicing of the Highway 404 secondary plan employment lands
- Assist and expedite residential and non-residential business opportunities and refresh the Business First program
- Continue working with York Region and the Province of Ontario regarding the UYSS and other key employment servicing infrastructure
- Management and coordination of approved development growth within the Town
- Review impacts of Bill 108 and prepare strategies for moving forward

Oversee key corporate programs and projects
- Oversee delivery of approved capital projects including:
    - Construction of the new Operations Centre
    - Redevelopment of Mount Albert and Queensville Town parks
    - Architectural review of potential redevelopment of Sports Complex lands
    - Design of the Queensville Healthy Active Living Plaza
    - Centre Street Revitalization design and construction
- Council endorsement of long-term strategic Master Plans (TMP, ATTMP, W/WWMP)
- Undertake Heritage Registry Review
- Continue development of corporate asset management program (multi-year)

Budget Summary

The Office of the Chief Administrative Officer operating budget includes expenditures of $1.4 million or 5% of the Town's total operating expenditures. The salaries and benefits budget for the CAO's Office has increased by approximately $60,000 due to cost of living allowance adjustment, step increases and increased benefits costs. There is also an allowance to cover an extension to the secondment for the Health and Safety Coordinator. The consulting budget has increased by $60,000, mainly due to the planned undertaking of a job market compensation review in 2020. There is a corresponding draw from reserve to offset the cost of the review. The budget for training, professional development and memberships increased by approximately $23,000 in response to feedback from the employee engagement survey for additional training and development, and to address occupational health and safety requirements. The software licenses and maintenance budget increased by approximately $30,000 due to the acquisition of new software for recruitment and training purposes. The contingency budget has been decreased by $34,000.

The net budget increase in the CAO's Office is approximately $99,000 or 8%. It is important to note that for the past four (4) fiscal years that the CAO area has not utilized an approved FTE position which has resulted in annual savings of approximately $120,000.

Town of East Gwillimbury

2020 OPERATING BUDGET
OFFICE OF THE CAO

	Chief Administrative Office	Human Resources	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures						
Salaries & Benefits	567,184	475,685	1,042,869	982,051	60,818	6%
Advertising		10,000	10,000	7,500	2,500	33%
Audit Services	16,500		16,500	16,500	-	0%
Communications	5,000	1,500	6,500	6,000	500	8%
Consultant	-	105,000	105,000	45,000	60,000	133%
Contingency	55,000		55,000	89,000	(34,000)	-38%
Contracted Services	-	8,000	8,000	8,000	-	0%
Courier & Mail Processing	-	250	250	250	-	0%
Materials & Supplies	22,500	6,500	29,000	24,450	4,550	19%
Mileage	4,000	1,000	5,000	4,500	500	11%
Public Engagement / Corporate Events	4,000	7,500	11,500	9,400	2,100	22%
Software Licenses & Maintenance		29,500	29,500	-	29,500	0%
Training, Professional Development & Memberships	5,936	52,600	58,536	35,699	22,837	64%
Total Expenditures	**680,120**	**697,535**	**1,377,655**	**1,228,350**	**149,305**	**12%**
Transfers						
Draws from Reserves	-	(50,000)	(50,000)		(50,000)	0%
Total Transfers	**-**	**(50,000)**	**(50,000)**	**-**	**(50,000)**	
Net Budget *	**680,120**	**647,535**	**1,327,655**	**1,228,350**	**99,305**	**8%**

*Note: The CAO's Office actual salary and benefit expenditure for the years 2016 - 2019, has been approximately $120,000 less than budget, due to salary savings for a vacant position.

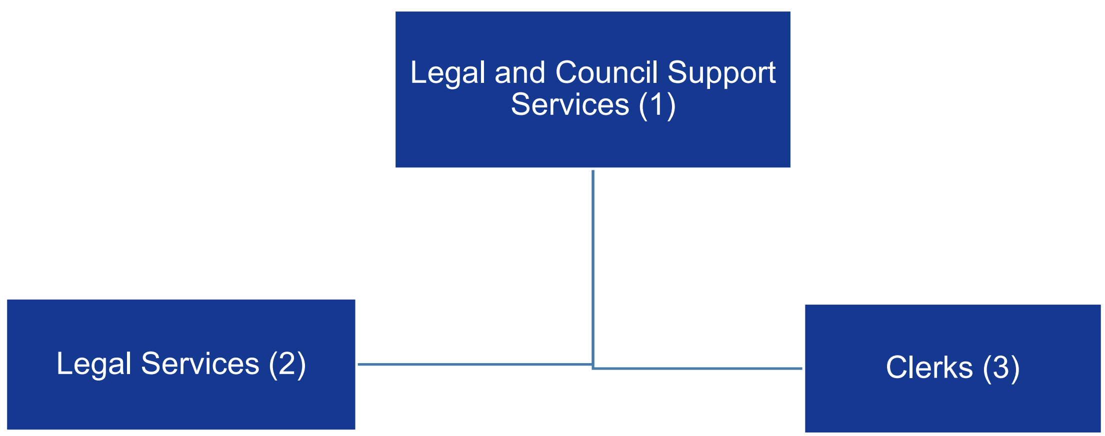
Legal and Council Support Services

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 6 full time positions.



Legal Services

• 200 new legal files opened in 2019
• 5 Plan of Subdivision files opened in 2019
• 28 claims made against the Town
• 25 Services Agreements created & reviewed
• 7 active LPAT (Local Planning Appeals Tribunal) appeals and hearings

Clerks

• 70 Agendas/Minutes prepared
• 70 Freedom of Information Requests and two IPC (Information and Privacy Commissioner) investigations/adjudications
• 90 marriage licenses issued with 20 Civil Ceremonies
• 17 Committee of Adjustment applications

Legal and Council Support Services
Key Priorities and Objectives

Culture of Municipal Excellence

- Cyber Security Training, Policy, and Response Breach Team
- Implementation of new Procedural By-law
- Implementation of Facility User Insurance Program
- Active Dissemination and Routine Disclosure Policy implementation
- Enterprise Content Management System on-boarding and Information Management Framework

Quality Programs and Services

- Implementation of system for administrative monetary penalties for by-law enforcement
- Implementation of improved Agreement Tracker
- Provide strategic legal advice for direct Town departments including: personnel matters, contracts, tax matters, emerging issues and program operations

Responsible Growth & Environmental Protection

- Environmental Protection Zoning by-law appeal filed by the Lake Simcoe Region Conservation Authority

Build Complete Communities

- 2022 Municipal Election Study (methods, cost, technology)

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 $39,000 relates to cost of living allowance adjustment, step increases and benefit cost increases. The remaining budget changes are to align the budget with actual expenditures. A reduction to user fee revenue of approximately $17,000 is to reflect the revenue from civil ceremonies and legal fees anticipated for 2020.

On non-election years, 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 $38,000 or 4%.

Town of East Gwillimbury

2020 OPERATING BUDGET
LEGAL & COUNCIL SUPPORT SERVICES

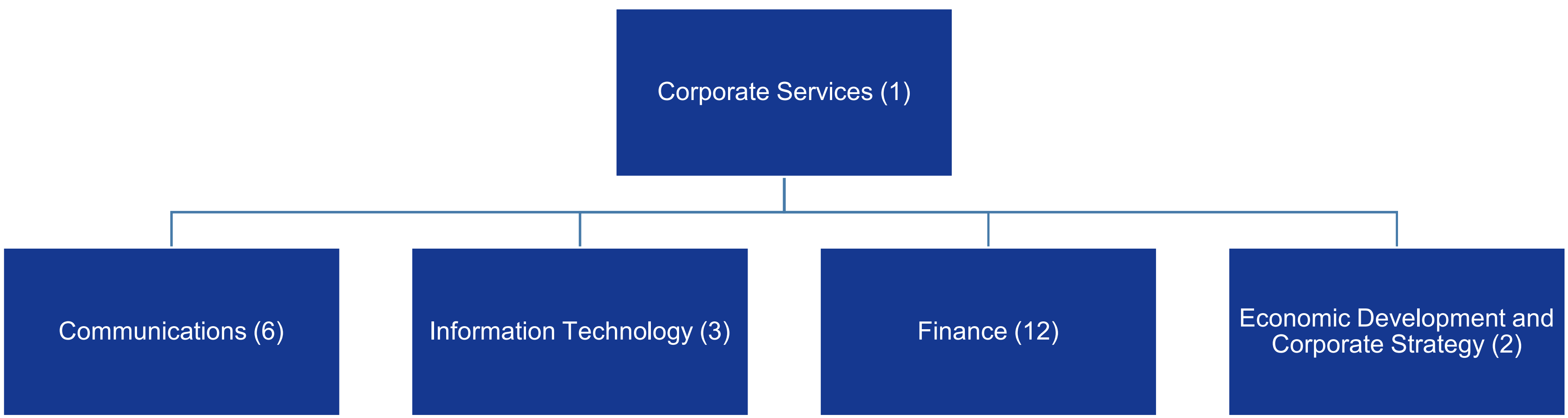
	Legal Services	Election	Clerks	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures							
Salaries & Benefits	541,531		379,381	920,912	881,535	39,377	4%
Communications	1,300		800	2,100	2,100	-	0%
Contracted Services	-		13,500	13,500	11,000	2,500	23%
Courier & Mail Processing	200		-	200	200	-	0%
Equipment & Vehicle	2,100		1,000	3,100	3,100	-	0%
Legal Services	50,000			50,000	65,000	(15,000)	-23%
Materials & Supplies	24,100		6,900	31,000	31,400	(400)	-1%
Mileage	500		1,000	1,500	2,000	(500)	-25%
Public Engagement / Corporate Events	-		5,000	5,000	5,000	-	0%
Training, Professional Development & Memberships	9,500		6,260	15,760	20,760	(5,000)	-24%
Total Expenditures	**629,231**	**-**	**413,841**	**1,043,072**	**1,022,095**	**20,977**	**2%**
Revenues							
Licences			(11,500)	(11,500)	(11,500)	-	0%
Sales			(3,000)	(3,000)	(3,000)	-	0%
User Fees	(95,000)		(36,490)	(131,490)	(148,640)	17,150	-12%
Total Revenues	**(95,000)**	**-**	**(50,990)**	**(145,990)**	**(163,140)**	**17,150**	**-11%**
Transfers							
Contributions to Reserves		50,000		50,000	50,000	-	0%
Total Transfers	**-**	**50,000**	**-**	**50,000**	**50,000**	**-**	**0%**
Net Budget	**534,231**	**50,000**	**362,851**	**947,082**	**908,955**	**38,127**	**4%**

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 24 full time positions and 1 contract position.



Communications

• 439,062 website sessions
• 35,060 intranet sessions
• 2,647 Facebook followers
• 2,613 Twitter followers
• 1,524 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

• Estimated over 1500 new tax/water accounts
• Estimated over $4.7 million in development charges collected
• Estimated over $1.0 million in community capital contributions collected
• Estimated 4,800 accounts payable payments processed
• 205 employees (on average) paid every two weeks

Economic Development & Corporate Strategy

• Completed recruitment for new Economic Development manager
• Completed preliminary review of Business First program and developed a framework for a renewed program

Corporate Services
Key Priorities and Objectives 2020

Culture of Municipal Excellence

- Enhanced delivery of financial information including the preparation of the Annual Financial report
- Modernization of financial systems to enable online access for residents to accounts and payment options
- Continue priority focus on information systems development to optimize organizational efficiency and effectiveness
- Complete phone upgrades with enhanced resident focused features
- Redesign Town website with enhanced features to continue to ensure effective communications with residents

Quality Programs and Services

- Development and approval of the 2020 Business Plan and Budget and 2020 Water and Wastewater Budget
- Continue expansion of Citywide Customer inquiry tracking software

Responsible Growth & Environmental Protection

- Review and update the Town's fee By-law
- Implement revised Business First Program to prioritize job creation and non-residential investment in EG
- Support the review and strategy development regarding employment lands servicing

Build Complete Communities

- Prepare a Community Benefit Contribution Strategy and By-law and update the Town Development Charge By-law
- Continue to work with York Region (YorkNet) to expand fibre connectivity of Town facilities
- Facilitate the development readiness initiative with a preliminary focus on Holland Landing
- Facilitate an integrated approach to design and planning standards for business and community development

Budget Summary

Corporate Services operating budget includes expenditures of $4.0 million or 15% of the Town's total operating expenditures.

The salaries and benefits budget has increased by approximately $199,000 due to a cost of living allowance adjustment, step increases, benefits cost increases, and a new contract position in Communications that has been offset by savings in expenditures and additional revenues throughout the Town. The increase in software and licensing budget of approximately $16,000 is due the acquisition of new and upgraded budget and financial system software. Increases of approximately $13,000 in training, professional development and memberships are to allow for appropriate levels of training in response to the employee engagement survey recommendations. There is a $4,000 decrease to the utilities budget to align with ongoing costs associated with YorkNet (formerly York Telecom Network) fibre connections to Town facilities. 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 $210,000 or 6%.

2020 OPERATING BUDGET
CORPORATE SERVICES

	Strategy & Admin	Finance	Communications	Economic Development	Information Technology	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	255,449	1,670,218	718,244	260,334	336,780	3,241,023	3,041,544	199,479	7%
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	2,000	1,000	1,600	2,500	8,600	7,600	1,000	13%
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	-	50,000	-	-	-	50,000	45,500	4,500	10%
Equipment & Vehicle	2,600	28,860	-	-	23,330	54,790	54,790	-	0%
Equipment Repair	-	900	-	-	7,000	7,900	7,900	-	0%
Materials & Supplies	4,800	43,250	18,500	16,000	200	82,750	83,250	(500)	-1%
Mileage	500	700	1,200	2,000	1,500	5,900	5,400	500	9%
Other Agencies/Municipalities	-	-	-	15,500	-	15,500	15,500	-	0%
Software Licenses & Maintenance	-	-	-	4,000	189,750	193,750	178,000	15,750	9%
Training, Professional Development & Memberships	12,500	19,700	1,320	4,268	1,056	38,844	25,482	13,362	52%
Utilities	-	-	-	-	51,600	51,600	55,600	(4,000)	-7%
Total Expenditures	**283,349**	**1,956,358**	**815,264**	**309,602**	**623,716**	**3,988,287**	**3,758,196**	**230,091**	**6%**
Revenues									
Development Charges		(233,689)				(233,689)	(233,689)	-	0%
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		(40,000)				(40,000)	(20,000)	(20,000)	100%
Total Revenues	**-**	**(311,189)**	**-**	**(50,000)**	**-**	**(361,189)**	**(341,189)**	**(20,000)**	**6%**
Transfers									
Contributions to Reserves					105,000	105,000	105,000	-	0%
Draws from Reserves		(25,965)				(25,965)	(25,965)	-	0%
Total Transfers	**-**	**(25,965)**	**-**	**-**	**105,000**	**79,035**	**79,035**	**-**	**0%**
Net Budget	**283,349**	**1,619,204**	**815,264**	**259,602**	**728,716**	**3,706,133**	**3,496,042**	**210,091**	**6%**

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 29 full time positions and a roster of ± 81 paid-on-call firefighters.

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 programming

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 Management 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 firefighter 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 by 10%
• parking tickets issued to approximately 10% increase in tickets

Emergency and Community Safety Services
Key Priorities and Objectives

Culture of Municipal Excellence

- Enhancing training, certification and skills development of all Emergency Services personnel
- Continued development of a cohesive and effective leadership team through team building initiatives and training opportunities
- Ongoing intergovernmental partnership development and continued review of best and alternative practices

Quality Programs and 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
- Focus on updating the Fire Department Establishing & Regulating By-law, as well as other ECSS related Bylaws
- Northern 4 (N4) partnership to continue joint review of animal control services

Responsible Growth & Environmental Protection

- Ongoing review, replacement, and fleet operations of emergency and support vehicles in conjunction with Northern 6 (N6)
- Continue to enhance full time firefighter complement at Queensville Fire Station 28
- Continue to utilize partnerships for best practice training opportunities

Build Complete Communities

- Continue the focus on community education initiatives partnerships
- 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
- Implementation of the approved Fire Master Plan

Budget Summary

The Emergency and Community Safety Services operating budget includes expenditures of $6 million or 23% of the Town's total operating expenditures. The salary and benefits budget for Emergency Services has increased by approximately $473,000. This includes the continued implementation of the collective agreement, step increases, and benefits. The budget also includes an increase of approximately $143,000 for a new fire inspector, as well as a transfer of budget from Community Infrastructure & Environmental Services for a municipal inspector. The training budget has increased by approximately $14,000, and the uniform budget increased by $43,000 to ensure appropriate levels of training and equipment for firefighters. The other agencies/municipalities budget increased by approximately $47,000 due increasing costs for radio and dispatch services. The property and building maintenance budget increased by approximately $20,000 for anticipated repairs and maintenance. The materials and supplies budget increase of approximately $12,000 is due mainly to the increased participation in community education programs.

The increase in draw from reserve is to offset the salary increase for the the new fire inspector in 2020.

The net budget is increasing by approximately $485,000 or 10%.

2020 OPERATING BUDGET
EMERGENCY & COMMUNITY SAFETY SERVICES

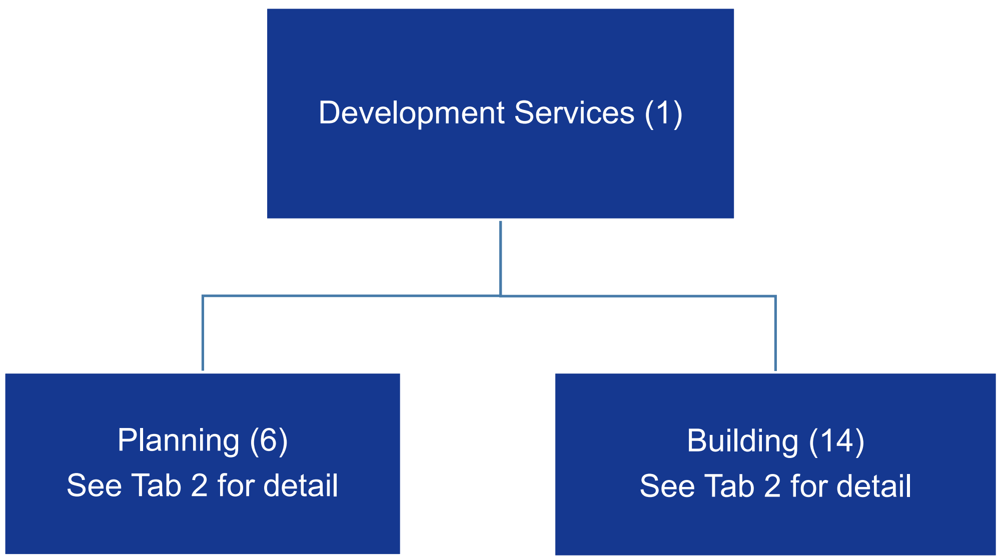
	Strategy & Admin	Emergency Management	Community Education & Prevention	Training	Operations	Fire Fleet	By-Law Enforcement	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures											
Salaries & Benefits	550,543		588,477	161,109	3,276,950		436,391	5,013,470	4,539,994	473,476	10%
Communications	9,815				-		-	9,815	9,815	-	0%
Contracted Services	-				-		235,165	235,165	235,165	-	0%
Equipment & Vehicle	-				27,800		1,000	28,800	28,800	-	0%
Equipment Repair	-				-	42,235	-	42,235	42,235	-	0%
Materials & Supplies	12,265	4,070	16,000	6,070	5,250	27,530	2,675	73,860	61,480	12,380	20%
Mileage	5,425						-	5,425	5,425	-	0%
Other Agencies/Municipalities	-	17,860		3,070	221,630			242,560	195,400	47,160	24%
Property & Building Maintenance	-				84,816			84,816	65,000	19,816	30%
Training, Professional Development & Memberships	90,000							90,000	76,350	13,650	18%
Uniforms & Safety Clothing	35,000				35,000		3,070	73,070	29,850	43,220	145%
Utilities	-				62,520			62,520	62,520	-	0%
Total Expenditures	**703,048**	**21,930**	**604,477**	**170,249**	**3,713,966**	**69,765**	**678,301**	**5,961,736**	**5,352,034**	**609,702**	**11%**
Revenues											
Development Revenue	(46,235)							(46,235)	(46,235)	-	0%
Fines and Penalties							(46,000)	(46,000)	(46,000)	-	0%
Licences							(4,500)	(4,500)	(9,500)	5,000	-53%
Motor Vehicle Accidents	(100,000)							(100,000)	(100,000)	-	0%
Services to Other Municipalities					(137,700)			(137,700)	(137,700)	-	0%
User Fees							(10,500)	(10,500)	(10,500)	-	0%
Total Revenues	**(146,235)**	**-**	**-**	**-**	**(137,700)**	**-**	**(61,000)**	**(344,935)**	**(349,935)**	**5,000**	**-1%**
Transfers											
Contributions to Reserves						506,550		506,550	493,600	12,950	3%
Draws from Reserves			(290,249)		(372,318)			(662,567)	(520,111)	(142,456)	27%
Total Transfers	**-**	**-**	**(290,249)**	**-**	**(372,318)**	**506,550**	**-**	**(156,017)**	**(26,511)**	**(129,506)**	**488%**
Net Budget	**556,813**	**21,930**	**314,228**	**170,249**	**3,203,948**	**576,315**	**617,301**	**5,460,784**	**4,975,588**	**485,196**	**10%**

Development Services

The Development Services department is supported by 21 full-time positions. The majority of the department is funded through development fees (Tab 2) with a small component funded through property taxes. The department provides strategic land use planning advice concerning the long term growth related vision for the Town.

The Planning Division is responsible for reviewing and processing all planning applications are based on the Planning Act, provincial, regional and municipal policy directives. Planning is also responsible for updates and maintenance of the Town's Official Plan and special land use studies. Staff provide interpretation and review of relevant provincial and regional planning policy. In addition, public comment and feedback is solicited on all planning matters related to development applications and changes to planning policies.

The Building Division deals with building administration and approvals through plans review and site inspections. They ensure compliance with the Ontario Building Code and Standards and the Town's Zoning By-law for construction, demolition, renovation of buildings through the administration and enforcement.



Budget Summary

The Development Services operating budget includes expenditures of approximately $270,000 or 1% of the Town's total operating expenditures. The only increase in this budget for 2020 is in salaries and benefits and results from a cost of living allowance adjustment, step increases and benefits.

The net budget has increased by approximately $12,000 or 7%.

The Development Services department also includes Planning and Building. Departmental key priorities and objectives have been included in the Development and Fee Supported section. 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

2020 OPERATING BUDGET
DEVELOPMENT SERVICES

	Strategy & Admin	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures					
Salaries & Benefits	248,858	248,858	236,377	12,481	5%
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	**266,486**	**266,486**	**254,005**	**12,481**	**5%**
Revenues					
Development Charges	(73,127)	(73,127)	(73,127)	-	0%
Total Revenues	**(73,127)**	**(73,127)**	**(73,127)**	**-**	**0%**
Net Budget	**193,359**	**193,359**	**180,878**	**12,481**	**7%**

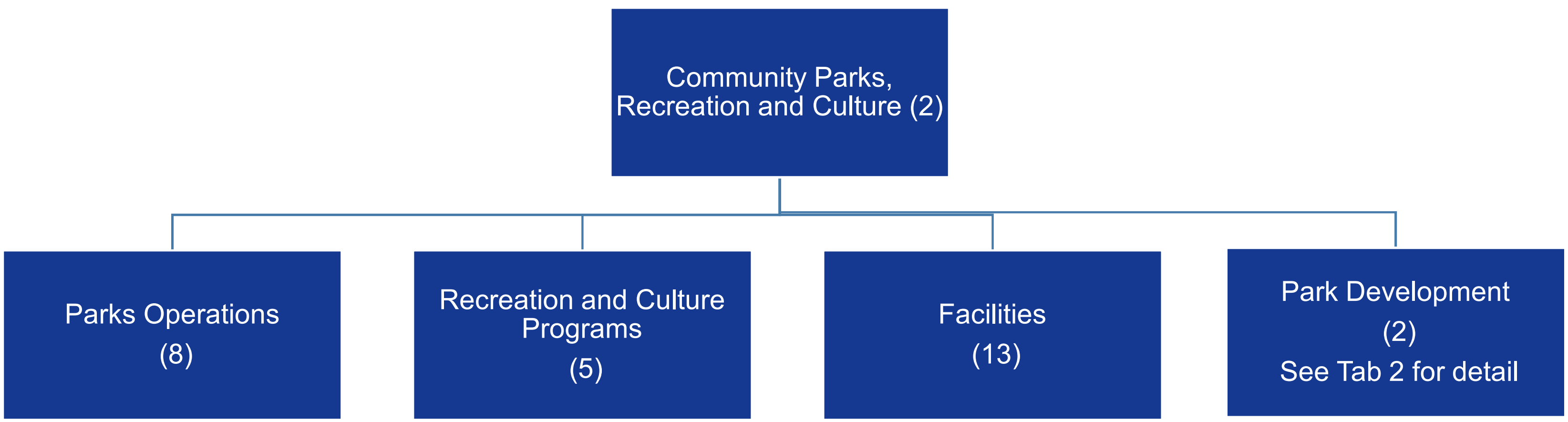
Community Parks, Recreation and Culture

The Community Parks, Recreation and Culture Department ensures residents have a variety of high quality parks, 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, volunteerism, partnerships and community engagement and facility permit administration.

The department is supported by 30 full time positions and approximately 95 part-time, seasonal and student positions.



Park Operations

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

Recreation & Culture Programs

- 531 registered programs and drop in programs offered
- 6,202 program hours
- 31 Town special events, park and trail opening and corporate events
- 38,500 permit hours in Town indoor and outdoor facilities
- Approximately 19,300 residents attended Town events

Facilities

- Approximately 250,000 square feet of facility space maintained
- Management of 14 capital projects over $20M in capital project management including the Operations Centre and Health & Active Living Plaza Design

Community Parks, Recreation and Culture
Key Objectives and Priorities

Culture of Municipal Excellence

- Continue the implementation of the FAIR EG Recreation Subsidy Program
- Continue to build the Engaged EG Volunteer Program

Quality Programs and Services

- Continue to implement fair market pricing strategy
- Continue to develop diverse recreation programs focusing on cost recovery and affordability
- Efficient and responsible operation of all new parks and trails
- Continue to develop Tapestry of Taste festival in partnership with the Sharon Temple

Responsible Growth & Environmental Protection

- Health & Active Living Plaza - Complete detailed design and partnership development
- Complete key ATTMP connections at Colony Trail and Oriole Drive
- Complete key park re-development projects at Mount Albert Community Centre Park and Queensville Park

Build Complete Communities

- Health & Active Living Plan implementation
- Operations Centre facility construction within approved budget and assigned schedule

Budget Summary

The Community Parks, Recreation and Culture (CPRC) operating budget includes expenditures of $6.1 million or 23% of the Town's total operating expenditures. The salary and benefits budget for CPRC has increased by approximately $490,000. This is due to the increased costs associated with a cost of living allowance adjustment, step increases, benefits, 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 Recreation Customer Service Representative to assist with the increased program participation, and a Farmers Market Programmer to assist with facilitating that program. The increase in the budget for utilities of approximately $30,000 is due to general utility cost increases as well the additional facility at 19003 Leslie St. The increase in the materials and supplies budget of $27,000 is required to cover the costs of maintaining the additional parkland opened in 2019. The contracted services budget increased by approximately $22,000, mainly due to increased cost to maintain the ice pads at the Sports Complex. The increase in rent of approximately $51,000 is mainly due to the facility at 19003 Leslie St. but has been offset by a draw from reserves. Corporate reallocation costs have increased by approximately $70,000 to reflect the decrease in the amount of work being charged to development and fee supported activities.

The increased expenditures are partially offset by an increase in user fee revenue of approximately $65,000.

The net budget is increasing by approximately $639,000 or 14%.

Town of East Gwillimbury

2020 OPERATING BUDGET COMMUNITY PARKS, RECREATION & CULTURE

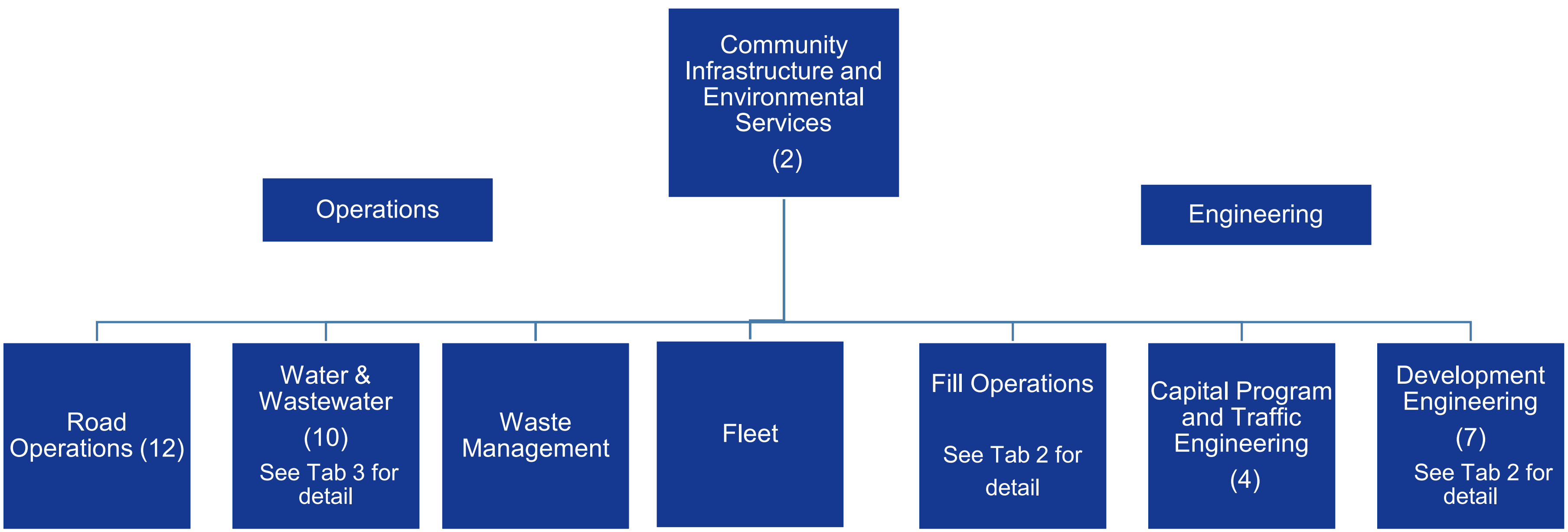
	Strategy & Admin	Parks Operations	Leisure Programs	Facilities	Parks Fleet	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	351,764	1,230,322	968,728	1,638,906		4,189,720	3,698,744	490,976	13%
Advertising	800		1,000			1,800	1,800	-	0%
Communications	4,660	5,500		4,270		14,430	9,930	4,500	45%
Contracted Services		58,800	51,500	60,323		170,623	148,623	22,000	15%
Courier & Mail Processing	550					550	550	-	0%
Equipment & Vehicle		24,500	4,000	33,240		61,740	57,740	4,000	7%
Equipment Repair		2,000		78,527	32,700	113,227	113,227	-	0%
Insurance		2,100				2,100	2,100	-	0%
Materials & Supplies	6,900	152,450	43,700	52,520	10,500	266,070	239,320	26,750	11%
Mileage	3,000	500	2,000	2,600		8,100	4,500	3,600	80%
Program Instructor			127,700			127,700	108,200	19,500	18%
Property & Building Maintenance		77,000		134,100		211,100	193,920	17,180	9%
Public Works		9,000				9,000	9,000	-	0%
Rent			15,200	78,300		93,500	42,200	51,300	122%
Software Licenses & Maintenance	5,800					5,800	5,800	-	0%
Training, Professional Development & Memberships	16,223	8,500	6,000	6,776		37,499	27,580	9,919	36%
Uniforms & Safety Clothing	500	8,500	2,350	6,700		18,050	18,050	-	0%
Utilities		176,730		585,348		762,078	732,728	29,350	4%
Corporate Reallocation		96,780		(78,500)		18,280	(51,971)	70,251	-135%
Total Expenditures	**390,197**	**1,852,682**	**1,222,178**	**2,603,110**	**43,200**	**6,111,367**	**5,362,041**	**749,326**	**14%**
Revenues									
Development Charges	(114,328)					(114,328)	(114,328)	-	0%
Grants		(615)				(615)	(615)	-	0%
Library				(89,581)		(89,581)	(88,642)	(939)	1%
Sales				(17,888)		(17,888)	(17,888)	-	0%
User Fees		(65,708)	(521,000)	(769,284)		(1,355,992)	(1,291,392)	(64,600)	5%
Total Revenues	**(114,328)**	**(66,323)**	**(521,000)**	**(876,753)**	**-**	**(1,578,404)**	**(1,512,865)**	**(65,539)**	**4%**
Transfers									
Contributions to Reserves		174,878		430,238		605,116	599,116	6,000	1%
Draws from Reserves	(12,703)			(50,500)		(63,203)	(12,703)	(50,500)	398%
Total Transfers	**(12,703)**	**174,878**	**-**	**379,738**	**-**	**541,913**	**586,413**	**(44,500)**	**-8%**
Net Budget	**263,166**	**1,961,237**	**701,178**	**2,106,095**	**43,200**	**5,074,876**	**4,435,589**	**639,287**	**14%**

Community Infrastructure and Environmental Services

The Community Infrastructure and Environmental Services department is responsible for:

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

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



Roads Operations

• 9,583 general operations work orders (crew activities)
• +/- 67 winter events for the 2018-2019 winter season

Waste Management

• 8,900 tonnes collected (all streams combined)
• Waste generation rate 83.16 kg/person

Capital Programs and Traffic Engineering

• 7.4 lane kilometres Road Rehabilitation
• 1.2 kilometres of concrete rehabilitation/installation (curb and sidewalk)
• 457 lane kilometres of paved road (including unassumed)
• 106 kilometres of sidewalks (including unassumed)

Community Infrastructure and Environmental Services
Key Priorities and Objectives

Culture of Municipal Excellence

- Coordination with other municipalities for best practices
- Development fee review update in partnership with Corporate Services
- Team and staff development
- Consolidate the Traffic and Parking By-law
- Review and update the Town's traffic policies

Quality Programs and Services

- Continue with implementation of automated work order management system in partnership with Corporate Services
- Continue to work collaboratively with York Region in the planning and development of the of the Water Reclamation Centre
- Continue to refine and deliver a robust and efficient winter maintenance program
- Continue to effectively maintain road, water & wastewater and fleet assets
- Administer the Waste Management Program
    - Rollout of the collection tag program
    - Enhance environmental programs such as textile recycling, battery recycling and reuse days
- Proactively monitor fill activities

Responsible Growth & Environmental Protection

- 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)
- 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

Build Complete Communities

- Update Master Plans (Transportation, Water and Wastewater, Multi Year Stormwater)
- Develop and implement a robust asset management program (multi-year)
- Continue with the development of a new Operations Centre - design and construction in partnership with CPRC

Budget Summary

The Community Infrastructure and Environmental Services (CIES) operating budget includes expenditures of approximately $6.5 million or 25% of the Town's total operating budget expenditures. The salary and benefits budget for CIES has increased by approximately $185,000 resulting from a cost of living allowance adjustment, step increases and benefit cost increases.

The increase to the Public Works component of the budget of $290,000 is partially due to a $140,000 reallocation of budget from the materials and supplies budget. There is also an increase in budget of $150,000 to cover the increase in cost for the winter operations program. The supplies and materials budget includes an increase of approximately $10,000 related to additional costs from increases to the fleet program. There is a reallocation of $50,000 to the materials and supplies budget, from the Waste Collection budget in relation to the new Bag Tag program beginning in January 2020.

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 $457,000 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).

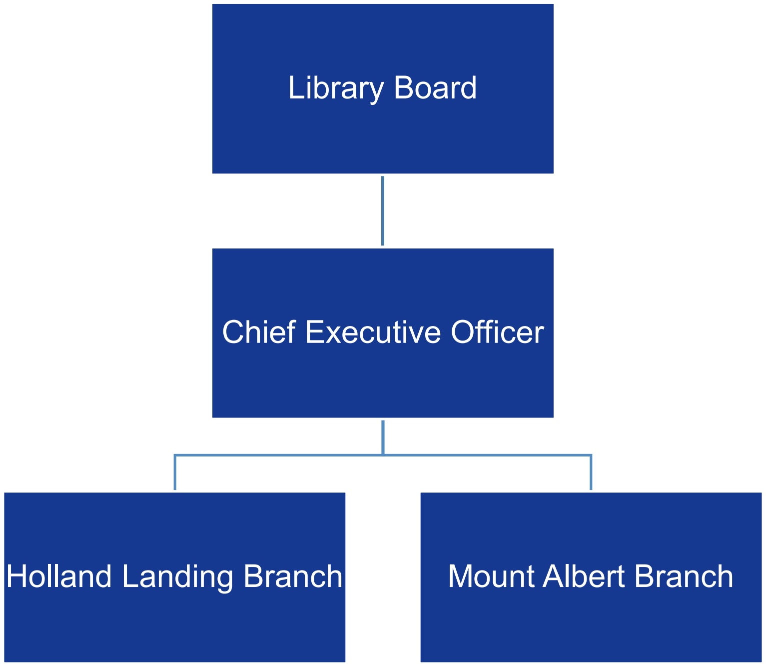
2020 OPERATING BUDGET
COMMUNITY INFRASTRUCTURE & ENVIRONMENTAL SERVICES

	Strategy & Admin	Operations	Capital Programs & Traffic Engineering	Fleet	Waste Management	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	346,773	1,649,875	867,252			2,863,899	2,678,090	185,809	7%
Advertising					1,320	1,320	1,320	-	0%
Communications	6,440	4,700	1,500			12,640	12,640	-	0%
Consultant		16,500				16,500	16,500	-	0%
Contracted Services	-	232,415			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	101,000	-	0%
Materials & Supplies	21,950	180,860	250	211,500	67,820	482,380	561,880	(79,500)	-14%
Mileage	4,800	560	3,000			8,360	6,360	2,000	31%
Public Works		1,135,890	5,400			1,141,290	851,290	290,000	34%
Software Licenses & Maintenance	12,700					12,700	12,700	-	0%
Training, Professional Development & Memberships	8,590	8,560	9,616			26,766	14,376	12,390	86%
Uniforms & Safety Clothing		10,000	2,000			12,000	11,000	1,000	9%
Utilities		472,260				472,260	472,260	-	0%
Waste Collection					1,230,593	1,230,593	1,280,593	(50,000)	-4%
Corporate Reallocation			(192,000)			(192,000)	(243,225)	51,225	-21%
Total Expenditures	**406,053**	**3,731,970**	**697,018**	**312,500**	**1,317,498**	**6,465,038**	**6,052,114**	**412,924**	**7%**
Revenues									
Development Revenue		(8,200)				(8,200)	(8,200)	-	0%
Grants					(75,000)	(75,000)	(77,000)	2,000	-3%
Miscellaneous						-	(2,500)	2,500	-100%
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	**(50,000)**	**(50,200)**	**-**	**-**	**(80,050)**	**(180,250)**	**(184,750)**	**4,500**	**-2%**
Transfers									
Contributions to Reserves				259,299		259,299	219,884	39,415	18%
Tax Levy Investment to Capital			453,000			453,000	453,000	-	0%
Total Transfers	**-**	**-**	**453,000**	**259,299**	**-**	**712,299**	**672,884**	**39,415**	**6%**
Net Budget	**356,053**	**3,681,770**	**1,150,018**	**571,799**	**1,237,448**	**6,997,087**	**6,540,248**	**456,839**	**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 nurture literacy in all its forms and is a place to create, play, learn and grow. 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), technology 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.



Strategic Priority: Engage members of the community

• Promotion of digital literacy skill development via STEM programming in library, school and social housing and enhancing digital content on the virtual branch
• Library users are increasingly engaging with library via the virtual branch with a 20% increase in digital visits and a 20% increase in ebook checkouts.
• 13% increase in participation in the TD Summer Reading Club and over 10,000 books read by participants. The TD Summer Reading Club is a literacy program designed to keep children reading throughout the summer to reduce the risk of the "summer slide."
• Engaging in community outreach events including partnering with the Town of East Gwillimbury's Easter Hike, Tapestry of Taste, Community Open House, and Canada Day celebrations. The Library also attended Tree-Planting with the Region of York, Farmers' Market, Sports Day, and GO Train rider appreciation and interacted with approximately 5,000 people to-date.
• Expanded social media engagement with increases in followers across all platforms: Facebook: 17%; Twitter: 7%; Instagram: 50%; Library eNewsletter: 9%

Strategic Priority: Sustain & Innovate library programs and services

• Offering additional loanable technology items to the community such as Go Pros and WebCams
• Offering accessible and diverse programming to serve the community such as English Conversation Circles and Sing & Sign preschool programs
• Launching Multilingual collection in 5 languages: Chinese (Mandarin & Cantonese), Spanish, Farsi, Russian and French
• Library programming participation has increased by 17% overall. Preschool programming (+22%), school outreach (+35%) and community outreach (+61%) are the largest areas of increased participation.
• Continuation of the Holland Landing Food Pantry, with over 200 people served

Strategic Priority: Deliver excellent customer service

• Refreshing the Mount Albert branch to address the accessibility and functionality of the library space
• Addressed customer wait-times for library materials and decreased holds per title by 11%
• Expanded Homebound Library service to customers unable to visit the library due to physical limitations
• Providing self-service options to the community in the form of e-library card registration, self check-out
• In-person visits have increased by 9% since 2018

Library Services
Key Priorities and Objectives

Culture of Municipal Excellence

- Refresh the library Master Plan to address the changing needs of an increasingly diverse community
- Create a customer service model that is responsive to the needs of the user with increased self service options

Quality Programs and Services

- Offer 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

Responsible Growth & Environmental Protection

- 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
- Build customer-driven collections to ensure library users have access to resources that they need to become lifelong learners

Build Complete Communities

- Invest in technology and services to build critical digital literacy skills
- Continue to collaborate with the Town of East Gwillimbury to build convenient and complementary services

Budget Summary

The funding for the Library Board in the operating budget totals $1.76 million or 7% of the Town's total operating expenditures. The budget has increased by approximately $169,000 or 10% over the 2019 budget. The increased cost is primarily due to a new staff request and salary and benefit adjustments totaling approximately $126,000. An adjustment was made to the treatment of library materials, which resulted in $94,760 being transferred to the capital budget from the operating budget. In total, the amount budgeted for library materials in the operating and capital programs is approximately $195,000, $5,000 greater than in 2019. Increased courier costs of approximately $3,000 for the Interlibrary Loan program are due to the provincial budget cut to the Southern Ontario Library Service. The Information Technology budget increased by approximately $2,000 to operate additional hotspots, the most popular and in-demand library item.

Town of East Gwillimbury

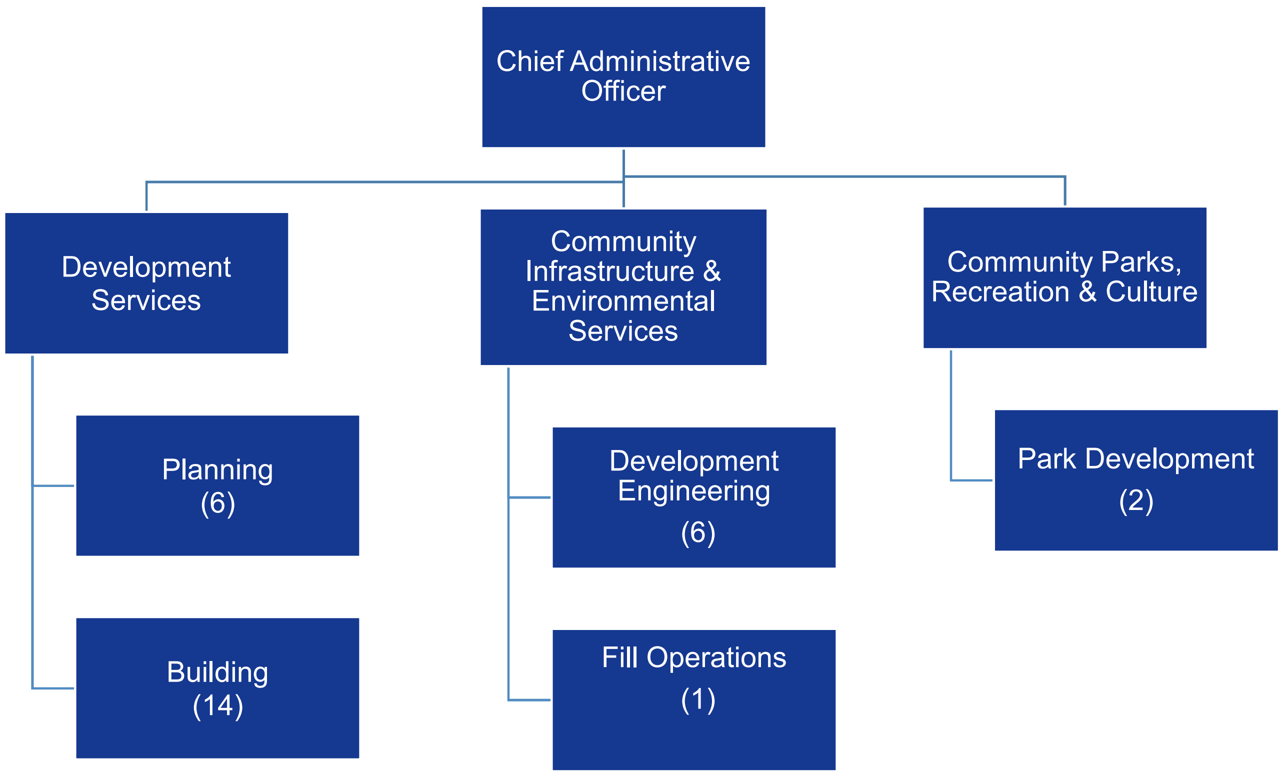
2020 OPERATING BUDGET
LIBRARY SERVICES

	Library Resources	Library Services / Support	Board Governance / Admin	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures							
Salaries & Benefits		1,426,296		1,426,296	1,300,005	126,291	10%
Library Materials	94,870			94,870	159,738	(64,868)	-41%
Audit Fees			4,260	4,260	4,260	-	0%
Communications			8,800	8,800	8,800	-	0%
Consulting		2,500		2,500	1,800	700	39%
Contingency		16,681		16,681	15,439	1,242	8%
Courier & Mail Processing			6,800	6,800	4,088	2,712	66%
Equipment			12,800	12,800	12,000	800	7%
Facility Costs		89,699		89,699	88,642	1,057	1%
Information Technology		36,650		36,650	34,170	2,480	7%
Mileage & Travel		5,550		5,550	5,500	50	1%
Payroll & Other Contracted Services		6,065	3,498	9,563	9,360	203	2%
Professional Development & Memberships		18,285		18,285	17,598	687	4%
Supplies			5,175	5,175	4,074	1,101	27%
Public Engagement and Supporting Services		23,750		23,750	22,300	1,450	7%
Total Expenditures	**94,870**	**1,625,476**	**41,333**	**1,761,679**	**1,687,774**	**73,905**	**4%**
Revenues							
Grants			(33,047)	(33,047)	(33,047)	-	0%
User Fees			(23,370)	(23,370)	(23,370)	-	0%
Total Revenues		**-**	**(56,417)**	**(56,417)**	**(56,417)**	**-**	**0%**
Transfers							
Contributions to Reserves			50,000	50,000	50,000	-	0%
Tax Levy Transfer from Capital (Library Materials)	94,760			94,760		94,760	0%
Total Transfers	**94,760**	**-**	**50,000**	**144,760**	**50,000**	**94,760**	**190%**
Net Budget	**189,630**	**1,625,476**	**34,916**	**1,850,022**	**1,681,357**	**168,665**	**10%**

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.



Planning

• 21 applications to Development Review Committee
• 20 new planning applications received
• 22 Committee of Adjustment applications received
• 70 reports and memos presented to Council and Committee of Adjustment
• 3 public meetings, open houses and charettes held

Building

• 520 building permit applications received
• 461 building permits issued
• 291 building permits for new homes
• 171 other building permits issued
• 335 occupancies in 2019
• +/- $104 million of building construction value

Development Engineering

• Approximately 70 kilometres of new roads over next 5 years (2019-2023)
• Approximately 110 kilometres of new sidewalks over next 5 years (2019-2023)
• Approximately 713 ha area of new development over next 5 years (2019-2023)
• Active development sites - 24

Fill Operations

• 1 active commercial fill site
• 1 active non commercial fill sites
• 47 illegal fill investigations

Park Development

• Over 20 acres of new parks being constructed
• Community park revitalization projects at Mount Albert Community Centre Park and Queensville Park

Development and Fee Supported
Key Priorities and Objectives

Culture of Municipal Excellence

Planning
- Create a cohesive and effect team through team building initiatives and training opportunities with both interdepartmental and other agencies

Building
- Implementing software enhancements to increase efficiency, productivity and integrate departments

Development Engineering
- Review development fees for Engineering (in conjunction with Corporate Services)
- Ongoing review update of the Engineering Standards

Fill Operations
- Update Fill By-law

Park Development
- Update to parks standards
- Continue to map park assets in GIS
- Continued development of Parks Asset Management Plan

Quality Programs and Services

Planning
- Implementation and monitoring of development approvals
- Various planning studies to review and update process, procedure and by-laws
- Enhancing the existing CityView system to increase communication between departments
- A review of the planning branch fees

Building
- Administration of the Ontario Building Code and associated regulations
- Updated Building By-law

Development Engineering
- Administer development through the review and approval of development plans and inspection of infrastructure

Fill Operations
- Proactively monitor for illegal fill operations

Park Development
- Update to the Active Transportation and Trails Master Plan

Development and Fee Supported Key Priorities and Objectives

Responsible Growth and Environmental Protection

Building

- Highway 404 Employment Secondary Plan
- Official Plan Review / Whitebelt Expansion
- Heritage Registry Review

Planning

- Septic maintenance program as mandated by the Province

Development Engineering

- Manage development, approvals and new growth

Fill Operations

- Continue monitoring and oversight of commercial Fill Operations
- Managing and administering fill applications

Park Development

- Continue with Park and Trail Developments within each community
- Continue to develop the Civic Centre Precinct Plan

Build Complete Communities

Planning

- Disposition of various OMB/LPAT appeals to the Town's Zoning by-law and Planning Act applications
- Finalizing an urban design guidelines for drive through, parking areas and ICI related uses
- Implementing changes to the Ontario Planning System (Bill 108)
- Tracking and monitoring of servicing allocations

Building

- Growth related building activity

Development Engineering

- Renewal of a long term peer review consultant for development applications

Fill Operations

- Manage excess soils in an environmentally responsible way

Park Development

- Design development for the Health & Active Living Plaza park
- Implementation of streetscape and urban design projects in each community

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 $232,000 as staffing levels are adjusted to account for reduced development activity. Corporate reallocations were adjusted for 2020 to ensure that the appropriate support costs were allocated to the fee supported areas and capital projects.

Revenues in each area have been adjusted based on estimated levels of activity in 2020. A substantial drop in revenue is anticipated in 2020.

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.

2020 DEVELOPMENT AND FEE SUPPORTED

	Building	Planning	Development Engineering	Park Development	Fill Operations	2020 Budget	2019 Budget	Variance $	Variance %
Expenditures									
Salaries & Benefits	2,073,103	645,198	536,807	246,560	116,488	3,618,156	3,850,551	(232,395)	-6%
Advertising						-	5,000	(5,000)	-100%
Communications	8,008	3,200	3,000			14,208	14,208	-	0%
Consultant		45,000			10,000	55,000	77,400	(22,400)	-29%
Courier & Mail Processing	1,500	200				1,700	1,700	-	0%
Equipment & Vehicle	10,000	6,200	4,000			20,200	20,200	-	0%
Legal Services	2,660					2,660	2,660	-	0%
Materials & Supplies	7,390	3,400	750			11,540	11,540	-	0%
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	72,750	-	0%
Training, Professional Development & Memberships	28,525	13,400	6,600	5,000		53,525	51,025	2,500	5%
Uniforms & Safety Clothing	5,000		1,950			6,950	9,450	(2,500)	-26%
Corporate Reallocation	663,775	298,430	236,725	(88,274)		1,110,656	1,318,673	(208,017)	-16%
Total Expenditures	**2,846,751**	**1,046,928**	**841,332**	**165,086**	**126,988**	**5,027,085**	**5,494,897**	**(467,812)**	**-9%**
Revenues									
Development Revenue	(2,347,500)	(764,250)	(220,000)	(260,000)		(3,591,750)	(4,487,500)	895,750	-20%
Miscellaneous			(500)			(500)	(500)	-	0%
Recoveries & Contributions from Developers			(40,000)	(10,000)		(50,000)	(50,000)	-	0%
Sales	(2,250)					(2,250)	(2,250)	-	0%
User Fees					(120,000)	(120,000)	(120,000)	-	0%
Total Revenues	**(2,349,750)**	**(764,250)**	**(260,500)**	**(270,000)**	**(120,000)**	**(3,764,500)**	**(4,660,250)**	**895,750**	**-19%**
Transfers									
Contributions to Reserves				104,914		104,914	323,531	(218,617)	-68%
Draws from Reserves	(497,001)	(282,678)	(580,832)		(6,988)	(1,367,499)	(1,158,178)	(209,321)	18%
Total Transfers	**(497,001)**	**(282,678)**	**(580,832)**	**104,914**	**(6,988)**	**(1,262,585)**	**(834,647)**	**(427,938)**	**51%**
Net Budget	-	-	-	-	-	-	-	-	

Water and Wastewater

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.

Water and Wastewater

• Ministry of the Environment, Conservation and Parks - 100% Compliance rating for all 3 Drinking Water Systems
• General Water Wastewater 3,112 Work Orders - 318 Service Requests
• Total Regulated Water Quality Samples - 6,015
• Water samples below standard which were subsequently resampled and met standard - 1
• Watermain Breaks or Service Leaks - 3
• Increase in New Watermains - 11,000m
• Increase in New Sewer Infrastructure - 8,000m
• Non-Municipal drinking water systems connected to Town systems - 2 (1 additional in 2019)

Water and Wastewater
Key Priorities and Objectives

Culture of Municipal Excellence
- Work collaboratively with other municipalities ensure quality service delivery
- Review fees and charges review in partnership with Corporate Services

Quality Programs and Services
- Continue to implementation of work order management system in partnership with Corporate Services
- Effectively maintain the Town's drinking water systems
- Effectively maintain the Town's wastewater collection systems

Responsible Growth & Environmental Protection
- Renew the Town's drinking water licenses
- Maintain regulatory compliance of the Town's drinking water systems and waste water collection systems
- Develop 10 year capital program for water and wastewater

Build Complete Communities
- Review and approve any extensions to the Town's drinking water systems

Budget Summary

The Water and Wastewater expenditure budget is anticipated to increase by approximately $928,000 in 2020. The Regional costs of acquiring water and treating sewage are anticipated to increase by approximately $743,000. 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 $120,000 and an increase to contracted services of $65,000 related to maintenance in new developments that have been assumed and are now the responsibility of the Town. The Region of York has adopted a 9% increase in water and wastewater rates that are charged to the Town. This drives approximately 65% of the expenditure budget.

The budget proposes no change to the rates for 2020.

The table below identifies the proposed base residential water and wastewater rates for 2020.

Service	Delivery (Fixed)	Usage (Variable)
Water	$70.00/quarter	\$2.28 m^3
Wastewater	$70.00/quarter	\$2.19 m^3

Town of East Gwillimbury

2020 OPERATING BUDGET

	2020 Water & Wastewater	2019 Budget	Variance $	Variance %
Expenditures				
Salaries and Benefits	1,394,578	1,274,184	120,394	9%
Communications	8,500	8,500	-	-
Consultants	119,700	119,700	-	-
Contracted Services	275,325	210,325	65,000	31%
Materials and Supplies	260,650	260,650	-	-
Mileage	1,500	1,500	-	-
Software Maintenance and Licensing	59,000	59,000	-	-
Training, Professional Development and Memberships	31,000	31,000	-	-
Uniforms and Safety Clothing	12,500	12,500	-	-
Utilities	22,500	22,500	-	-
Corporate Reallocation	1,186,877	1,186,877	-	-
Regional Costs				
Water Costs	2,846,550	2,447,778	398,772	16%
Wastewater Costs	3,142,912	2,798,674	344,238	12%
Total Expenditures	**9,361,592**	**8,433,188**	**928,404**	**11%**
Revenues				
Water User Fees	(6,256,076)	(5,747,933)	(508,143)	9%
Sewer User Fees	(4,547,943)	(4,143,447)	(404,496)	10%
Meter Sales and Other Revenue	(106,000)	(106,000)	-	-
Total Revenues	**(10,910,019)**	**(9,997,380)**	**(912,639)**	**9%**
Transfers				
Contribution to Reserves - Water	871,052	923,996	(52,944)	-6%
Contribution to Reserves - Wastewater	677,375	640,196	37,179	6%
Draws from Reserves	-	-	-	-
Total Transfers	**1,548,427**	**1,564,192**	**(15,765)**	**-1%**
Net Budget	**-**	**-**	**-**	

Town of East Gwillimbury
2020 New Capital Program Summary

	Budget	Tax Levy	Water and Sewer Levy	Development Charges	Community Capital Contribution	Reserves	Grants / Sponsorships	Gas Tax	Reserve Description
CORPORATE SERVICES									
Finance									
20-001 Community Benefit Strategy	$ 57,500			$ 51,750	$ 5,750				General Government DC, 10% Mandatory DC Reduction CCC
20-002 Water Financial Plan	$ 57,500		$ 57,500						Water/Sewer Infrastructure
	$ 115,000	**$ -**	**$ 57,500**	**$ 51,750**	**$ 5,750**	**$ -**	**$ -**	**$ -**	
Economic Development									
20-003 Targeted Investment Attraction Strategy	$ 24,750					$ 24,750			General Capital
	$ 24,750	**$ -**	**$ -**	**$ -**	**$ -**	**$ 24,750**	**$ -**	**$ -**	
Information Technology									
20-004 Desktop Hardware	$ 30,000					$ 30,000			Information Technology
20-005 Network Server	$ 14,000					$ 14,000			Information Technology
20-006 Desktop Deployment Server	$ 7,000					$ 7,000			Information Technology
20-007 IT N6 Security Assessment	$ 28,000					$ 28,000			Information Technology
	$ 79,000	**$ -**	**$ -**	**$ -**	**$ -**	**$ 79,000**	**$ -**	**$ -**	
TOTAL CORPORATE SERVICES	**$ 218,750**	**$ -**	**$ 57,500**	**$ 51,750**	**$ 5,750**	**$ 103,750**	**$ -**	**$ -**	
LIBRARY SERVICES									
19-011 Mount Albert Branch Renovation Phase 2	$ 30,000					$ 30,000			General Capital
20-008 Library Master Plan	$ 60,000			$ 54,000	$ 6,000				Library DC, 10% Mandatory DC Reduction CCC
20-009 Library IT Replacement	$ 15,500					$ 15,500			Library
20-010 Library Materials Capital	$ 100,260			$ 4,950	$ 550	$ 94,760			Library DC, 10% Mandatory DC Reduction CCC, Library Reserve
TOTAL LIBRARY SERVICES	**$ 205,760**	**$ -**	**$ -**	**$ 58,950**	**$ 6,550**	**$ 140,260**	**$ -**	**$ -**	
EMERGENCY & COMMUNITY SAFETY SERVICES									
20-011 Bunker Gear Replacement	$ 15,000					$ 15,000			Emergency Services
20-012 Bunker Gear Purchase	$ 15,000			$ 15,000					DC Fire
20-013 Pumper Replacement	$ 1,000,000					$ 1,000,000			Vehicle & Equipment (tax supported)
20-014 POC Annual Recruitment	$ 15,000					$ 15,000			Emergency Services
20-015 Smoke/CO Alarm Program Software Upgrade	$ 40,000					$ 40,000			Emergency Services
20-016 Existing EOC Upgrade/Enhancement	$ 15,000					$ 15,000			Emergency Services
TOTAL ECSS	**$ 1,100,000**	**$ -**	**$ -**	**$ 15,000**	**$ -**	**$ 1,085,000**	**$ -**	**$ -**	
DEVELOPMENT SERVICES									
20-017 Official Plan Review	$ 600,000			$ 270,000	$ 30,000	$ 300,000			General Government DC, 10% Mandatory DC Reduction CCC, General Capital
TOTAL DEVELOPMENT SERVICES	**$ 600,000**	**$ -**	**$ -**	**$ 270,000**	**$ 30,000**	**$ 300,000**	**$ -**	**$ -**	

Town of East Gwillimbury
2020 New Capital Program Summary

		Budget	Tax Levy	Water and Sewer Levy	Development Charges	Community Capital Contribution	Reserves	Grants / Sponsorships	Gas Tax	Reserve Description
COMMUNITY PARKS, RECREATION & CULTURE										
	Parks									
18-017	Oriole Drive Bridge	$ 345,000			$ 310,500	$ 34,500				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
20-018	Light Duty Roll-Off Garbage Truck	$ 200,000			$ 180,000	$ 20,000				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
20-019	Trail Groomer Attachment	$ 32,000			$ 28,800	$ 3,200				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
20-020	Miscellaneous Parks Repairs	$ 77,800					$ 77,800			Parks Structures
20-021	Nokiidaa Trail Parking Lot Paving	$ 195,500			$ 175,950	$ 19,550				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
20-022	Regional Trunk Sewer Surface Improvements	$ 176,000			$ 158,400	$ 17,600				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
20-023	Civic Centre Precinct Landscape Design	$ 160,000			$ 144,000	$ 16,000				Outdoor Recreation DC, 10% Mandatory DC Reduction CCC
		$ 1,186,300	**$ -**	**$ -**	**$ 997,650**	**$ 110,850**	**$ 77,800**	**$ -**	**$ -**	
	Facilities									
20-024	Pick Up Truck 1/2 Ton 4x4	$ 45,000			$ 40,500	$ 4,500				Indoor Recreation DC, 10% Mandatory DC Reduction CCC
20-025	Architectural Services East Gwillimbury Sports Complex Expansion	$ 1,120,000			$ 1,008,000	$ 112,000				Indoor Recreation DC, 10% Mandatory DC Reduction CCC
20-026	Server Room HVAC	$ 8,000					$ 8,000			Buildings
20-027	Temperance Hall HVAC	$ 8,000					$ 8,000			Buildings
20-028	Sports Complex HDIP Security Cameras	$ 63,000					$ 63,000			Buildings
20-029	Operations Centre Furniture, Fixtures and Equipment	$ 390,000			$ 40,000	$ 350,000				Fire DC, Administrative Facilities CCC
20-030	Backflow Prevention	$ 60,000					$ 60,000			Buildings
20-031	Sports Complex Refrigeration Plant Replacements	$ 160,000					$ 160,000			Buildings
		$ 1,854,000	**$ -**	**$ -**	**$ 1,088,500**	**$ 466,500**	**$ 299,000**	**$ -**	**$ -**	
	TOTAL CPRC	**$ 3,040,300**	**$ -**	**$ -**	**$ 2,086,150**	**$ 577,350**	**$ 376,800**	**$ -**	**$ -**	
COMMUNITY INFRASTRUCTURE & ENVIRONMENTAL SERVICES										
20-032	Corporate Asset Management Plan	$ 172,500					$ 172,500			General Capital
20-033	Municipal Structures Asset Management Plan 2020	$ 69,000					$ 69,000			General Capital
	Roads									
19-051	LED Streetlight Conversion 2020	$ 30,000					$ 30,000			General Capital
20-034	Woodbine Road Widening	$ 460,000			$ 460,000					Roads and Related DC
20-035	Single Axle Combination Snowplow	$ 270,000					$ 270,000			Vehicle & Equipment (tax supported)
20-036	Rear Discharge Mower	$ 38,000					$ 38,000			Vehicle & Equipment (tax supported)
20-037	Pick-Up Truck Locates and Services	$ 52,000					$ 52,000			Vehicle & Equipment (WWW supported)
20-038	Special Event / Material Trailer	$ 18,000			$ 18,000					Public Works DC
20-039	Emergency Road Closure Trailers	$ 12,000			$ 12,000					Public Works DC
20-040	Highway 48 Sidewalk - Construction	$ 201,250	$ 201,250							Tax Levy
20-041	Downtown Mount Albert - Centre Street Revitalization	$ 590,000			$ 181,000		$ 142,000	$ 267,000		Roads & Related DC, General Capital, ICIP Grant
20-042	Miscellaneous Concrete Rehabilitation 2020	$ 201,250	$ 100,000						$ 101,250	Tax Levy, Gas Tax
20-043	New Sidewalk Designs 2020	$ 55,000	$ 26,750		$ 28,250					Tax Levy, Roads & Related DC
20-044	Road Rehabilitation Program 2020	$ 1,306,945	$ 85,000					$ 485,600	$ 736,345	Tax Levy, OCIF Grant, Gas Tax
20-045	Sign Retro-reflectivity & Replacement	$ 40,000	$ 40,000							Tax Levy
20-046	Stormwater Management Master Plan Update	$ 200,000			$ 180,000	$ 20,000				General Government DC, 10% Mandatory DC Reduction CCC
	TOTAL CIES	**$ 3,715,945**	**$ 453,000**	**$ -**	**$ 879,250**	**$ 20,000**	**$ 773,500**	**$ 752,600**	**$ 837,595**	
	Water and Wastewater									
20-047	Retrofit of Holland Landing Boulevard Sanitary Pumping Station	$ 1,000,000					$ 1,000,000			Water/Sewer Infrastructure
20-048	Hydrant Lead Installation	$ 100,000					$ 100,000			Water/Sewer Infrastructure
20-049	Water Meter Replacement Project	$ 700,000					$ 700,000			Water/Sewer Infrastructure
20-050	Water Service Replacement - Pilot Program	$ 100,000					$ 100,000			Water/Sewer Infrastructure
	TOTAL WATER AND WASTEWATER	**$ 1,900,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,900,000**	**$ -**	**$ -**	
	TOTAL 2020 CAPITAL PROGRAM	**$ 10,780,755**	**$ 453,000**	**$ 57,500**	**$ 3,361,100**	**$ 639,650**	**$ 4,679,310**	**$ 752,600**	**$ 837,595**	

SUMMARY OF 2020 CAPITAL PROGRAM FUNDING

	Sub-total	Total
Tax Levy		$453,000
Development Charges:		
General Government	$501,750	
Library	$58,950	
Fire	$55,000	
Indoor Rec	$1,048,500	
Outdoor Rec	$997,650	
Public Works	$30,000	
Parking	$0	
Roads	$669,250	
Water	$0	
Wastewater	$0	
		$3,361,100
Community Capital Contributions:		
Environment & Watershed Enhancement	$0	
Ineligible Due To Level of Service	$0	
10% Mandatory DC Reduction	$289,650	
Parkland Acquisition	$0	
Administrative Facilities	$350,000	
Art & Cultural Heritage	$0	
Econ Dev. Initiatives & Servicing	$0	
		$639,650
Reserves:		
Building Code Enforcement		
Buildings	$299,000	
Development Engineering		
Election		
Emergency Services	$85,000	
Farmers Market		
Fill & Site Alteration		
General Capital	$768,250	
Information Technology	$79,000	
Insurance		
Library	$110,260	
Parks Development		
Parks Structures	$77,800	
Planning Act		
Public Works Roads		
Real Estate Legal & Admin		
Vehicle & Equip (tax supported)	$1,308,000	
Vehicle & Equip (www supported)	$52,000	
Water/Sewer Infrastructure	$1,957,500	
Water/Sewer Rate Stabilization		
Winter Operations		
Working Capital		
		$4,736,810
Grants / Donation		$752,600
Gas Tax		$837,595
Total 2020 Capital Program Funding		**$10,780,755**

2020 CAPITAL BUDGET

20-001

Project Name	Community Benefit Strategy		
Department/Branch	CS - Finance	Project Type	Growth

DESCRIPTION

A provision for consulting resources required as part of the Community Benefits Contribution Strategy development and by-law passage. This provision will fund any external resources required in order to complete the analysis and strategy, including consulting, legal review, staff time and other complimentary or supporting studies.

JUSTIFICATION

Bill 108, More Homes More Choice Act, 2019 was released by the Ministry of Municipal Affairs and Housing in in May 2019 and received royal assent on June 6, 2019. The Bill makes amendments to 13 pieces of legislation, including the Development Charges (DC) Act. Among the changes is the removal of a number of service categories from the DC regime, which are to be funded through Community Benefits Charges (CBC) revenue under the Planning Act. In order to continue collecting revenue for growth-related expenditures in select service categories, municipalities must undertake a CBC Strategy and pass a by-law prior to January 21, 2021. External consulting resources will be imperative in ensuring compliance with the new legislation for the Town's first CBC Strategy.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**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	General Government	$ 51,750			$ 51,750
Community Contribution	10% Mandatory DC Reduction	$ 5,750			$ 5,750
Reserve/Reserve Funds					
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				

2020 CAPITAL BUDGET

20-002

Project Name	Water Financial Plan
Department/Branch	CS - Finance
Project Type	Annual Program

DESCRIPTION

A provision for consulting resources required to complete a Water Financial Plan.

JUSTIFICATION

In accordance with the Safe Drinking Water Act, a financial plan must be completed every five years in conjunction with renewal of the Town's water system license. The last financial plan was completed in 2015, and therefore requires an update in 2020.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	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		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Water/Sewer Infrastructure	$ 57,500			$ 57,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 57,500**			**$ 57,500**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-003

Project Name	Targeted Investment Attraction Strategy		
Department/Branch	CS - Strategic Business Development	Project Type	Growth

DESCRIPTION

Project activity will consist of research and data analysis to support the development of a targeted investment attraction strategy. Project deliverables will include a Target Industry Analysis focusing on East Gwillimbury's key growth sectors, a Supply Chain Gap Analysis and a Recruitment Zone Analysis.

JUSTIFICATION

The project will enhance the effectiveness of investment attraction efforts by identifying specific, targeted opportunities for growth and cluster development that enhance the efficiency and effectiveness of existing businesses, attract new investment and support the creation of high-value jobs. The Recruitment Zone Analysis will identify jurisdictions with the highest concentration of companies who align with the Town's value proposition and who are likely to consider investing in East Gwillimbury.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 22,500			$ 22,500
Contingency		$ 2,250			$ 2,250
Other					
Total Capital Cost		**$ 24,750**			**$ 24,750**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 24,750			$ 24,750
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 24,750**			**$ 24,750**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-004

Project Name	Desktop Hardware
Department/Branch	CS - Information Technology
Project Type	Repair & Replacement

DESCRIPTION

Desktop hardware replacement, including laptops and monitors.

JUSTIFICATION

Fourteen of the Town's desktop computers are more than five years old and no longer covered by warranty. These computers can not be upgraded to meet the requirements of today's operating systems and corporate application work load, and must be replaced. Similarly, the Holland Landing meeting room projector system is more than ten years old and has reached the end of its useful life and should also be replaced.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 30,000			$ 30,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 30,000**			**$ 30,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 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					

2020 CAPITAL BUDGET

20-005

Project Name	Network Server		
Department/Branch	CS - Information Technology	Project Type	Growth

DESCRIPTION

Purchase of a new network server.

JUSTIFICATION

As the Town grows, the demand for data storage and processing is increased and requires additional server infrastructure. A new server would increase the amount of processing and data storage required for staff to perform daily operations.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 14,000			$ 14,000
Materials					
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	Information Technology	$ 14,000			$ 14,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 14,000**			**$ 14,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-006

Project Name	Desktop Deployment Server
Department/Branch	CS - Information Technology
Project Type	Service Level Increase/Change

DESCRIPTION

Desktop Deployment Server for system restoration of workstation computers.

JUSTIFICATION

A new deployment server will provide more automation in setting up workstations or laptops. This server will streamline the installation of the windows operating system and applications to the Town's computers, providing quick restores in the event of malware or ransomware. The server will also greatly improve efficiencies when setting up new computers for staff. As the Information Technology branch has limited resources, this automation would provide staff with a tool that would assist in timely restore functions.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 3,000			$ 3,000
Materials		$ 4,000			$ 4,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 7,000**			**$ 7,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Information Technology	$ 7,000			$ 7,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 7,000**			**$ 7,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-007

Project Name	IT N6 Security Assessment
Department/Branch	CS - Information Technology
Project Type	Service Level Increase/Change

DESCRIPTION

A comprehensive review of the Town's Information Technology (IT) infrastructure recommended though the Northern 6 partnership.

JUSTIFICATION

As the Town's IT infrastructure grows and becomes more complex, it is a best practice to have a security audit completed to ensure the Town's data is safe and secure. The assessment will provide a detailed technical report, executive summary, and presentation of findings and recommendations.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 28,000			$ 28,000
Contingency					
Other					
Total Capital Cost		**$ 28,000**			**$ 28,000**

FUNDING SOURCE		2020	2021	2022+	Total
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	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

19-011

Project Name	Mount Albert Branch Renovation Phase 2		
Department/Branch	LIB - Library Services	Project Type	Repair & Replacement

DESCRIPTION

To complete the two-year renovation of the Mount Albert branch through the creation of two quiet study/meeting rooms.

JUSTIFICATION

The Mount Albert branch is 20 years old and has not been renovated since opening in 1998. In 2019, Council approved phase one of the renovation (19-11), which addressed spacing of furniture and shelving for accessibility and functionality. Phase two will create dedicated quiet spaces in the library for businesses and individuals to work and meet. Library use has generally changed from regulated quiet spaces to community hubs, however there is still a demand for quiet rooms. The Holland Landing quiet study space has been a welcome addition, with over 200 reservations per year. Under the Parks and Recreation Master Plan, it will be at least 7-10 years before Ross Family Complex and Library will undergo any significant renovation. Capital investments in Mount Albert will allow this branch to remain a community hub for families and a place that allows small business owners and individuals to work in the meantime.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 30,000			$ 30,000
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 30,000**			**$ 30,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General 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				

2020 CAPITAL BUDGET

20-008

Project Name	Library Master Plan
Department/Branch	LIB - Library Services
Project Type	Growth

DESCRIPTION

Scheduled review of Library Master Plan.

JUSTIFICATION

The Library developed a Master Plan in 2008 to help with growth planning, which was refreshed in 2014. This plan is scheduled for a comprehensive review every 5 years to re-confirm the Plan's directions, recommendations and priorities. It is important that the library have a current Master Plan so as not to fall behind existing Ontario Public Library Standards for service when planning for future growth.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 60,000			$ 60,000
Contingency					
Other					
Total Capital Cost		**$ 60,000**			**$ 60,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Library	$ 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	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-009

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

DESCRIPTION

Scheduled replacement of end of life hardware and system update.

JUSTIFICATION

Scheduled replacement of public and staff workstations and hotspots.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 15,500			$ 15,500
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,500**			**$ 15,500**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Library	$ 15,500			$ 15,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,500**			**$ 15,500**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-010

Project Name	Library Materials Capital		
Department/Branch	LIB - Library Services	Project Type	Annual Program

DESCRIPTION

Purchase of library materials, including new growth-related purchases, as well as regular repair and replacement.

JUSTIFICATION

To keep in line with Public Sector Accounting Board standards and Town of East Gwillimbury best practices, the library has moved the replacement cost of library materials that are annually capitalized from the operating budget into the Library Materials Capital budget, amounting to $94,760 from Tax Levy. Library material use is increasing due to population growth, with the greatest demand on digital resources. The increase in library materials overall due to growth amounts to $5,500.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 100,260			$ 100,260
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 100,260**			**$ 100,260**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Library	$ 4,950			$ 4,950
Community Contribution	10% Mandatory DC Reduction	$ 550			$ 550
Reserve/Reserve Funds	Library	$ 94,760			$ 94,760
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 100,260**			**$ 100,260**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 5,000	→	$ 5,000
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 5,000**		**$ 5,000**

2020 CAPITAL BUDGET

20-011

Project Name	Bunker Gear Replacement
Department/Branch	CSS - Emergency Services
Project Type	Repair & Replacement

DESCRIPTION

Bunker gear replacement.

JUSTIFICATION

Ten new sets of bunker gear are required to replace the oldest sets. Industry standards indicate a 7-10 year lifecycle for bunker gear, depending on usage. Several sets currently in service are at or past their life expectancy. An annual replacement program will be initiated to ensure health and safety of firefighters.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 15,000			$ 15,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,000**			**$ 15,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Emergency Services	$ 15,000			$ 15,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,000**			**$ 15,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-012

Project Name: Bunker Gear Purchase

Department/Branch: CSS - Emergency Services

Project Type: Annual Program

DESCRIPTION

Bunker gear for new recruits that were hired in 2019.

JUSTIFICATION

18 new recruits were hired in 2019 and they will receive a new set of bunker gear Q1 2020.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 15,000			$ 15,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,000**			**$ 15,000**

FUNDING SOURCE		2020	2021	2022+	Total
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	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-013

Project Name	Pumper Replacement
Department/Branch	CSS - Emergency Services
Project Type	Repair & Replacement

DESCRIPTION

Replace Pumper 281.

JUSTIFICATION

Pumper 281 is increasingly incurring very expensive repair costs. The vehicle is to be sold in late 2019 and the revenue can be directed to this Capital Project. The new apparatus will be outfitted with new equipment, required training, ect.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 1,000,000			$ 1,000,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 1,000,000**			**$ 1,000,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 1,000,000			$ 1,000,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 1,000,000**			**$ 1,000,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-014

Project Name	POC Annual Recruitment
Department/Branch	CSS - Emergency Services
Project Type	Annual Program

DESCRIPTION

Annual Paid On Call firefighter recruit intake, including gear, uniforms and other rescue equipment. This regular annual program will outfit approximately 10 recruits per year.

JUSTIFICATION

Through attrition, new paid-on-call are hired each year. This process requires outfitting the new recruits with essential firefighting gear.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 10,000	$ 10,000	$ 10,000	$ 30,000
Materials					
Land					
Construction					
Professional Fees		$ 5,000	$ 5,000	$ 5,000	$ 15,000
Contingency					
Other					
Total Capital Cost		**$ 15,000**	**$ 15,000**	**$ 15,000**	**$ 45,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Emergency Services	$ 15,000	$ 15,000	$ 15,000	$ 45,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,000**	**$ 15,000**	**$ 15,000**	**$ 45,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-015

Project Name	Smoke/CO Alarm Program Software Upgrade		
Department/Branch	CSS - Emergency Services	Project Type	Annual Program

DESCRIPTION

Advanced GIS Software to store Smoke/CO (Carbon Monoxide) Program data.

JUSTIFICATION

Advanced methods of data storage will allow more effective uses for data, allow staff to analyze gaps in programs, ensure targets are met, track supplies and provide accurate mapping tools. This project can be done in-house by extending contracted resources.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 40,000			$ 40,000
Contingency					
Other					
Total Capital Cost		**$ 40,000**			**$ 40,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Emergency Services	$ 40,000			$ 40,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 40,000**			**$ 40,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-016

Project Name	Existing EOC Upgrade/Enhancement
Department/Branch	CSS - Emergency Services
Project Type	Repair & Replacement

DESCRIPTION

Renovation of the current Emergency Operations Centre (EOC) at the Holland Landing Fire Station to add required upgraded equipment for modernization.

JUSTIFICATION

The facility at station 2-4 is the Town's primary EOC and training room until the new Operations Centre is up and running. At that time, the station 2-4 site will become the backup EOC. Renovations to station 2-4 that have been previously budgeted (17-014) will complete a minor renovation and make some cosmetic and technical upgrades to the EOC. The current renovation budget will not cover all costs required to have a fully functional EOC at station 2-4, so an additional amount of $15,000 is required to complete the task in Q1 of 2020. The items not covered are some furniture (tables, chairs) and an upgrade to the audio/visual components in the room.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 15,000			$ 15,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 15,000**			**$ 15,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Emergency Services	$ 15,000			$ 15,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 15,000**			**$ 15,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-017

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

DESCRIPTION

This review is a comprehensive evaluation and update of the Town's current Official Plan, which is required by the latest Provincial and Regional planning policies. The Official Plan review involves extensive public consultation to draft appropriate policies based on the community's input.

JUSTIFICATION

Under the Planning Act, the Town is required to undertake a review and update of the Official Plan every five years to ensure compliance with current provincial policies. The provincial policy framework includes the Planning Act, Provincial Policy Statement (2014), Greenbelt Plan (2017), Oak Ridges Moraine Conservation Plan (2017), and Growth Plan for the Greater Horseshoe, and recent amendments (2019). The study is required to enable the Town to comprehensively plan for future growth and continue to prosper to 2041. The budget request includes provisions for:

- Retaining external planning consultants to assist with public consultation and assist in updating the Official Plan ($380,000)
- In-house staff resources ($100,000)
- Materials and resources for printing, map producing, and public consultation support ($60,000)
- Contingency ($60,000)

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 60,000			$ 60,000
Land					
Construction					
Professional Fees		$ 480,000			$ 480,000
Contingency		$ 60,000			$ 60,000
Other					
Total Capital Cost		**$ 600,000**			**$ 600,000**

FUNDING SOURCE					Column1
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	General Government	$ 270,000			$ 270,000
Community Contribution	10% Mandatory DC Reduction	$ 30,000			$ 30,000
Reserve/Reserve Funds	General Capital	$ 300,000			$ 300,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 600,000**			**$ 600,000**

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

2020 CAPITAL BUDGET

18-017

Project Name	Oriole Drive Bridge		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

Installation of approved wood boardwalk in place of original limestone screenings design.

JUSTIFICATION

Requirements of detailed design from the Lake Simcoe Region Conservation Authority (LSRCA) identifies the need for wood boardwalk to traverse the Provincially Significant Wetland. This requirement has increased estimated costs because of helical piles and wood construction. Originally and as approved through project 18-17, the design was identified as limestone with culverts, which is not a supported design by the LSRCA. Additional funds are now required.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 300,000			$ 300,000
Professional Fees		$ 15,000			$ 15,000
Contingency		$ 30,000			$ 30,000
Other					
	Total Capital Cost	**$ 345,000**			**$ 345,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 310,500			$ 310,500
Community Contribution	10% Mandatory DC Reduction	$ 34,500			$ 34,500
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 345,000**			**$ 345,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)		$ 750	→	$ 750
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 750**		**$ 750**

2020 CAPITAL BUDGET

20-018

Project Name	Light Duty Roll-off Garbage Truck		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

One-ton light duty roll-off garbage truck with leaf/litter vacuum.

JUSTIFICATION

The addition of new parks and trails has resulted in increased garbage and recycling collection requirements as there are now 50+ additional fixed receptacles. The current collection method with a pick-up truck has become inefficient due to volumes.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 200,000			$ 200,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 200,000**			**$ 200,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 180,000			$ 180,000
Community Contribution	10% Mandatory DC Reduction	$ 20,000			$ 20,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 200,000**			**$ 200,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 27,000	→	$ 27,000
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 27,000**		**$ 27,000**

2020 CAPITAL BUDGET

20-019

Project Name	Trail Groomer Attachment		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

New trail groomer attachment.

JUSTIFICATION

Addition of new trails resulting in increased maintenance of granular surface. Current manual maintenance is not efficient.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 32,000			$ 32,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 32,000**			**$ 32,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 28,800			$ 28,800
Community Contribution	10% Mandatory DC Reduction	$ 3,200			$ 3,200
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 32,000**			**$ 32,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 3,200	→	$ 3,200
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 3,200**		**$ 3,200**

2020 CAPITAL BUDGET

20-020

Project Name	Miscellaneous Parks Repairs		
Department/Branch	CPRC - Parks	Project Type	Growth

DESCRIPTION

Required parks repairs include:
- Playground surfacing top-up $15,000
- Playground mats $5,000
- MACC Baseball netting and posts $25,000
- Unit Pavers Civic Centre $25,000

JUSTIFICATION

Regular asset replacement and maintenance.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 70,000			$ 70,000
Professional Fees					
Contingency					
Other	Project Management	$ 7,800			$ 7,800
	Total Capital Cost	**$ 77,800**			**$ 77,800**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Parks Structures	$ 77,800			$ 77,800
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 77,800**			**$ 77,800**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-021

Project Name	Nokiidaa Trail Parking Lot Paving
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Paving of granular parking lot for year-round use at Rogers Reservoir and Nokiidaa Trail Parking Lot, at Green Lane, Mount Albert Road and Yonge Street.

JUSTIFICATION

During winter months, residents have complained about parking lot access to existing trails. Due to existing granular surfacing, Town staff must close parking lots as winter maintenance is not possible on this surface. With the parking lots paved, winter maintenance will be possible and the parking lots will become usable year-round.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 170,000			$ 170,000
Professional Fees		$ 8,500			$ 8,500
Contingency		$ 17,000			$ 17,000
Other					
	Total Capital Cost	**$ 195,500**			**$ 195,500**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 175,950			$ 175,950
Community Contribution	10% Mandatory DC Reduction	$ 19,550			$ 19,550
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 195,500**			**$ 195,500**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-022

Project Name	Regional Trunk Sewer Surface Improvements
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Installation of limestone screening surface (7,400 square meters), paving of trail slopes (1,050 square meters), swale grading (350 linear meters) and P-Gates (x5).

JUSTIFICATION

Following the installation of the Sharon trunk sewer regional trail system, improvements are required for surfacing, drainage and slopes to address safety concerns.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 160,000			$ 160,000
Professional Fees					
Contingency		$ 16,000			$ 16,000
Other					
Total Capital Cost		**$ 176,000**			**$ 176,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 158,400			$ 158,400
Community Contribution	10% Mandatory DC Reduction	$ 17,600			$ 17,600
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 176,000**			**$ 176,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-023

Project Name	Civic Centre Precinct Landscape Design
Department/Branch	CPRC - Parks
Project Type	Growth

DESCRIPTION

Landscape architectural consulting for conceptual design of Civic Centre precinct lands.

JUSTIFICATION

Refinement and facility fit of precinct landscape plan as identified by the planning master plan process, based on total construction costs of $4,000,000.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 160,000			$ 160,000
Contingency					
Other					
	Total Capital Cost	**$ 160,000**			**$ 160,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Outdoor Recreation	$ 144,000			$ 144,000
Community Contribution	10% Mandatory DC Reduction	$ 16,000			$ 16,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 160,000**			**$ 160,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-024

Project Name	Pickup Truck 1/2 Ton 4X4
Department/Branch	CPRC - Facilities
Project Type	Growth

DESCRIPTION

New half-ton pickup truck for facilities use.

JUSTIFICATION

An additional facility fleet vehicle is required for ongoing project management site visits for the various facility capital projects. The Town currently has two facility vehicles and an additional vehicle will enable staff to provide increased efficient ongoing operations within a large geographical area. The additional fleet vehicle may also be used by Facilities, Parks, and CPRC Administration.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle		$ 45,000			
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
	Total Capital Cost	**$ 45,000**			
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Indoor Recreation	$ 40,500			$ 40,500
Community Contribution	10% Mandatory DC Reduction	$ 4,500			$ 4,500
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 45,000**			**$ 45,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 12,000	→	$ 12,000
Long Term Debt Repayments					
	Total Net Annual Budget Impact		**$ 12,000**		**$ 12,000**

2020 CAPITAL BUDGET

20-025

Project Name	Architectural Services East Gwillimbury Sports Complex Expansion		
Department/Branch	CPRC - Facilities	Project Type	Growth

DESCRIPTION

Architectural services for the expansion of the East Gwillimbury Sports Complex.

JUSTIFICATION

The Community Parks, Recreation & Cultural Services master plan identifies the need to expand and increase services provided at the East Gwillimbury Sports Complex. The master plan recommends reclaiming the north end of the Sports Complex site (existing Operations Centre) once occupancy of the new Operations Centre at 19850 Woodbine Avenue occurs in early 2021. Expansions at the Sports Complex include an additional arena(s), dressing rooms, meeting/training/dryland spaces and public site entry features with linking interior corridors. Retaining an architect is essential to begin site design, concept design and detailed design in aligning with the CPRC master plan.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 1,000,000			$ 1,000,000
Contingency					
Other	Project Management	$ 120,000			$ 120,000
	Total Capital Cost	**$ 1,120,000**			**$ 1,120,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Indoor Recreation	$ 1,008,000			$ 1,008,000
Community Contribution	10% Mandatory DC Reduction	$ 112,000			$ 112,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 1,120,000**			**$ 1,120,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-026

Project Name	Server Room HVAC
Department/Branch	CPRC - Facilities
Project Type	Repair & Replacement

DESCRIPTION

Replacement of Server Room HVAC system.

JUSTIFICATION

The existing air conditioner/HVAC system in the server room was installed in 2007 and has reached its expected useful life. The current unit is having issues cooling on a consistent basis as it was not designed for a computer room. This unit needs to be replaced with a new unit that works best in a computer room/ data centre environment so that there is more consistent cooling in summer and winter months.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 8,000			$ 8,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 8,000**			**$ 8,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 8,000			$ 8,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 8,000**			**$ 8,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-027

Project Name	Temperance Hall HVAC
Department/Branch	CPRC - Facilities
Project Type	Repair & Replacement

DESCRIPTION

Replacement of Temperance Hall HVAC system.

JUSTIFICATION

The Temperance Hall HVAC is approximately 20 years old and at the end of the lifecycle. The Sharon Temple Museum Society leases the Temperance Hall and is responsible for operation and maintenance of the facility. Over the last few years, operating and maintenance costs have become cost prohibitive on this unit and it should be replaced.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 8,000			$ 8,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 8,000**			**$ 8,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 8,000			$ 8,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 8,000**			**$ 8,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-028

Project Name	Sports Complex HDIP Security Cameras	
Department/Branch	CPRC - Facilities	Repair & Replacement

DESCRIPTION

Installation of Sports Complex HDIP Security Cameras

JUSTIFICATION

Existing security analog cameras and DVR at the Sports Complex are dated. 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 and emergency situations arising from the Sports Complex. A security assessment conducted for the Sports Complex in 2019 noted an upgrade and additions will provide a greater level of protection for employees, and the public, inside the facility and in the parking areas.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 50,000			$ 50,000
Land					
Construction					
Professional Fees		$ 8,000			$ 8,000
Contingency		$ 5,000			$ 5,000
Other					
Total Capital Cost		**$ 63,000**			**$ 63,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 63,000			$ 63,000
Gas Tax					
Grant					
Other					
Total Capital Funding		**$ 63,000**			**$ 63,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Operating Budget Impact					

2020 CAPITAL BUDGET

20-029

Project Name	Operations Centre Furniture, Fixtures & Equipment		
Department/Branch	CPRC - Facilities	Project Type	Growth

DESCRIPTION

Operations Centre furniture, fixtures and equipment.

JUSTIFICATION

The Town is constructing a 58,000 square foot Municipal Operations Centre on a 20 acre site at 19850 Woodbine Avenue. The Town anticipates substantial completion in late 2020 and occupancy early 2021. Occupancy will require specific equipment to furnish the Operations Centre, including office furniture, supplies, chairs, kitchen appliances, fitness equipment, EOC Smart Boards/Displays, radios, work bay shelving, compressed air tools and accessories. Of this amount, $40,000 is dedicated to specialized Emergency Operations Centre furniture and equipment for Emergency and Community Services.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials		$ 390,000			$ 390,000
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 390,000**			**$ 390,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Fire	$ 40,000			$ 40,000
Community Contribution	Administrative Facilities	$ 350,000			$ 350,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 390,000**			**$ 390,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-030

Project Name	Backflow Prevention
Department/Branch	CPRC - Facilities
Project Type	Legislated Requirement

DESCRIPTION

Installation of backflow prevention at all municipal properties.

JUSTIFICATION

Backflow devices need to be installed throughout municipal facilities and maintained through annual testing. Backflow prevention devices are to be installed at the entry point where municipal water sources enter facilities through servicing. These devices will prevent any possibility of backflow contamination entering the municipal water source.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 50,000			
Professional Fees					
Contingency		$ 10,000			
Other					
Total Capital Cost		**$ 60,000**			

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 60,000			$ 60,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 60,000**			**$ 60,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-031

Project Name	Sports Complex Refrigeration Plant Replacements		
Department/Branch	CPRC - Facilities	Project Type	Repair & Replacement

DESCRIPTION

Replacement of the East Arena 30 hp Compressor, West Arena 60 hp Compressor, Brine Pumps, and Underfloor Heating Pump.

JUSTIFICATION

The Sports Complex ice plant is regulated by the Technical Standards and Safety Authority. Refrigeration components for both ice surfaces are now over 20 years old and approaching the end of their capital lifecycle. Staff proceeded with the Council approved replacement of the Atlas (East Pad) Shell and Tube Chiller. Staff will plan phase two of this Council approved project with replacement of the Shell & Tube Chiller for the NewRoads (West Pad) ice surface as planned in Spring/Summer 2020. Based on the configuration of equipment and limitations with scheduling this work staff recommend replacement of two of three ice plant compressors with the work being performed in 2020. Consolidating and expediting this work will continue efficient operation of the plant, mitigate potential plant failure, down-time, loss of revenue and the potential of significant maintenance costs.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 150,000			$ 150,000
Materials					
Land					
Construction					
Professional Fees					
Contingency		$ 10,000			$ 10,000
Other					
Total Capital Cost		**$ 160,000**			**$ 160,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Buildings	$ 160,000			$ 160,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 160,000**			**$ 160,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)	-$ 2,500	-$ 5,000	→	-$ 7,500
Long Term Debt Repayments				
Total Net Annual Budget Impact	**-$ 2,500**	**-$ 5,000**		**-$ 7,500**

2020 CAPITAL BUDGET

20-032

Project Name	Corporate Asset Management Program
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Legislated Requirement

DESCRIPTION

The project will retain the necessary professional services to assess the Town's current asset management capabilities, develop and produce an Asset Management Road Map, the regulatory and sequenced AM Plans, and enact Road Map recommendations to bring the Town into compliance with Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure by July 1, 2024.

JUSTIFICATION

Pursuant to Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, requires the Town to prepare Asset Management Plans (AMP) in the following sequence:
- Due July 1, 2021 - AMP for CORE Assets at Current Levels of Service
- Due July 1, 2023 - AMP for ALL Assets at Current Levels of Service
- Due July 1, 2024 - AMP for ALL Assets at Proposed Levels of Service

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 150,000	$ 100,000	$ 300,000	$ 550,000
Contingency					
Other	Project Management	$ 22,500	$ 15,000	$ 45,000	$ 82,500
	Total Capital Cost	**$ 172,500**	**$ 115,000**	**$ 345,000**	**$ 632,500**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 172,500	$ 115,000	$ 345,000	$ 632,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 172,500**	**$ 115,000**	**$ 345,000**	**$ 632,500**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-033

Project Name	Municipal Structures Asset Management Plan 2020
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Legislated Requirement

DESCRIPTION

Work includes inspecting and recording the condition of all Town-owned road and pedestrian bridges and culverts, in accordance with the Ontario Structure Inspection Manual, developing and producing an Asset Management Plan compliant with Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, 10 Year Capital and Maintenance Plan, Risk Model, Capital & Maintenance Life Cycle Event Schedule and Family of Work Orders for implementation in the Town's Corporate Asset Management System (CityWide) and inclusion into the Town's Asset Management Plan for core assets.

JUSTIFICATION

The Public Transportation and Highway Improvement Act requires that the structural integrity, safety and condition of every bridge in a municipality shall be maintained in good and safe repair. This is to be determined through inspections every other calendar year.

Furthermore, Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure requires the Town to prepare an Asset Management Plan for core assets at current levels of service by July 1, 2021. This project will provide the necessary information for the Road Bridge component of the larger, comprehensive Asset Management Plan for core assets required by 2021.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 60,000		$ 30,000	$ 90,000
Contingency					
Other	Project Management	$ 9,000		$ 4,500	$ 13,500
	Total Capital Cost	**$ 69,000**		**$ 34,500**	**$ 103,500**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 69,000		$ 34,500	$ 103,500
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 69,000**		**$ 34,500**	**$ 103,500**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

19-051

Project Name	LED Streetlight Conversion 2020
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Service Level Increase/Change

DESCRIPTION

Project 19-51 approved funds for the investigative stage of this project. Supplemental funds for professional fees needed to complete the Town's LED Streetlight Conversion Strategy for reporting to Council in 2020.

JUSTIFICATION

Strategic Alignment: Build complete communities - Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community.

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		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 30,000	$ 200,000	$ 200,000	$ 430,000
Contingency					
Other					
Total Capital Cost		**$ 30,000**	**$ 200,000**	**$ 200,000**	**$ 430,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 30,000	$ 200,000	$ 200,000	$ 430,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 30,000**	**$ 200,000**	**$ 200,000**	**$ 430,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-034

Project Name	Woodbine Road Widening
Department/Branch	CIES - Roads
Project Type	Growth

DESCRIPTION

Road widening at 19850 Woodbine Avenue to access the new Operations Centre.

JUSTIFICATION

The Region of York has provided the Town approvals to construct the Operations Centre using one designated construction entrance. Full Regional approval for occupancy at 19850 Woodbine Avenue is contingent upon the Town creating a road widening with slip lanes and illumination along the property frontage. This work is intended to be awarded and completed by York Region as part of the resurfacing contract.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 400,000			$ 400,000
Professional Fees					
Contingency					
Other	Project Management	$ 60,000			$ 60,000
	Total Capital Cost	**$ 460,000**			**$ 460,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Roads & Related	$ 460,000			$ 460,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 460,000**			**$ 460,000**

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

2020 CAPITAL BUDGET

20-035

Project Name	Single Axle Combination Snowplow
Department/Branch	CIES - Fleet
Project Type	Repair & Replacement

DESCRIPTION

One single axle heavy duty dump truck with material spreader and combination snowplow. Will replace the Town's existing asset PSAB# 8919, Unit:R06-01.

JUSTIFICATION

This truck is critical and primarily designed for winter maintenance activities. Through it's design, it also provides material handling in a dump truck configuration during non-winter months. This is one of the Town's four single axle plow trucks dedicated to in-town urbanized plowing and salting. Last year, this vehicle responded to 67 winter events and, given the extreme operating and corrosive conditions, is at the end of it's reliable life for full-time deployment. It is anticipated that a 14-18 month delivery time for the new unit can be expected, which will extend the scheduled replacement of the existing truck beyond the 10 year replacement forecast. Fleet staff have reviewed this asset for its mechanical fitness and compliance with the Ministry of Transportations Commercial Vehicle Operators Registration requirements. Once replaced, the snowplow will become a spare unit and retained until the next similar snowplow is replaced (scheduled for 2023). This will allow for the disposal of the current spare snowplow (2007 model year).

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 270,000			$ 270,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 270,000**			**$ 270,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 270,000			$ 270,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 270,000**			**$ 270,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)		$ 8,000	→	$ 8,000
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 8,000**		**$ 8,000**

2020 CAPITAL BUDGET

20-036

Project Name: Rear Discharge Mower

Department/Branch: CIES - Fleet

Project Type: Repair & Replacement

DESCRIPTION

One 4WD front mounted 60" turf mower. Will replace the Town's existing asset PSAB# 8992, Unit:P11-48.

JUSTIFICATION

CPRC currently has two 4WD turf mowers with front mounted cutting decks. These two units provide unique ability to cut slopes, trim bedding and uneven terrain. This 2011 mower is two years beyond it's scheduled seven-year replacement lifecycle. This budget request supersedes approved budget item #19-055 as it has been determined that the previous budget request to downgrade this mower to a 2WD zero turn style mower would no longer meet the needs of the branch and it's growing park inventory. Upon approval of the budget request, 19-055 will be cancelled and $18,000 returned to the source of funding (Vehicle and Equipment Reserve).

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 38,000			$ 38,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 38,000**			**$ 38,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (tax supported)	$ 38,000			$ 38,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 38,000**			**$ 38,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 2,800	→	$ 2,800
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 2,800**		**$ 2,800**

2020 CAPITAL BUDGET

20-037

Project Name	Pick-up Truck Locates and Services
Department/Branch	CIES - Fleet
Project Type	Repair & Replacement

DESCRIPTION

One 1/2 ton pick up for locator and site servicing inspections. Will replace Town's existing asset PSAB# 10579, Unit:W13-22.

JUSTIFICATION

As part of the ongoing Fleet Strategy, the proposed vehicle will be downsized to align with the current functional needs of the Water Branch and its primary use of this vehicle, which aids in the provision of locates and service connection inspections. The current 1 ton service body (with over 160,000 km) no longer meets the needs of the Division and will be replaced with a more fuel efficient and smaller vehicle. The current vehicle has been reviewed by staff for its mechanical fitness to confirm that it should be replaced. The budget for this proposed vehicle has been reduced from $72,000 to $52,000 accordingly.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 52,000			$ 52,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 52,000**			**$ 52,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Vehicle & Equip (www supported)	$ 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					

2020 CAPITAL BUDGET

20-038

Project Name	Special Event / Material Trailer		
Department/Branch	CIES - Fleet	Project Type	Growth

DESCRIPTION

One enclosed trailer for storage and deployment of road and parking lot barricades and material associated with special events and emergencies. Complete with LED lighting and reflectivity.

JUSTIFICATION

This enclosed trailer will be used to store and deploy material for pedestrian and vehicle control in emergency situations and at special events. It will also provide storage for pylons, barricades, folding tables, tents etc. The trailer will be used by both CIES and CPRC. Material is currently stored at various locations and deployment is not efficient for events such as park openings, Mount Albert Sports Day, Santa Claus Parades, etc. This budget request includes the trailer, lighting, branding and contents.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 18,000			$ 18,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 18,000**			**$ 18,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Public Works	$ 18,000			$ 18,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 18,000**			**$ 18,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)		$ 2,800	→	$ 2,800
Long Term Debt Repayments				
Total Net Annual Budget Impact		**$ 2,800**		**$ 2,800**

2020 CAPITAL BUDGET

20-039

Project Name	Emergency Road Closure Trailers		
Department/Branch	CIES - Fleet	Project Type	Growth

DESCRIPTION

Two new emergency road closure trailers complete with LED lighting and reflective signs.

JUSTIFICATION

These custom trailers are specifically designed for rapid deployment and quick one-person set up to close a roadway for emergencies, planned work activities, special events and street parties. Currently, a combination of signs, stands, barricades and pylons are utilized. This is labor intensive and not effective in all circumstances. These newly developed trailers can be deployed on their own to effectively close local roadways. The trailers can also be used by CRPC to close parking lots and trails as required. Each trailer is $6,000.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle		$ 12,000			$ 12,000
Materials					
Land					
Construction					
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 12,000**			**$ 12,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Public Works	$ 12,000			$ 12,000
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 12,000**			**$ 12,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 2,200	→	$ 2,200
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 2,200**		**$ 2,200**

2020 CAPITAL BUDGET

20-040

Project Name: Highway 48 Sidewalk - Construction

Department/Branch: CIES - Capital Programs & Traffic Engineering

Project Type: Growth

DESCRIPTION

Project scope includes construction of a permanent concrete sidewalk along Highway 48 from Princess Street to the Foodland site driveway entrance.

JUSTIFICATION

This sidewalk is required in order to work towards our strategic priority of building complete communities and effectively managing new and existing assets to deliver exceptional services to residents while ensuring a sustainable community.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 175,000			$ 175,000
Professional Fees					
Contingency					
Other	Project Management	$ 26,250			$ 26,250
Total Capital Cost		**$ 201,250**			**$ 201,250**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy		$ 201,250			$ 201,250
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 201,250**			**$ 201,250**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-041

Project Name	Downtown Mount Albert - Centre Street Revitalization
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Repair & Replacement

DESCRIPTION

Further to Report CIES-2019-012, the Town has received grant funding through the Investing in Canada Infrastructure Program (ICIP), Rural and Northern Communities Funding Stream for the revitalization of Centre Street in Downtown Mt. Albert. The project's eligible costs will be funded in part from the Federal (50%) and Provincial (33.33%) governments. Exact figures forming the grant component of funding is not yet know. The Town will be responsible for 16.67% of eligible costs plus all ineligible costs. Works for this project include the preliminary and detailed engineering design and partial reconstruction of Centre Street and adjacent side streets in the downtown core of Mount Albert, improving road and active transportation infrastructure, removing barriers for accessibility (utility pole and substandard sidewalks), providing sidewalk connectivity and stimulating the economy through job creation.

JUSTIFICATION

Centre Street supports direct access to Mount Albert’s downtown including the commercial, institutional, and residential areas, as well as the regional road network. Through these improvements, the core transportation infrastructure will be more reliable and efficient and improve accessibility to citizens through removing physical barriers and replacing/improving sidewalks, as well as making the environment safer by improving lighting levels with LED technology. The project has, for some time, remained unfunded. The ICIP Rural and Northern Communities Funding Stream provides the financial means to make this project affordable.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction				$ 4,440,000	$ 4,440,000
Professional Fees		$ 590,000		$ 274,000	$ 864,000
Contingency					
Other					
	Total Capital Cost	**$ 590,000**		**$ 4,714,000**	**$ 5,304,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	Roads & Related	$ 181,000		$ 1,447,000	$ 1,628,000
Community Contribution					
Reserve/Reserve Funds	General Capital	$ 142,000		$ 1,536,000	$ 1,678,000
Gas Tax					
Grant	ICIP	$ 267,000		$ 1,731,000	$ 1,998,000
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 590,000**		**$ 4,714,000**	**$ 5,304,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-042

Project Name	Miscellaneous Concrete Rehabilitation 2020
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Annual Program

DESCRIPTION

Replace or rehabilitate deficient sidewalks, curbs and gutters, catch basins, maintenance holes and 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.

JUSTIFICATION

The work is required to maintain and build upon the Town's investment in infrastructure. Through the results of regular sidewalk inspection programs, it is estimated that elevated funding levels for this rehabilitative work are required to address deficient sidewalks, curbs, catch basins and maintenance holes. It is estimated that similar funding levels will be required for the next 3 to 5 years.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 165,000	$ 165,000	$ 165,000	$ 495,000
Professional Fees		$ 10,000	$ 10,000	$ 10,000	$ 30,000
Contingency					
Other	Project Management	$ 26,250	$ 26,250	$ 26,250	$ 78,750
	Total Capital Cost	**$ 201,250**	**$ 201,250**	**$ 201,250**	**$ 603,750**
FUNDING SOURCE					
Tax Levy		$ 100,000	$ 100,000	$ 100,000	$ 300,000
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 101,250	$ 101,250	$ 101,250	$ 303,750
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 201,250**	**$ 201,250**	**$ 201,250**	**$ 603,750**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-043

Project Name	New Sidewalk Designs 2020
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Growth

DESCRIPTION

Detailed design of two new sidewalk links, which will include construction cost estimates to support a future sidewalk construction budget in 2021. The design is for a sidewalk link along the north side of Mount Albert Road from Conn Drive to the East Gwillimbury Sports Complex, as well as a sidewalk link along the south side of Mount Albert Road from Centre Street to Cupples Farm Lane.

JUSTIFICATION

Strategic Alignment: Build complete communities - Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 55,000			$ 55,000
Contingency					
Other					
Total Capital Cost		**$ 55,000**			**$ 55,000**

FUNDING SOURCE		2020	2021	2022+	Total
Tax Levy		$ 26,750			$ 26,750
Water Rates					
Wastewater Rates					
Development Charges	Roads & Related	$ 28,250			$ 28,250
Community Contribution					
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 55,000**			**$ 55,000**

ANNUAL OPERATING BUDGET IMPACT	2020	2021	2022+	Total
Increase/(Decrease)				
Long Term Debt Repayments				
Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-044

Project Name	Road Rehabilitation Program 2020
Department/Branch	CIES - Capital Programs & Traffic Engineering
Project Type	Annual Program

DESCRIPTION

The Road rehabilitation program for 2020 includes:
- Road resurfacing - removing and replacing top course asphalt and completing base and concrete rehabilitation;
- Road reconstruction - topographical surveying, geotechnical investigations, and detailed engineering drawings to address deficiencies, drainage and expected functions;
- Application of double high float surface treatment - isolated road base rehabilitation, cross culvert replacements and sweeping/removal of excess material;
- Application of slurry seal - on roads that have been surface treated within the last 2 years to preserve the treatment and improve ride comfort;
- Pavement management - ongoing program with York Region, the Towns of Whitchurch-Stouffville and Newmarket. The scope involves collecting pavement condition data for all Town owned roads using automated data collection vehicle and sensing technologies to prioritize future capital road projects.

This budget includes geotechnical investigations required for annual road programs as well as isolated road rehabilitation across the 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 road patrols and road inspections by staff.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction		$ 1,170,000	$ 1,191,425	$ 1,240,300	$ 3,601,725
Professional Fees		$ 50,000	$ 50,000	$ 50,000	$ 150,000
Contingency					
Other	Project Management	$ 86,945	$ 219,075	$ 227,700	$ 533,720
	Total Capital Cost	**$ 1,306,945**	**$ 1,460,500**	**$ 1,518,000**	**$ 4,285,445**
FUNDING SOURCE					
Tax Levy		$ 85,000	$ 85,000	$ 85,000	$ 255,000
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds					
Gas Tax		$ 736,345	$ 889,900	$ 947,400	$ 2,573,645
Grant	OCIF	$ 485,600	$ 485,600	$ 485,600	$ 1,456,800
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 1,306,945**	**$ 1,460,500**	**$ 1,518,000**	**$ 4,285,445**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
	Total Net Annual Budget Impact				

2020 CAPITAL BUDGET

20-045

Project Name	Sign Retro-reflectivity & Replacement
Department/Branch	CIES - Capital Programs & Traffic Engineering
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

Strategic Alignment: Build complete communities - Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community

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 3 of a 3 year contract).

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	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				

2020 CAPITAL BUDGET

20-046

Project Name	Stormwater Management Master Plan Update		
Department/Branch	CIES - Capital Programs & Traffic Engineering	Project Type	Growth

DESCRIPTION

The project will update and expand upon the 2012 Stormwater Management Master Plan to chart the future development of storm water systems and storm water runoff management Town wide. The process will follow the Municipal Class Environmental Assessment for infrastructure master planning.

JUSTIFICATION

Strategic Alignment: Build complete communities - Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community.

CAPITAL BUDGET

CAPITAL COSTS		**2020**	**2021**	**2022+**	**Total**
Equipment/Vehicle					
Materials					
Land					
Construction					
Professional Fees		$ 200,000			$ 200,000
Contingency					
Other					
	Total Capital Cost	**$ 200,000**			**$ 200,000**

FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges	General Government	$ 180,000			$ 180,000
Community Contribution	10% Mandatory DC Reduction	$ 20,000			$ 20,000
Reserve/Reserve Funds					
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
	Total Capital Funding	**$ 200,000**			**$ 200,000**

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

2020 CAPITAL BUDGET

20-047

Project Name	Retrofit of Holland Landing Boulevard Sanitary Pumping Station
Department/Branch	CIES - Water / Wastewater
Project Type	Repair & Replacement

DESCRIPTION

Retrofit of Holland Landing Boulevard Sanitary Pumping Station.

JUSTIFICATION

In 2013 detailed design drawings and tender documents were completed for the Holland Landing Boulevard Sanitary Pumping station retrofit. During the design the public was consulted and their input/comments at that time were incorporated into the design. The construction of this project was planned to coincide with an infrastructure program within a 5 year timeframe. This facility currently requires approximately $75,000 in repairs to equipment within the wet well and control panel and staff recommend that this project proceed at this time as the facility is at the end of its useful life. This facility is approximately 45 years old. If feasible, a modest amount of funding may be used to extend the service life of the existing infrastructure as an interim alternative.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 900,000			$ 900,000
Professional Fees		$ 100,000			$ 100,000
Contingency					
Other					
Total Capital Cost		**$ 1,000,000**			**$ 1,000,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Water/Sewer Infrastructure	$ 1,000,000			$ 1,000,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 1,000,000**			**$ 1,000,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)			$ 14,000	→	$ 14,000
Long Term Debt Repayments					
Total Net Annual Budget Impact			**$ 14,000**		**$ 14,000**

2020 CAPITAL BUDGET

20-048

Project Name	Hydrant Lead Installation
Department/Branch	CIES - Water / Wastewater
Project Type	Repair & Replacement

DESCRIPTION

Installation of hydrant lead on Garfield Wright Boulevard.

JUSTIFICATION

The Bales Drive industrial area is serviced by 500mm and 300mm watermains which are oversized for the water demand in the system resulting in increased water age. To minimize the impact of this oversized infrastructure, a water filling station was installed in 2018. The filling station has reduced flushing and generated revenues but the volume of water within the infrastructure but still requires extensive operation flushing to maintain adequate chlorine residuals. Staff plan to isolate a section of the 500mm watermain thereby reducing approximately 1/3 of the volume in the system. Installation of 70m 150mm hydrant lead is required to provide fire coverage.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	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	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					

2020 CAPITAL BUDGET

20-049

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

DESCRIPTION

Replacement of Town-wide water meters - final year of replacement program.

JUSTIFICATION

Staff began a multi-year water meter replacement project in 2016 to replace older manual-read water meters with Radio Frequency water meters. This 2020 project will be the final request to complete the program. The Town's current standard water meter provides for efficient meter reading capability, analytical data collection for account dispute resolution and remote access. The replacement program is also intended to satisfy American Water Works Association (AWWA) requirements for periodic meter replacement to ensure accurate revenue billing. This will ensure that all water meters in use satisfy the maximum meter life expectancy according to AWWA as well as provide for efficient and flexible water meter reading capabilities. The total program has been approved annually as follows:

16-078: $70,000 18-039: $500,000
17-056: $100,000 19-064: $500,000

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 700,000			$ 700,000
Professional Fees					
Contingency					
Other					
Total Capital Cost		**$ 700,000**			**$ 700,000**
FUNDING SOURCE					
Tax Levy					
Water Rates					
Wastewater Rates					
Development Charges					
Community Contribution					
Reserve/Reserve Funds	Water/Sewer Infrastructure	$ 700,000			$ 700,000
Gas Tax					
Grant					
Developer Contribution					
Long Term Debt					
Other					
Total Capital Funding		**$ 700,000**			**$ 700,000**
ANNUAL OPERATING BUDGET IMPACT					
Increase/(Decrease)					
Long Term Debt Repayments					
Total Net Annual Budget Impact					

2020 CAPITAL BUDGET

20-050

Project Name	Water Service Replacement - Pilot Program		
Department/Branch	CIES - Capital Programs & Traffic Engineering	Project Type	Repair & Replacement

DESCRIPTION

This pilot program will investigate and replace suspect prematurely failing poly water services and saddles connected to thinwall PVC watermain, which are found in portions of the Holland Landing area. The results of this project will determine the effectiveness of the pilot program and if it should be expanded to all areas where these types of services and saddles are installed.

JUSTIFICATION

This portion of the Town's network has experienced two watermain breaks and multiple failing service connections within the last 5 years. Preliminary field investigations have revealed that poly service connections and saddles are failing prematurely.

CAPITAL BUDGET

CAPITAL COSTS		2020	2021	2022+	Total
Equipment/Vehicle					
Materials					
Land					
Construction		$ 95,000			$ 95,000
Professional Fees		$ 5,000			$ 5,000
Contingency					
Other					
	Total Capital Cost	**$ 100,000**			**$ 100,000**

FUNDING SOURCE		2020	2021	2022+	Total
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		2020	2021	2022+	Total
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)
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

Expenditure 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