



Town of Newmarket

Agenda

Committee of the Whole

Date: Monday, February 25, 2019
Time: 1:30 PM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Additions & Corrections to the Agenda
2. Declarations of Pecuniary Interest
3. Presentations & Recognitions
4. Deputations

- 4.1 Newmarket Historical Society - First World War Centennial Committee

2

Note: Erin Cerenzia will be in attendance to provide a deputation on this matter.

5. Consent Items

- *5.1 2019 Operating & Capital Budget Recommendations

12

1. That the report entitled Draft 2019 Operating and Capital Budgets dated February 25, 2019 be received; and,
2. That the draft 2019 Operating Budget with expenditures of \$131,460,319 be approved, which is comprised of the following components;
 - \$62,974,247 for the Town portion
 - \$17,542,965 for Central York Fire Services (Newmarket's share)
 - \$3,603,459 for the Library portion
 - \$1,810,000 for the Mulock Farm levy
 - \$30,000 for the Newmarket Business Improvement Area (BIA)

\$19,003,283 for the Water Rate Group
 \$21,669,086 for the Wastewater Rate Group
 \$2,069,804 for the Stormwater Management Rate Group
 \$2,757,475 for the Building Permit Rate Group

3. And that the draft 2019 Capital Budget with new expenditures of \$ 27,529,765 be approved; and

4. That the draft 2019 Operating and Capital Budgets be forwarded to the Council meeting of March 4, 2019 for final approval; and

5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.2 Diversity and Inclusion Charter 144

1. That the report entitled Diversity and Inclusion Charter dated February 25, 2019 be received; and,
2. That Council endorse the draft Inclusion Charter for York Region attached as Attachment 1; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.3 Carnival Licence Application for D.A. Campbell Amusement Ltd. 150

1. That the report entitled Carnival Licence Application for D.A. Campbell Amusement Ltd. dated February 25, 2019 be received; and,
2. That the carnival licence application for D.A. Campbell Amusement Ltd. be approved subject to the following:
 - a. That the licence be issued for a period of seven consecutive days from May 6, 2019 to May 12, 2019 to permit the setting up and dismantling of the amusement devices; and,
 - b. That D.A. Campbell Amusement be required to submit a noise exemption request with the Legislative Services Department; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.4 Patti McCulloch Way Speed Hump Request 154

1. That the report entitled “Patti McCulloch Way Speed Hump Request” dated February 25, 2019 be received; and,
2. That speed humps not be installed on Patti McCullough Way at this time; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.5 951 Srigley Street Heritage Review 158

1. That the report entitled 951 Srigley Street Heritage Review dated February 25, 2019 be received; and,
2. That Council not proceed through a designation process under the Ontario Heritage Act for 951 Srigley Street; and
3. That the Committee of Adjustment be notified of this decision.

5.6 Application for Draft Plan of Condominium (19CDMN-2018-004) 400 Park Avenue 184

1. That the report entitled Application for Draft Plan of Condominium (19CDMN-2018-004) dated February 25, 2019 be received; and,
2. That approval be given to draft plan of condominium 19CDMN-2018 004 subject to the Schedule of Conditions attached and forming part of this report; and,
3. That Andrew Webster, King George School Lofts Inc., 156 Duncan Mill Road, Unit 12, Toronto, M3B 3N2 be notified of this action.

5.7 Mossbank Court Parking Review - Update 194

1. That the report entitled “Mossbank Court Parking Review – Update”, dated February 25, 2019 be received; and,
2. That Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by referring to Appendix A, attached; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.8 Council Pregnancy and Parental Leave Policy 202

1. That the report entitled Council Pregnancy and Parental

Leave Policy dated February 25, 2019 be received; and,

2. That the Pregnancy and Parental Leave for Members of Council Policy attached to the report as Attachment 1 be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

- 5.9 Correspondence from the Honourable Jeff Yurek, Minister of Transportation regarding School Bus Cameras 210

Note: Councillor Bisanz requested this correspondence be placed on the agenda for information purposes.

1. That the correspondence from the Honourable Jeff Yurek, Minister of Transportation regarding School Bus Cameras be received.

- 5.10 Outstanding Matters List 212

1. That the list of outstanding matters be received.

6. Action Items

7. Reports by Regional Representatives

8. Notices of Motions

9. Motions

9.1 Recognition of the Widdifield Family (Councillor Twinney)

1. That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and,
2. That Mike Widdifield of Newmarket be notified of any proposals.

10. New Business

*11. Closed Session

11.1 Stickwood-Walker Farmhouse RFP #2018-145 Update

A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

12. Public Hearing Matter

None.

13. Adjournment

Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to clerks@newmarket.ca, fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name: Erin Cerenzia	
Organization / Group/ Business represented: Newmarket Historical Society	
Address: [REDACTED]	Postal Code: [REDACTED]
Daytime Phone No: [REDACTED]	Home Phone: [REDACTED]
Email: [REDACTED]	Date of Meeting: February 25, 2019
Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): To provide Council with a final report on the successful completion and dissolution of the Newmarket Historical Society's First World War Centennial Committee, for which Council provided an annual \$1,000 sponsorship.	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100

OUT OF THE TRENCHES⁴



FIRST WORLD WAR CENTENNIAL COMMITTEE
FINAL REPORT TO COUNCIL



History

- **The Newmarket Historical Society & Its F.W.W.C.C.**

Mission: To commemorate Newmarket's First World War veterans and their sacrifice; to educate and engage residents of the Town of Newmarket; and to honour the great patriotism of our small town in the First World War.

- **Town of Newmarket Support – Financial and In Kind**
- **Project Accomplishments**

6
COBURG
SUBWAY

TO FRONT
LINE →







Project Accomplishments

- **7,000 Patrons**
- **Almost 2,000 Students**
- **National News Coverage**
- **Published Three New Papers**
- **Hosted Great War Patriotic Fundraising Dinner & Trench Victory Party**



Project Accomplishments

- **100 Volunteers**
- **\$14,000 Raised for the Newmarket Historical Society**
- **Permanent Home for the Interactive Trench Exhibit**
 - **Georgina Military Museum**

¹⁰
THANK YOU



TOWN OF NEWMARKET



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Draft 2019 Operating and Capital Budgets Staff Report

Report Number: Assign Report Number in eSCRIBE.

Department(s): Financial Services

Author(s): Mike Mayes

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Draft 2019 Operating and Capital Budgets dated February 25, 2019 be received; and
2. That the draft 2019 Operating Budget with expenditures of \$131,460,319 be approved, which is comprised of the following components;

\$ 62,974,247	for the Town portion
\$ 17,542,965	for Central York Fire Services (Newmarket's share)
\$ 3,603,459	for the Library portion
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3. And that the draft 2019 Capital Budget with new expenditures of \$ 27,529,765 be approved; and
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Executive Summary

For the average residential property, the proposed budget would be a 3.95% increase in property taxes, a 5.1% in the combined water and wastewater rates, and an 11.8% increase in the stormwater charge.

Council has directed that options be presented that could reduce the tax levy increase to 3.20% and 2.99%, and that the inclusion of additional capital projects be considered.

Purpose

This report is to obtain Committee of the Whole approval of the draft 2019 Operating and Capital Budgets so they may be recommended to Council for final approval and adoption.

Background

Setting the stage for an extraordinary future

The timing of the 2019 budget process shifted due to the election of a new Council. This condensed the amount of time available for deliberation on the budget. In addition, the new Council has not yet had the opportunity to finalize their strategic priorities for this term. As a result, 2019 should be considered a transition year.

Foundation for the Budget

Financial Services Report 2018-33, 2019 Budget Process & Target, was adopted by Council on December 17, 2018 and established the overall process, schedule, public engagement plan and targets for the 2019 budgets. The principles were:

1. The initial base budget was built using a 2.95% inflationary increase - the 2.7% October 2018 annual increase in the Toronto CPI plus 0.25% for conversion to municipal costs.
2. The base budget for CYFS is the amount included in their 10-year financial plan, and adjusted by changes in application of the funding formula.
3. The budget for the Library is the amount approved by the Library Board.
4. No increase for the Mulock Farm levy.
5. No service level enhancements.

6. Assessment growth at 1.23% will be applied against the growth expenses.
7. A 1% tax levy increase for infrastructure.
8. The 2017 6-year financial plans be used as the basis for the water, wastewater and stormwater budgets.
9. Increases in the Building permit rate group are to be funded from its reserve fund.
10. The capital budget is to be within the available funding envelope.

For 2019, a 1% tax increase will generate property tax revenues of approximately \$585,000.

To this, Council added the direction that staff prepare options to reduce the proposed 3.95% tax increase. The options were:

1. A total tax rate not to exceed 3.2% (Consumer Price Index less 0.5% plus 1% for infrastructure);
2. A total tax rate not to exceed 3% (inclusive of the infrastructure levy).

With this foundation, preliminary draft budgets were presented to Committee of the Whole on January 10, 2019. The options were met by decreasing the contributions to the Asset Replacement Fund. Staff did not recommend that approach but considered that it had the lowest risk at that time. (Further review of budget reduction options is contained below in the Discussion section.)

Tax-Supported Operating Budgets

Town Portion of the Base Budget

The base budget is the net cost to maintain the Town's service levels for a stable population: it includes non-tax revenues and efficiencies. The initial base budget was built using a 2.95% inflationary increase - the 2.7% October 2018 annual increase in the Toronto CPI plus 0.25% for conversion to municipal costs.

\$1,131,000 was originally provided. This was reduced by \$469,000:

- Salaries and wages - Town policy is to base the economic increase for salaries and wages on the annual increase in the Toronto CPI as reported for October of the year to the budget. For 2019, this would have meant an increase of 2.7%. A review of our municipal comparators indicated that a 1.85% increase would be more appropriate. This resulted in savings of \$250,000.

- New revenues – The approved fees and charges for 2019 included new revenue lines. It is difficult to forecast what their individual budget impact will be, especially in the first year of implementation; however, an additional \$60,000 is projected and included in the budget.
- Efficiencies – Throughout the preparation and review process, budget lines are assessed against their future needs and historical trends. \$159,000 was found this way.

The revised provision is \$662,000.

Central York Fire Services (CYFS)

The Joint Council Committee (JCC) approved an Asset Management Plan and 10-year financial outlook at its meeting on June 12, 2018. These documents formed the starting point for CYFS's 2019 operating and capital budget requests. Newmarket's share of the 2019 base budget increase was calculated to be \$425,000.

Due to the timing of the election which caused a problem with scheduling meetings, JCC has not yet been able to provide its specific recommendation on the 2019 budget. The Treasurers from Aurora and Newmarket have met with the Fire Chief to develop an interim recommendation. This proposal, which has been consolidated into the preliminary draft budget, provides for the fulfillment of some of the outstanding recommendations from the previous Fire Master Plan.

The costs of operating Central York Fire Services are split between Newmarket and Aurora applying an agreed upon formula which factors in population, assessment and call volume. Due to Aurora's higher rate of growth, Newmarket's share of the budget will decrease by \$69,000.

Newmarket Public Library (NPL)

An inflationary increase of \$77,000 was provided for the Library grant. The Newmarket Public Library's main source of revenue is its annual grant from the Town. 90% of the library's budget is funded from this.

The Newmarket Public Library Board approved a budget on May 16, 2018 with an increase of \$75,000, recognizing \$2,000 in efficiencies.

Mulock Farm levy

Due to the high profile of this supplementary levy, it is being shown in the budget as a separate component. The 2018 Supplementary Budget for the Mulock Farm included a 2.6% tax levy increase. This was sufficient to fund the operating costs of the Mulock Farm as a passive park. No additional increase is required for 2019, as additional costs will be offset by increased revenue availability.

	2018 Budget	2019 Budget	Net change
Debt servicing	\$ 1,460,000	\$ 1,460,000	\$ 0
Property maintenance	100,000	350,000	250,000
Subtotal expenses	\$ 1,560,000	\$ 1,810,000	\$ 250,000
Revenue – parkland dedication	- 100,000	- 100,000	0
Revenue – assessment growth	0	- 250,000	- 250,000
Total	\$ 1,460,000	\$ 1,460,000	\$ 0

Although the expenses have increased by \$250,000, property maintenance is funded by growth and has no impact on taxes. The current taxpayer is not paying more; new assessment is covering the increase.

Newmarket Downtown Business Improvement Area (BIA)

The BIA has a special levy for businesses within its district. The total amount remains unchanged at \$30,000. The expense budget is limited to that funding.

Service Level Enhancements

Enhancements are the net cost of increases to service levels. There was no provision for service level enhancements in the original budget. Nine initiatives have been added as they passed the following criteria:

1. Had a priority rating or 20 or more.
2. Did not impact funding envelopes:
 - a. If tax-supported, would not increase the levy increase.
 - b. If rate-supported, would not affect the rate increase.

Ref. #	Description	Rating	Gross cost	Funding
DIS 24	Land Use and Permit Tracking (Building)	27	\$ 44,411	Building permit reserve fund
DIS 21	Water Digitization Software Annual Maintenance Fee	27	\$ 15,000	Water rate stabilization reserve
DIS 9	Frederick Curran Sanitary Sewer Pumping Station Maintenance	27	\$ 20,000	Wastewater rate stabilization reserve
LEG5	Consultant Services for a Records and Information Management Strategy	23	\$ 40,000	Consulting reserve
LEG6	Hire 2 Municipal Enforcement Officers and equipment	21	\$ 158,156	Parking fine revenue
DIS 25	Land Use and Permit Tracking (Planning)	20	\$ 30,746	Planning revenues
DIS 26	Land Use and Permit Tracking (Engineering)	20	\$ 30,746	Engineering revenues
PARK 8	Clear Fire Ants at SWM Pond	17	\$ 35,000	Stormwater reserves
ISI 2	Grant Coordinator Contract Extension	21	\$ 67,005	Reduced funding requirements
HR2	Human Resources Generalist	21	\$ 72,800	Funded from Growth Reserve and Budget Reductions

LEG6 - Hiring 2 Municipal Enforcement Officers and equipment will add two full-time positions to the staffing complement. The funding for this project is supported by a business case.

The net costs to the tax-supported budget is a savings of \$1,093.

See Appendix A - 2019 Operating Decision Packages for further details.

Mandatory Items

Mandatory items are increases in services levels, to both internal and external customers, that are the result of legal requirements, such as new legislation or binding agreements. The initial budget set aside \$93,000 for these, but the requests were for \$325,000, an increase of \$233,837.

A list of these items is provided in Appendix A - 2019 Operating Decision Packages. No individual item is significant enough to be considered an extraordinary item, so budget practice required room to be found for them in the base budget.

Growth

Net growth is the additional cost to maintain the existing level of service for a growing community, including both expenses and revenues. The goal for 2019 is to be financially sustainable by matching growth revenues with expenses - growth revenues not to be applied to the base budget.

Assessment growth for 2019 is projected to be 1.23%. In consultation with the Planning Department, projected population and employment numbers were extrapolated into the type of construction they will generate. This has formed the basis for a growth revenue forecast model. This model was used for supporting the 2014 Development Charges Background Study and 2016 Parkland Dedication By-laws; and will be reviewed against the 2019 DC update.

Assessment growth at 1.23%	\$ 720,000
Expenses:	
Operating costs of previously approved growth-related capital	\$ 140,000
Mulock Farm operating costs	\$ 250,000
Incremental growth in the base budget	\$ 76,000
Fire Master Plan – 2019 allocation	\$ 286,000
Reduction of Fire allocation to stay within funding envelope	(\$32,000)
Expense total	\$ 720,000

An option for the Mulock Farm is covered in Discussion below.

Incremental growth reflects costs that increase as the Town grows. This includes supplies and contracted services for the maintenance of roads and other infrastructure, waste management and telecommunications.

Asset Replacement Fund (ARF)

The Infrastructure Levy is the increase in the annual contributions to the tax-supported Asset Replacement Fund (ARF). The Capital Financing Sustainability Strategy recommended an annual increase in the tax-supported ARF contribution equal to a 1% tax increase. This resulted in infrastructure levies in 2013 (0.84%), 2014 (0.74%), 2015 (1%), 2016 (0.80%) and 2018 (0.68%). There was no tax-supported increase in 2017. The rate-supported budgets have factored ARF requirements into their 6-year plans and are moving towards sustainability.

For 2019, a 1% increase equates to \$585,000. CYFS, supported by its 10-year financial plan and asset management plan has requested \$120,000 of this.

Council adopted the Asset Replacement Fund Policy on May 8, 2018. A major result of this policy is that the ARF is only to be used to fund Tangible Capital Assets (TCA) – it is no longer to be used to fund debt servicing, major repairs and maintenance or other operating budget items. To ensure that there would be no budget impact, the contributions from the operating funds were decreased by the same amount as the funding to the operating funds from the ARF. It should be noted that this change does not reduce the amount of funding available for TCA, it just recognized the actual amount available.

The following table summarized the policy change and the increased levy.

ARF	2018 budget contributions	Policy changes	Budgetary increases	Draft 2019 contributions
Town	\$ 8,019,552	-\$ 4,774,026	\$ 487,600	\$ 3,733,126
CYFS	1,115,338		200,000	1,315,338
Library	223,550			223,550
Water	3,127,156	- 560,551	7,844	2,574,449
Wastewater	3,940,703	- 1,150,057	965,600	3,756,246
Stormwater	340,512		94,584	435,096
	\$16,766,811	-\$ 6,484,634	\$1,755,628	\$12,037,805

The amounts for CYFS includes the portion paid by Aurora – \$446,997 in 2018 and \$534,136 in 2019.

The tax-supported budgetary increase is \$585,400 being \$467,600 for the Town and \$117,800 for Newmarket's share of CYFS (58.9%).

Extraordinary Budget Items

Extraordinary items are costs which would normally be included in the base budget but are considered separately because their magnitude would disrupt service levels if additional funding was not provided. These can be new regulatory requirements or substantial increases beyond normal inflation for the cost of goods and services. The practice has been to only include items that exceed normal inflationary or growth increases by \$100,000.

\$400,000 has been included in the 2019 budget:

- \$150,000 for defending the Town's interests in terms of ongoing legal challenges.
- An additional \$200,000 as part of the strategy to deal with *Bill 148, A Plan for Fair Workplaces and Better Jobs Act*, which was developed for the 2018 budget. This will leave \$200,000 unfunded to be dealt with in the 2020 budget.
- \$150,000 is required for Waste Management. The 2018 budget had additional costs of \$429,000 in the 2018 budget for the new waste management contract. Reserves were used to defer \$150,000 to 2019.

- Offset of \$100,000 in savings from the elimination of Vacancy Rebates in 2019. These were tax reductions for businesses with vacant properties. The Town's share of this should result in savings of about \$100,000 per year starting in 2019.

There are risks with the unfunded Bill 148 costs and the potential for higher legal costs. The projected results for 2018 indicate that there should be a sufficient surplus to set aside reserves to mitigate these risks.

Balancing the Tax-supported Budget

The net cost of the extraordinary items and the increased requirement for mandatory items have not resulted in a tax increase – they have been absorbed by savings in other areas of the budget.

	Starting point for increases	Accommodation for extraordinary items	Draft Budget increase
Base budget - Town portion	\$ 1,131,000	\$ -469,000	\$ 662,000
CYFS, base	425,000	-69,000	356,000
Newmarket Public Library	77,000	-2,000	75,000
Mulock Farm levy	0		0
Newmarket Downtown BIA	0		0
Enhancements	0	-1,000	-1,000
Mandatory items	93,000	141,000	234,000
Growth, net	0		0
Extraordinary items		400,000	400,000
	\$ 1,726,000	\$ 0	\$ 1,726,000
Infrastructure levy (ARF)	585,000		585,000
	\$ 2,311,000	\$ 0	\$ 2,311,000
Tax increase	3.95%		3.95%

Rate-Supported Budgets

Rate-supported operating budgets – water, wastewater, stormwater and building permits are all funded 100% from non-tax revenues. All but building permits have 6-year financial plans that were approved by Council on June 26, 2017. These plans formed the foundation for 2019 budget requests. The related fees and charges for 2019 were adopted on December 17, 2018.

Water and Wastewater revenues will include the 3rd phase of the implementation of tiered water rates and a combined 5.1% increase in volumetric rates. The revenues generated provide for increases to costs and for contributions to the Asset Replacement Fund. Newmarket has a financially sustainable water and wastewater system. They have full cost recovery, healthy reserve fund levels, and significantly lower infrastructure gaps than other municipalities.

Newmarket is one of only 12 municipalities in Ontario that have a stormwater charge.

Building Permits do not have a multi-year plan but do have a substantial reserve fund. No budgeting challenges are anticipated in this area and fees remained unchanged for 2019.

Below is a summary of the rate-supported budgets:

	Water	Wastewater	Stormwater	Building Permit
Rate revenue	\$ 18,479,478	\$ 21,344,431	\$ 2,069,804	\$ 1,680,191
Other revenue	491,305	282,155		
	\$ 18,970,783	\$ 21,626,586	\$ 2,069,804	\$ 1,680,191
Region charges	\$ 10,029,359	\$ 13,617,631		
Operations	4,749,000	2,658,204	\$ 1,284,759	\$ 2,176,569
ARF	2,574,449	3,756,246	435,096	
Overhead	1,208,000	1,100,000	340,000	492,084
	\$ 18,560,808	\$ 21,132,081	\$ 2,059,855	\$ 2,668,653
Transfer to reserves	\$ 409,975	\$ 494,505	\$ 9,949	-\$ 988,462

The water and wastewater reserve requirements will be reviewed later this year when their 6-year financial plans are updated. Stormwater's plan will also be updated at that time.

Building's budget is very conservative and shows a draw on their reserve fund, which would still remain at a sufficient level.

Consolidated Operating Budgets

The following table summarizes the proposed expenses and expenditures:

Area	Expenses based on PSAB	Principal Repayment on Long-term Debt	Capital Financing	Transfer to Reserves/ Reserve	Total Expenditures
Town	\$ 53,158,998	\$ 2,767,521	\$ 294,000	\$ 6,753,728	\$ 62,974,247
Mulock Farm	1,245,061	501,962		62,977	1,810,000
Downtown BIA	30,000				30,000
Library	3,335,819			267,640	3,603,459
CYFS	16,221,670			1,321,295	17,542,965
Tax-supported	\$ 73,991,548	\$ 3,269,483	\$ 294,000	\$ 8,405,640	\$ 85,960,671
Water	\$ 15,755,577	\$ 263,282		\$ 2,984,424	\$ 19,003,283
Wastewater	17,155,053	263,282		4,250,751	21,669,086
Stormwater	1,624,759			445,045	2,069,804
Building	2,757,475				2,757,475
Rate-supported	\$ 37,292,864	\$ 526,564	\$ 0	\$ 7,680,220	\$ 45,499,648
Total	\$ 111,284,412	\$ 3,796,047	\$ 294,000	\$ 16,085,860	\$ 131,460,319

Expenses based on PSAB are used for financial statement reporting as regulated by the Public Sector Accounting Board (PSAB), but do not include amortization.

Principal Repayment on Long-term Debt excludes interest which is included in *Expenses*.

Capital Financing is the amount transferred from the Operating to the Capital Budget. It does not include the operating and maintenance costs of new infrastructure, which is included in *Expenses*.

Transfer to Reserves/ Reserve Funds includes contributions to the Asset Replacement Fund.

Total Expenditures are an expanded fund-based approach used for budgeting and management purposes.

Capital Budget

The capital budget is the annual plan for the purchase and financing of the Town's capital assets. Capital assets include infrastructure, lands, buildings, machinery and equipment, significant plans and studies.

The 2019 Capital Budget includes \$27,529,765 in new expenditures. Appendix B provides a list of the capital projects.

Capital requests exceeded \$31 Million. The recommended budget includes projects that have:

1. Funding available;
and
2. Sufficient priority rating – generally speaking a score of at least 20 but some exceptions were made

The funding for the new requests can be summarized as follows:

Category	ARF	DC's	General	Other	Total
Replacement	\$ 13,918,765	\$ 170,000	\$ 215,000	\$ 3,319,000	\$ 17,622,765
Growth	2,099,800	5,786,200	407,200	1,308,800	\$ 9,602,000
Other	52,000	0	213,000	40,000	\$ 305,000
Total	\$ 16,070,565	\$ 5,956,200	\$ 835,200	\$ 4,667,800	\$ 27,529,765

ARF, the Asset Replacement Fund, funds 58% of the capital budget. It is used for the cost of replacing capital assets at the end of their life cycle. This may be determined by condition assessments such as the Roads Needs Study, and is informed by Asset Management Plans. The goal is to maintain existing service levels for the current population.

DC's – Development Charges fund 22% of the capital budget. Their focus is on growth needs as determined by the Development Charges Background Study. The goal is to maintain service levels for a growing population.

General funding is from either the tax-supported operating budget or from general capital reserves – those not designated for a specific purpose. It covers items that do not have a dedicated source of funding.

Others includes the Federal Gas Tax (\$2,555,000), the Town of Aurora's share of CYFS (\$1,105,800), non-ARF reserves and reserve funds (\$673,000), grants (\$304,000) and water rates (\$30,000).

The capital budget will have a \$51,155 impact on future budgets:

- \$30,000 in net growth-related costs, which would be funded from assessment growth revenue
- \$45,000 in stormwater costs for low impact development
- Less \$23,845 in operational savings for building maintenance

Discussion

Committee of the Whole has asked staff to provide alternatives for some items in the draft budgets:

1. Mulock Farm operating costs
2. Reduction options for the tax-supported budget
3. Additional projects for possible inclusion in the capital budget

Background information was provided in Financial Services Reports 2019-03, Supplementary Information 2019 Operating Budget, and 2019-04, Supplementary Information Draft 2019 Capital Budget. The following discussion will provide options.

Mulock Farm operating costs

The draft budget includes an additional \$250,000 for the maintenance of the Mulock Estate - the heritage building and the 12-acre property. This is in addition to \$100,000 for maintenance included in the 2018 budget. These growth-related expenses have been funded from assessment growth and have no impact on the tax increase.

Of the \$350,000 budget, \$250,000 is for ongoing costs (\$227,000 with a 10% contingency) and the rest is for one-time costs of which only \$25,000 are operating costs. As an alternative, the budget could be re-allocated as follows:

- \$250,000 for ongoing operational costs – this sets an appropriate level for the base budget commencing in 2020;
- One-time operating costs in 2019, estimated to be \$25,000, to be funded from the Mulock Farm reserve;
- All costs of a capital nature to be charged to the appropriate capital project;
- \$100,000 originally allocated to the Mulock Farm to be transferred to the Mulock Farm reserve for future use.

Actual operating costs will be monitored and reported to Council.

Reductions options for the tax-supported budget

The targets for the budget were presented to Committee of the Whole on December 10, 2018 and suggested a tax increase of 3.95%. Council directed staff to prepare options to reduce the proposed tax increase. The options were:

1. A total tax rate not to exceed 3.2% (Consumer Price Index less 0.5% plus 1% for infrastructure);
2. A total tax rate not to exceed 3% (inclusive of the infrastructure levy).

This was further refined:

That staff be directed to provide further budget reduction options in advance of the Special Committee of the Whole meeting on February 4, 2019 regarding the 2019 operating budgets. These options to provide for at least an additional \$300,000 in reductions to the 2019 tax levy requirement without directly affecting service levels or the infrastructure levy. Any potential risk is to be identified and assessed.

Analysis was provided to Committee of the Whole on February 4, 2019. Based on that, three options are being presented with varying levels of risk.

The table below summarized these reduction options:

	3.50% Option	3.20% Option	2.99% Option
Supplementary Taxes		\$ 100,000	\$150,000
Investment Income	\$ 225,000	\$ 300,000	\$ 325,000
"Gapping"			
Casual wage provision	40,000	40,000	90,000
Total reductions	\$ 265,000	\$ 440,000	\$ 565,000
Tax savings	0.45%	0.75%	0.96%
Risk	No significant risk	Some risk but probably manageable	Higher level of risk – not recommended.

Increase the budget for Supplementary Taxes

Based on the 10-year average the budget for supplementary taxes (revenue) could be increased by \$150,000; however the volatility makes for a short-term risk and the increase may not be sustainable in the long-run, as staff and MPAC become more efficient in identifying and processing new assessments.

As a result, no change is recommended however raising the budget can be done with increasing levels of risk.

Increase the budget for Investment Income

The investment income budget (revenue) has not been increased to reflect the rate hikes that have occurred in 2017 and 2018 or to reflect the anticipated rate hikes in 2019.

Based on current rates, an increase of \$225,000 can be accommodated.

This could be increased to \$300,000 on the assumption that new investments could be made to maintain a reduced margin on active investments.

\$325,000 is achievable if 2019 interest rate hikes are factored in. This is not recommended as it could be seen as speculating on the money market.

Increase the provision for staff vacancies – “gapping”

The period of time that a position is left vacant is known as “gapping.” This might be the time required to recruit for a newly created position approved in the budget or to replace someone who has ended their employment with the Town. There may be some backfilling but there is generally a net savings in wages and benefits.

Increasing this provision could lead to counterproductive management and is not recommended. See report 2014-03 for further details.

Reduce the provision for future casual wage increases

The casual wage scale uses the minimum wage as its base; it is adjusted when the minimum wage increases. No increase is expected in 2019 but a provision of \$120,000 is included in the 2019 budget. This is an inflationary allowance to phase-in the budget impact of the eventual increase in the wage scale.

However, the eventual increase may not be fully synchronized with the Toronto CPI which was used to calculate this provision. As such, a \$40,000 reduction is possible. Going beyond this amount would only defer costs to a future budget.

Additional projects for possible inclusion in the capital budget

Council has asked for reconsideration of eight projects that were deferred and not included in the recommended capital budget.

The following five projects have funding available but were given a low rating by staff:

1. Tree Canopy Increased Planting (PARK2)
2. Riverwalk Commons Lighting Features (PARK19)
3. Kingdale Road Shoulder Rehabilitation (ROAD8)
4. Mobile Water Filling Station - Quench Buggy (WW1)
5. Electric Vehicle Charging Station Network (PLN8)

They could be included in the 2019 budget with no financial impact or operational impact. However, unless Council directs otherwise, they would still be of a lower priority.

The projects for Analytics for Trails & Soofa Benches (IT11) and Paving of Limestone Walkways at Ken Sturgeon Park (PARKS12) require \$12,000 and \$60,000 respectively in general funding. If either or both are included in the capital budget, other recommended projects with similar funding would have to be deferred to ensure that there is no tax impact.

The Sports Hall of Fame Expansion (RCFAC5) requires \$25,000. There is no urgency on this project and it could be deferred for a year. The funding source could be changed to make the project contingent upon achieving sufficient community fundraising and/or sponsorships.

Council direction is required on these options.

Conclusion

Next Steps

Committee of the Whole has been presented with the draft 2019 operating and capital budgets. They have also been presented with options on:

1. Mulock Farm operating costs
2. Reduction options for the tax-supported budget
3. Additional projects for possible inclusion the capital budget

The direction provided with respect to the staff recommendations on the above will go to Council for possible adoption of the 2019 budgets.

Upcoming Budget Reports

Council will be presented with a report reconciling the approved budget to the budget as presented on the financial statements in April. This is in compliance with PSAB standards.

The approved budgets, along with the 2018 Capital Carryovers, will formulate the Reserves and Reserve Funds budget which will also be presented in April.

The final tax rate will be set and the all-in total will be known when we receive the Regional and School Board tax rates and obtain confirmation of the tax ratios. The setting of the Town's tax rates (previously referred to as "mill rates") will be in June, in time for the final tax billing for 2019.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Equipped and Well Managed through fiscal responsibility.

Consultation

All members of the Senior and Operational Leadership Teams participated in the preparation of the budgets.

Members of Council provided direction, comments and questions at the Committee of the Whole meetings on December 10, 2018 and January 14, 2019; and the Special Committee of the Whole meetings on January 28 and February 5, 2019. Financial Services Information Reports 2019-03 and 2019-04 distributed electronically, provide supplementary information on the operating and capital budgets.

Joint Council Committee (JCC)

The Joint Council Committee (JCC) approved an Asset Management Plan and 10-year financial outlook at its meeting on June 12, 2018. These documents formed the starting point for CYFS's 2019 operating and capital budget requests.

Newmarket Public Library Board

The Newmarket Public Library Board approved a budget on May 16, 2018.

Water, Wastewater and Stormwater Budgets

The Water, Wastewater and Stormwater budgets are in accordance with their 6-year financial plans, adopted by Council on June 26, 2017. The 2019 rates for water, wastewater, and stormwater were adopted by Council on December 17, 2018. Building permit fees were not changed for 2019.

Community Engagement – Phase II

Phase II of budget engagement began in December 2018 and will continue up until the final budget is approved. The objective of Phase II budget engagement is to encourage residents to learn more about the budget process by visiting the Town's website – newmarket.ca/2019budget and to *Get Involved* by:

- attending or watching budget meetings online (live stream or taped recordings posted on newmarket.ca/meetings)
- reviewing budget related content on our website newmarket.ca/2019budget, including presentations, reports, graphics and information
- providing comments, questions or feedback to Members of Council or Town of Newmarket staff (by email, phone, or social media)

Tools and tactics for Phase II of budget engagement include:

- Budget meeting dates in the Town Page of the Newmarket Era under the Council Meetings section (ongoing weekly from December to February)
- Content and graphics related to Budget engagement in the Town Page of the Newmarket Era from December to February
- “Get Involved” articles including graphics in the December, January and February editions of the Newmarket Now e-newsletter
- Feature article on the 2019 Preliminary Draft Budget Report discussion in the January edition of the Newmarket Now e-newsletter under Council Highlights
- “Get Involved in the 2019 Budget Process” editorial piece in the February edition of snapd
- Budget meeting dates and “Get Involved” content/graphics on Twitter and Facebook @TownofNewmarket from December to February
- Budget postcards with website information available at Town facilities
- “Get Involved” messaging and web address newmarket.ca/2019budget on marquees and screens in Town facilities
- Content for Tweeting or Re-Tweeting about the budget to Council
- Media interviews on the budget process with local media outlets and Town staff

From December 2018 to February 13, 2019, there were a total of six news items related to Newmarket's Budget Process (Newmarket Today and Newmarket Era), including one article entitled: "How to Get Involved in the Town's Budget Process" which included content gathered from our Newmarket Now e-newsletter.

Once the final budget is approved, a media release will be issued outlining the direction of the budget and the efficiencies realized to meet the budget target. Graphics will be included to outline the monthly tax impact on the average residential household.

Human Resource Considerations

The budget includes appropriate staffing levels to meet legislated requirements and Council objectives. For 2019, this includes adding 7 full time equivalent (FTE's) positions to the staffing complement. These are:

- 2 municipal enforcement officers funded by the additional revenues that they will generate
- 1 Human Resources generalist funded jointly 60% by Central York Fire Services (growth), 20% by the Newmarket Public Library (reserves) and 20% by Public Works Services (cost reductions)
- 4 firefighters for Central York Fire Services funded from growth. This would result in 16 of the 20 positions being filled for the 7th platoon to be at the new fire station. These costs are shared with the Town of Aurora.

Budget Impact

Operating Budgets

On December 17, 2018 Council set funding limits for the Town's 2019 Budgets. This included options for the tax-supported operating budget and the use of 6-Year Financial Plans for the rate-supported budgets.

The draft tax-supported budget would require a 3.95% tax increase, which includes an additional 1.0% as an infrastructure levy and no additional levy for the Mulock Farm. Options include reducing this to 3.50%, 3.20% and to 2.99%.

The combined water and wastewater increase would increase the cost to the average residential property by 5.1%. The stormwater budget would increase the cost to the average residential property by 11.8%.

Depending upon the tax increase option selected, the annual impact to the average residential property would be \$121 to \$140.

Increase	Draft Budget	3.50% Option	3.20% Option	2.99% Option
Property tax	\$ 77	\$ 68	\$ 62	\$ 58
Water/wastewater	59	59	59	59
Stormwater	4	4	4	4
	\$ 140	\$ 131	\$125	\$121

Combined with the projected Regional tax increase, an average residential property would see the following property tax increases:

	2018	2019	\$ change	% change
Town portion	\$ 1,954	\$ 2,031	\$ 77	3.95%
Regional portion	2,007	2,075	68	3.37%
Municipal subtotal	\$3,961	\$ 4,106	\$ 145	3.66%
School Board portion	974	974	0	0.00%
Total	\$ 4,935	\$ 5,080	\$ 145	2.94%

The recommended draft operating budgets would result in a 2.94% “all-in” (Region, School Board, Town) tax increase to the average residential taxpayer.

Capital Budget

The recommended draft capital budget includes \$27,529,765 in new expenditures, for which there is adequate financing provided.

Attachments

- Appendix A - 2019 Operating Decision Packages
- Appendix B - Summary of Capital Budget Decision Packages

Approval

Mike Mayes, CPA, CGA, DPA
Director of Financial Services

Lisa Lyons
Acting Commissioner of Corporate Services

Esther Armchuk, LL.B
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Contact

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Appendix A - 2019 Operating Decision Packages								
Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Total Net Tax Impact
RECOMMENDED								
DIS 24		Land Use and Permit Tracking	Building	No	27	44,411	-44,411	0
DIS 21		Water Digitization Software Annual Maintenance Fee	Water & Wastewater	No	27	15,000	-15,000	0
DIS 9		Fredrick Curran Sanitary Sewer Pumping Station Maintenance	Water & Waste Water	No	27	20,000	-20,000	0
LEG5		Consultant Services for a Records and Information Management Strategy	Legislative Services	No	23	40,000	-40,000	0
LEG6	2	Hire 2 Municipal Enforcement Officers and equipment	Legislative Services	No	21	158,156	-160,000	-1,844
DIS 25		Land Use and Permit Tracking	Planning	No	20	30,746	-30,000	746
DIS 26		Land Use and Permit Tracking	Engineering	No	20	30,746	-30,746	0
PARK 8		Clear Fire Ants at SWM Pond	PWS-Parks	No	17	35,000	-35,000	0
ISI 2	contract	Grant Coordinator Contract Extension	Innovation & SI	No	21	67,005	-67,000	5
ENG 1		Bridges & Culvert Inspection	Engineering	Yes	36	110,000	-55,000	55,000
DIS 18	casual	Parks - Winter Sidewalk Patroller and Equipment	PWS - Parks	Yes	27	56,339	0	56,339
DIS 10	casual	Roads Operator	PWS - Operations	Yes	27	55,898	0	55,898
DIS 22	casual	Summer Sidewalk Inspection and Maintenance Program	PWS - Roads	Yes	27	21,600	0	21,600
DIS 23		Sidewalk Programs- Increased Maintenance Request Per Legislation	PWS - Roads	Yes	27	10,000	0	10,000
LEG3		Increase to Integrity Commissioner Budget Account	Legislative Services	Yes	27	10,000	0	10,000
HR 1	casual	Health & Safety Coordinator	Human Resources	Yes	24	106,240	-106,240	0
IT 6		eMeeting Management Suite Annual Costs	IT	Yes	18	25,000	0	25,000
HR 2	1	Human Resources Generalist	Human Resources	No	21	72,800	-72,800	0
TOTAL RECOMMENDED						908,941	-676,197	232,744
GROWTH								
CYFS 2	4	4 Additional Firefighters	CYFS	No	17	370,875	-152,430	218,445
TOTAL GROWTH						370,875	-152,430	218,445

Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Total Net Tax Impact
DEFERRED								
CUST 1	0.5	Two Regular Part-time toTwo FTE	Customer Services Department	No	25	173,547	-117,958	55,589
CUST 2	casual	Maintain established service levels while managing growth & increased complexity in services	Customer Services Department	No	25	271,440	-210,600	60,840
FIN 1	1	Tax Clerk - Property Tax & Assessment	Finance	No	24	72,017	-35,000	37,017
DIS 3	1	Administrative Assistant - Fleet (Contract to Permanent Full -time)	PWS - Fleet	No	23	71,549	-34,992	36,557
DIS 15	1	Marianneville Glenway Property Maintenance	PWS - Parks	No	23	71,549	0	71,549
DIS 4		Contracted Court Plowing for Winter Maintenance	PWS - Roads	No	23	70,000	0	70,000
PRO1		Procurement Software - Orbidder	Procurement Services	No	23	12,000	0	12,000
ENG 2		CCTV Program	Engineering	No	23	100,000	0	100,000
DIS 13	casual	General Parks Response Crew	PWS - Parks	No	22	48,600	0	48,600
PRO2	1	Dedicated Senior Procurement Officer for Public Works Services	Legal and Procurement Services	No	22	114,631	0	114,631
LGL 1	1	Law Clerk	Legal Services	No	21	103,275	0	103,275
PLN 2		Built Heritage Resources	Planning	No	20	10,000	0	10,000
DIS 5	1	Facilities Maintenance Operator	PWS - Facilities	No	20	76,677	0	76,677
IT 1	1	Convert GIS Technician to GIS Analyst	Information Technology	No	19	94,086	-76,362	17,724
ISI1		Digital Engagement - HeyNewmarket Website	Innovation & SI	No	18	25,000	0	25,000
EDO 2		Financial Incentive Program - Development Opportunities from Davis Drive to Millard	Economic Development	No	18	50,000	0	50,000
IT 9	1	Project Manager/Business Analyst	Information Technology	No	17	115,631	0	115,631
IT 10	1	Data Analyst	Information Technology	No	17	104,812	0	104,812
DIS 8	1	Facility Worker Conversion	PWS - Facilities	No	16	63,232	-40,014	23,218
DIS 11		Washroom Cleaning & Securing Contract	PWS - Parks	No	15	72,000	-43,560	28,440
REC1	2	Program Coordinator Role Conversion	Recreation & Culture	No	12	244,406	-206,217	38,189
REC2	1	Facility Booking Administrator Role Conversion	Recreation & Culture	No	12	102,292	0	102,292
ISI 3	1	Innovation Project Analyst	Innovation & SI	No	12	107,283	0	107,283
LIB1		Monday Service (1 pm - 9 pm)	Library	No	12	69,263	-622	68,641
LEG 1	1	Conversion of Claims and Risk Analyst position to full- time permanent	Legislative Services	No	11	102,639	-54,514	48,125

Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score		Operating Cost	Revenue / Recovery / Offset	Total Net Tax Impact
DIS 12	2	Conversion of 2 Park Attendants to Full-time	PWS - Parks	No	10		143,099	-117,786	25,312
DIS 16	1	Parks- Natural Heritage Coordinator FTE	PWS - Parks	No	10		107,156	0	107,156
LEG4	1	Full-time permanent Records Analyst position	Legislative Services	No	8		63,688	0	63,688
CYFS 1	casual	Additional Office Assistant Summer Student	CYFS	No	8		7,725	0	7,725
DIS 2	1	Conversion of P/T Casual Security Guard to Full-Time	395 Mulock Building	No	5		44,800	-8,100	36,700
TOTAL DEFERRED							2,712,398	-945,725	1,766,672
				TOTAL REQUESTED			3,992,214	-1,774,352	2,217,861

Appendix B - Summary of Capital Budget Decision Packages

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
RECOMMENDED												
ENG 6	Replacement	2019 Bridges and Culverts Program	ENG - Bridges	36	\$1,001,000	\$1,001,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 18	Replacement	Ray Twinney Complex Arena 2 Score clock replacement	PWS - Facilities	31	\$16,000	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0
BLD 6	Replacement	395 Building Upgrades and Ongoing Yearly Maintenance	Building	30	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	-\$8,345
FAC 2	Replacement	Magna Screw Compressors for Refridgeration Room	PWS - Facilities	30	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$0	\$0
ROAD 3	Replacement	Fleet Replacements	PWS - Roads	30	\$2,404,000	\$2,404,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 1	Other	Corporate Climate Change Risk and Vulnerability Assessment	ENG - Storm Water	29	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0
CYFS 3	Replacement	Lifecycle Replacement of Personal Protective Equipment	CYFS	29	\$71,000	\$71,000	\$0	\$0	\$0	\$0	\$0	\$0
BLD 3	Replacement	Building Automated System	Building	28	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	-\$5,500
BLD 5	Replacement	Roof Replacement over Leased Space (Rogers)	Building	27	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 3	Replacement	Stormwater Management Pond Clean Outs/ Retrofits	ENG - Storm Water	27	\$660,000	\$0	\$0	\$0	\$660,000	\$0	\$0	\$0
ENG 4	Growth	Active Transportation Implementation Plan - Harry Walker Parkway	ENG - Transportation	27	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$6,000
FAC 10	Other	Power Generators for Magna Centre	PWS - Facilities	27	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
FAC 11	Replacement	Haskett Park Washroom Replacement	PWS - Facilities	27	\$150,000	\$120,000	\$30,000	\$0	\$0	\$0	\$0	\$0
FAC 13	Replacement	Ray Twinney Pool Stainless Steel Railings	PWS - Facilities	27	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 15	Replacement	Ray Twinney Complex Pool Slide Repair	PWS - Facilities	27	\$17,000	\$0	\$0	\$17,000	\$0	\$0	\$0	\$0
FAC 6	Replacement	Youth Centre Skateboard Park Epoxy Floor Repair	PWS - Facilities	27	\$22,000	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
FAC 9	Other	Upgrade to Community Centre Filter System	PWS - Facilities	27	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0
ROAD 7	Replacement	Road Resurfacing Program	PWS - Roads	27	\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0
WW2	Growth	Colorimetric Chlorine Analysers	PWS - Water/Waste Water	27	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
PARK 29	Other	Parks-Winter Sidewalk Maintenance Equipment	PWS-Parks	27	\$58,000	\$0	\$0	\$58,000	\$0	\$0	\$0	\$0
ENG 2	Replacement	Low Impact Development and New Stormwater Facilities	ENG - Storm Water	26	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$45,000
ENG 5	Growth	Active Transportation Implementation Plan - Stackhouse Road	ENG - Transportation	26	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0	\$6,000
ENG 7	Replacement	Municipal Infrastructure Projects	ENG - Roads	26	\$6,608,000	\$3,949,000	\$0	\$0	\$0	\$2,555,000	\$104,000	\$0
PARK 5	Replacement	Sport Field Protective Netting- Phase II	PWS - Parks	26	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 6	Replacement	RJT Complex Parking Lot Rehab	PWS - Parks	26	\$1,101,000	\$1,101,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 3	Replacement	Upgrade/Replace Server Room Equip.	IT	26	\$209,692	\$209,692	\$0	\$0	\$0	\$0	\$0	\$0
FAC 16	Replacement	Ray Twinney Complex Pool Tile Repair	PWS - Facilities	25	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
FAC 8	Other	Ray Twinney Curved Stanchions Rink 1	PWS - Facilities	24	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
ROAD 1	Replacement	Newmarket Community Center Surge Tank	PWS - Enviro	24	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 10	Growth	Trails & Off-Road Active Transportation	ENG - Trails	23	\$2,387,000	\$0	\$2,148,300	\$238,700	\$0	\$0	\$0	\$0
PARK 10	Replacement	George Richardson Field 4 and 5 Improvement	PWS - Parks	23	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 11	Replacement	John Smith Trail Paving from Gravel	PWS - Parks	23	\$275,000	\$0	\$140,000	\$135,000	\$0	\$0	\$0	\$0
PARK 26	Growth	Equipment for Trail Implementation	PWS Parks	23	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
FAC 3	Replacement	Museum Carpet	PWS - Facilities	22	\$38,000	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 13	Growth	Trail Solar Lighting at Jim Bond Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
PARK 14	Growth	Trail Lighting at Sunnyhill Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 15	Growth	Trail Lighting at Drew Doak Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 16	Growth	Trail Solar Lighting at Audrie Sanderson Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 17	Growth	Trail Lighting at Ken Sturgeon Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 18	Growth	Trail Solar Lighting at George Luseby Park	PWS - Parks	22	\$100,000	\$0	\$90,000	\$10,000	\$0	\$0	\$0	\$0
PARK 20	Growth	Environmental Park Solar Lighting	PWS - Parks	22	\$30,000	\$0	\$27,000	\$3,000	\$0	\$0	\$0	\$0
ROAD 10	Replacement	Cedar Street Lighting	PWS - Roads	22	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 17	Replacement	Magna Centre Pool Pumps Replacement	PWS - Facilities	21	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 21	Other	Story Pod	PWS-Parks	21	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 25	Growth	Truck and Equipment for Parks New Grass Crew	PWS Parks	21	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
IT 5	Replacement	Upgrade/Replace Desktop and Peripheral	IT	21	\$169,073	\$169,073	\$0	\$0	\$0	\$0	\$0	\$0
IT 4	Replacement	Upgrade/Replace ERP Systems	IT	21	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 2	Replacement	Upgrade/Replace GIS Systems	IT	21	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 7	Replacement	Town Website Upgrade	IT	21	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
BLD 4	Replacement	Cooling Tower Replacement	Building	20	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	-\$10,000
ENG 9	Growth	Recreation Playbook Implementation	ENG - Parks	20	\$665,000	\$0	\$598,500	\$66,500	\$0	\$0	\$0	\$33,000
FAC 1	Growth	Industrial Floor Machine	PWS - Facilities	20	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 12	Replacement	Ray Twinney Pool Changerooms Renovation	PWS - Facilities	20	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 4	Replacement	Sport Field Lighting Phase II	PWS - Parks	20	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
PLN 1	Growth	Urban Design Guidelines	Planning	20	\$50,000	\$0	\$45,000	\$5,000	\$0	\$0	\$0	\$0
PLN 2	Other	Built Heritage Resources	Planning	20	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0
ROAD 2	Growth	Street Lighting for Mulock Dr.	PWS - Roads	20	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
ROAD 9	Growth	Bathurst St. Street Light Installation	PWS - Roads	20	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
CYFS 5	Growth	Personal Protective Equipment & Uniforms for New Recruits	CYFS	20	\$36,000	\$0	\$36,000	\$0	\$0	\$0	\$0	\$0
CYFS 6	Replacement	Replacement of Equipment	CYFS	20	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 9	Growth	Station 4-5 Additional Funding	CYFS	20	\$4,810,000	\$2,072,800	\$1,631,400	\$0	\$0	\$0	\$1,105,800	\$0
PARK 3	Growth	Forestry-Stump Grinder and Trailer	PWS - Parks	19	\$130,000	\$0	\$117,000	\$0	\$13,000	\$0	\$0	-\$15,000
PARK 24	Growth	Purchase Two Pickup Trucks for Parks	PWS Parks	19	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
ROAD 6	Other	Portable Information Signs (Solar)	PWS - Roads	19	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
TOTAL RECOMMENDED					\$26,933,765	\$15,749,565	\$5,791,200	\$835,200	\$683,000	\$2,555,000	\$1,319,800	\$51,155

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
DEFERRED												
PARK 28	Growth	Truck and Equipment for Marianneville Glenway	PWS-Parks	23	\$115,000	\$0	\$103,500	\$11,500	\$0	\$0	\$0	\$0
PARK 27	Growth	Truck and Equipment for Parks	PWS-Parks	22	\$85,000	\$0	\$76,500	\$8,500	\$0	\$0	\$0	\$0
FAC 19	Growth	New Vehicle for Facility Maintenance Worker	PWS-Facilities	20	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
ROAD 8	Other	Kingdale Road Shoulder Rehabilitation	PWS - Roads	19	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 1	Growth	Forestry Trailer and Water Tank for Maintaining Younger Trees	PWS - Parks	18	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
FAC 14	Replacement	Ray Twinney Pool LED Lighting Retrofit	PWS - Facilities	17	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 4	Growth	Washbay Industrial Vacuum System at Operations Centre	PWS - Facilities	17	\$9,000	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0
PARK 2	Other	Tree Canopy Increasing Planting	PWS - Parks	17	\$90,000	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0
ROAD 5	Replacement	Operations Centre Yard Improvements	PWS - Roads	17	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
LIB 1	Replacement	Computer Hardware/Software	Library	17	\$142,300	\$142,300	\$0	\$0	\$0	\$0	\$0	\$0
PARK 9	Replacement	Rubber Surfacing for AODA Playgrounds	PWS - Parks	16	\$1,308,000	\$654,000	\$654,000	\$0	\$0	\$0	\$0	\$0
PLN 8	Other	Electric Vehicle Charging Station Network	Planning	16	\$63,000	\$0	\$0	\$0	\$0	\$0	\$63,000	-\$6,300
CYFS 1	Replacement	Replacement of Auto Extrication Equipment	CYFS	16	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 5	Replacement	Youth Centre Multi-Purpose Room Upgrade and Commercial Grade	PWS - Facilities	15	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
PARK 19	Replacement	Riverwalk Commons Lighting Features	PWS - Parks	15	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 23	Growth	Self Cleaning Washroom	PWS-Parks	15	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
WW1	Growth	To Purchase a Mobile Water Filling Station - Quench Buggy	PWS - Water/Waste Water	15	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0
LGS 1	Other	New Vehicle and Equipment	Legislative	14	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	-\$2,400
RC & FAC 1	Growth	Magna Centre- Multi-purpose Room #3 and #4 expansion	RC & PWS Facilities	13	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0
RC & FAC 2	Growth	Magna Centre- Fitness Studio Improvements	RC & PWS Facilities	13	\$100,000	\$0	\$90,000	\$10,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
ROAD 4	Growth	Bathurst St. Paving	PWS - Roads	13	\$275,000	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0
LIB 2	Replacement	Equipment Replacement	Library	13	\$18,400	\$18,400	\$0	\$0	\$0	\$0	\$0	\$0
BLD 7	Replacement	Replacement and Upgrade of CCTV Cameras	Building	12	\$75,000	\$41,000	\$0	\$34,000	\$0	\$0	\$0	\$0
FAC 7	Other	Facilities Pick Up Truck	PWS - Facilities	12	\$35,000	\$0	\$31,500	\$3,500	\$0	\$0	\$0	\$0
RC &FAC 4	Growth	Seniors Meeting Place- Hall 3 Windows	RC & PWS Facilities	12	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
RC &FAC 5	Growth	Hall of Fame Expansion	RC & PWS Facilities	12	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
CYFS 4	Growth	CYFS Master Fire Plan	CYFS	12	\$125,000	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
IT 11	Other	Analytics for Trails & Soofa Benches	IT	12	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0
PARK 12	Replacement	Paving of Limestone Walkways at Ken Sturgeon Park	PWS - Parks	10	\$125,000	\$0	\$65,000	\$60,000	\$0	\$0	\$0	\$0
CYFS 7	Replacement	Replacement of Light Vehicle 11-17 (CH 46)	CYFS	10	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
RC 1	Replacement	Theatre Technical Component Asset Replacement	Recreation and Culture	9	\$116,710	\$116,710	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 8	Replacement	Resurfacing and Reconstructing of Station 4-2 Parking Lot	CYFS	7	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 2	Replacement	Replacement of HazMat Truck	CYFS	5	\$950,000	\$950,000	\$0	\$0	\$0	\$0	\$0	\$0
RC &FAC 6	Growth	Magna Centre- Board Room/MP 5 Wall Divider	RC & PWS Facilities	3	\$80,000	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0
RC &FAC 7	Replacement	Magna Centre - Way Signage	RC & PWS Facilities	3	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEFERRED					\$4,824,410	\$2,427,410	\$1,694,500	\$504,500	\$90,000	\$0	\$108,000	-\$8,700
TOTAL REQUESTED					\$31,758,175	\$18,176,975	\$7,485,700	\$1,339,700	\$773,000	\$2,555,000	\$1,427,800	\$42,455

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2019 BUDGET

Capital Decision Package Form

Total Points	36	Decision Package Item #	6 Eng
Project / Initiative Name2019 Bridges and Culverts Program			
Commission:Development Infrastructure Services		Business Unit Number:32101	
Division:ENG - Bridges		Business Unit Name:Capital Projects	
Classification (select one):	Growth	Service Level Change or Maintenance	Mandatory/LegislativeYes

Section 1 Description

Summary	Please provide a brief summary of what the proposed budget item is... Detailed visual inspections of bridges and culverts is performed in accordance with element and condition classifications as prescribed in the Ontario Structure Inspection Manual (OSIM), April 2008 Revision. The inspections reveal the work that needs to be done to ensure that our bridges and large culverts are safe for traffic. The work involves the repair, rehabilitation or replacement of the bridges and culverts. This is required to be done by Provincial Legislation and if not done, it exposes the Town to severe liability due to potential accidents.
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative).... Detailed visual inspections of bridges and culverts has been undertaken in accordance with Ontario Regulation 104/97. It has revealed that the Town needs to conduct some rehabilitation work on its bridges and culverts to ensure safety of our residents. This program is Mandatory and it aligns with Council's top strategic priority for transportation and traffic safety, as well as reduces risk of liability from not adhering to the provincial legislation.
Priority	If this item addresses a priority, please explain how it does so... This aligns 100% with Council's Strategic Priority of maintaining safe roads and safe traffic. The main objectives of OSIM inspections are to ensure public safety, to maintain structures in a safe condition and to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitation of structures. Therefore, this program aligns with the Council and Town's top priorities to ensure public safety within the municipality. It also aligns with the Council's priorities such as; Efficiency/ Financial Management and Traffic Safety & Mitigation.
Desired Service Level	If this item maintains or moves toward a desired service level, please explain how it does so... This regular program identifies detailed material defects, performance deficiencies and maintenance needs of the inspected structures will be identified. Therefore, this will ensure public safety within the municipality. This will also ensure that the Town can improve our existing desired service levels.
Business Case	If this item provides a financial return, please explain how it does so... One of the main objectives of OSIM inspection is to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitations of structures. As such, the outcome of the OSIM inspection will contribute to protect and prolong the useful life of the structures. If this work is not done, the risk of failure of our bridges and large culverts is imminent and the Town can be liable for the loss of life due to failure of the infrastructure. Also, if the Town does not complete its legislated requirement to inspect all bridges and large culverts every 2 years, as mandated by provincial legislation, we are open to being legally charged and fined for not having completed our obligations under the law, even if the bridges and large culverts are in good condition. This is a mandated necessity.
Risk Mitigation	If this item mitigates a significant risk, please explain how it does so... Bridge and culvert deficiencies pose a significant risk to municipalities in terms of public safety, liability, abiding to provincial laws requiring the work to be done, and asset management planning. By doing this work, we can assess material defects, performance deficiencies and maintenance needs of a structure. Therefore, public safety and funding resources risks will be identified and eliminated in advance, as well as the risk of being charged and fined by the Province, and the risk of being liable for loss of life.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabroration or consultation is required. Identify by checking all boxes that apply below....							
Customer Services		Building		Engineering		HR	
Legislative Services		Planning		Operations	*	Legal	
Recreation & Culture		Procurement		Parks		Communications	
							Other

Please discuss item with relevant areas and include their comments below...	
Department	Comments
Operations	Scope determination, design reviews, sign-offs, support during construction (eg. attend meetings, operate valves, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
Description	Cost Recovery?								
Asset Replacement Fund	No	1,001,000	1,972,000	2,041,000	2,348,000	2,456,000	2,805,000	Yes	42,075,000
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify) STORM			1,415,000	1,557,000	1,712,000	1,883,000	2,071,000	Yes	31,065,000
Capital Costs		1,001,000	3,387,000	3,598,000	4,060,000	4,339,000	4,876,000		73,140,000
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,001,000	3,387,000	3,598,000	4,060,000	4,339,000	4,876,000		73,140,000
Total Cost	94,401,000	Total Cost Recoveries	-	Total Net Cost	94,401,000	Cost Recovery	0%		

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		3		0

Risk Reduction / Mandatory or Legal Requirement				
Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category				
Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	1	1	24

Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	24	36

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2019 BUDGET

Capital Decision Package Form

Total Points

31

Decision Package Item #

18 PWS Facilities

Project / Initiative Name

Ray Twinney Complex Arena 2 Score Clock Replacement

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

PWS Facilities

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Replace the original score clock on rink 2 (Nissan Rink)

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
The current clock is due for replacement, the clock has broken down a number of times during key tournaments. We can no longer get service for this clock and any parts we do get come from the States.

Priority

If this item addresses a priority, please explain how it does so...
Council priority: Enhanced Recreational Opportunities. Replacing the Score Clock would enhance our recreational & community facilities. There have been many clock failures with the current clock causing disruption of our user groups. The new clock would allow us to maintain our current service levels.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...
In discussions with recreation and negative feedback from user groups this clock should be replaced

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
if the clock breaks down this could cause service disruption to user groups and loss of revenue. In 2017/2018 there were multiple disruptions to high level hockey games (i.e. NMHA rep; Silver Stick Tournament).

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussions have occurred for this request
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	16,000						
Other (please specify)								

Capital Costs

16,000

-

-

-

-

-

-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

16,000

-

-

-

-

-

-

-

Total Cost

16,000

Total Cost Recoveries

-

Total Net Cost

16,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	5	1	1	19

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	19	31

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Capital Decision Package Form

Total Points

30

Decision Package Item #

6 Building

Project / Initiative Name

395 Building Upgrades and Ongoing Yearly Maintenance

Commission:

Development Infrastructure Services

Division:

Building

Business Unit Number:

17761

Business Unit Name:

395 Building Maintenance

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Ongoing yearly upgrades and maintenance items: Carpet replacement program (\$50,000), Heating, ventilation and cooling upkeep (\$25,000), Ceiling tile replacement (\$15,000), Generator Refirbishment (\$15,000), Fire Alarm Devices replacement (\$5,000), EIFS Repairs (\$10,000) and LED lighting upgrades (\$40,000).

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Maintaining a reliable, clean and presentable Town office for staff and public use.

Priority

If this item addresses a priority, please explain how it does so...

This item addresses Council Strategic Priority of Efficiency/Financial Management (j) Ensuring effective & efficient services - Generator is priority since it is our back up in case of emergency power loss to maintain services to our customers, Fire alarm devices are priority since they need to be replaced periodically and if ignored could create a hazard, EIFS repairs help to maintain our building envelope and the life cycle of our building as well as reduce heating and cooling costs, Carpet replacement program helps maintain a respectful image and mitigate health and saftey risks with trip hazards from ripped carpet etc., Ceiling tile upgrades will increase appearance of town offices and brighten up the area and LED lighting upgrades will assist in reducing our operating costs and through rebates pay for itself within 4.6 years.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Maintains Service levels for various Building items, Back up power, fire alarm, carpets, HVAC, EIFS.

Business Case

If this item provides a financial return, please explain how it does so...

The LED retrofit portion of this request has a return on investment of 4.6 years. After that the town will see an ongoing operational and maintenance savings of 15% on Hydro at 395 Mulock Drive. Maintaining our building systems eliminates a lot of maintenance calls and unnecessary repair costs and down time. Overall reducing costs in the long run.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Risk mitigation of Generator Failure when it is needed. Our server room has a UPS but that can only sustain back up power to our priority systems for a short period of time. If the generator is not properly maintained and fails when needed we could lose all online services and phones to town buildings. The Fire alarm system devices, heat detectors, smoke detectors etc. need to be replaced periodically as the age out. The ongoing replacement program of these ensure our Fire Alarm system is in working order when required and meet Fire Code expectations. The Building Condition Assessment allotted for 5 smoke detectors, 2 bell/strobes and 6 pull stations to be replaced every 5 years and to leave an allowance for that. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that some of the carpet is still from original construction in 1998 and an allowance should be included in the budget to replace in sections every 5 years. The Town offices have 65 Heat Pumps that we currently have on a replacement program. The units have a life expectancy of 15 years, we will need to replace 4 heat pumps every year to stay on top of maintaining these units.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collaboration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No	130,000						
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	30,000						
Other (please specify)								
Capital Costs		160,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						
Pot Light LED conversion	Yes	2,880	2,880	2,880	2,880	Yes	43,200
2x4 Troffler LET conversion	Yes	5,465	5,465	5,465	5,465	Yes	81,975
	No						
	No						
	No						
	No						
	No						
	Yes						
	Yes						
Operating Costs		-	-	-	-	-	-
Cost Recoveries		-	8,345	8,345	8,345	8,345	125,175
Net Cost		160,000	-	-	-	-	125,175

Total Cost

160,000

Total Cost Recoveries

166,900

Total Net Cost

- 6,900

Cost Recovery

104%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

3

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	3	15	30

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Capital Decision Package Form

Total Points

30

Decision Package Item #

2 PWS Facilities

Project / Initiative Name

Magna Screw Compressors for Refrigeration Room

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The Magna Centre Refrigeration Room is a B guarded registered plant with TSSA. Current compressors have reached the end of their life expectancy and hours of service. It has been recommended that they be replaced by our term contract vendor.

Classification

In order to be compliant with TSSA Regulations, our refrigeration rooms must have all Safeties inspected and the plant must be in good working order. Yearly safety inspections are conducted by CIMCO; TSSA does an annual inspection as well.

Priority

The replacement would enhance our recreation & community facilities and maintain our current levels of service.

Desired Service Level

This is an existing service provided by the Facility. And has to be compliant with regulations set out by the TSSA.

Business Case

Through our term contractor, CIMCO Refrigeration, a report was provided that the screw compressors had reached their life expectancy and life hours of service. It was time to replace the compressors.

Risk Mitigation

A loss of service would result in no ice affecting program disruption and loss of revenue. Failure to replace the compressors would result in a very major, widespread service disruption with the potential loss of 4 Ice Pads.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussions have been held if this project is not passed there could be program disruptions and revenue loss.
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	140,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									

Capital Costs

140,000

-

-

-

-

-

-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

140,000

-

-

-

-

-

-

-

Total Cost

140,000

Total Cost Recoveries

-

Total Net Cost

140,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	4	1	2	18

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	18	30

48

2019 BUDGET

Capital Decision Package Form

Total Points

30

Decision Package Item #

3 Roads

Project / Initiative Name

Fleet Replacements

Commission:

D I Services

Business Unit Number:

Division:

PWS - Roads

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Replacement of scheduled fleet equipment for all Departments.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Keeping up with Fleet asset replacement ensures service levels are maintained for the community.

Priority

If this item addresses a priority, please explain how it does so...
Fleet replacement falls under ensuring effective and efficient services. New and properly maintained equipment ensures that service levels are continued to be met and down times are kept to a minimum, allowing all areas to perform needed activities for road, infrastructure, green space, public areas and facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
The desired service level would be to maintain current levels or better.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
By maintaining a good fleet replacement schedule, along with a well tracked maintenance program, fleet assets are always available for use with limited down times. If equipment, such as a sewer flusher, plow truck or fire engine are out of service for extended periods, due to maintenance scheduling and vehicle age, public safety could be put into risk and liability issues could arise with regards to service levels dropping or not occurring al all. This could also lead to increased costs to rent or contract such services because spare are not always available for such equipment.

Section 2 Collaboration and Consultation

W

Customer Services

Building

Engineering

HR

IT

Legislative Services

Planning

Operations

Legal

Finance

Recreation & Culture

Procurement

Parks

Communications

Facilities

Other

Please discuss item with relevant areas and include their comments below...

Department

Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs

2019

2020

2021

2022

2023

2024

Ongoing Cost past 2024?

Ongoing Cost

Description

Cost Recovery?

Asset Replacement Fund

No

2,404,000

Development Charges

No

Reserves & Reserve Funds

No

Gas Tax

No

Operating Fund

No

Other (please specify)

Capital Costs

2,404,000

-

-

-

-

-

-

Operating Impact of Capital Project

2019

2020

2021

2022

2023

2024

Ongoing Costs / Cost Recoveries past 2024?

Ongoing Costs / Cost Recoveries

Description

Cost Recovery?

Operating Costs

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

Net Cost

2,404,000

-

-

-

-

-

-

Total Cost

2,404,000

Total Cost Recoveries

-

Total Net Cost

2,404,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence

4

Likelihood

5

Post-Implementation Risk

Consequence

1

Likelihood

2

Points

18

Evaluation Components

Priority

Desired Service Level

Business Case

Risk Reduction / Mandatory or Legal Requirement

Total Points

9

3

0

18

30

49

2019 BUDGET
Capital Decision Package Form

Total Points

29

Decision Package Item #

1 Eng

Project / Initiative Name

Corporate Climate Change Risk and Vulnerability Assessment

Commission:

Development Infrastructure Services

Business Unit Number:

Division:

ENG - Storm Water

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

This project is essential to reduce legal liability to the Town. The Town can be found liable for damage claims from floods if the effects of climate change are not taken into account. This is supported by the Council-approved Stormwater Master Plan (2017). Legal risks associated with climate change are compounded by new legislation from the Provincial Government (through the MOECP) and also through the LSRCA whose legislation is incorporated under the Provincial Legislation under the Lake Simcoe Protection Act. The goal of this project would be to assess the risks to the corporation from current climate conditions, as well as future climate scenarios. A rapid risk assessment (modelled after similar initiatives conducted for the City of Mississauga, Town of Richmond Hill, Peel Region and York Region) needs to be conducted to establish a baseline of information that can be used to inform the development of future Corporate Climate Change initiatives and asset management strategies. This information will be useful when applying for available funding grants and will help inform other related climate change action initiatives that are necessary to protect the Town and its residents.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The risk scan information will provide an important first cut of which services may be most at risk from climate change and will help inform decision making about how to incorporate this information into our Asset Management Planning, as mandated by the Province, and any further in-depth studies that are necessary to understand climate change impacts at a site scale.It will also reduce legal liability to the Town. The Town can be found liable for damage claims from floods if the effects of climate change are not taken into account. This is supported by the Council-approved Stormwater Master Plan (2017). Legal risks associated with climate change are compounded by new legislation from the Provincial Government (through the MOECP) and also through the LSRCA whose legislation is incorporated under the Provincial Legislation under the Lake Simcoe Protection Act. The goal of this project would be to assess the risks to the corporation from current climate conditions, as well as future climate scenarios.

Priority

If this item addresses a priority, please explain how it does so...

This project will reduce legal liability to the Town. The Town can be found liable for damage claims from floods if the effects of climate change are not taken into account.Some Ontario municipalities are currently subjected to lawsuits of \$100 Million or more due to not taking into account Climate Change in their planning. Also, the Council-approved Stormwater Master Plan (2017) requires staff to assess risks due to climate change. Legal risks associated with climate change are compounded by new legislation from the Provincial Government (through the MOECP) and also through the LSRCA whose legislation is incorporated under the Provincial Legislation under the Lake Simcoe Protection Act. The goal of this project would be to assess the risks to the corporation from current climate conditions, as well as future climate scenarios. It is implicitly understood that one of Council's and the Town's top priorities is to safeguard the wellbeing of persons and property within the municipality. This initiative will achieve this by identifying our service areas where we are most vulnerable and allow the Town to formulate a plan to mitigate or adapt to these risks.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Our assets and services are currently delivered without considering the impacts of climate change which puts the Town at great risk of liability for claims that could exceed \$100 Million or more (as is happening in other Ontario municipalities). By identifying our risks and vulnerabilities the Town can identify how desired service levels will be impacted and create a plan to adapt or mitigate the changes. This will ensure that the Town can maintain or improve our exisiting desired service levels when facing the impacts of climate change, such as increased precipitation and annual mean temperatures.

Business Case

If this item provides a financial return, please explain how it does so...

Studies show that for every dollar spent now on climate adaptation, we can save six to nine dollars in avoided damages.The Town can be found liable for damage claims from floods if the effects of climate change are not taken into account.Some Ontario municipalities are currently subjected to lawsuits of \$100 Million or more due to not taking into account Climate Change in their planning. Also, the Council-approved Stormwater Master Plan (2017) requires staff to assess risks due to climate change. Legal risks associated with climate change are compounded by new legislation from the Provincial Government (through the MOECP) and also through the LSRCA whose legislation is incorporated under the Provincial Legislation under the Lake Simcoe Protection Act.. As the Town undertakes projects, we can incorporate climate change adaptation measures to maximize budgets. This project will be submitted for asset managment plan funding as part of a larger corporate risk and vulnerability assessment project. If the Town is not successful in that funding it is requested to fund the climate change risk assessment portion from the operating budget.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Climate change already poses a significant risk to municipalities in the form of more intense rain falls, extreme heat and increased snow precipitation. This additional stress on our infrastruciure and resources will affect the services we provide. By conducting this study, we can assess the risks our departments and services face and begin to formalize an adaptation and mitigation plan for the Town.Again, the Town can be found legally liable for damage claims from floods if the effects of climate change are not taken into account.Some Ontario municipalities are currently subjected to lawsuits of \$100 Million or more due to not taking into account Climate Change in their planning. Also, the Council-approved Stormwater Master Plan (2017) requires staff to assess risks due to climate change. Legal risks associated with climate change are compounded by new legislation from the Provincial Government (through the MOECP) and also through the LSRCA whose legislation is incorporated under the Provincial Legislation under the Lake Simcoe Protection Act.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	x	HR		IT	
Legislative Services		Planning	x	Operations	x	Legal	x	Finance	x
Recreation & Culture		Procurement		Parks	x	Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Asset Management	Climate change risk and vulnerability assessment will integrate into the overall corporate risk and vulnerability program and will meet the Town's requirements for incorporating climate change into the Town's asset management plans.
Facilities	Requested comments, no comments received. Can anticipate that staff will need to participate in working group sessions.
Parks	Requested comments, no comments received. Can anticipate that staff will need to participate in working group sessions.
Traffic	Requested comments. Comments received was that "climate change would be good for traffic because of less snow in the winter." This is a misconception, there will actually be more snow in the winter.
Planning	Supports the project. Planning will be able to integrate the energy and greenhouse gas emission reduction plans into an overallll corporoate climate change adapation plan.
PWES	Requested comments. Comments received was that climate change does effect OWAS and can have a major impact, not just on assets but on levels of service. There could be damage done to trees, the need for largers pipes, flooding on streets. There may be the need for additional snow ploughing, clearing of catch basis, emergency evacuations

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (Subject to getting the grant)	Yes	40,000							
Capital Costs		40,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
None	No								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		40.000	-	-	-	-	-		-
Net Cost		-	-	-	-	-	-		-

Total Cost

40,000

Total Cost Recoveries

40,000

Total Net Cost

-

Cost Recovery

100%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

3

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	4	1	3	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	3	17	29

50

2019 BUDGET
Capital Decision Package Form

Total Points

29

Decision Package Item #

CYFS 3

Project / Initiative Name

Lifecycle Replacement of Personal Protective Equipment

Commission:

CYFS

Business Unit Number:

21221

Division:

Integrated Fire Services

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Anticipated replacements of personal protective equipment (PPE) for retirements of current staff will require sets of complete PPE including bunker gear, helmets, gloves, balaclavas, and firefighting boots. Additional pieces of bunker gear are required for current staff as per the 10 year lifecycle replacement date. Each year bunker gear is put through annual testing to ensure safety of each bunker gear set. This is in compliance with NFPA 1971. Without this mandatory replacement, fire crews will not respond to any emergency responses which could result in catastrophic consequences. Use of outdated equipment could result in litigation.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a mandatory/legislated classification. Lifecycle replacement of bunker gear and firefighting helmets are set at 10 years by the National Fire Protection Association (NFPA) 1971 standard and CYFS complie

Priority

If this item addresses a priority, please explain how it does so...

This is a priority as PPE is decommissioned after 10 years and is no longer able to be in service.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without replacing Firefighter personal protective equipment (PPE) the following will take place: CYFS will not meet NFPA guidelines, and if any of our personnel sustain an injury due to Firefighting activities, CYFS will be exposed to litigation. In addition, if CYFS does not replace the PPE, the employee (Firefighter) has the right to refuse work according to the Occupational Health and Safety Act.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabrator or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No	71,000					No	-
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		71,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		71,000	-	-	-	-		-

Total Cost

71,000

Total Cost Recoveries

-

Total Net Cost

71,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	5	1	1	24

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	24	29

51

2019 BUDGET
Capital Decision Package Form

Total Points28

Decision Package Item #3 Building

Project / Initiative NameBuilding Automated System

Commission:Development Infrastructure Services

Division:Building

Business Unit Number:17761

Business Unit Name:395 Building Maintenance

Classification (select one):Growth

Service Level Change or MaintenanceYes

Mandatory/Legislative

Section 1 Description

SummaryPlease provide a brief summary of what the proposed budget item is...
Replacement of Building Automated System Hardware and Software. This system controls our heating and cooling as well as our exterior lighting. It is the brain that controls all of our mechanical units that keeps this building comfortable and safe.

ClassificationPlease provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Aged system requires updating. Required to maintain current service levels

PriorityIf this item addresses a priority, please explain how it does so...
This item addresses Council Strategic Priority of Efficiency/Financial Management (j) Ensuring effective & efficient services - The Building Automated System automatically controls the heating and cooling for 395 Mulock Drive. Most parts for the current BAS we have have been discontinued and need to be custom made or flown in from various other countries which makes quick repairs difficult and expensive.

Desired Service LevelIf this item maintains or moves toward a desired service level, please explain how it does so...
This item maintains a service level of comfortable working conditions for staff at 395 Mulock and comfortable conditions for our residents using the facilities various services. The system is original from when we first moved in in 1999. It was a used system when it was installed and is outdated and unreliable to todays standards. Currently if you ask our staff the system does not maintain a desired service level. It is unreliable and goes offline a lot. A new updated system would deliver an acceptable service level to our staff and customers.

Business CaseIf this item provides a financial return, please explain how it does so...
The current system is not user friendly and makes it near impossible to perform nightly setbacks (reduce heating and cooling at night or weekends) to conserve energy. Therefor in order to maintain comfortable working conditions the system is heating and cooling 24 hours a day. Replacing this system with a new one would increase efficiencies with our heating and cooling costs considerably. Actual operating cost savings are hard to determine at this time.

Risk MitigationIf this item mitigates a significant risk, please explain how it does so...
Our current system is over 20 years old and is constantly failing. We have had 36 recorded instances of HVAC issues over the last 10 months in our work order system and that's just the recorded issues. Ministry of Labour states that: "In a health care facility or an industrial establishment, such as a factory, store, shop or **office**, the regulations set a minimum temperature of 18 °C, subject to some exemptions for things like work outdoors or in freezers." If our current aged system does eventually quit for good we would have a hard time maintaining legislated temperatures. Also in winter months a failure that occurs over a weekend could result in freezing pipes and water damage since there is no communication from our current system to notify us of issues. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that this system had passed its life expectancy and is due for replacement.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund		110,000						
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund								
Other (please specify)								
AM Grant								
Capital Costs		110,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Efficient Heating and Cooling	Yes		5,500	5,500	5,500	5,500	Yes	82,500
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	5,500	5,500	5,500	5,500		82,500
Net Cost		110,000	-	-	-	-	-	82,500

Total Cost110,000

Total Cost Recoveries110,000

Total Net Cost-

Cost Recovery100%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)3

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk	Post-Implementation Risk	Points
Consequence3	Consequence2	Likelihood1
Likelihood5		13

Evaluation Components

Priority9	Desired Service Level3	Business Case3	Risk Reduction / Mandatory or Legal Requirement13	Total Points28
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52

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

5 Building

Project / Initiative Name

Roof Replacement over Leased Space (Rogers)

Commission:

Development Infrastructure Services

Business Unit Number:

17761

Division:

Building

Business Unit Name:

395 Building Maintenance

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Replacement of 6,400sqft of roof over leased space at 395 Mulock Drive.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Maintaining Building envelope.

Priority

If this item addresses a priority, please explain how it does so...
This item addresses Council Strategic Priority of Efficiency/Financial Management (j) Ensuring effective & efficient services - As a landlord for the leased space we are responsible for maintaining the building in a safe and functional condition.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
Maintains service level. Without roof repairs being completed the roof will continue to deteriorate and eventually fail to keep elements out.

Business Case

If this item provides a financial return, please explain how it does so...
No immediate financial return, but the roof is currently in a condition that could lead it to start failing. If we postpone for another year we could start experiencing leaks and incur repair costs until the roof is properly replaced. Leaks in the roof could also have added costs of ceiling tile replacement, water clean up expences or floor replacements.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
If roof fails it could damage equipment in leased space. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that this area of roof had passed its life expectancy and is due for replacement. It was noted that "There are areas of exposed asphalt and although the roof was dry on the day of inspection there are signs of water ponding."

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabroration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund		120,000						
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund								
Other (please specify)								
AM Grant								
Capital Costs		120,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

120,000

-

-

-

-

-

-

-

Total Cost

120,000

Total Cost Recoveries

-

Total Net Cost

120,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	3	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

53

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

3 Eng

Project / Initiative Name

Stormwater Management Pond Clean Outs/ Retrofits

Commission:

Development Infrastructure Services

Business Unit Number:

Division:

ENG - Storm Water

Business Unit Name:

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

There are 9 storm water ponds which are over 50% full of sediment, and another 7 which are approaching the 50% threshold. The Town is legislated through the Ministry of Environment, Conservation & Parks (MOECP) through the Ponds' C of A's and ECA's that were issued through MOE to ensure that proper maintenance is occurring and ponds are functioning as they were intended. MOECP has not been strong on inspecting and charging municipalities that don't comply with their Pond maintenance in the past, but they plan to increase enforcement and lay more charges in 2019 and beyond. No cleaning out a Pond with an Environmental Compliance Approval from MOECC is subject to legal action against the Town by the MOECP. This will be for the design and construction works for the highest priority ponds in Newmarket. This work is required under the Council approved 2017 Stormwater Master Plan that Council must comply with, and the inspections that were conducted in 2016 and 2018, which assessed the maintenance and construction needs for compliance of each pond.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This addresses the recommendations in the Town's Comprehensive Stormwater Management Master Plan, adopted by Council in 2017. In addition, half of our stormwater managment facilities have received an Environmental Compliance Approval (ECA) and Certificates of Approval (C of A) from the Ministry of Environment which outline the legal and legislated responsibilities of a Town in terms of the operation, maintenance, inspection and reporting requirements for these ponds that must be met or the Town will face legal and liability consequences.

Priority

If this item addresses a priority, please explain how it does so...

If this work is not done, the Town is not in compliance with Provincial Legislation and will be charged. It is also a priority because Council has approved and adopted the Stormwater Master Plan which requires us to do this work as well. Also, it is implicitly understood that one of Council's and the Town's top priorities is to safeguard the wellbeing of persons and property within the municipality. This initiative will achieve this by preventing future flooding in vulnerable areas.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Much work needs to take place to catch up on the maintenace of our ponds and ensure the Town is meeting its legislative obligations. As more growth is occurring, there is more urgency to maintain our swm ponds due to more sediment and higher volumes of storm water being dumped into them. Also, climate change is causing more frequent and more intense storms that cause more sedimentation to occur and more work needed to ensure that the ponds are legal and that they are functioning as per their design. Stormwater facilities need to be cleaned out once their sediment efficiency removal rate drops by 5%. This work will ensure that our stormwater assets are functioning properly and due diligence is being conducted.

Business Case

If this item provides a financial return, please explain how it does so...

Revenue is generated from the stormwater charge, a new dedicated source of funds to replace our infrastructure, conduct regular maintenance and reduce flood risk. Also, by doing this work, the Town can eliminate the risk of being charged significant fines under Provincial Legislation. Also, the possibility of legal action against the Town through class action suits will be in excess of \$100 Million if the Town does not clean out its ponds, leading to flooding and damages.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Reduces the risk of being outside of compliance with the MOECC regulations; mitigates the culmulative negative impact of phosphorus, sediment and other pollutants going into our watercourses and lake simcoe, mitigates the risk for flooding, property damage and liability. Also, by doing this work, the Town can eliminate the risk of being charged significant fines under Provincial Legislation. Also, the possibility of legal action against the Town through class action suits will be in excess of \$100 Million if the Town does not clean out its ponds, leading to flooding and damages. Also the Town's reputation is at risk from not doing anything to protect persons and property from flooding damages if the work is not undertaken.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No	660,000	680,000	700,000	725,000	650,000	600,000		
Gas Tax	No								
Operating Fund	No								
Other (please specify)	Yes								
Capital Costs		660,000	680,000	700,000	725,000	650,000	600,000		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
	No	0							
Operatina Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		660,000	680,000	700,000	725,000	650,000	600,000		-

Total Cost

4,015,000

Total Cost Recoveries

-

Total Net Cost

4,015,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk			Post-Implementation Risk		Points
Consequence	Likelihood		Consequence	Likelihood	
5	4		1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	18	27

54

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

4 Eng

Project / Initiative Name

Active Transportation Implementation Plan - Harry Walker Parkway

Commission:

Development Infrastructure Services

Division:

ENG - Transportation

Business Unit Number:

62122

Business Unit Name:

Transportation

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Completion of cycling facility (bike lanes) on Harry Walker Parkway.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Creates safe cycling options in the Town's network and particularly in the industrial areas. This is mandated by Council's approved Active Transportation Plan.

Priority

If this item addresses a priority, please explain how it does so...

This is one of Council's 5 top strategic priorities (transportation and road safety). Furthermore, it is mandated by Council's approved Active Transportation Plan. The cycling facility provides a safety for vulnerable road users (cyclists) and slows down speeds which would reduce potential collisions and/or reduced potential collision damage and injury. This addresses Priority L 'ensure safe streets' directly.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The cycling facility is part of the Council Approved Active Transportation Plan for the Town. With each addition of a cycling facility on Town roads, the desired level of service - increased active transportation and decreased vehicle use - is achieved.

Business Case

If this item provides a financial return, please explain how it does so...

This work is covered by an OMCC Grant and therefore, it costs little to the Town to meet this Council's Top Strategic Priority and to implement Council's Active Transportation Plan.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Cyclists are on all of our roads. The Active Transportation Plan identifies cycling networks with potentially higher cycling use, and provides for an increased level of safety for cyclists. It also reduces the Town's risk of liability due to accidents.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services

Building

Engineering

X

HR

IT

Legislative Services

Planning

Operations

X

Legal

Finance

Recreation & Culture

Procurement

Parks

Communications

X

Facilities

Other

X

Please discuss item with relevant areas and include their comments below...

Department

Comments

Engineering - Capital

Determination on any road works that may impact the project or ideas to plan works to reduce costs

Operations

Maintenance requirements

Communications

New facility would require a level of communication to the public.

York Region

The cycling facility would cross Davis Drive and end at Mulock Drive - both Regional infrastructure.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs

2019

2020

2021

2022

2023

2024

Ongoing Cost past 2024?

Ongoing Cost

Description

Cost Recovery?

Asset Replacement Fund

No

Development Charges

No

Reserves & Reserve Funds

No

Gas Tax

No

Operating Fund

No

OMCC Grant

Yes

40,000

Capital Costs

40,000

-

-

-

-

-

-

Operating Impact of Capital Project

2019

2020

2021

2022

2023

2024

Ongoing Costs / Cost Recoveries past 2024?

Ongoing Costs / Cost Recoveries

Description

Cost Recovery?

No

6,000

6,000

6,000

6,000

6,000

Operating Costs

-

6,000

6,000

6,000

6,000

6,000

-

Cost Recoveries

40,000

-

-

-

-

-

-

Net Cost

-

-

6,000

-

6,000

-

6,000

-

Total Cost

70,000

Total Cost Recoveries

40,000

Total Net Cost

30,000

Cost Recovery

57%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

1

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence

Likelihood

4

4

Post-Implementation Risk

Consequence

Likelihood

1

2

Points

14

Evaluation Components

Priority

Desired Service Level

Business Case

Risk Reduction / Mandatory or Legal Requirement

Total Points

9

3

1

14

27

55

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

10 PWS Facilities

Project / Initiative Name

Power Generators for Magna Centre

Commission:

D I Services

Division:

PWS - Facilities

Business Unit Number:

57301

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Based on Town Generator Study and the demands from EOC, we will require power generators at the following Town Facilities: Magna Centre, Ray Twinney Complex, and Community Centre. This request is for Magna Centre.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Do design first

Priority

If this item addresses a priority, please explain how it does so...

This will enhance our community facilities and would have a building that would have power during a catastrophic power outage.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

We could use generators when we are asked to conserve energy during high demand peak periods. We would save money.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

If we don't have a back up generator we would have major service disruption because we would not be able to provide any services including emergency services. There was a major power outage in southern Ontario in 2008.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion once approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	75,000	1,425,000						
Other (potential grant)									
Capital Costs		75,000	1,425,000	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		75,000	1,425,000	-	-	-	-		-

Total Cost

1,500,000

Total Cost Recoveries

-

Total Net Cost

1,500,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	2	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

2019 BUDGET
Capital Decision Package Form

Total Points	27	Decision Package Item #	11 PWS Facilities		
Project / Initiative NameHaskett Park Washroom Replacement					
Commission:D I Services		Business Unit Number:57301			
Division:PWS - Facilities		Business Unit Name:Facilities Administration			
Classification (select one):Growth		Service Level Change or Maintenance		Mandatory/LegislativeYes	

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Renovation of the Haskett Park Washrooms. The current washroom has well surpassed its life expectancy and requires a full renovation. Most importantly there is a legislated requirement to have all washrooms brought up to AODA standards and as a result this is part of an ongoing washroom renovation program.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This current asset is part of a mandatory requirement to meet AODA standards by 2025. The town has several washrooms that required updating and this renovation is part of the program. Furthermore, there is additional pressure on this facility due to ongoing growth of programming at this park and its proximity to Davis and Yonge area which is part of the province's requirement under the "Places to Grow" legislation. Finally, the current facility is below our service level as it is in poor condition. The renovation will restore this service level.

Priority

If this item addresses a priority, please explain how it does so...

This is a requirement under the AODA compliance legislation that requires public facilities be brought to AODA standards by 2025. Our ability to meet this target relies on us meeting the timelines of this program each year until 2025, or we may not be able to complete all projects by then. This also falls under enhanced recreational opportunities and efficiency/financial management. We also need to properly manage our assets and ensure we maintain our service levels.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This facility does not meet acceptable service level with regards to washrooms in parks, primarily based on accessibility, quality of facility and ongoing growth in programming in this area. The proposed renovations will ensure the facility is brought back to acceptable service levels.

Business Case

If this item provides a financial return, please explain how it does so...

Ongoing degradation of assets results in higher future costs and maintenance expenditures. Properly maintaining facility assets would ensure efficient management of the asset and better overall asset management. Furthermore, following a manageable program of washroom replacements will ensure more consistent expenditures on an annual basis and avoid large spikes in funding and resource needs.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not approving this project could interfere with us being AODA compliant. If someone complained the washroom was not compliant it would result in negative media coverage.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks	x	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has occurred
Procurement	The final list will be submitted to Procurement after Council approval.
Parks	Discussion has occurred

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	120,000							
Development Charges	No	30,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		150,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

Cost Recoveries

-

Net Cost

150,000

Total Cost

150,000

Total Cost Recoveries

-

Total Net Cost

150,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points
9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points
3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points
0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

57

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

13 PWS Facilities

Project / Initiative Name

Ray Twinney Pool Stainless Steel Railings

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The main pool at the Ray Twinney Complex requires new stainless steel railings which are in poor condition and require replacement. New stainless steel railings will meet AODA standards and will prevent a potential accident/incident should one of the old ones fail during use.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The stainless steel railings are in poor condition and can pose a safety risk to users entering the pool. The railings currently do not comply with AODA standards. Updating the railings will be safer for users and provide greater accessibility for pool users who require additional assistance.

Priority

If this item addresses a priority, please explain how it does so...

Council Priority: Enhanced Recreational Opportunities - Enhancing our recreation& community facilities. The replacement of the railings would enhance our recreation facilities and ensure safety of users.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The replacement of the pool railings will not only allow for a continued level of service, but will also allow the facility to comply with AODA standards.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The current poor condition of the railings could pose a safety risk to pool users making use of the railings. Their failure could result in injury, and pool closure causing loss of revenue and disruption to users. If the current outdated railings were to fail this could result in hospitalization of injured parties, intense negative local media exposure and 3rd party losses and damages.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services

Building

Engineering

HR

IT

Legislative Services

Planning

Operations

Legal

Finance

Recreation & Culture

x

Procurement

x

Parks

Communications

Facilities

Other

Please discuss item with relevant areas and include their comments below...

Department

Comments

Recreation & Culture

Discussion has occurred

Procurement

The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs

2019

2020

2021

2022

2023

2024

Ongoing Cost past 2024?

Ongoing Cost

Description

Cost Recovery?

Asset Replacement Fund

No

30,000

Development Charges

No

Reserves & Reserve Funds

No

Gas Tax

No

Operating Fund

No

Other (please specify)

Capital Costs

30,000

-

-

-

-

-

-

Operating Impact of Capital Project

2019

2020

2021

2022

2023

2024

Ongoing Costs / Cost Recoveries past 2024?

Ongoing Costs / Cost Recoveries

Description

Cost Recovery?

Operating Costs

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

Net Cost

30,000

-

-

-

-

-

-

Total Cost

30,000

Total Cost Recoveries

-

Total Net Cost

30,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence

3

Likelihood

4

Post-Implementation Risk

Consequence

1

Likelihood

2

Points

15

Evaluation Components

Priority

9

Desired Service Level

3

Business Case

0

Risk Reduction / Mandatory or Legal Requirement

15

Total Points

27

58

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

15 PWS Facilities

Project / Initiative Name

Ray Twinney Complex Pool Slide Repair

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Ray Twinney Complex pool slide requires new coating and some concrete repairs. As per our annual Slide inspection TSSA has issued a director's order 534/18 that our current slide requires re-coding and some concrete repair work.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The pool slide is governed by the TSSA. The slide requires new coating and some concrete repairs to comply with regulations set out by the TSSA. Compliance to TSSA aging rides director's order.

Priority

If this item addresses a priority, please explain how it does so...

Council Priority: Enhance Recreational Opportunities - Enhancing our recreation & community facilities. The slide repair would comply with TSSA requirements and enhance our recreation and community facilities. It allows us to maintain our current level of service.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The slide repairs need to be conducted to maintain current levels of service. The slide is inspected annually by the TSSA and if it does not pass could result in closure affecting revenue and users.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The slide needs to be safe for users and comply with TSSA regulations. Injury could result to users if the repairs are not conducted. If we do not complete the repair the slide will be locked out and unavailable to users. There would be a major service disruption if the slide is not operational.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has occurred.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	17,000							
Other (please specify)									

Capital Costs

17,000

-

-

-

-

-

-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

17,000

-

-

-

-

-

-

-

Total Cost

17,000

Total Cost Recoveries

-

Total Net Cost

17,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

59

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

6 PWS Facilities

Project / Initiative Name

Youth Centre Skateboard Park Epoxy Floor Repair

Commission:

D I Services

Division:

PWS - Facilities

Business Unit Number:

57301

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Repair to the skateboard park epoxy floor due to numerous chips.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Due to the high volume of use the floor has sustained damage over time. In order to minimize our risk the floor must be repaired.

Priority

If this item addresses a priority, please explain how it does so...

The repair would enhance our recreation & community facilities. Failure to repair could result in skate park closures, revenue loss and potential injury.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

In order to maintain the desired level of service the floor must be repaired.

Business Case

If this item provides a financial return, please explain how it does so...

During Facility Maintenance inspections and comments received from Youth Centre Staff it was determined the floor must be repaired.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

There is the potential for major service disruption. There is potential risk for patrons (litigation). If the repairs are not made, it could impact users and result in loss of revenue if the park has to be closed.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has occurred
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	22,000						
Other (please specify)								
Capital Costs		22,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-
Net Cost	22,000	-	-	-	-	-	-	-

Total Cost

22,000

Total Cost Recoveries

-

Total Net Cost

22,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

60

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

9 PWS Facilities

Project / Initiative Name

Upgrade to Community Centre Filter System

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Upgrade Community Centre Splash Pad filter system due to wear and tear on sand filters and UV systems. In order to stay compliant with the Public Health Act these upgrades are required.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
The Public Health Act states that in order to operate this Splash Pad, we must have filters and UV systems that are providing balanced water in accordance to regulations.

Priority

If this item addresses a priority, please explain how it does so...
The priority is to maintain existing service levels, and address enhanced recreational opportunities, efficiency and sound financial management. Compliance with Public Health Act is critical. Given that this water feature is in a high profile location, supports several events and is attraction in our town, the priority in maintaining the operations of this facility would be high.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
This is in order to maintain an existing service we are providing.

Business Case

If this item provides a financial return, please explain how it does so...
Due to regular maintenance and inspections it was determined the upgrades are required. Properly maintaining facility assets would ensure effective management of the assets and better overall asset management.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
If the repairs are not approved we cannot maintain legislative requirements and the water feature would have to be closed. This has significant risks for the public image of the Town, the impact on events and the general impact on a significant public space.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion have occurred
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	22,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		22,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		22,000	-	-	-	-	-		-

Total Cost

22,000

Total Cost Recoveries

-

Total Net Cost

22,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	2	2	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

61

2019 BUDGET
Capital Decision Package Form

Total Points

27

Decision Package Item #

7 Roads

Project / Initiative Name

Road Resurfacing Program

Commission:

DI Services

Business Unit Number:

Division:

PWS - Roads

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Assessing condition of roads within Town and resurfacing them with additional repairs regarding catch basins, curb and some sidewalk sections.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Maintaining existing service levels to get more life out of asset.

Priority

If this item addresses a priority, please explain how it does so...
Ensuring safe streets, improving traffic congestion and supporting major transit service enhancement fall in line with Council's strategic priorities. This vital activity promotes all of these. Road resurfacing is imperative to assist with life of road asset. Costs are lower than a full reconstruction and gives added longevity to road network.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
Maintains existing level of service in addition to cost savings comparatively to full reconstructions.

Business Case

If this item provides a financial return, please explain how it does so...
A good resurfacing program can identify issues before they become extensive causing full reconstruction work. By keeping up with proactive pavement management the asphalt base is preserved leading to road life extension and reducing costs related to continual maintenance needs or full reconstruction.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Good pavement on roads makes for less claims.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	x	HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Engineering	Supports this activity

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	1,600,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		1,600,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

1,600,000

-

-

-

-

-

-

-

Total Cost

1,600,000

Total Cost Recoveries

-

Total Net Cost

1,600,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points
9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)
Points
3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)
Points
0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

62

2019 BUDGET

Capital Decision Package Form

Total Points

27

Decision Package Item #

2 PWS W/WW

Project / Initiative Name

Colorimetric Chlorine Analysers

Commission:

D I Services

Business Unit Number:

Division:

PWS - Water/Waste Water

Business Unit Name:

Water/Waste Water

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

To purchase four (4) colorimetric chlorine analysers to monitor chlorine residuals throughout the Town's water distribution system.

Classification

To monitor chlorine residuals throughout the Town's water distribution system to meet Ontario Regulation 170/03.

Priority

This is a mandatory legislative requirement to monitor daily chlorine residuals. This will better identify areas to flush. This request falls under Council Strategic Priority -ensuring effective & efficient services.

Desired Service Level

To ensure the chlorine levels are within acceptable levels as per Ontario Regulations. This new equipment will monitor the chlorine residuals electronically thereby freeing staff time for other water/waste water duties.

Business Case

Risk Mitigation

If this not implemented manipulating and maintaining the system would be inefficient and much more costly. There have also been complaints to the media with respect to our operational flushing.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	x	Legal		Finance	
Recreation & Culture		Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion to be held after approved budget.
Operations	Discussion to be held after approved budget.
Facilities	Discussion to be held after approved budget.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify) Water Rates		30,000						
Capital Costs		30,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operatina Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		30,000	-	-	-	-		-

Total Cost

30,000

Total Cost Recoveries

-

Total Net Cost

30,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

63

2019 BUDGET

Capital Decision Package Form

Total Points

27

Project / Initiative Name

Parks - Winter Sidewalk Maintenance Equipment

Commission:

Development Infrastructure Services

Division:

PWS Parks

Classification (select one):

Growth

Decision Package Item #

29 PWS-Parks

Business Unit Number:

Business Unit Name:

Parks Maintenance-General

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Ontario Government has changed the minimum maintenance standards for sidewalks, we must have a nightly patroller from October 1st to April 30th to monitor the sidewalks for winter maintenance. We are requesting staff and a piece of equipment, there will be a need for mobile computer device and phone as well. Staffing request is included in the 2019 Operating Decision Packages. This request is for the equipment and computer device.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
This is a mandatory/legislative request for Ontario Regulation 366/18.

Priority

If this item addresses a priority, please explain how it does so...
This initiative falls under Council Strategic Priority - Ensuring safe streets.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This task will allow us to adhere to the new standards and service level of monitoring sidewalks during winter months.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Without this budget request, we would be at the severe level of risk due to Health and safety for the public(broken bones), operational area would be effected due to the new Ontario Minimum Maintenance Standards, Corporate image from media exposure along with third party litigation from slips and falls. We would be at risk of injury, fines, litigation if we do not complete this service.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	58,000						
Other (please specify)								
Capital Costs	DIS 18 (Operating)-Parks Winter Sidewalk	58,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						
Operatina Costs		-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-
Net Cost		58,000	-	-	-	-	-

Total Cost

58,000

Total Cost Recoveries

-

Total Net Cost

58,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

Council Approved Strategic Plan

+4 OLT Priority

Documented Recommendation

+6

+2

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	2	3	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	15	27

64

2019 BUDGET

Capital Decision Package Form

Total Points

26

Decision Package Item #

2 Eng

Project / Initiative Name

Low Impact Development and New Stormwater Facilities

Commission:

Development Infrastructure Services

Business Unit Number:

Division:

ENG - Storm Water

Business Unit Name:

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

This project is necessary to reduce legal lability of the Town and as directed by the Council-adopted Stormwater Master Plan completed in 2017. It is to design & construct new Low Impact Development (LID) elements and storm related facilities. Over 33% of the Town has no stormwater controls which leads to flooding and poor water quality in our streams. The Insurance Bureau of Canada shows that municipalities are now becoming liable for such floods if they do not implement LID. As the opportunities arise to include new stormwater management facilities in Town capital and road reconstruction projects, LID's will be included to help improve the current situation and mitigate the impacts of climate change. This is as per the recommendations in the Town's Stormwater Management Master Plan, which outlines how the Town is to comply with the legislative requirements outlined by the Lake Simcoe Protection Plan and the Lake Simcoe Region Conservation Authority including; the reduction of stormwater runoff, reducing phosphorus loading and improving water balance for source water protection.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This addresses the recommendations in the Town's Comprehensive Stormwater Managment Master Plan, adopted by Council in 2017. It also provides protection against legal liability of the Town by adapting our stormwater systems to climate change. If we do not do this project, the effect could include the Town becoming liable for class action lawsuits in the order of over \$100Million as is presently occuring in other Ontario municipalities. It is also a growth related need due to more and more hard surfaces being created as a result of new development, thereby sending more stormwater directly into the catchbasins and pipes that lead to our creeks and rivers, causing increased flooding of vulnerable areas. The Town needs to show its due diligence in mitigating the negative effects of growth and climate change by implementing more LID and storm related facilities.

Priority

If this item addresses a priority, please explain how it does so...

This is a priority because it is directed by Council through its adoption of the Stormwater Master Plan which was approved by Council in 2017. It is implicitly understood that one of Council's and the Town's top priorities is to safeguard the wellbeing of persons and property within the municipality. This initiative will achieve this by preventing future flooding in vulnerable areas.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

As part of the Stormwater Master Plan, this is to reduce flood risk and increase the amount of area in Newmarket which receives stormwater quality and quantity controls. By implementing LID retrofits and new stormwater facilities in vulnerable areas, the Town can implement the required level of service to address these issues from a priority and liability perspective.

Business Case

If this item provides a financial return, please explain how it does so...

Adding in additional stormwater management facilities and Low Impact Development will reduce legal liability of the Town to class action lawsuits in amounts over \$100 Million that are now plaguing other municipalities as a result of flooding. Revenue is fee-based through the Town's new stormwater fee, which is a dedicated source of funds to implement Council's approved Stormwater Master Plan.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Municipalities must now show that they are taking new measures such as Low Impact Development to counteract the negative effects of climate change and growth. If the municipality does not implement this type of action as recommended herein, we become open to class action lawsuits in excess of \$100 Million due to floods. Adding new LID and SWMF's the Town will reduce the negative impacts of increased intense storms (flood risk, liability, property damage) and mitigates the culmulative negative impact of phosphorus, sediment and other pollutants going into our watercourses and Lake Simcoe. This also prevents the Town from being charged under Provincial legislation for not taking into consideration Ontario's Lake Simcoe Watershed Plan and the Lake Simcoe Protection Plan. If this project is not funded, there will be damage to persons and property throughout the Town as a result of more frequent and intense storms and as a result of growth in the Town.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement		Parks	x	Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Parks	New SWM facilities may be incorporated into parks and would need review/approval of the department and may require a minor increase to operating budget for any LID's which require to be maintained by Parks.
Facilities	New SWM facilities may be incorporated at Town facilities and would need review/approval of the department
Recreation	New SWM facilities may be incorporated at Town facilities/parks and would need review of the department to see if any recreational opportunities can be incorporated and that any construction does not impact the delivery of Town programs.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	800,000	TBD	TBD	TBD	TBD			
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)	Yes								
Capital Costs		800,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
swm revenue	No								
casual wages &benefits	No		35,000	35,000	35,000	35,000	35,000		
material & supplies	No		5,000	5,000	5,000	5,000	5,000		
truck rental	No		5,000	5,000	5,000	5,000	5,000		
Operatina Costs		-	45,000	45,000	45,000	45,000	45,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		800,000 -	45,000 -	45,000 -	45,000 -	45,000 -	45,000		-

Total Cost

1,025,000

Total Cost Recoveries

-

Total Net Cost

1,025,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
5	4	1	3	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	17	26

65

2019 BUDGET

Capital Decision Package Form

Total Points

26

Decision Package Item #

5 Eng

Project / Initiative Name

Active Transportation Implementation Plan - Stackhouse Road

Commission:

Development Infrastructure Services

Business Unit Number:

62122

Division:

ENG - Transportation

Business Unit Name:

Transportation Services

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabrator or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	x	HR		IT	
Legislative Services		Planning		Operations	x	Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications	x	Facilities	
								Other	x

Please discuss item with relevant areas and include their comments below...

Department	Comments
Engineering - Capital	Determination on any road works that may impact the project or ideas to plan works to reduce costs
Operations	Maintenance requirements
Communications	New facility would require a level of communication to the public.
York Region	The cycling facility would cross Leslie Street - Regional infrastructure.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	12,000						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		12,000	-	-	-	-		-
Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Maintenance	No		6,000	6,000	6,000	6,000		
Operating Costs		-	6,000	6,000	6,000	6,000		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		12,000 -	6,000 -	6,000 -	6,000 -	6,000 -		-
Total Cost	42,000	Total Cost Recoveries	-	Total Net Cost	42,000	Cost Recovery	0%	

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	2	14

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	14	26

66

2019 BUDGET
Capital Decision Package Form

Total Points

26

Decision Package Item #

7 Eng

Project / Initiative Name

Municipal Infrastructure Projects

Commission:

Development Infrastructure Services

Business Unit Number:

32101

Division:

ENG - Roads

Business Unit Name:

Capital Projects

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

This is our Road and Infrastructure Reconstruction Program. To replace, repair or rehabilitate existing Municipal Infrastructure (sewers, watermain, roads, sidewalks, lighting, signals) and related infrastructure. Includes design, construction, utility relocations costs and overall project management.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The Town Assets are existing and therefore require replacement or rehabilitation to provide an adequate service level and reduce the likelihood and consequences of failure (eg. watermain breaks, sewer backups, road failures).

Priority

If this item addresses a priority, please explain how it does so...
Efficiency/Financial Management Timely replacement/rehabilitation of the municipal infrastructure ensures effective & efficient service delivery and management of the assets.

Desired Service Level

The related projects will move towards an efficient asset replacement program for the Town. These projects will reduce/eliminate the amount of staff time spent on repairing broken watermain, blocked sanitary sewers, patching potholes, repairing trip hazards, paying 3rd party claims

Business Case

If this item provides a financial return, please explain how it does so...

The efficient & effective asset management of municipal infrastructure is imperative to the financial sustainability of the Town. Timely and appropriate measures taken through the construction of the related projects will properly manage the asset's service life and will result in a net lower cost to the Town.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Some of the risks mitigated are unplanned service interruptions as a result of watermain breaks, blocked sewers, road repairs/sinkholes. The major risks are financial that would result from the ineffective management of the Town municipal infrastructure.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Operations	Scope determination, design reviews, sign-offs, support during construction (eg. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	3,949,000	5,234,000	5,669,000	6,169,000	6,549,000	7,049,000	Yes	105,735,000
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No	2,555,000	2,555,000	2,670,000	2,670,000	2,790,000	2,790,000		
Operating Fund	No								
Other (AMO grant for Main St. Solid W		104,000							
Capital Costs		6,608,000	7,789,000	8,339,000	8,839,000	9,339,000	9,839,000		105,735,000

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

Cost Recoveries

-

Net Cost

6,608,0007,789,0008,339,0008,839,0009,339,0009,839,000105,735,000

Total Cost

156,488,000

Total Cost Recoveries

-

Total Net Cost

156,488,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points
9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points
3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points
0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	5	1	1	14

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	14	26

67

2019 BUDGET

Capital Decision Package Form

Total Points

26

Decision Package Item #

5 PWS Parks

Project / Initiative Name

Sport Field Protective Netting- Phase II

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Safety netting to be installed at the following location, Fairgrounds #3(outfield fence and netting at \$250,000), We receive many complaints of near misses along with injuries and damage to cars/property from balls hitting over the fence on the ball diamond #3. The existing outfield fence of this diamond is need of replacement due constant frost movement and repairs, which has resulted in the fence being unstable and need of replacement. The current underground conditions from hidden waterways/spring has increased the cost, this was found when installing the backstop, new batting cage and bunker building.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Budget is needed to decrease the chance of health and safety issues. It will also help maintain a safe park environment and bring the outfield fence up to maintenance standards.

Priority

If this item addresses a priority, please explain how it does so...

Council Priority: Enhanced recreational opportunities. As noted above, there is a current safety risk with balls going over the fence. It was also requested by the towns claims and risk analyst to have this work completed along with Rec and Culture.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This would allow us to increase a safe service level on this diamond at fairgrounds #3.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not having this budget request from ARF could increase our chances of possible litigation issues due to the current health and safety issues.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	Work with timing of season on diamond #3 for installation of the fencing and netting
Procurement	needed for the bid of the tender

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	250,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									

Capital Costs

250,000

-

-

-

-

-

-

Operating Impact of Capital Project

	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

Net Cost

250,000

-

-

-

-

-

Total Cost

250,000

Total Cost Recoveries

-

Total Net Cost

250,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	14	26

68

2019 BUDGET

Capital Decision Package Form

Total Points

26

Decision Package Item #

6 PWS Parks

Project / Initiative Name

RJT Complex Parking Lot Rehab

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	x	HR		IT	
Legislative Services		Planning		Operations	x	Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	x	Communications	X	Facilities	X
								Other	X

Please discuss item with relevant areas and include their comments below...

Department	Comments
Engineering	Talk to Gord, he mentioned that there is funding from Yonge Street project
LSCRA	possible funding through grants

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	1,101,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		1,101,000	-	-	-	-	-		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,101,000	-	-	-	-	-		-

Total Cost

1,101,000

Total Cost Recoveries

-

Total Net Cost

1,101,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	14	26

69

2019 BUDGET
Capital Decision Package Form

Total Points26

Decision Package Item #IT-3

Project / Initiative NameUpgrade/Replace Server Room Equipment

Commission:Corporate Services

Business Unit Number:13621

Division:Information Technology

Business Unit Name:Information Technology

Classification (select one):Growth

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

On going replacement of equipment that has reached the end of its lifecycle. Equipment includes servers, SANs, UPSs, switches, routers, etc. within Town data centres related to the voice/data network and WAN infrastructure.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level Maintenance is achieved with this item to continue to keep critical IT infrastrure and related equipment current and up to date.

Priority

If this item addresses a priority, please explain how it does so...

Efficiency/Financial Management, ensuring effective and efficient services.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The capital request is required to maintain the existing level of service. The server environment and critical IT infrastructure needs to be kept current and up to date, otherwise equipment fails, frequent network outages occur effecting all Town business.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without funds for this item major service disruption can be expected along with major service loss.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs								Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Asset Replacement Fund	No	209,692	216,183	222,674	229,165	235,656	242,147	Yes	3,632,205
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		209,692	216,183	222,674	229,165	235,656	242,147		3,632,205

Operating Impact of Capital Project								Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-							
Net Cost		209,692	216,183	222,674	229,165	235,656	242,147		3,632,205

Total Cost4,987,722

Total Cost Recoveries-

Total Net Cost4,987,722

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	5	2	3	14

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	14	26

70

2019 BUDGET

Capital Decision Package Form

Total Points

25

Decision Package Item #

16 PWS Facilities

Project / Initiative Name

Ray Twinney Complex Pool Tile Repair

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Ray Twinney Complex Pool requires tile repair in the deep end diving well due to wear and tear. **The rebar is protruding through the diving well in the pool and should be addressed at the next pool maintenance closure. We have written documentation from our consultant on how to complete the repair.**

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The repair is to maintain the current level of service. The tiles are getting old and the potential for their letting go is high. If the tiles let go there would be a big service disruption.

Priority

If this item addresses a priority, please explain how it does so...

Council priority: Enhanced Recreational Opportunities. The pool tile repair will enhance our recreation & community facilities by minimizing service disruption.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The repair is to maintain the current level of service. If the tiles let go, the pool would have to be closed, drained and repaired. Users would be impacted and there would be a loss of revenue.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The potential for tiles to dislodge could pose a safety risk to users of the pool. **Failing to conduct the repair could cause the potential for minor injury and subject the Town to potential litigation.**

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has occurred.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	25,000							
Other (please specify)									
Capital Costs		25,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	25,000	-	-	-	-	-	-	-	-

Total Cost

25,000

Total Cost Recoveries

-

Total Net Cost

25,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	5	1	2	13

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	13	25

71

2019 BUDGET

Capital Decision Package Form

Total Points

24

Decision Package Item #

8 PWS Facilities

Project / Initiative Name

Ray Twinney Curved Stanchions Rink 1

Commission:

DI Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Place curved Stanchions at Rink 1 for safety of hockey players who impact termination points.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
The addition of Curved Stanchions is a service level change to add a layer of safety to hockey players when impacts occur along termination points on the boards. The NHL has moved toward replacing padded corners and metal stanchions found at ends of team benches and in sections in between to reduce the force of impact on a player which has caused serious injury.

Priority

If this item addresses a priority, please explain how it does so...
The stanchions would enhance our recreation & community facilities. The safety of our users is of the utmost importance. Installing Curved Stanchions provides an added safety measure to an older rink. Their installation would provide a deflection and cushioned impact at current termination points.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
The installation of the Curved Stanchions would improve the safety of hockey players using Rink 1 by minimizing the potential for serious injury at impact points.

Business Case

If this item provides a financial return, please explain how it does so...
The installation of Curved Stanchions would align with what the NHL deems to be a safety measure for it's players. The installation of the Stanchions at Rink 1 would give us a competitive edge for potential future American Hockey League game rentals.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Not installing Curved Stanchions leaves a potential for serious impact injuries to occur to users. Hospitalization of some individuals may be required for a short period of time. There is potential for litigation as a result of injury.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion when Approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	15,000						
Other (please specify)								
Capital Costs		15,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

15,000

-

-

-

-

-

-

-

Total Cost

15,000

Total Cost Recoveries

-

Total Net Cost

15,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk	Post-Implementation Risk	Points
Consequence	Consequence	
Likelihood	Likelihood	
4	2	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	12	24

72

2019 BUDGET
Capital Decision Package Form

Total Points	24	Decision Package Item #	1 Roads		
Project / Initiative NameNewmarket Community Center Surge Tank					
Commission:D I Services		Business Unit Number:32231			
Division:PWS - Enviro		Business Unit Name:Infrastructure and Environmental			
Classification (select one):	Growth	Service Level Change or Maintenance		Mandatory/LegislativeYes	

Section 1 Description

Summary	Please provide a brief summary of what the proposed budget item is... The concrete slabs around the surge tank located just outside the front entrance to the Newmarket Community Center have been slowing settling since redevelopment at a rate of approximately ¾" per year. Every summer, the concrete edges around the surge tank are inspected and shaved down to eliminate potential tripping hazards. In 2017, an individual attending the Center tripped and injured themselves. A legal claim was initiated against the Town and court proceedings are pending. When Public Works Services inspected the area, it was discovered that the concrete slabs around the surge tank settled significantly (almost 4" in some locations) from the preceding year. A temporary solution to relieve the tripping hazards was expedited and the area was restored to a safe condition. Currently, an engineering consultant is investigating the cause of the continuous settling. It is anticipated that a remedial plan to permanently address the settling issue will be recommended by the Consultant in the Spring of 2019. The current budget request is a preliminary estimate and may change once the final recommendation and scope of work is understood.
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative).... It is mandatory to maintain Town owned facilities in a manner that ensures public health and safety. A permanent solution is needed to address the settling of the concrete slabs that continue to occur in front of the Community Center. Doing so will demonstrate our commitment to public health and safety, as well as showing due diligence with respect to protecting the Corporation from financial losses due to personal injury claims.
Priority	If this item addresses a priority, please explain how it does so... Forming part of Newmarket's Strategic Plan, Living Well focuses on public health and safety to create a truly livable and engaged community. This is achieved, in part, by ensuring safety for our community throughout all of our recreational spaces, including the Community Center Lands. Further, Well-Equipped and Managed is intended to lay the foundation for the future success of our community by ensuring efficient management of capital assets. Permanently repairing this area will support our efforts in bringing Newmarket's vision into focus. Also, it should be noted that we have received verbal and written requests from our Risk Analyst and outside legal counsel to come up with a solution to permanently repair the area.
Desired Service Level	If this item maintains or moves toward a desired service level, please explain how it does so... Since its redevelopment, this area of the Community Center Lands has undergone repairs annually in order to eliminate trip hazards caused by settling. Since required annual maintenance interferes with the use and enjoyment of this area by the general public, desired service levels of the public have never been fully achieved. Permanently repairing the area and reducing maintenance downtime will go a long way in restoring the deficit.
Business Case	If this item provides a financial return, please explain how it does so... The number of personal injury claims appears to be on the rise, partly due to the growing "you don't pay unless we win" culture created and steadily marketed by personal injury lawyers. Permanently repairing this area expeditiously will reduce the Corporation's vulnerability and susceptibility to potential law suits, as well as, saving the Corporation hundreds of thousands of dollars in potential legal fees and payouts for damages.
Risk Mitigation	If this item mitigates a significant risk, please explain how it does so... In its current condition, there is a very high potential that the area surrounding the surge take will continue to settle and create more tripping hazards thereby increasing the potential for personal injury and legal claims against the Corporation. Implementing the Consultant's permanent solution to address the settling issue will significantly reduce exposure to future litigation. We are currently being sued for more than \$500,000 for a trip and fall in this area.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....									
Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	✓	Procurement		Parks		Communications		Facilities	✓
								Other	

Please discuss item with relevant areas and include their comments below...									
Department	Comments								
PWS	This project will be solely managed by Public Works Services. Internal communication will be needed to coordinate schedules at the facility.								
Rec and Culture	Prior to commencing any onsite work, communication with Recreation & Culture will be needed to coordinate construction schedules relative to established facility programing schedules.								

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
Description	Cost Recovery?								
Asset Replacement Fund	No	150,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		150,000	-	-	-	-	-		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operatina Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		150,000	-	-	-	-	-		-

Total Cost	150,000	Total Cost Recoveries	-	Total Net Cost	150,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0

Risk Reduction / Mandatory or Legal Requirement				
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category				
Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	3	1	1	

Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	15	24

73

2019 BUDGET

Capital Decision Package Form

Total Points

23

Decision Package Item #

10 Eng

Project / Initiative Name

Trails & Off-Road Active Transportation

Commission:

Development Infrastructure Services

Division:

ENG - Trails

Business Unit Number:

32101

Business Unit Name:

Capital Projects

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

This program includes the project management, design and construction of trail and any off-road (eg. Multi-Use Paths) projects.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

These projects are identified through the Town's Active Transportation Network Plan which is part of the Council approved Newmarket Centres Secondary Plan, which is related to the growth of the Town. This also helps with Council's top strategic priority involving safe roads by removing some of the traffic on roads in favour of active transportation. It can also greatly help stimulate economic development by making the Town a better place to work, live and play, thereby attracting businesses to locate here instead of other municipalities.

Priority

If this item addresses a priority, please explain how it does so...

This work meets 2 of Council's top Strategic Priorities: 1) **Economic Development/Jobs** This program supports the vibrant & livable corridors of Yonge Street & Davis Drive through the implementation of the associated Town Trails and Active Transportation. 2) **Enhanced Recreational Opportunities** The Trails & Active Transportation projects associated with this program will enhance our recreation and community facilities.

Desired Service Level

This program moves the Town and its residents towards living a more active transportation lifestyle.

Business Case

If this item provides a financial return, please explain how it does so...

There is no financial return, but there is a very tangible return in safety and wellbeing of our residents through enhanced active transportation opportunities. It can also stimulate growth of the Town by providing a better opportunity for businesses wanting to locate here rather than other towns as a result of our trails and health-related trail facilities.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Having a more connected trail system will enhance safe roads by promoting active transportation. It will keep cyclists and pedestrians away from roads where high traffic counts pose dangerous risks. Another risk is negative press exposure because other York Region municipalities are taking active transportation very seriously by expanding their network annually. We must do our part as well.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Operations	Scope determination, design reviews, sign-offs, support during construction (eg. attend meetings, deficiency sign-off/testing)

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	2,148,300	2,502,000	900,000	900,000	900,000	900,000	Yes	13,500,000
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	238,700	278,000	100,000	100,000	100,000	100,000		
Other (please specify)									
Capital Costs		2,387,000	2,780,000	1,000,000	1,000,000	1,000,000	1,000,000		13,500,000
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries									
Net Cost		2,387,000	2,780,000	1,000,000	1,000,000	1,000,000	1,000,000		13,500,000

Total Cost

22,667,000

Total Cost Recoveries

-

Total Net Cost

22,667,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

74

2019 BUDGET

Capital Decision Package Form

Total Points

23

Decision Package Item #

10 PWS Parks

Project / Initiative Name

George Richardson Field 4 and 5 Improvement

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Parks need to level the playing field at George Richardson Park on field 4 and 5, the existing area is rough terrain from having trees removed and just general park area. The fields were added many years ago due to the increase of soccer players and trees falling down. There is health and safety issues with the existing ground.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service level change, we need to improve our existing ground conditions to allow and improve the playing area.

Priority

If this item addresses a priority, please explain how it does so...

Completing this work allows us to improve recreation facilities as per council strategic priorities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This will allow Rec and culture to use the field to more levels of play and bookings of sport fields under the Council Strategic Priorities allowing for us to enhance our recreation and community facilities.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

risk of users mostly children could possibly injure them selves from existing ground conditions. We have adjusted the risk scoring, please note that the existing ground conditions are poor and suitable for playing fields. The area used to be park land with trees that have fallen and where stumped, the ground is very unlevel and also holds water due to no crowing. There is a risk for health and safety for the youth age group that play soccer in this area, the youth's age which could result in broken or sprained body parts. there is also risk due to lost revenue and possible litigation from these fields without an upgrade. There is also risk of corporate image from media and social media.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services	X	Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	we would need to take the field out of service at the end of the playing season and possibly delayed starting date pending on weather

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	125,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		125,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	125,000	-	-	-	-	-	-	-	-

Total Cost

125,000

Total Cost Recoveries

-

Total Net Cost

125,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	11

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

75

2019 BUDGET
Capital Decision Package Form

Total Points23

Decision Package Item #11 PWS Parks

Project / Initiative NameJohn Smith Trail Paving From Gravel

Commission:DI Services

Division:PWS - Parks

Business Unit Number:52811

Business Unit Name:Parks Maintenance-General

Classification (select one):Growth

Service Level Change or MaintenanceYes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Request to pave John F Smith Trail to allow access for all and to reduce tripping hazzards caused by washouts when it rains, or change of season from winter to spring. Paving will also help with AODA issues and make the trail compliant **to AODA standards and completes the connections to the other ashpalt trails in the area.**

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Service level change, from screened gravel to pavement which will also us to also maintain safely and during the winter months.

Priority

If this item addresses a priority, please explain how it does so...
Increasing our paved trails allows users to walk all year long which falls under councils strategic priorities enhancing our recreation facilities. **Completing this project would allow the connection of the surrounding paved trails and also allow all users of ages, disabilities, seasons to access recreation facilities including parks, playgrounds, shared use schools and future splash pad at Doctor Margaret Arkinstall Park.**

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This project will improve our level of service of the trail from screenings to pavement which helps users use the trail safely and year round.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Not paving this trail allows for users to injure themselves on any washouts which happen every rain along with users not able to use the trail safely during the winter months. **Not completing this project would expose us to low-moderate exposure of bad corporate image from media, CRM tickets and not being AODA compliant. There is also low to moderate risk for injury from the washouts after every rain and with the climate change the past 5-10 years, we are having more servere rain creating washout issues.**

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	increasing the trail system and options for walk/runs
Procurement	change order to current contractor

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	140,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	135,000							
Other (please specify)									
Capital Costs		275,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

275,000

-

-

-

-

-

-

-

Total Cost275,000

Total Cost Recoveries-

Total Net Cost275,000

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	11

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

76

2019 BUDGET

Capital Decision Package Form

Total Points

23

Decision Package Item #

26 PWS-Parks

Project / Initiative Name

Equipment for Trail Implementation

Commission:

Development Infrastructure Services

Business Unit Number:

52811

Division:

PWS Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Trail Plan Implementation Study was completed in 2016. The new maintenance equipment required was identified in the study. The operating impact regarding trail implementation was approved on Engineering capital project for 2017 and included in the base budget for 2019, new maintenance equipment needs to be added in the 2019 capital budget.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The equipment is for maintenance of the new trails.

Priority

If this item addresses a priority, please explain how it does so...

This request falls under Council Strategic Priority- Enhanced recreational opportunities- exercising on trails and connections to parks. Council passed the 2017 capital budget for Trail Implementation, it included operating budget impact for staff, and capital budget for equipment is needed.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

To maintain current service level.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without these equipment, staff will not be able to maintain the additional trails in the summer and winter, creating moderate health and safety issues including injuries that would need health care. It will decrease our level of service compared to other trails, corporate image would be effected by CRM tickets and media exposure, and possible litigation issues including lawsuits.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	135,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	15,000							
Other (please specify)									
Capital Costs		150,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	150,000	-	-	-	-	-	-	-	-

Total Cost

150,000

Total Cost Recoveries

-

Total Net Cost

150,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	11

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

77

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

3 PWS Facilities

Project / Initiative Name

Museum Carpet

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Please provide a brief summary of what the proposed budget item is...

The carpet on the main floor of the museum is worn and torn in certain areas and is in need of replacement. Recreation has also mentioned that we look at replacing this as well.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Replacement is required in order to maintain service levels in our facilities. During the walk through it was identified the carpets were worn and torn posing a tripping hazard to staff and the public.

Priority

If this item addresses a priority, please explain how it does so...

Replacing the carpet would enhance our recreation and community facilities. For esthetic reasons to maintain the current level of programming the carpet needs to be replaced.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

We are maintaining our service level in the facility.

Business Case

If this item provides a financial return, please explain how it does so...

During the walk through it was identified the carpets are worn and torn and could be a tripping hazard.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Service disruption could occur if the carpets are not replaced. There is the potential for minor injury and affects to health of an individual. There are active complaints in regards to the condition of the carpet and the potential for it to become a tripping hazard.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Facilities had a walk through with Recreation and it was decided to replace the carpets.
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	38,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									

Capital Costs

38,000

-

-

-

-

-

-

Operating Impact of Capital Project

	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

Net Cost

38,000

-

-

-

-

-

Total Cost

38,000

Total Cost Recoveries

-

Total Net Cost

38,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence	Likelihood
3	4

Post-Implementation Risk

Consequence	Likelihood
1	2

Points

10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

78

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

13 PWS Parks

Project / Initiative Name

Trail Solar Lighting at Jim Bond Park

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS is requesting budget to install lighting on the trail through Jim Bond Park. York Region Police have completed a CPTED inspection and recommend that lights are installed in this park. There has been at least one case of resident being attacked and police involved. Ward councillor has also requested for lighting. This budget amount is for solar lighting, regular trail lighting is lower cost

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, increase users of the trail along with increase users due to the purchase of the Mulock estate property.

Priority

If this item addresses a priority, please explain how it does so...

This falls under two priorities, one for safe streets/trails along with enhancing recreation facilities due to the purchase of the Mulock estate property.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Allows for a safe trail during the night with lighting.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Trail lighting will reduce the risk that people will get hurt, and hence reduce the potential litigations.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	help with bidding for solar lighting

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000							
Other (please specify)									
Capital Costs		90,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

90,000

-

-

-

-

-

-

-

Total Cost

90,000

Total Cost Recoveries

-

Total Net Cost

90,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence	Likelihood
3	4

Post-Implementation Risk

Consequence	Likelihood
1	2

Points

10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

79

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

14 PWS Parks

Project / Initiative Name

Trail Lighting at Sunnyhill Park

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS is requesting budget to install lighting in Sunnyhill park due to the complaints/requests from the staff at the hospital including their H & S team as the staff walk through the park at all hours to go or leave work. Also as requested by ward councillor. This budget amount is for solar lighting. Lighting can be installed not using solar which would be cheaper.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, increase users of this trail for the staff from the hospital along with visitors/patients.

Priority

If this item addresses a priority, please explain how it does so...

Request falls under the council strategic priorities - Enhanced Recreational Opportunities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Lighting this trail will increase our level of service and ensures a safe area for the public and staff to use.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not completing this project could result in somebody being hurt or attack which could result in a litigation case.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	help with bidding for solar lighting

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000							
Other (please specify)									
Capital Costs		90,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	90,000	-	-	-	-	-	-	-	-

Total Cost

90,000

Total Cost Recoveries

-

Total Net Cost

90,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

80

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

15 PWS Parks

Project / Initiative Name

Trail Lighting at Drew Doak Park

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS is requesting budget to install lighting on the trail in Drew Doak park as requested by residents and ward councillor. This budget amount is for solar lighting, regular trail lighting is an option at a lower cost

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, increase users of this trail for the public to use including night use of the boarding school.

Priority

If this item addresses a priority, please explain how it does so...

Request falls under the council strategic priorities - Enhanced Recreational Opportunities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Lighting this trail will increase our level of service and ensures a safe area for the public and to use.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

not completing this project could result in somebody being hurt or attack which could result in a litigation case.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	help with the tender bid

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000							
Other (please specify)									
Capital Costs		90,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	90,000	-	-	-	-	-	-	-	-

Total Cost

90,000

Total Cost Recoveries

-

Total Net Cost

90,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

81

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

16 PWS Parks

Project / Initiative Name

Trail Solar Lighting at Audrie Sanderson Park

Commission:

D I Services

Division:

PWS - Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS has received request from residents and ward councillor to install solar lighting on the trail in Audrie Sanderson.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, increase users of this trail for the users and proposed train station.

Priority

If this item addresses a priority, please explain how it does so...

Request falls under the council strategic priorities - Enhanced Recreational Opportunities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Lighting this trail will increase our level of service and ensures a safe area for the public and to use.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

not completing this project could result in somebody being hurt or attack which could result in a litigation case.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabrator or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	X	HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Engineering	new train station
Procurement	help with tendering

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000							
Other (please specify)									
Capital Costs		90,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	90,000	-	-	-	-	-	-	-	-

Total Cost

90,000

Total Cost Recoveries

-

Total Net Cost

90,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

82

2019 BUDGET
Capital Decision Package Form

Total Points

22

Decision Package Item #

17 PWS Parks

Project / Initiative Name

Trail Lighting at Ken Sturgeon Park

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS has received requests from residents and ward councillor to install lighting in Ken Sturgeon Park, be nice to complete this work at same time as paving trails. This trail connects many streets and is used heavy by the public. Due to the length of the trails, solar lighting would be at least double to triple of this price

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, lighting this trail will allow more users to access the park all year long including the early dark nights in the winter, a new basketball court and fully accessible playground was just recently installed.

Priority

If this item addresses a priority, please explain how it does so...

Council strategic priorities enhancing recreation facilities and ensuring safe streets, as noted above, this allows increased users if the trail is lit as many users use this park to the connecting streets

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Lighting this trail will increase our level of service and ensures a safe area for the public and to use.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

not completing this project could result in somebody being hurt or attack which could result in a litigation case.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000							
Other (please specify)									
Capital Costs		90,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

90,000

-

-

-

-

-

-

-

Total Cost

90,000

Total Cost Recoveries

-

Total Net Cost

90,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points
9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)
Points
3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)
Points
0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

83

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

18 PWS Parks

Project / Initiative Name

Trail Solar Lighting at George Lusby Park

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS staff have received requests from residents and ward councillor to install trail lighting at George Lusby Park, please note that this budget amount is for solar lighting, regular lighting can be installed for a lower cost.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, increase users of this trail for the public to use including students from the high school.

Priority

If this item addresses a priority, please explain how it does so...

Council strategic priorities enhancing recreation facilities and ensuring safe streets, as noted above, this allows increased users if the trail is lit as many users use this park to the connecting streets.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Lighting this trail will increase our level of service and ensures a safe area for the public and to use.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not completing this project could result in somebody being hurt or attack which could result in a litigation case.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	90,000						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	10,000						
Other (please specify)								
Capital Costs		100,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		100,000	-	-	-	-		-

Total Cost

100,000

Total Cost Recoveries

-

Total Net Cost

100,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

84

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

20 PWS Parks

Project / Initiative Name

Environmental Park Solar Lighting

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS received request from YRP to install a few solar lights at Environmental Park as Parks is having issues with vandalism in the park and users of the park.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

With increase users of the park from expanding the trails and new development, we need additional lighting to help with vandalism and safety.

Priority

If this item addresses a priority, please explain how it does so...

This project falls under councils strategic priorities enhancing recreation facilities, this will allow users of the park in the dusk of night.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Project helps maintain our parks in a safe service level.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not completing this project may allow risk of injury or damage to amenities in the park and increasing our operating budget to replace it.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services

Building

Engineering

HR

IT

Legislative Services

Planning

Operations

Legal

Finance

Recreation & Culture

Procurement

X

Parks

X

Communications

Facilities

Other

Please discuss item with relevant areas and include their comments below...

Department

Comments

Procurement

help with the tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs

2019

2020

2021

2022

2023

2024

Ongoing Cost past 2024?

Ongoing Cost

Description

Cost Recovery?

Asset Replacement Fund

No

Development Charges

No

27,000

Reserves & Reserve Funds

No

Gas Tax

No

Operating Fund

No

3,000

Other (please specify)

Capital Costs

30,000

-

-

-

-

-

-

Operating Impact of Capital Project

2019

2020

2021

2022

2023

2024

Ongoing Costs / Cost Recoveries past 2024?

Ongoing Costs / Cost Recoveries

Description

Cost Recovery?

Operating Costs

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

Net Cost

30,000

-

-

-

-

-

-

Total Cost

30,000

Total Cost Recoveries

-

Total Net Cost

30,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence

Likelihood

3

4

Post-Implementation Risk

Consequence

Likelihood

1

2

Points

10

Evaluation Components

Priority

Desired Service Level

Business Case

Risk Reduction / Mandatory or Legal Requirement

Total Points

9

3

0

10

22

85

2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

10 Roads

Project / Initiative Name

Cedar Street Lighting

Commission:

D I Services

Division:

PWS - Roads

Business Unit Number:

Business Unit Name:

Street Lighting

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Newmarket Hydro plans to place their plant underground on Cedar Street in 2019 and remove the existing wooden poles which our street lights are on. We will need to replace these lights with new decorative lighting similar to the ones on Main Street.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This work is required to provide proper lighting on the street.

Priority

If this item addresses a priority, please explain how it does so...

Newmarket Hydro is conducting the underground service so we will have to replace our existing street lighting to ensure the street continues to be provided with lighting. This request falls under Council Strategic Priority - Ensuring safe streets.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The Town has to ensure street lighting is provided on Cedar Street. If this project is not approved a downtown ally/street will be much darker than it previously was increasing a risk to safety.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement	X	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Will be advised when work approved
Operations	Will be advised when work is undertaken

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	40,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		40,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operatind Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		40,000	-	-	-	-	-		-

Total Cost

40,000

Total Cost Recoveries

-

Total Net Cost

40,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

86

2019 BUDGET
Capital Decision Package Form

Total Points

21

Decision Package Item #

17 PWS Facilities

Project / Initiative Name

Magna Centre Pool Pumps Replacement

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Magna Centre pool pumps require replacement as they have been repaired multiple times over the years and have reached the end of their life expectancy.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
The pool pumps have been repaired several times. There is the potential for complete failure of the pumps due to their age as they have reached their life expectancy.

Priority

If this item addresses a priority, please explain how it does so...
Council priority: Enhanced Recreational Opportunities. The replacement of the pool pumps would enhance our recreation & community facilities. When the pumps fail we have a loss of service to our recreational users.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
Replacement of the pumps would allow for a continued level of service. Failure of the pumps would require closure of the pools impacting users and causing loss of revenue.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Failure of the pumps would result in pool closure affecting users and revenue. Failure to replace the pumps could result in major service disruption and negative financial impact to revenues.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has occurred.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	25,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		25,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

Cost Recoveries

-

Net Cost

25,000

Total Cost

25,000

Total Cost Recoveries

-

Total Net Cost

25,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points
9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points
3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points
0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	3	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

87

2019 BUDGET

Capital Decision Package Form

Total Points

21

Decision Package Item #

21 PWS-Parks

Project / Initiative Name

Story Pod

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS-Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Our existing story pod has met the expected life capacity and needs to be replaced if we would like to have the current service level.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
To hold the current service level, we would need this funding to replace it.

Priority

If this item addresses a priority, please explain how it does so...
This request falls under Council strategic priorities - Enhanced Recreation Facilities and Economic Development/Jobs. The current story pod which is at the end of its life expectancy has revitalized our community centre land. It attracted a fair amount of visitors and media exposure on many levels from local media to international levels including two delegates from South Korea. It also supports partnerships with various sectors from the media exposure, the use from the public along with sponsorships from local business. This project has been highly used by the public in many ways including the library hosting events. It would allow us to ensure we retain our current service level and effective/efficient services.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
This item would allow the current service level of a story pod at Riverwalk Commons or other location.

Business Case

If this item provides a financial return, please explain how it does so...
Could be funded through marketing and sponsor from Recreation and Culture.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
The unit is enjoyed by many residents local and out of town and they would hate to see it gone. There could be a risk if we don't have a story pod at Riverwalk, we have been 3-4 years and contracted has ended. There would be moderate negative local media exposure lasting for several days if there is no Story Pod at Riverwalk Commons next year and other years to come.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement		Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	to see about funding or sponsorship

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund		30,000						
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund								
Other (sponsorship)								
Capital Costs		30,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						
	Yes						

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

30,000

-

-

-

-

-

-

-

Total Cost

30,000

Total Cost Recoveries

-

Total Net Cost

30,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	3	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

88

2019 BUDGET

Capital Decision Package Form

Total Points

21

Decision Package Item #

25 PWS-Parks

Project / Initiative Name

Truck and Equipment for Parks New Grass Crew

Commission:

Development Infrastructure Services

Division:

PWS Parks

Business Unit Number:

52811

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Parks is requesting to have an additional grass crew to help with the growth areas from new development for the past five years, and to bring the schedule back to 10 days as passed by council, due to the growth, we are currently taking 12-13 days to complete the 10 day cycle. . Wages have been covered from operating budget for new parks coming on line in 2018/2019. We need capital budget from growth for a truck(\$70,000), trailer(\$15,000), slope mower(\$40,000), z-turn(\$20,000) and small equipment(\$5,000) to be funded by development charges. Parks has kept records showing areas being added for the past 5+years. We have absorb some of the areas and contracted remaining areas out. we will still need contractor to complete a few areas. Growth areas doesn't always mean new parks, we always have courts, fence lines, bordering businesses that are left to our attention to maintain. list can be provided of parks and open spaces that have been added since we last asked for additional staff and equipment, but we are looking at approximately 25 acres and 8 km of trails that we cut grass on the sides.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth for the truck and equipment regarding new park areas.

Priority

If this item addresses a priority, please explain how it does so...

To maintain current service level as set out by council. Operating budget was passed with capital request from Engineering for projects such as National Homes, Glenway, Playbook Implementation and along with few other reallocating operating budget, we were able to provide staff for a fourth grass crew to help with the new parks, open spaces from new development and also bring the council passed 10 day park grass cutting list which has expanded to 12-13 days back to the 10 days. We need the funding for the equipment for the fourth grass crew from Development Charges.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This will bring the grass cutting schedule back to the 10 days cycle.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without this budget request, the town would continue to receive tickets from residents which also pressures ward councillors into action to fix the issues. We would also receive moderate corporate image issues from media and social media without maintaining the newer parks and property. Spring and early summer have been effected with climate and environmental issues (lots of rain and warm temperatures) creating the grass to grow and us not able to keep to the 10 day schedule including the new parks coming on board.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	135,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	15,000							
Other (please specify)									
Capital Costs		150,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	150,000	-	-	-	-	-	-	-	-

Total Cost

150,000

Total Cost Recoveries

-

Total Net Cost

150,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	5	1	3	12

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	12	21

89

2019 BUDGET
Capital Decision Package Form

Total Points21

Decision Package Item #IT-5

Project / Initiative NameUpgrade/Replace Desktop and Peripheral

Commission:Corporate Services

Division:Information Technology

Business Unit Number:13621

Business Unit Name:Information Technology

Classification (select one):Growth

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

On going replacement of end user desktop equipment and peripheral devices that have reached the end of their lifecycle is required. Equipment includes desktop computers, laptops, printers, audio/visual equipment, tablet, etc

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level Maintenance will ensure desktop equipment is kept up to date and current with the latest in hardware and software as required.

Priority

If this item addresses a priority, please explain how it does so...

Efficiency/Financial Management, ensuring effective and efficient services

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The capital request is required to maintain the existing level of service. End user desktop environment needs to be kept current and up to date, otherwise staff are hindered from performing their daily work by interruptions for troubleshooting errors and/or the repair of equipment.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without funds to upgrade/replace end of life and/or aging desktop equipment outages will likely occur with service loss and or quality of service impact for critical users

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabroration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs								Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Asset Replacement Fund	No	169,073	175,911	182,749	189,587	196,425	203,263	Yes	3,048,945
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		169,073	175,911	182,749	189,587	196,425	203,263		3,048,945

Operating Impact of Capital Project								Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-							
Net Cost		169,073	175,911	182,749	189,587	196,425	203,263		3,048,945

Total Cost4,165,953

Total Cost Recoveries-

Total Net Cost4,165,953

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	3	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

90

2019 BUDGET
Capital Decision Package Form

Total Points21

Decision Package Item #IT-4

Project / Initiative NameUpgrade/Replace ERP Systems

Commission:Corporate Services

Division:Information Technology

Business Unit Number:13621

Business Unit Name:Information Technology

Classification (select one):Growth

Service Level Change or Maintenance

yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The corporate enterprise systems and business solutions including Employee Services, JDEdwards, Recreation Program software, Parking Ticketing software, etc require enhancements, modifications as business requirements change. Performing upgrades/enhancement on an annual basis provides a more consistent approach to effectively using the enterprise system and ensures we stay current on the latest releases. These annual updates ensure we are leveraging the existing technologies investments to the fullest

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level Maintenance will ensure business systems are kept current and up to date with the latest software releases and security patches as required.

Priority

If this item addresses a priority, please explain how it does so...

Efficiency/Financial Management, ensuring effective and efficient services.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The capital request is required to maintain the existing level of service. Business solutions are critical to running the Town's business and must be kept current and up to date, otherwise staff can be negatively impacted by downtime as a result of errors and issues.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without funds to replace and upgrade end of life or aging ERP systems outages will likely occur with service loss and/or quality of service impacts to critical users

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	200,000	200,000	200,000	200,000	200,000	200,000	Yes	3,000,000
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		200,000	200,000	200,000	200,000	200,000	200,000		3,000,000

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		200,000	200,000	200,000	200,000	200,000	200,000		3,000,000

Total Cost4,200,000

Total Cost Recoveries-

Total Net Cost4,200,000

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk			Post-Implementation Risk			Points
Consequence	Likelihood		Consequence	Likelihood		
3	4		1	3		9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

2019 BUDGET
Capital Decision Package Form

Total Points	21	Decision Package Item #	IT-2
Project / Initiative Name Upgrade/Replace GIS Systems			
Commission: Corporate Services		Business Unit Number: 13621	
Division: Information Technology		Business Unit Name: Information Technology	
Classification (select one):	Growth	Service Level Change or Maintenance	yes Mandatory/Legislative

Section 1 Description

Summary	Please provide a brief summary of what the proposed budget item is...
The corporate GIS enterprise systems require enhancements and modifications as business requirements changes. Performing upgrades is also required on an annual basis to provide a consistent approach to effectively using the GIS systems and ensure we stay current on the latest versions. These annual updates ensure we are leveraging the Town's investments to the fullest	
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Service Level Maintenance will ensure GIS systems are kept current and up to date with the latest software/hardware releases and security patches as required.	
Priority	If this item addresses a priority, please explain how it does so...
Efficiency/Financial Management, ensuring effective and efficient services.	
Desired Service Level	If this item maintains or moves toward a desired service level, please explain how it does so...
The capital request is required to maintain the existing level of service. The GIS environment needs to be kept current and up to date, to ensure a stable, compliant and viable systems.	
Business Case	If this item provides a financial return, please explain how it does so...
Risk Mitigation	If this item mitigates a significant risk, please explain how it does so...
Without funds to replace and upgrade end of life or aging GIS systems outages will likely occur with service loss and/or quality of service impacts to critical users	

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....									
Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	
Please discuss item with relevant areas and include their comments below...									
Department	Comments								

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
Description	Cost Recovery?								
Asset Replacement Fund	No	50,000	50,000	50,000	50,000	50,000	50,000	Yes	750,000
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		50,000	50,000	50,000	50,000	50,000	50,000		750,000
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		50,000	50,000	50,000	50,000	50,000	50,000		750,000
Total Cost	1,050,000	Total Cost Recoveries	-	Total Net Cost	1,050,000	Cost Recovery	0%		

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue Automatically calculated once you fill out Section 3 Financials	
Priority (Pick one)	Points 9	Desired Service Level (All or nothing)	Points 3	Business Case (Scale)	Points 0
Risk Reduction / Mandatory or Legal Requirement					
Input <u>Current risk</u> , which is the risk before implementation of the budget item and <u>Post-Implementation risk</u> , which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
3	4	1	3	9	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	9	21	

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2019 BUDGET
Capital Decision Package Form

Total Points21

Decision Package Item #IT-7

Project / Initiative NameTown Website Upgrade

Commission:Corporate Services

Division:Information Technology

Business Unit Number:13621

Business Unit Name:Information Technology

Classification (select one):Growth

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Classification

Service Level Change for this item is necessary to continue to inform and engage the public, while providing the online services they expect.

Priority

If this item addresses a priority, please explain how it does so...
Efficiency/Financial Management and Community Engagement.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
The capital request is required to maintain the existing level of service as well as to enhance the level of services with a stronger more robust online presence.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Major service disruption. Major service loss.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications	X	Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Communications	Fix the internal bugs within the sharepoint system for the website - tables, spacing issues, spell check, internal search,
Communications	Opportunity to build intuitive landing pages for each sub section and special campaigns (design and function)
Communications	Opportunity to improve the seach function so that it is more user-friendly
Communications	Opportunity to integrate new modules/apps for the website that are more user friendly from an intern/external standpoint

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	75,000	0	0	0	0	0	No	-
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		75,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		75,000	-	-	-	-	-		-

Total Cost75,000

Total Cost Recoveries-

Total Net Cost75,000

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	3	1	3	9

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	9	21

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2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

4 Building

Project / Initiative Name

Cooling Tower Replacement

Commission:

Development Infrastructure Services

Business Unit Number:

17761

Division:

Building

Business Unit Name:

395 Building Maintenance

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Replacement of aging Cooling Tower at 395 Mulock Drive.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Aging Cooling Equipment.

Priority

If this item addresses a priority, please explain how it does so...
This item addresses Council Strategic Priority of Efficiency/Financial Management (j) Ensuring effective & efficient services - Unit provides cooling for 395 Mulock Drive. As its approaching the end of its life cycle the risk of failure increases. Any substantial failure would leave the town offices without cooling until unit is repaired/replaced.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
This item maintains a service level of comfortable working conditions for staff at 395 Mulock and comfortable conditions for our residents using the facilities various services.

Business Case

If this item provides a financial return, please explain how it does so...
As the cooling tower ages it becomes more prone to breakdown which will cost the Town money with no foreseeable returns. A new cooling tower will be more efficient and lower day to day operating costs in the months it is in use. It would be better spent to put budget towards a newer system than trying to maintain a failing one.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
The Cooling Tower is responsible for cooling the water that removes the heat from the refrigerant in the heat pumps. The heat pumps would not be efficient in cooling the office space if the cooling tower was not operational since the water in the lines would be too hot to remove any heat. Failure of this aging unit would result in offices above comfortable temperatures in the summer and humidity issues. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that this unit had passed its life expectancy and is due for replacement.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund		300,000						
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund								
Other (please specify)								
AM Grant								
Capital Costs		300,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Energy,Water and Maintenance Savin	Yes		10,000	10,000	10,000	10,000	Yes	150,000
Operatina Costs		-	-	-	-	-		-
Cost Recoveries		-	10,000	10,000	10,000	10,000		150,000
Net Cost		300,000	-	-	-	-		150,000

Total Cost

300,000

Total Cost Recoveries

200,000

Total Net Cost

100,000

Cost Recovery

67%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

2

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	5	2	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	2	6	20

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2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

9 Eng

Project / Initiative Name

Recreation Playbook Implementation

Commission:

Development Infrastructure Services

Business Unit Number:

32101

Division:

ENG - Parks

Business Unit Name:

Capital Projects

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

To design, construct and manage projects in the Town's Council-approved Recreation Playbook through the hiring of consultants, contractors and term vendors for the individual projects such as splash pads, skating facilities, etc.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The projects will be new features/infrastructure (eg. Skate Park, Splash Pad, etc.) which will be required as a result of the growth of the Town in accordance with the Council Approved Recreation Playbook.

Priority

If this item addresses a priority, please explain how it does so...

This project aligns with Council's top Strategic Priority of **Enhanced Recreational Opportunities** The Recreation Playbook program will enhance recreational opportunities in the Town which is a Council Strategic Priority. This program will enhance recreation and community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This program helps to move the Town towards a level of Recreational Opportunities that meets the Recreation Playbook.

Business Case

If this item provides a financial return, please explain how it does so...

While most Recreation Playbook facilities will not be programmable and therefore not revenue generating, they will provide a benefit to the overall health of the Town's citizens and meets the Town's Vision of **'Living Well'**. If we do not implement the projects, we will not meet Council's strategic priority.If we do not do the projects it could result in negative exposure of the Town through the press. It could also affect economic development by not making Newmarket a great place to live, work and play.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

This program is essential to developing healthy individuals and healthy communities. It also provides an opportunity for citizens to engage the community and be healthy.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Operations	Scope determination, design reviews, sign-offs, support during construction (eg. attend meetings, deficiency sign-off/testing)

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	598,500	2,259,000	2,605,500	3,051,000			No	-
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	66,500	251,000	289,500	339,000				
Other (please specify)									
Capital Costs		665,000	2,510,000	2,895,000	3,390,000	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
casual wages & benefits	No		23,000	23,000	23,000	23,000	23,000		
materials & supplies	No		5,000	5,000	5,000	5,000	5,000		
truck rental	No		5,000	5,000	5,000	5,000	5,000		
Operatina Costs		-	33,000	33,000	33,000	33,000	33,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		665,000	2,477,000	2,862,000	3,357,000	-	33,000	-	33,000

Total Cost

9,625,000

Total Cost Recoveries

-

Total Net Cost

9,625,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

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2019 BUDGET
Capital Decision Package Form

Total Points

20

Decision Package Item #

1 PWS Facilities

Project / Initiative Name

Industrial Floor Machine

Commission:

DI Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Mandatory/Legislative

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
An Industrial Floor Machine for Ice Out Removal process at Ray Twinney and Hollingsworth facilities. These sites need a process that ensures paint from ice does not enter our waterways. This is a result of an order from the Ministry of the Environment that no ice paint will leave the facility.

Classification

Current floor machines are not designed to complete such works. This equipment is designed to ensure the commercial type work can be completed efficiently and most importantly ensure we abide by the order laid out by the Ministry of the Environment, due to a previous breach and warning by the MOE.

Priority

This is a mandatory requirement. We have an order from the MOE that no ice paint will leave the facility during the ice out process, this is a result of the previous breach. We are required to ensure we follow the order of the MOE and if we do not follow this, we are open to fines and further orders by the MOE that may put our programs at risk.

Desired Service Level

We need to maintain the existing level of service at these facilities while complying with the MOE regulation.

Business Case

The equipment is required to abide by the MOE requirements. Public Works Staff have vetted a number of options based on effectiveness, efficiency and cost. The floor machine was the preferred outcome from a business perspective.

Risk Mitigation

Non compliance with the MOE will put the availability of our facilities at risk. Furthermore, our corporate image regarding environmental protection and the possibility of media attention due to paint in our water ways. This equipment will ensure we can mitigate that risk appropriately.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion to be held after approved budget.
Recreation & Culture	Discussion to be held after approved budget.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	27,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		27,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

27,000

-

-

-

-

-

-

-

Total Cost

27,000

Total Cost Recoveries

-

Total Net Cost

27,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	2	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

96

2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

12 PWS Facilities

Project / Initiative Name

Ray Twinney Pool Change Rooms Renovation

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Ray Twinney Pool Change rooms require **complete renovation due to age, degradation of the asset and recommendations from public health. The funding is required for design and interim repairs. The change rooms are in poor condition with items such as plumbing requiring replacement, decay in site elements, replacement of gang style dower and failing tile surfaces, all need to be addressed.**

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The Pool Change rooms **require updates due to ongoing reduction in our service levels and quality of facilities. This also falls under mandatory requirements as public health has recently required us to improve the conditions of the change rooms. Given increasing demand and growth in our community, we require the aesthetics and assets of our recreational environments to be maintained and updated on a more regular basis.**

Priority

If this item addresses a priority, please explain how it does so...

This is part of our priorities for achieving enhanced recreational opportunities as well as efficiency and responsible financial management. Ongoing neglect of our assets results in additional work and cost long term. This facility is overdue for renovation. This is required to bring these change rooms up to the acceptable service levels.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The renovations would **restore appropriate service levels for these change rooms and allow staff to efficiently maintain then moving forward.**

Business Case

If this item provides a financial return, please explain how it does so...

Ongoing degradation of assets results in higher future costs and maintenance expenditures. Properly maintaining facility assets would ensure efficient management of the asset and better overall asset management.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

There are a number of risks associated with a degrading asset. Those risks include the financial and responsible management of assets and associated costs. Also, ongoing risks associated with safety of users such as those notes by public health. Furthermore, the corporate image for programming and community trust in our ability to effectively manage our assets.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has taken place and it was recommended the Change rooms be renovated

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	60,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		60,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

60,000

-

-

-

-

-

-

-

Total Cost

60,000

Total Cost Recoveries

-

Total Net Cost

60,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

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2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

4 PWS Parks

Project / Initiative Name

Sport Field Lighting Phase II

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Sport field lighting replacement phase two is the following locations as per consultant report in 2017. It is recommended that Lions Park tennis and basketball court lighting along with Peter Gorham Pool lights to be replaced. This budget amount was listed in the 2018 lighting request as asset replacement.

Classification

The current poles, lighting and wiring are due for replacement as per the consultants report, this would allow us to maintain current service level and decrease the chance of the lights failing due to the aging of the equipment.

Priority

If this item addresses a priority, please explain how it does so...

The priority for this budget request would fall under enhanced recreation Opportunities section for enhancing our recreation & community facilities, the town's sport field lighting was reviewed by a consultant and a report was received which mentions the conditions of our assets and recommendations on when they should be replaced along with estimated pricing. Lions park and Peter Gorham Pool was recommended in the December of 2016 lighting systems report to be replaced in the next 2-10 years.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

replacing the lighting equipment helps us maintain a solid service level of lighting for the amenities in the park that will not fail.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

There is a chance of equipment failure which could result in down time and possible revenue of either the pool, tennis courts/skating rink and basketball court. **Without this budget request, there is a risk for lost revenue in Recreation if the lights fail at the pool or tennis courts, there could also be a risk due to injury from either falling concrete from the poles, and media risk if the one of the three areas in the park fail and the public cannot use the courts or pool from either light failure from wiring or poles failing.**

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	X
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and culture	possible service disruption of amenities
Procurement	help with tender bid
Facilities	Pool area falls under their area, also would need there help with from the electrician

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	200,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		200,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	200,000	-	-	-	-	-	-	-	-

Total Cost

200,000

Total Cost Recoveries

-

Total Net Cost

200,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

2019 BUDGET
Capital Decision Package Form

Total Points	20	Decision Package Item #	1 Planning		
Project / Initiative Name	Urban Design Guidelines				
Commission:	Development Infrastructure Services		Business Unit Number:		
Division:	Planning		Business Unit Name:	Planning and Building Services	
Classification (select one):	Growth	Yes	Service Level Change or Maintenance		Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
It is being proposed that the Privately Owned Public Space (POPS) Guidelines project (unfunded) be brought into the Urban Design Guidelines project (funded). Therefore, an increase in the Urban Design Guidelines' budget is being requested, from \$50,000 to \$100,000. It was anticipated that the POPS Guidelines would have been approximately \$75,000, however this approach represents a more efficient process as it will include a single consultant/consulting team completing both aspects of this project.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
This is categorized as "growth" because it relates directly to infrastructure that is required as a result of future development.

Priority

If this item addresses a priority, please explain how it does so...
POPS will be a prevalent form of parkland within the Urban Centres. These guidelines will detail design standards for this type of parkland, in order to ensure the development in high quality parkland in these intensification areas. Furthermore, these parkland areas can be designed to address certain identified community needs. Therefore, there are two Strategic Priorities that this project relates to: i) Creating vibrant & livable corridors along Davis Drive & Yonge Street; and ii) Enhancing our recreation & community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
This is a service enhancement that will provide clarity to developers on the Town's expectations regarding POPS in terms of acceptable design.

Business Case

If this item provides a financial return, please explain how it does so...
High quality parkland in the Urban Centres positively effects the values of area properties, thereby increasing tax assessment and providing the Town with additional funds.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
From the International Making Cities Livable Conference: "The health of society lies in the degree to which community exists, or at least the degree to which people interact with each other in the public realm. The health of the built urban fabric lies in the degree to which buildings relate to each otherand facilitate communication between people inside the building and those in the public realm. It is the public realm that gives all of us quality of life." Given this, to proceed with urban design guidelines solely for the built environment (already budgeted for) without companion guidelines that address the public realm and the relationship between the buildings and the public realm, has the potential effect of reducing the quality of life for Newmarket residents.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering	X	HR		IT	
Legislative Services		Planning	X	Operations		Legal		Finance	
Recreation & Culture	X	Procurement		Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Will ensure any community needs are accounted for in the design standards.
Planning	Will manage the project on behalf of the Town, ensuring that the Guidelines implement the parkland policies of the Urban Centres Secondary Plan and Parkland Dedication By-law.
Engineering	Will assist in the preparation of the Guidelines and add technical greenspace/engineering input.
Parks	Will ensure that the Guidelines are acceptable from a maintenance standpoint.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund								
Development Charges		45,000						
Reserves & Reserve Funds								
Gas Tax								
Operating Fund		5,000						
Other (please specify)								
AM Grant								
Capital Costs		50,000	-	-	-	-	-	-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						

Operatina Costs

-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-
Net Cost	50,000	-	-	-	-	-	-

Total Cost

50,000	Total Cost Recoveries	-	Total Net Cost	50,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk	Post-Implementation Risk	Points
Consequence	Consequence	
3	1	8
Likelihood	Likelihood	
3	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

99

2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

2 Planning

Project / Initiative Name

Built Heritage Resources

Commission:

Development Infrastructure Services

Business Unit Number:

Division:

Planning

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Budget that can be used towards heritage projects that have been endorsed by Council including heritage designation reports, heritage property research and educational and promotional material for the Heritage Conservation District

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This budget would allow a service level increase. Current budget is not suffiecent to engage consultants for designation research and there is currelty no budget to prepare educational and promotional material for the heritage conservation district.

Priority

If this item addresses a priority, please explain how it does so...

Encouraging heritage preservation - leadership excellence - Service excellence - implementing Official Plan heritage policies - implementing Heritage Conservation District Policies

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The town encourages heritage preservation, conservation and restoration, however there is no dedicated budget to implement and manage the designations and plaque program

Business Case

If this item provides a financial return, please explain how it does so...

n/a

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

A budget for desingation and plaquing research will enable the Town to appropriately manage heritage resources and conserve the Town's built heritage in accordance with Town policeis and the Ontario Heritage Act.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund								
Development Charges								
Reserves & Reserve Funds		10,000	10,000	10,000	10,000	10,000	Yes	150,000
Gas Tax								
Operating Fund								
Other (please specify)								
AM Grant								
Capital Costs		10,000	10,000	10,000	10,000	10,000		150,000

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operatina Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		10,000	10,000	10,000	10,000	10,000		150,000

Total Cost

210,000

Total Cost Recoveries

-

Total Net Cost

210,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	11	20

100

2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

2 Roads

Project / Initiative Name

Street Lighting for Mulock Dr.

Commission:

D I Services

Business Unit Number:

Division:

PWS - Roads

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Installation of street lighting on Mulock, south side between Leslie and Fernbank.

Classification

Growth item requested by residents, safety issue.

Priority

Installation of lighting falls within traffic safety and mitigation Council priority by ensuring safe streets. Will help increase use of sidewalk due to lumination and also increase safety for pedestrians

Desired Service Level

The desired service level would be to match existing lighthted streets and increase public safety.

Business Case

Risk Mitigation

By installing street lighting public safety is increased, which will decrease the possiblity of claims submitted from trip an fall or slip accidents. Visibility would be improved greatly for not only the pedestrians, but will assist drivers to see bike riders and walking public.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	80,000						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		80,000	-	-	-	-		-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						
Operatina Costs		-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-
Net Cost		80,000	-	-	-	-	-

Total Cost

80,000

Total Cost Recoveries

-

Total Net Cost

80,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

101

2019 BUDGET

Capital Decision Package Form

Total Points

20

Decision Package Item #

9 Roads

Project / Initiative Name

Bathurst St. Street Light Installation

Commission:

D I Services

Business Unit Number:

Division:

PWS - Roads

Business Unit Name:

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

When Bathurst Street was re-constructed no street lighting was installed to illuminate the roadway or sidewalks. Residents have complained about the lack of proper lighting for sidewalks especially the section between Keith Ave. and Sykes Rd. There is also a section from Sykes Rd. to Davis Dr. they may need to be included.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This would be looked at a growth item and service level improvement.

Priority

If this item addresses a priority, please explain how it does so...

This addition of street lighting would ensure safe streets and increase public safety for not only the pedestrians but vehicular traffic by increasing visibility in a area that has higher speed limits than the rest of the Town and is somewhat less populated.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This addition would increase the level of service for pedestrians and help lessen public safety issues.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Having proper illumination for sidewalks give pedestrians better visibility which defines the walkable area and enables risk areas to be identified before they are a problem. This decreases the risks of claims due to not being able to see or identify possible issues on or near the sidewalk while commuting in the dark. Drivers are able to see the roadway and pedestrians more effectively if street lights are installed and working properly reducing property or personal injury claims.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services

Building

Engineering

HR

IT

Legislative Services

Planning

Operations

Legal

Finance

Recreation & Culture

Procurement

Parks

Communications

Facilities

Other

Please discuss item with relevant areas and include their comments below...

Department

Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs

2019

2020

2021

2022

2023

2024

Ongoing Cost past 2024?

Ongoing Cost

Description

Cost Recovery?

Asset Replacement Fund

No

Development Charges

No

80,000

Reserves & Reserve Funds

No

Gas Tax

No

Operating Fund

No

Other (please specify)

Capital Costs

80,000

-

-

-

-

-

-

Operating Impact of Capital Project

2019

2020

2021

2022

2023

2024

Ongoing Costs / Cost Recoveries past 2024?

Ongoing Costs / Cost Recoveries

Description

Cost Recovery?

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

80,000

-

-

-

-

-

-

-

Total Cost

80,000

Total Cost Recoveries

-

Total Net Cost

80,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk

Consequence

Likelihood

3

3

Post-Implementation Risk

Consequence

Likelihood

1

1

Points

8

Evaluation Components

Priority

Desired Service Level

Business Case

Risk Reduction / Mandatory or Legal Requirement

Total Points

9

3

0

8

20

Total Points

20

Decision Package Item #

CYFS 5

Project / Initiative Name

Personal Protective Equipment & Uniforms for New Recruits

Commission:

CYFS

Division:

Integrated Fire Services

Business Unit Number:

21221

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

JCC and Council have adopted the Master Fire Plan. The current program is to increase the number of firefighters in the suppression division each by four positions. CYFS is required to supply new recruits with the appropriate personal protective equipment (PPE) as per NFPA 1971. There will be 8 sets (2 sets each) of PPE required for additional firefighter positions. The PPE will include bunker gear, fire fighting gloves, helmets, balaclavas, firefighting boots, station wear and dress uniforms. Each set of bunker gear is custom fit to the individual to ensure the personal safety of each staff when attending emergency situations. Without issuing PPE, recruits will not be able to respond to emergency calls which will result in additional overtime and/or impact service levels (i.e. truck out of service). Without a station uniform, recruits will be wearing their ordinary clothing which will not look professional.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a growth classification as it is consistent with the Master Fire Plan.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Without supplying new staff with their personal protective equipment (PPE), recruit Firefighters will not be able to respond to emergencies. In addition, without approved CYFS station wear/uniform, new recruits will not look professional at work and in the community. They will be in breach of CYFS's internal policy regarding uniform wear and appearance.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Human Resources	HR will be impacted as they will be responsible for the hiring and onboarding process once these positions are approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	36,000						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		36,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		36,000	-	-	-	-		-

Total Cost

36,000

Total Cost Recoveries

-

Total Net Cost

36,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

Total Points

20

Decision Package Item #

CYFS 6

Project / Initiative Name

Replacement of Equipment

Commission:

CYFS

Division:

Integrated Fire Services

Business Unit Number:

21221

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Lifecycle replacement and replacement of damaged fire and specialized equipment carried on CYFS fire apparatus and light vehicles (i.e. nozzles and hoses). Due to the vigorous firefighting type work, it is common for equipment to break at fire incidents and training exercises therefore having to be replaced. Fire trucks are stocked with a wide variety of specialized equipment that constantly need replacing due to wear and tear. In addition, a minor amount represents replacement of Fire Station equipment such as fridges, stoves, washers, dryers, chairs, mattresses, etc.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a maintenance classification due to lifecycle replacement of equipment that is not included in the CYFS Tangible Capital Asset Plan.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

If CYFS does not replace equipment, the equipment inventory on the fire apparatus will start to decrease and CYFS will not be able to provide acceptable service to the communities of Aurora and Newmarket. By replacing equipment CYFS will continue to meet fire service levels within the communities. Additionally, by replacing station appliances and other station items (i.e. chairs) CYFS will ensure staff who are operating 24/7 out of the fire stations have adequate appliances and items available at the workplace.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No	100,000					No	-
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		100,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		100,000	-	-	-	-		-

Total Cost

100,000

Total Cost Recoveries

-

Total Net Cost

100,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

2

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

3

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

0

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk	Post-Implementation Risk	Points
Consequence	Consequence	
Likelihood	Likelihood	
4	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

Total Points20

Decision Package Item #CYFS 9

Project / Initiative NameStation 4-5 Additional Funding

Commission:CYFS

Division:Integrated Fire Services

Business Unit Number:21221

Business Unit Name:Integrated Fire Services

Classification (select one):GrowthYes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The total cost of the design and construction of the jointly owned firehall project has now been determined to be \$11 Million. Previously, CYFS requested \$3 Million in 2016 and \$2.5 Million in 2017. The land acquisition cost was less than the \$4.5 Million budgeted, leaving \$690,000 to be applied to the construction phase. The additional funding requested is therefore \$4.81 Million. Council confirmed its authorization of this amount, requested in CYFS Report 2018-26 on June 18, 2018.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a growth classification.

Priority

If this item addresses a priority, please explain how it does so...

The addition of a new station in the north end of Aurora was recommended in the CYFS Master Fire Plan.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The addition of the 5th fire station will improve initial and depth of response.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The project has been approved by both Councils in principal. The architectural design is near completion and the tender for construction is due to go out shortly, If Newmarket's share of the additional funding is not approved, there would be significant negative media exposure, strained relations with Aurora, moral issues with the firefighters, possible delays in construction, and additional costs could be incurred. Aurora could decide to fund the shortfall temporarily and charge Newmarket interest on "the loan". Any delay in construction impacts initial and depth of response.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No	2,072,800						
Development Charges	No	1,631,400					No	-
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (Aurora's contribution)		1,105,800						
Capital Costs		4,810,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		4,810,000	-	-	-	-		-

Total Cost4,810,000

Total Cost Recoveries-

Total Net Cost4,810,000

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	1	15

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

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2019 BUDGET

Capital Decision Package Form

Total Points

19

Decision Package Item #

3 PWS Parks

Project / Initiative Name

Forestry-Stump Grinder and Trailer

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Parks is requesting to purchase a stump grinder, we currently contract this type of work out for EAB and town trees.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This piece of equipment would be growth, and we would decrease our operating budget. Currently we contract this work out, bringing this type of work inhouse would help us speed the tree planting process up and save money.

Priority

If this item addresses a priority, please explain how it does so...

This request was included in a Council Approved Strategic Plan which was approved by council in 2006. As per the Town of Newmarket Official Plan(2006-2026) that was created by the Meridian Planning Consultants and adopted by Town council and by the Region of York, it is mentioned on page 40 of the plan under section 9.3.2 that the Town Council shall promoted and establish programs to increase the tree cover of the entire Town from its current level of 9% to 12%. There are a number of targets mentioned to meet this target, but one that fits this most is that to encourage a program of tree planting and tree preservation in accordance with the Town's Tree Preservation, Protection, Replacement and Enhancement Policy so that all residential areas are provided with a sufficient number of trees to maintain a high standard of amenity and appearance. As noted in the summary section, the additional tree planting budget is required to help meet this goal of increasing the tree canopy.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The stump grinder would help us bring this type of work that is normally contracted out in house. We could remove the tree and stump in a timely manner and improve our customer service requests from the residents.

Business Case

If this item provides a financial return, please explain how it does so...

We would be saving buget from our operating account as noted below and help pay for the equipment.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

If we do not have the equipment to remove stumps, the corporate image could be effected due to the town not adhering to the Town's Official Plan that was passed by Town Council. With the current climate and enviromental changes, existing trees are dying at a quicker rate, the equipment is needed to remove the stumps and plant new trees. We currently contract this service out, the cost is increasing and the turn around from start to finish due to the volume of dead trees is quite long, resulting in CRM tickets and possible media issues.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	117,000							
Reserves & Reserve Funds	No	13,000							
Gas Tax	No								
Operating Fund	No								
Other (savings in operating)									
Capital Costs		130,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Contracted services	Yes		15,000	15,000	15,000	15,000	15,000	Yes	225,000

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

15,000

15,000

15,000

15,000

15,000

15,000

225,000

Net Cost

130,000

-

-

-

-

-

-

-

225,000

Total Cost

130,000

Total Cost Recoveries

300,000

Total Net Cost

- 170,000

Cost Recovery

231%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

5

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	5	5	19

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2019 BUDGET

Capital Decision Package Form

Total Points

19

Decision Package Item #

24 PWS-Parks

Project / Initiative Name

Purchase Two Pickup Trucks for Parks

Commission:

Development Infrastructure Services

Business Unit Number:

52811

Division:

PWS Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Parks is asking for two pickup trucks(\$45,000.00 each) from Development Charges, we currently rent trucks each year for 6-9 months.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth, we keep hiring staff to look after new development, but need the vehicles to go with it.

Priority

If this item addresses a priority, please explain how it does so...

The two new trucks are needed due to the growth of new parks and work that needs to be completed by lead hands. **Having these trucks would ensure that we work effectively and efficient on our service levels set out by PWS and passed by council. This request addresses Council Strategic Priorities- Ensuring effective & efficient services.**

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

To maintain current service level

Business Case

If this item provides a financial return, please explain how it does so...

we can reduce our operating budget for renting vehicles

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

We have adjusted the risk matrix as not having the proper vehicles to support our lead hands and staff in the roles (rental trucks have restrictions such as no pulling trailers which is a daily occurrence in Parks) would decrease our level of service and could create minor negative local media issues. The likelihood of it happening is possible within 1-4 years.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	81,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	9,000	9,000	9,000	9,000	9,000	9,000	9,000	
Other (please specify)									
Capital Costs		90,000	9,000	9,000	9,000	9,000	9,000		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Contracted services	Yes	5,000	5,000	5,000	5,000	5,000	5,000	Yes	75,000
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		5,000	5,000	5,000	5,000	5,000	5,000		75,000
Net Cost		85,000	9,000	9,000	9,000	9,000	9,000	-	75,000

Total Cost

135,000

Total Cost Recoveries

105,000

Total Net Cost

30,000

Cost Recovery

78%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

2

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	1	1	5

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	2	5	19

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Capital Decision Package Form

Total Points

19

Decision Package Item #

6 Roads

Project / Initiative Name

Portable Information Signs (Solar)

Commission:

D I Services

Division:

PWS - Roads

Business Unit Number:

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Purchase two solar assist/power Portable Information signs.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This item would fall under a growth request. Public information signage has been very useful lately to help inform residents and travelling public with regards to notices and updates pertaining to Town issues.

Priority

If this item addresses a priority, please explain how it does so...

As a Priority this would fall under Community engagement by aligning ourselves with communications best practises. It would also engage our changing resident demographics and enhance recreation programs and community facilities by informing the residents of upcoming events and important communications. Assisting with social media and other communication avenues to get important messaging out to a large number of residents could also improve traffic congestion and support community and neighborhood projects.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Level of service would be increased and has been shown by use of such rented signage for GFL route changes, Water main flushing program, special communications with regards to events etc.

Business Case

If this item provides a financial return, please explain how it does so...

It is possible to rent out these information signs to groups or associations helping with return on funding of purchase.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Helps notify instantly if road or other conditions are impacted due to emergency works which could lessen claim issues.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Communications	supportive of signage

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	65,000							
Other (please specify)									
Capital Costs		65,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	65,000	-	-	-	-	-	-	-	-

Total Cost

65,000

Total Cost Recoveries

-

Total Net Cost

65,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	7	19

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2019 BUDGET

Capital Decision Package Form

Total Points

23

Decision Package Item #

28 PWS-Parks

Project / Initiative Name

Truck and Equipment for Marianneville Glenway Property Maintenance

Commission:

Development Infrastructure Services

Division:

PWS Parks

Business Unit Number:

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

In 2019 Operating Decision Packages, there is a request for maintenance of the Marianneville Glenway property that was newly donated to the Town. Parks are requesting a FTE(H5-L3) position along with capital for equipment(Truck \$70,000, lawnmower \$40,000, trailer \$5,000).

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth for new area and service level requirements.

Priority

If this item addresses a priority, please explain how it does so...

Enhancing our recreation facilities as set out in councils strategic priorities, there will be trails and open land for the public to use. The type of level of service is set out in the Parks Policy Development Manual which was passed by council in 2012.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

To maintain trees, garbage, trails, playground and whatever is planned for the site.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Budget is required to maintain the new property that was donated to the town, without funding, there would be corporate image issues up to moderate levels as set out on the risk matrix. There would also be environment issues from not maintain the grass and trees, there also health and safety moderate issues from weeds, allergic issues, trees not safe from being maintained.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	103,500						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	11,500						
Other (please specify)								

Capital Costs

DIS 15(Operating-Marianneville PM)

115,000

-

-

-

-

-

-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

115,000

-

-

-

-

-

-

-

Total Cost

115,000

Total Cost Recoveries

-

Total Net Cost

115,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	11

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

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2019 BUDGET

Capital Decision Package Form

Total Points

22

Decision Package Item #

27 PWS-Parks

Project / Initiative Name

Truck and Equipment for Parks

Commission:

Development Infrastructure Services

Business Unit Number:

52811

Division:

PWS Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

In 2019 Operating Decision Packages, there is a request for an additional General Parks Response Crew to provide additional services as well as a quick response to simple basic HEAT tickets. Parks would need two seven month contracts (SPW2) staff, one would backfill parks operator from General Parks area. The other would work with the Operator for the General response crew. This crew would also complete tasks that are currently completed by our contractor regarding tickets and repairs to fences, sod, winter damaged sod areas and amenities. If this position approved, Parks would need pickup truck and trailer for this staff to perform regular duties.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Provide general maintenance enhancements to areas such as walkways, trails, and also provide quick response to tickets such as garbage, graffiti, broken glass and other seasonal issues.

Priority

If this item addresses a priority, please explain how it does so...

Ensuring safe streets with bike lane tasks, trails, and ensuring effective & efficient services as set out in councils strategic priorities. This request is to maintain our current level of service within the parks area along with Customer Service tickets and possibly respond in a quicker manner.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

To try to maintain our current level of service within the parks area along with Customer Service tickets and respond more quickly to complaints.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Risk exposure would be sitting at least the moderate level based on current and past complaints and issues, including Media exposure for garbage tickets, grass cutting, pending on ticket, could be for injury from damaged equipment/amenities, needles in parks causing injuries to the public, allergic reactions from garbage, bees/wasps.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	need help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	76,500						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	8,500						
Other (please specify)								
Capital Costs	DIS13 (Operating) - GENERAL PARKS CREW	85,000	-	-	-	-	-	-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operatina Costs		-	-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-	-
Net Cost		85,000	-	-	-	-	-	-

Total Cost

85,000

Total Cost Recoveries

-

Total Net Cost

85,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
Approved Strategic Plan
+4 OLT Priority
Documented Recommendation

+6 Council
+2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	10	22

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Capital Decision Package Form

Total Points		20		Decision Package Item #		19 PWS Facilities	
Project / Initiative Name		New Vehicle for Facility Maintenance Worker					
Commission:		DI Services		Business Unit Number:		57301	
Division:		PWS - Facilities		Business Unit Name:			
Classification (select one):		Growth Yes		Service Level Change or Maintenance		Mandatory/Legislative	

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
This request is to purchase a new maintenance vehicle for an additional Facility Maintenance Operator.

Classification

In the 2019 Operating Decision Packages, there is a request for an additional facility maintenance worker.This position would assist in the maintenance of Fire Halls and other Town buildings as well as upkeep of the new splash pads coming in each Ward. Once this position approved, maintenance vehicle is needed for this staff to perform regular duties.

Priority

A facility maintenance operator and vehicle are required to ensure effective and efficient services. Fire Halls are aging and require increasing maintenance to ensure they meet adequate standards as required by Central York Fire Services. Currently Fire is experiencing big failures at their Halls impacting their staff who rely on these buildings 24 hours a day. A maintenance operator would be committed to ensuring preventative maintenance at these facilities and will also assist at any new spray pads and the Mulock Estate property. Maintenance vehicle is needed for this position.

Desired Service Level

The operating request is for a full-time Facility Maintenance Operator to bring Fire Halls up to the same maintenance standard as other Town buildings. Maintenance is currently reactive in nature doing repairs as things fail. Fire facilities are getting older and we need to move from reactive to proactive in the maintenance of plumbing fixtures; HVAC inspections; overhead door inspections and maintenance; and electrical. Fire needs to eliminate big failures by doing regular maintenance. This will ensure all aspects of the building are functional to maintain the safety of fire fighters in those buildings they rely on 24 hours a day. This new person will also assist in the maintenance and upkeep of the new splash pads coming in each Ward.

Business Case

Risk Mitigation

see DIS 5 (Operating DP- Facilities Maint. Operator Vehicle)

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion to be held after approved budget.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	65,000							
Other (please specify)									
Capital Costs		65,000	-	-	-	-	-		-

Operating Impact of Capital Project

Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

65,000

-

-

-

-

-

-

-

Total Cost

65,000

Total Cost Recoveries

-

Total Net Cost

65,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	8	20

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2019 BUDGET

Capital Decision Package Form

Total Points

19

Decision Package Item #

8 Roads

Project / Initiative Name

Kingdale Road Shoulder Rehabilitation

Commission:

D I Services

Business Unit Number:

Division:

PWS - Roads

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Street was re-surfaced in 2015 and the shoulders were gravelled. In 2016, residents complained about wash outs of gravel going across their driveways and weeds/grass growing up through the shoulders. Recommendation would be to remove the existing gravel and redefine the shoulder width and pave.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

At present staff has to cut shoulder and fill in wash outs numerous times through the summer. This improvement would eliminate that maintenance and increase satisfaction for residents.

Priority

If this item addresses a priority, please explain how it does so...

This request falls under Council Strategic Priorities -Ensuring safe streets and effective/efficient services by helping eliminate continual maintenance which has been occurring due to shoulder wash outs and complaints from residents as to weed control.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Eliminating wash outs would lead to no concerns for public safety or claim submissions. **Local resident has already threatened to go to the media.**

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks	x	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Parks	Parks is supportive as they have assisted in cutting weeds and grass growing on shoulders for the last two summer seasons.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	70,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		70,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

70,000

-

-

-

-

-

-

-

Total Cost

70,000

Total Cost Recoveries

-

Total Net Cost

70,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	4	1	1	7

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	7	19

Total Points	18	Decision Package Item #	1 PWS Parks
Project / Initiative Name	Forestry Trailer and Water Tank for Maintaining Younger Trees		
Commission:	D I Services	Business Unit Number:	52811
Division:	PWS - Parks	Business Unit Name:	Parks Maintenance-General
Classification (select one):	Growth Yes	Service Level Change or Maintenance	Yes
		Mandatory/Legislative	

Section 1 Description

Summary	Please provide a brief summary of what the proposed budget item is... Trailer is needed to carry a large water tank along with mulch to maintain trees that are younger in age from 2 years to 20 years. Having this equipment will help increase the chances of the younger tree survival and increasing our tree canopy. Having the trailer and tank in our fleet would also help with the request to power wash Main Street monthly due to the dirt from the business of restaurants and businesses.
Classification	To maintain our existing tree canopy that are younger and need assistance along with new trees planted yearly
Priority	Increase our level of maintenance to our tree canopy helps the environment with filtering the air and decreasing pollution We have scored it as a Council Approved Strategic Plan which was approved by council in 2006. The Town of Newmarket Official Plan(2006-2026) that was created by the Meridian Planning Consultants and adopted by Town council on October 10, 2006 and by the Region of York on May 28, 2008. It is mentioned on page 40 of the plan under section 9.3.2 that the Town Council shall promoted and establish programs to increase the tree cover of the entered Town from its current level of 9% to 12%. There are a number of targets mentioned to meet this target, but one that fits this most is that to encourage a program of tree planting and tree preservation in accordance with the Town's Tree Preservation, Protection, Replacement and Enhancement Policy so that all residential areas are provided with a sufficient number of trees to maintain a high standard of amenity and appearance. As noted in the summary section, the trailer is needed to carry a large water tank along with mulch to maintain the trees that are younger in age from 2 years to 20 years. With the equipment, it will help maintain our trees and help increase our tree canopy size.
Desired Service Level	This will help us maintain and increase our tree canopy as requested by the region and council. Having this equipment will allow the younger trees to thrive which will us in having healthy trees, in return will help reduce maintenance costs later in the life of the trees.
Business Case	As noted above, there would be a financial return in the future (40-70 years from now)
Risk Mitigation	Trees that are not water and maintained properly could die and that would increase our tree replacement budget. It would also not help us to increase our tree canopy from 9% to 12%. Not having this equipment could result in financial impact of over \$50,000 due to the trees that are planted in the recent years not surviving with the current weather climate and environmental changes including the dry hot summer weather that is now starting in May till sometimes October. There would also be negative corporate feedback from social media and media with the amount of dead or dying trees.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....									
Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications		Facilities	
								Other	
Please discuss item with relevant areas and include their comments below...									
Department	Comments								

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	30,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		30,000	-	-	-	-	-		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operatina Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		30.000	-	-	-	-	-		-
Total Cost	30,000	Total Cost Recoveries	-	Total Net Cost	30,000	Cost Recovery	0%		

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	6		3		0
Risk Reduction / Mandatory or Legal Requirement					
Current Risk		Post-Implementation Risk		Points	
Consequence	Likelihood	Consequence	Likelihood		
3	4	1	3	9	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
6	3	0	9	18	

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Capital Decision Package Form

Total Points

17

Decision Package Item #

14 PWS Facilities

Project / Initiative Name

Ray Twinney Pool LED Lighting Retrofit

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Retrofit Ray Twinney Pool lighting to LED for cost savings and better lighting standards.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The pool LED Lighting Retrofit would provide a brighter, more efficient light for the pool area which would be of benefit to staff and users.

Priority

If this item addresses a priority, please explain how it does so...

Council Priority: Efficiency/Financial Management. Implementing LED lighting will ensure effective and efficient services by reducing our energy costs. It is proven LED lighting is more efficient than our current metal halled lighting. This will also mirror our LED lighting retrofit at Magna Centre.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The retrofit to LEDs would improve lighting conditions in the pool area for maintenance staff, lifeguards and users by providing a brighter light.

Business Case

If this item provides a financial return, please explain how it does so...

There is also the possibility of securing potential grants . The implementation of the LED lights would save us money from electricity costs as well as future replacement costs as LED lights have greater longevity. Amounts to be determined in the future.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The current lights require 10 minutes to restart after a power failure while the LED lights power up immediately. Power outages occur throughout the year and the old lights take a long time to restart to full capacity posing a potential minor medical risk to users.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has been held
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	150,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		150,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	150,000	-	-	-	-	-	-	-	-

Total Cost

150,000

Total Cost Recoveries

-

Total Net Cost

150,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	1	1	5

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	5	17

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2019 BUDGET

Capital Decision Package Form

Total Points

17

Decision Package Item #

4 PWS Facilities

Project / Initiative Name

Washbay Industrial Vacuum System at Operations Centre

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Install an industrial vacuum system in the washbay at the Operation Centre in order to maintain the vehicles in a good and clean condition on a regular basis.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Currently the vehicles are washed in the wash bay and then driven to their respective department bays where vacuuming and interior cleaning is completed. With the installation of the new vacuum system, the vehicles can be completely cleaned in the one area. This frees up space in their respective bay areas.

Priority

If this item addresses a priority, please explain how it does so...

Ensuring efficient and effective services. Installing a industrial vacuum system in the wash bay would consolidate the equipment and the cleaning of vehicles could be done in one area.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

The installation of the vacuum system would improve the current level of service.

Business Case

If this item provides a financial return, please explain how it does so...

The vacuum system would improve the efficiency of cleaning operations and reduce time from having to move from the wash bay and find space in the respective departmental bay areas.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Currently there is inefficient use of equipment for cleaning where equipment could be used on projects.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	The final list will be submitted to Procurement after Council approval.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	9,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		9,000	-	-	-	-	-		-
Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		9,000	-	-	-	-	-		-
Total Cost	9,000	Total Cost Recoveries	-	Total Net Cost	9,000	Cost Recovery	0%		

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	1	1	5

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	5	17

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2019 BUDGET

Capital Decision Package Form

Total Points

17

Decision Package Item #

2 PWS Parks

Project / Initiative Name

Tree Canopy Increasing Planting

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Funding is required continuing to increase our tree canopy from 9% to 12% as per priority council passed official plan, funding was stopped for a period of time to due to EAB funding needs. Tree canopy provides bigger benefits to society such as: carbon sequestering, storm water management, pollution control, heating and cooling efficiencies.

Classification

Budget is required to help increase our tree canopy as approved by council.

Priority

The increase of the tree canopy from 9% to 12% is a council priority. We have scored it as a Council Approved Strategic Plan which was approved by council in 2006 due to the Town of Newmarket Official Plan(2006-2026) that was created by the Meridian Planning Consultants and adopted by Town council on October 10, 2006 and by the Region of York on May 28, 2008. It is mentioned on page 40 of the plan under section 9.3.2 that the Town Council shall promoted and establish programs to increase the tree cover of the entire Town from its current level of 9% to 12%. There are a number of targets mentioned to meet this target, but one that fits this most is that to encourage a program of tree planting and tree preservation in accordance with the Town's Tree Preservation, Protection, Replacement and Enhancement Policy so that all residential areas are provided with a sufficient number of trees to maintain a high standard of amenity and appearance. As noted in the summary section, the additional tree planting budget is required to help meet this goal of increasing the tree canopy as set out in the Offical Plan

Desired Service Level

As noted above, this budet is required to assist us in working towards the increase of tree canopy of 12%

Business Case

Tree canopy provides bigger benefits to society such as: carbon sequestering, storm water management, pollution control, heating and cooling efficiencies.

Risk Mitigation

Not increasing our tree canopy will result in not reaching council priorities, along with helping the environment. We have changed the scoring to reflect if we do not have the additional funding to plant trees, the corporate image could be effected due to the town not adhering to the Town's Official Plan that was passed by Town Council on October 10, 2008.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	x	Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No	90,000	90,000	90,000	90,000	90,000	Yes	1,350,000
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		90,000	90,000	90,000	90,000	90,000		1,350,000

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operatina Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		90,000	90,000	90,000	90,000	90,000		1,350,000

Total Cost

1,890,000

Total Cost Recoveries

-

Total Net Cost

1,890,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	8	17

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2019 BUDGET

Capital Decision Package Form

Total Points

17

Decision Package Item #

5 Roads

Project / Initiative Name

Operations Centre Yard Improvements

Commission:

D I Services

Division:

PWS - Roads

Business Unit Number:

Business Unit Name:

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Upgrades to the Operations Centre yard.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Priority

If this item addresses a priority, please explain how it does so...

This request relates to efficiency/Financial management Council priority. Continual improvement of outside storage space and upgrading is needed in the yard in order to house equipment and support daily activities regarding all divisions. Keeping materials covered and equipment sheltered ensure effective and efficient service is provided and can help with measuring performance as things are ready to be used and available when needed.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This improvement would help with maintaining service levels and increase some of them as mentioned above in the priority section.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Having useable stock back filling materials that aren't frozen in the winter and vehicles ready to respond to issues are imperative to efficient work flow and service levels. Not doing so could result in local service disruption and reduce the quality of service for critical users.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	100,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		100,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		100,000	-	-	-	-	-		-

Total Cost

100,000

Total Cost Recoveries

-

Total Net Cost

100,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	3	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	5	17

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Capital Decision Package Form

Total Points

17

Decision Package Item #

LIB 1

Project / Initiative Name

Computer Hardware/Software

Commission:

Library

Business Unit Number:

Division:

Library

Business Unit Name:

Classification (select one):

Growth

No

Service Level Change or Maintenance

Yes

Mandatory/Legislative

No

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Replace end of life cycle computer hardware/software in order to maintain direct customer service and customer and asset management database.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

The classification is Service Level Maintenance.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

In order for the library to provide the established service level of loaning material, managing its assets, and providing technology services to its users this equipment is essential. In addition, this equipment provides the backbone for staff administrative functions.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

There is significant risk if end of life cycle hardware and software is not replaced. Major system failures would result in a complete inability to provide library service to the community.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	142,300	359,800	113,950	199,500	158,400	141,100		
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		142,300	359,800	113,950	199,500	158,400	141,100		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		142,300	359,800	113,950	199,500	158,400	141,100		-

Total Cost

1,115,050

Total Cost Recoveries

-

Total Net Cost

1,115,050

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
4	4	1	2	14

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	14	17

118

2019 BUDGET

Capital Decision Package Form

Total Points

16

Decision Package Item #

9 PWS Parks

Project / Initiative Name

Rubber Surfacing for AODA Playgrounds

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

PWS met with the AODA committee and they are requesting that moving forward, we install rubber surfacing on our playgrounds for ease of accessibility of the users in related in equipment such as wheelchairs. We have budget for engineer wood fiber, which is compliant with AODA, but is hard to push wheelchairs or walkers through. There are some sites that can be combination of both materials or just rubber. Current cost in Richmond Hill is \$350 per square metre. Possible locations pending on equipment age and one in each ward would be Ken Sturgeon Park(\$148,400.00), George Richardson South Park(\$184,100.00), Labyrinth Park(\$186,550.00), Armstrong Park,(\$262,500.00) Sunnyhill Park(\$100,350.00), Rogers Park(\$115,000.00) and Fairy Lake(\$310,350.00)

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Budget is needed to help the AODA act and request from the towns AODA committee requesting that we switch surfacing to rubber to allow more users in our playgrounds.

Priority

If this item addresses a priority, please explain how it does so...

Project would fall under councils strategic priorities enhancing our recreation and community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This would support our service level to allow all users to use our play equipment, doesn't matter what AODA issues they may have.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

we are risking the fact that the public may use social media saying that we don't allow all levels of users including AODA to use our play equipment. We current use wood fiber which passes AODA but does restraint how many types of accessibility users can use them.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	to help decide which parks we should convert to rubber
Procurement	to help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	654,000							
Development Charges	No	654,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (grant application)									

Capital Costs

1,308,000

-

-

-

-

-

-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

1,308,000

-

-

-

-

-

-

-

Total Cost

1,308,000

Total Cost Recoveries

-

Total Net Cost

1,308,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	2	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	4	16

2019 BUDGET
Capital Decision Package Form

Total Points	16	Decision Package Item #		8 Planning															
Project / Initiative Name						Electric Vehicle Charging Station Network													
Commission:			Development Infrastructure Services			Business Unit Number:													
Division:			Planning			Business Unit Name:													
Classification (select one):		Growth				Service Level Change or Maintenance		Yes				Mandatory/Legislative							
Section 1 Description																			
Summary		Please provide a brief summary of what the proposed budget item is...																	
		We would like to partner with private land owners and install a network of charging stations throughout Newmarket on private and public lands.																	
Classification		Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....																	
		Service level change - providing Newmarket residents and visitors options for electirc vehicle charging.																	
Priority		If this item addresses a priority, please explain how it does so...																	
		It is part of Council's Strategic Priority to support inovative partnerships with various sectors and enhance our recreational and community facilities. This also facilitates achieving the GHG emissions reduction targets set out in the Community Energy Plan.																	
Desired Service Level		If this item maintains or moves toward a desired service level, please explain how it does so...																	
Business Case		If this item provides a financial return, please explain how it does so...																	
		There is the opportunity to cover the cost of installation and on going maintenance as it is a User Pay System. The charging stations have the ability to collect fees for the use of the station. As we will be partnering with Newmarket Tay Power, we'll have the abibility to charge per kilowhatt hour which is the most equitable system. This project will also leverage private contributions of business owners adding stations to the network, matching the number of stations we are installing. For example Peteroborough Hydro installed 9 units which gave out approximately 21,200 kWh in 9 months. If we were to charge \$0.30/kWh we could see a return of approximately \$6,360 a year. A detailed business case is available.																	
Risk Mitigation		If this item mitigates a significant risk, please explain how it does so...																	
		There isn't a specific risk to be mitigated at this point. However, there is significant benefit to be obtained.																	
Section 2 Collaboration and Consultation																			
Please identify relavent business areas for this item. An area is relevant if collaboration or consulation is required. Identify by checking all boxes that apply below....																			
Customer Services				Building				Engineering				HR				IT			
Legislative Services				Planning		X		Operations				Legal				Finance			
Recreation & Culture				Procurement				Parks				Communications				Facilities			
																Other		EcDev and SI & I	
Please discuss item with relevant areas and include their comments below...																			
Department		Comments																	
Economic Development		An EV charging network will provide the Economic Development Department with another oportunity to reach out and partner with local businesses. Having an EV charging network in Newmarket will also further substantiate our reputation as a 'green' and innovative muncipality to do business with and where to locate a like-minded business. Tech																	
Planning		In 2016 Council approved the Community Energy Plan (CEP) which set out transformational reduction targets for energy use and GHG emissions for the whole community. Supporting Newmarket residents and visitors switching to electirc vehicles by providing easy access to charging stations will assist the Town in achieving that community-wide GHG emissions reduction target of 40% by 2031.																	
Strategic Initiatives & Innovation		The Town is committed to finding and leveraging innovative and strategic partnerships throughout the community. For this project we will reach out to various land owners who would be interested in proving a space for ev charging stations. This will strengthen our existing partnerships and allow us to find new companies/land owners interested in partnering with the Town, which may lead to other exciting projects in the future.																	
Section 3 Financials																			
Details of Costs, Savings and Revenue										Ongoing Cost past 2024?		Ongoing Cost							
Financing of Capital Costs		2019		2020		2021		2022		2023		2024							
Description		Cost Recovery?																	
Asset Replacement Fund																			
Development Charges																			
Reserves & Reserve Funds																			
Gas Tax																			
Operating Fund																			
Other (please specify)		Yes		63,000															
AM Grant																			
Capital Costs		63,000		-		-		-		-		-				-			
Operating Impact of Capital Project		2019		2020		2021		2022		2023		2024		Ongoing Costs / Cost Recoveries past 2024?		Ongoing Costs / Cost Recoveries			
Description		Cost Recovery?																	
User fees		Yes		6,300		6,300		6,300		6,300		6,300		Yes		63,000			
Operating Costs		-		-		-		-		-		-				-			
Cost Recoveries		63,000		6,300		6,300		6,300		6,300		6,300				63,000			
Net Cost		-		-		-		-		-		-				63,000			
Total Cost		63,000		Total Cost Recoveries		94,500		Total Net Cost		-		31,500		Cost Recovery		150%			
Section 4 Evaluation																			
+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation				+3 Moves Toward/Maintains Desired Service Level				+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>											
Priority (Pick one)		Points		Desired Service Level (All or nothing)		Points		Business Case (Scale)		Points									
		9				3				4									
Risk Reduction / Mandatory or Legal Requirement																			
Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item. *If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category																			
Current Risk				Post-Implementation Risk						Points									
Consequence		Likelihood		Consequence		Likelihood													
1		2		1		2				0									
Evaluation Components																			
Priority		Desired Service Level		Business Case		Risk Reduction / Mandatory or Legal Requirement				Total Points									
9		3		4		0				16									

Total Points16

Decision Package Item #CYFS 1

Project / Initiative NameReplacement of Auto Extrication Equipment

Commission:CYFS

Division:Integrated Fire Services

Business Unit Number:21221

Business Unit Name:Integrated Fire Services

Classification (select one):Growth

Service Level Change or MaintenanceYes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Replacement of aging auto extrication equipment carried on some CYFS fire apparatus. The current equipment reached its lifecycle replacement date in 2018. CYFS completed an assessment of all auto extrication equipment and identified certain equipment needing replacement due to wear and tear. This request is consistent with the Asset Management Plan. Not replacing this aging equipment will result in poor performance on scene when dealing with motor vehicles collisions (i.e. equipment malfunctions or breakdowns). We are currently experiencing multiple equipment malfunctions resulting in many work orders, repairs, etc.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a maintenance classification.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Due to wear and tear, auto extrication equipment needs to be replaced as per the Asset Management Plan. Over time, the auto extrication equipment performance starts to decrease which will cause challenges at a motor vehicle collision (MVC) incident. By replacing the auto extrication equipment, CYFS will ensure that equipment is performing up to standard and that the public is receiving the best customer service possible.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs								Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Asset Replacement Fund	No	65,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		65,000	-	-	-	-	-		-

Operating Impact of Capital Project								Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		65,000	-	-	-	-	-		-

Total Cost65,000

Total Cost Recoveries-

Total Net Cost65,000

Cost Recovery0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)Points2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)Points3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)Points0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	1	11

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	11	16

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2019 BUDGET

Capital Decision Package Form

Total Points

15

Decision Package Item #

5 PWS Facilities

Project / Initiative Name

Youth Centre Multi-Purpose Room Upgrade and Commercial Grade Game Replacements

Commission:

D I Services

Business Unit Number:

57301

Division:

PWS - Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Updating the Youth Centre into a Multi-purpose facility (HUB) in central Newmarket. Currently we have expanded use of the space to the Inclusion portfolio, Cultural Programming, Seniors Programming and Camps while the space is not being used by youth. Update the Multipurpose room to allow for more programming which in turn will increase revenue for the space. This will include windows along the south end of the facility overlooking the trail, updating the room- adding drywall, removing wiring, commercial grade games to replace current donated tables, update washrooms for accessibility. The room will be used for increased programming in several portfolios- seniors, cultural, inclusion, birthday parties, etc. and rentals.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

During the walk through with Recreation, it was felt if the room was upgraded it can be programmed differently to create revenue opportunities. Mandatory Accessible Washroom.

Priority

If this item addresses a priority, please explain how it does so...

Enhanced Recreational Opportunities. Enhancing Recreation and community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

We are improving our service level by upgrading the space and creating potential additional opportunities for programming.

Business Case

If this item provides a financial return, please explain how it does so...

Recreation would be able to create additional programming activities to create additional revenue.,

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The current state of the games will soon require removal and loss of recreational opportunities for youth.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	X
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Recreation & Culture	Discussion has been held on this request.
Procurement	The final list will be submitted to Procurement after Council approval.
IT	Discussion has been held on this request.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	45,000							
Other (please specify)									
Capital Costs		45,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	45,000	-	-	-	-	-	-	-	-

Total Cost

45,000

Total Cost Recoveries

-

Total Net Cost

45,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	3	15

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2019 BUDGET

Capital Decision Package Form

Total Points

15

Decision Package Item #

19 PWS Parks

Project / Initiative Name

Riverwalk Commons Lighting Features

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The overhead projectors at Riverwalk need upgrading, they have been investigated and cannot be repaired. These lights are needed to help with projecting pictures or logos onto the ice or concrete area. There is also some up lighting in the park that needs to be updated due to wear and tear along with the trees growing.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

With new projectors, they can be used for art work or advertising of events. Some uplightings need to be replaced, this would fall under the maintenance.

Priority

If this item addresses a priority, please explain how it does so...

This project falls under councils strategic priorities of enhancing recreation facilities. With all the special events hosted at Riverwalk Commons, this will allow more opportunities to promote, allow for logos to be used, and possible art work for cultural events.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This budget request is to maintain our current level of service, the projectors are non-repairable over the plaza/skating/water feature and need to be replaced, along with some of the up lighting in the park that are not working and where the trees have outgrown the existing lights.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Risk scoring was adjusted due to the risk of minor negative media exposure as the residents of Newmarket know that we keep Riverwalk Commons to a higher level of service than any park in Newmarket. The Projectors are up on the poles and people are asking why they are not working.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	55,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		55,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		55,000	-	-	-	-	-		-

Total Cost

55,000

Total Cost Recoveries

-

Total Net Cost

55,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	3	15

123

2019 BUDGET

Capital Decision Package Form

Total Points	15	Decision Package Item #			23 PWS Parks		
Project / Initiative Name		Self Cleaning Washroom					
Commission:		D I Services		Business Unit Number:		52811	
Division:		PWS-Parks		Business Unit Name:		Parks Maintenance-General	
Classification (select one):		Growth		Service Level Change or Maintenance		Yes	
		Mandatory/Legislative					

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
Fairy Lake is a popular park and has limited access to washroom facilities for individuals requiring assistance. This request is intended to enhance the service level in the park to accommodate those with special needs as well as increase opportunities for use during high season time with public frequenting the park and special events. This type of washroom facility is leading edge in washroom maintenance and would help improve public perception regarding the cleanliness of our parks and facilities.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
Growth due to the amount of the public using the area.

Priority

If this item addresses a priority, please explain how it does so...
This project addresses Council Priority- Enhanced Recreation Facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
Help with an accessible self cleaning washroom that can be used for a longer period of time than the existing washroom.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Risk matrix has been updated, there is a risk of media exposure of not having an accessible washroom in Fairy Lake including portable toilets that are cleaned twice a week but with the heavy use cannot keep clean to the residents expected levels, with the self cleaning unit, the amount of complaints will reduce.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and Culture	help with programming events and general public using the trail
Procurement	help with tendering process

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	135,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	15,000							
Other (please specify)									
AM Grant									
Capital Costs		150,000	-	-	-	-	-		-

Operating Impact of Capital Project

	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Oberatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

150,000

-

-

-

-

-

-

-

Total Cost

150,000

Total Cost Recoveries

-

Total Net Cost

150,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	3	15

2019 BUDGET
Capital Decision Package Form

Total Points	15	Decision Package Item #	1 PWS W/WW		
Project / Initiative Name	To Purchase a Mobile Water Filling Station - Quench Buggy				
Commission:	D I Services	Business Unit Number:	42421		
Division:	PWS - Water/Waste Water	Business Unit Name:	Water/ Wastewater		
Classification (select one):	Growth	Service Level Change or Maintenance	Yes	Mandatory/Legislative	

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

To purchase a mobile Water filling station designed to meet personal hydration needs for PWS functions and public events.

Classification

Priority

The mobile water filling station would provide safe, potable water at places where there is no water available and to promote Newmarket's water. The filling station could easily be deployed to outdoor public functions and PWS events such as Touch-a-Truck; National Public Works Week; Farmer's Market. **This request falls under Council Strategic Priority- Supporting community and neighbourhood projects and events.**

Desired Service Level

This is an increase in level of service by providing residents with free potable water at outdoor events. The water filling station would reduce waste created by plastic water bottles and save the Town revenue at having to supply bottled water at events.

Business Case

Risk Mitigation

Providing a prominent accessible clean water source at events would ensure the public would have easy access to clean drinking water.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks	x	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Parks	Discussion has occurred about Parks utilizing the Quench Buggy at their events

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify) Water Rates		45,000							
Capital Costs		45,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

-

Net Cost

45,000

-

-

-

-

-

-

-

-

Total Cost

45,000

Total Cost Recoveries

-

Total Net Cost

45,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	3	15

125

2019 BUDGET
Capital Decision Package Form

Total Points

14

Decision Package Item #

LGS 1

Project / Initiative Name

New Vehicle and Equipment

Commission:

Corporate Services

Business Unit Number:

26112

Division:

Legislative Services

Business Unit Name:

Bylaws

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

New vehicle will allow for each officer while on shift to use a Town vehicle instead of their personal vehicle. Which will help with the visibility in the community, and aslo installing the computers with the land use system in the vehicles allows for orders and notices to be issued at the time of the inspection.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)...

Growth - Currently Enforcement staff have 6 vehicles. These vehicle are used by 4 Property Standards /Municipal Enforcement Officers and 6 Municipal Enforcement Officers which provide the enforcement for all Property Standards/ Bylaws complainants along with the Parking complaints.

Priority

Ensuring effective & efficient services as the vehicle will be installed with computer and the Land use software allowing for orders and notices to be issued immediately. A town vehicle also helps with enforcement visibility to help ensure safe streets.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

This will allow for the visibility of the Officers in the Community with Town vehicles and to be able to issue orders and notices at time of inspection. Also will decrease mileage used for personal vehicles.

Business Case

If this item provides a financial return, please explain how it does so...

Providing town vehicles will decrease the amount the department spends on mileage.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

It also reduces risks when our enforcement officers use their own vehicles. There is a risk of their personal plate information taken and/or followed home.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	X
Legislative Services		Planning		Operations	X	Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Public Works	Working with Public works to ensure we purchase the right vehicle for the job that will be performed within our scope.
IT	Helping to provide our department with the right equipment and installation of programs need to work from the vehicle
Procurement	To ensure the amount dedicated to purchase new vehicle will be enough to move forward

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	50,000						
Other (please specify)								
Capital Costs		50,000	-	-	-	-	-	-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						
New Vehicle	No	N/A	N/A	N/A	N/A		
New computer, printer and cradle	No	N/A	N/A	N/A	N/A		
Mileage vs Fuel Charge	Yes	2,400	2,400	2,400	2,400	2,400	12,000
	No						
Operating Costs		-	-	-	-	-	-
Cost Recoveries		2,400	2,400	2,400	2,400	2,400	12,000
Net Cost		47,600	-	-	-	-	12,000

Total Cost

40,000

Total Cost Recoveries

26,400

Total Net Cost

13,600

Cost Recovery

66%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

2

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	2	0	14

2019 BUDGET
Capital Decision Package Form

Total Points		13		Decision Package Item #		1 Rec	
Project / Initiative Name		Magna Centre- Multi-purpose Room #3 and #4 Expansion					
Commission:		Community Services/Develpoment & Infrastructure		Business Unit Number:		57301	
Division:		RC & PWS Facilities		Business Unit Name:		Facility Administration	
Classification (select one):		Growth		Service Level Change or Maintenance		Yes	
				Mandatory/Legislative			

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Expansion of Multi-purpose Room 3 and 4. Move the glass wall further into the hallway creating a larger footprint for each room. New flooring, lighting and accessible doorways will be required for this expansion. The larger square footage will allow us to accomodate more participants in each room for programming,meetings and special events. These are the only Multi-purpose rooms in the facility and are not condusive for larger events. From a programming perspective, the increased space will allow for larger class sizes and the opportunity to increase the overall net revenue per program. There is an opportunity to increase the number of rentals as the current max allowance is 20 people per room which impacts the number of meetings and events we are able to hold in these Multi-purpose rooms. Southlake (who have access to MP Room #3 with their lease agreement) are requesting a larger capacity room which we currently do not have in the Magna Centre.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level Change- Increased demand for larger meeting space in our largest Recreation Facility. Currently the largest meeting room space will allow only 20 people max with tables and chairs. This is not accomodating majority of the organization and user groups needs. This will allow for larger class sizes for programming as well.

Priority

If this item addresses a priority, please explain how it does so...

Enhanced Recreational Opportunities - f - Enhancing our recreation and community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Increased number of users within the space which will allow for more rentals, increased program numbers. Currently we cap program numbers based on the maximum number permitted in the room.

Business Case

If this item provides a financial return, please explain how it does so...

Increased number of users within the space which will allow for more rentals, increased program numbers.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks		Communications		Facilities	X
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Facilities	Discussion once approved
Procurement	Discussion once approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund								
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund		85,000						
Other (please specify)								
AM Grant								
Capital Costs		85,000	-	-	-	-	-	-

Operating Impact of Capital Project

2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?						

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

85,000

-

-

-

-

-

-

-

Total Cost

85,000

Total Cost Recoveries

-

Total Net Cost

85,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

1

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	1	0	13

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2019 BUDGET

Capital Decision Package Form

Total Points

13

Decision Package Item #

2 Rec

Project / Initiative Name

Magna Centre- Fitness Studio Improvements

Commission:

Community Services/Development & Infrastructure

Business Unit Number:

57301

Division:

RC & PWS Facilities

Business Unit Name:

Facility Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

With the proven success of the Fitness Portfolio, update the Activity Room into an actual Fitness Studio. In 2017 we had 18474 participants in group fitness from January 30th to December 31, 2017 and have had approximately 18474 so far in 2018 (to the end of May). The studio is also currently used by personal trainers, registered program participants, community groups including Southlake Cardiac Rehabilitation Program and inclusion participants. There is also a demand for dryland training where we will be increasing our programming. We surveyed customers In May and November of 2017 and it was noted that they provided the following feedback on the space- current floor not conducive for exercise classes, improved storage, not enough equipment for class sizes, storage space for coats, purses, shoes, place to fill water bottles prior or during class, etc. With one year of use and continual participant and instructor feedback, looking to update the space now that we know the Fitness Portfolio is a viable business for the Town. Requesting to update the flooring, add a water bottle filler in the hallway for track and fitness participants, and build appropriate storage for the equipment and participants personal items.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level change- increase class sizes that are currently full with patrons being turned away. Update space to meet the needs of the current programming.

Priority

If this item addresses a priority, please explain how it does so...

Enhanced Recreational Opportunity- Enhancing our facility to meet the needs of the user- turn a Multi-purpose Room into a Fitness Studio.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Data from survey added- Stakeholder attachment outlining desired Service level improvement.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

A floor with no resilience or shock absorption will transfer almost the full force of the athlete's/users movements back onto their limbs and joints as they move. Proper fitness flooring has a very high resilience and shock absorption qualities to help relieve some of these pressures exerted by the users. A proper fitness flooring will protect users from blunt falls, and reduce the possibility of injury. It is non-slip and reduces the number of slip and fall accidents.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks		Communications		Facilities	X
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Facilities	Discussion once approved
Procurement	Discussion once approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund								
Development Charges		90,000						
Reserves & Reserve Funds								
Gas Tax								
Operating Fund		10,000						
Other (please specify)								
AM Grant								
Capital Costs		100,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operatina Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		100,000	-	-	-	-		-

Total Cost

100,000

Total Cost Recoveries

-

Total Net Cost

100,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	1	2	1	1

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	1	13

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2019 BUDGET

Capital Decision Package Form

Total Points

13

Decision Package Item #

4 Roads

Project / Initiative Name

Bathurst St. Paving

Commission:

D I Services

Division:

PWS - Roads

Business Unit Number:

Business Unit Name:

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	275,000							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		275,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		275,000	-	-	-	-	-		-

Total Cost

275,000

Total Cost Recoveries

-

Total Net Cost

275,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	8

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	8	13

129

2019 BUDGET
Capital Decision Package Form

Total Points

13

Decision Package Item #

LIB 2

Project / Initiative Name

Equipment Replacement

Commission:

Library

Business Unit Number:

Division:

Library

Business Unit Name:

Classification (select one):

Growth

No

Service Level Change or Maintenance

Yes

Mandatory/Legislative

No

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Replace end of life cycle equipment such as the library's public address system.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Maintain existing service level

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Replacing end of life cycle equipment is essential to maintaining existing service levels. For example, this equipment includes the library's public address sound system which dates from 1996. This system, which has already experienced short-term failures, is essential to the safety and security of library staff and users.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Functioning equipment, such as a public address system, mitigates the risk of significant security and service issues.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	18,400	65,590	12,000	103,750	49,000	30,000		
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		18,400	65,590	12,000	103,750	49,000	30,000		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		18,400	65,590	12,000	103,750	49,000	30,000		-

Total Cost

278,740

Total Cost Recoveries

-

Total Net Cost

278,740

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	1	2	10

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	10	13

130

2019 BUDGET

Capital Decision Package Form

Total Points

12

Decision Package Item #

7 Building

Project / Initiative Name

Replacement and Upgrade of CCTV Cameras

Commission:

Development Infrastructure Services

Business Unit Number:

17761

Division:

Building

Business Unit Name:

395 Building Maintenance

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Replace existing 16 CCTV analog cameras with digital and install 13 new cameras. Existing cameras are outdated and do not provide a clear picture, these cameras need to be replaced. Also we currently only have cameras that face all of our entrance doors, server room and customer service. There are no cameras that pick up where a individual goes after entering the building. By adding 13 new cameras we will have 12 hallway cameras capturing all department doors and other doors bathroom, closets, first aid rooms etc. This will assist in increased security for 395 Mulock Drive.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level Change, adding cameras to increase monitored areas and increasing camera quality to better assist law officials when needed.

Priority

If this item addresses a priority, please explain how it does so...

Item addressed in CPTED review done by York Regional Police of 395 Mulock Drive to increase security/safety for town employees and residents.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Improves level of security, brings it up to levels of security coverage we have in other town facilities

Business Case

If this item provides a financial return, please explain how it does so...

CCTV Security cameras deter theft and assist the authorities in recovering stolen items.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

These new cameras will assist with incidents that may happen at service counters that are not currently being monitored. Currently if someone enters the building covering their face after they enter they can walk freely uncovered and not be captured on any other cameras. This is a recommended item from the York Regional Police CPTED review of our security levels.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	41,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	34,000							
Other (please specify)									
Capital Costs		75,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operatina Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		75,000	-	-	-	-	-		-

Total Cost

75,000

Total Cost Recoveries

-

Total Net Cost

75,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	2	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	7	12

2019 BUDGET
Capital Decision Package Form

Total Points	12	Decision Package Item #	7 PWS Facilities		
Project / Initiative NameFacilities Pick Up Truck					
Commission:DI Services		Business Unit Number:57811			
Division:PWS - Facilities		Business Unit Name:Facilities Maintenance			
Classification (select one):	Growth	Service Level Change or Maintenance	Yes	Mandatory/Legislative	

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
This is for a new 1/2 ton Pick up Truck for the Facility Maintenance Supervisor.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
This vehicle is required to maintain the current level of service related to maintaining the operation of the Town facilities. Currently, The Maintenance Supervisor has a rented vehicle which is used on a daily basis for site visits. It would be cost effective to purchase a new vehicle in lieu of renting one long term.

Priority

If this item addresses a priority, please explain how it does so...
Ensuring effective and efficient services. The vehicle would maintain our current level of service.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
The new Pick up Truck would enable the Maintenance Supervisor to continue to address the increasing needs of existing and newly acquired Town buildings.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
There is a financial risk is owning is less expensive than renting.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	x	Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	After final list is approved it will be sent to Procurement

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No	31,500							
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	3,500							
Other (please specify)									
Capital Costs		35,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	35,000	-	-	-	-	-	-	-	-

Total Cost	35,000	Total Cost Recoveries	-	Total Net Cost	35,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation		+3 Moves Toward/Maintains Desired Service Level		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue Automatically calculated once you fill out Section 3 Financials	
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)	Points
	9		3		0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	0	12

132

2019 BUDGET

Capital Decision Package Form

Total Points

12

Decision Package Item #

4 Rec

Project / Initiative Name

Seniors Meeting Place- Hall 3 Windows

Commission:

Community Services/Development & Infrastructure

Business Unit Number:

57301

Division:

RC & PWS Facilities

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Update the Seniors Centre halls - currently they look very dark and industrial. Adding more natural light to the programming space will update the look and feel of the halls and brighten up the space, based on feedback from our members and program participants. The membership numbers continue to rise prompting a desire to keep the facility updated and renewed. Hall 3 links to several rooms which are multi-programmed and used as private rental space. The new windows will add a new ambience to the room which will assist with promoting the space within the community for future rentals (an RBA goal for 2018 and 2019).

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service/Maintenance Level Change- updating facility to encourage more rentals outside of the current seniors programming hours.

Priority

If this item addresses a priority, please explain how it does so...

Enhanced Recreational Opportunities f. Enhancing Recreation and community facilities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	to be discussed after approval
Facilities	to be discussed after approval

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	60,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		60,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	60,000	-	-	-	-	-	-	-	-

Total Cost

60,000

Total Cost Recoveries

-

Total Net Cost

60,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	0	12

133

2019 BUDGET

Capital Decision Package Form

Total Points

12

Decision Package Item #

5 Rec

Project / Initiative Name

Hall of Fame Expansion

Commission:

Community Services/Develpoment & Infrastructure

Division:

RC & PWS Facilities

Business Unit Number:

57301

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Expanding the Hall of Fame space - carrying over to the vending machine area- updating the space to match the other side of the hall, display units, and a kiosk to review all the members of the hall of fame and their history within Newmarket.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth- to allow for future inductees to be celebrated.

Priority

If this item addresses a priority, please explain how it does so...

Enhanced Recreational Opportunities f. Enhancing Recreaiton and community facilities

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabratorion or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion once approved
Facilities	Discussion once approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	25,000						
Other (please specify)								
Capital Costs		25,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
		25,000	25,000					

Operatina Costs	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-
Net Cost	25,000	-	-	-	-	-	-	-

Total Cost

25,000

Total Cost Recoveries

-

Total Net Cost

25,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	0	12

Total Points

12

Decision Package Item #

CYFS 4

Project / Initiative Name

CYFS Master Fire Plan

Commission:

CYFS

Division:

Integrated Fire Services

Business Unit Number:

21221

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

CYFS had a Master Fire Plan covering the period 2008-2017 with an update after five years - 2014. This plan provides guidance and establishes the framework for the operation of CYFS. CYFS is seeking to engage a consultant to prepare a new Master Fire Plan in 2019 to establish new guidance and framework for the next ten years (2019-2029). Without a Master Fire Plan, fire services will not have a vision to meet service level demands. As the communities of Newmarket and Aurora grow, CYFS will not be able to forecast a proper plan to assist with future planning.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a growth classification.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

The Master Fire Plan will assist CYFS in meeting the future needs of the growing communities of Aurora and Newmarket. The plan will guide the delivery of fire protection and emergency services over the next then years (to 2019 and 2029 respectively). The plan includes an assessment of the operations and divisions within CYFS including: Administration, Training, Fire Prevention and Public Education, Fire Suppression and Emergency Response, Fire Station, Apparatus and Equipment, Community Emergency Planning.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collaboration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	125,000					No	-
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		125,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		125,000	-	-	-	-		-

Total Cost

125,000

Total Cost Recoveries

-

Total Net Cost

125,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

6

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	2	1	1	3

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	3	12

135

2019 BUDGET

Capital Decision Package Form

Total Points

12

Decision Package Item #

IT-11

Project / Initiative Name

Analytics for Trails & Soofa Benches

Commission:

Corporate Services

Division:

GIS - IT

Business Unit Number:

13621

Business Unit Name:

Information Technology

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

On behalf of PWS, IT to purchase either soofa benches or other equipment for analytic tracking on trail systems, four year plan

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

To help track analytics to see how many people are using the trails/parks to know our what service levels we need to create.

Priority

If this item addresses a priority, please explain how it does so...

This falls under supporting innovative projects as per council strategic priorities.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	X
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement	X	Parks	X	Communications	X	Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	To help with purchasing of the equipment
Communications	needed to help promote the inniative

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	12,000	12,000	12,000	12,000				
Other (please specify)									
Capital Costs		12,000	12,000	12,000	12,000	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

12,000

12,000

12,000

12,000

-

-

-

Total Cost

48,000

Total Cost Recoveries

-

Total Net Cost

48,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

9

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	0	12

136

2019 BUDGET

Capital Decision Package Form

Total Points

10

Decision Package Item #

12 PWS Parks

Project / Initiative Name

Paving of Limestone Walkways at Ken Sturgeon Park

Commission:

D I Services

Business Unit Number:

52811

Division:

PWS - Parks

Business Unit Name:

Parks Maintenance-General

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Request to pave the remaining trail at Ken Sturgeon Park to allow access for all and to reduce tripping hazards caused by washouts when it rains, or change of season from winter to spring. Paving will also help with AODA issues and make the trail compliant. Portions of the trail have been paved due to the projects being completed such as the playground replacement, washroom being brought up to AODA standards and the new basketball court/outdoor community rink.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Growth and service level change, paving this trail will allow more users to access the park all year long, a new basketball court and fully accessible playground was just recently installed.

Priority

If this item addresses a priority, please explain how it does so...

Council strategic priorities enhancing recreation facilities, as noted above, this allows increased users if the trail is paved for all seasons.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Improves our level of service of the trail from screenings to pavement which helps users use the trail safely and year round.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Not paving this trail allows for users to injure themselves on any washouts which happen every rain along with users not able to use the trail safely during the winter months.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement	X	Parks	X	Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Rec and culture	increase trail which allows more users of the basketball trail, rink and playground along with the ball diamond
Procurement	change order on current contract

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No							
Development Charges	No	65,000						
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No	60,000						
Other (please specify)								
Capital Costs		125,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							

Operating Costs	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-
Net Cost	125,000	-	-	-	-	-	-	-

Total Cost

125,000

Total Cost Recoveries

-

Total Net Cost

125,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
2	4	1	1	7

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	7	10

Total Points

10

Decision Package Item #

CYFS 7

Project / Initiative Name

Replacement of Light Vehicle 11-17 (CH 46)

Commission:

CYFS

Division:

Integrated Fire Services

Business Unit Number:

21221

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

CYFS is seeking approval to replace vehicle # 11-17 as it has reached its lifecycle according to the Asset Management Plan. The total cost requested will include the lighting package, decals and mobile radio as this is an emergency vehicle that responds to incidents in a senior management capacity. This vehicle has been identified for replacement as it is costing the department more money to continually repair the vehicle than what the vehicle is actually worth.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a maintenance classification because it requires frequent costly repairs and will be three years overdue for replacement as stated in our Asset Management Plan.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

It has been documented that this vehicle has had multiple significant repairs. This results in vehicle breakdowns and can cause disruption to the Senior Officer who is on a rotational on-call.

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabrator or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Fleet Services	Assisting in vehicle maintenance (oil changes, etc.)

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	60,000						No	-
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		60,000	-	-	-	-	-		-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		60,000	-	-	-	-	-		-

Total Cost

60,000

Total Cost Recoveries

-

Total Net Cost

60,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk			Post-Implementation Risk			Points
Consequence	Likelihood		Consequence	Likelihood		
2	3		1	1		5

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	5	10

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Total Points

9

Decision Package Item #

RC 1

Project / Initiative Name

Theatre Technical Component Asset Replacement

Commission:

Community Services

Business Unit Number:

457352

Division:

Recreation and Culture

Business Unit Name:

Theatre CIF Reserve

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...
This submission covers a variety of lighting, audio and automation equipment for the Newmarket Theatre that are due for asset replacement, maintenance or upgrades. Depending on the production, these systems will work in sync in order to produce a quality show. More information can be found in the attached appendix.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....
The replacement/maintenance of these items will maintain existing service levels at the Newmarket Theatre. Inherent with technology, often with maintenance/replacement also result in enhancements to existing services.

Priority

If this item addresses a priority, please explain how it does so...
We have a number of items that are no longer functioning to current technical standards, which at the least will result in customer dissatisfaction and could escalate to losing customers all together. The nature of the Theatre business is that we serve a limited number of each year, but each with significant revenue. Therefore, addressing any technical shortcomings is a priority for this team.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...
These items will maintain the current service level experienced by existing Theatre patrons. In some cases, technology will have advanced such that replacing an item with a more the current model of the same equipment will enhance services available.

Business Case

If this item provides a financial return, please explain how it does so...
In the theatre business, keeping technical equipment up to standard is crucial in retaining and attracting new clients. The items on this list have been budgeted for replacement through strategic asset replacement budgeting.

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...
Failure to update the technical equipment will result in lost efficiencies in the technical booth. With the integration of systems, failure to update/upgrade items may limit the capability of others. For example, a lighting board that matches the capability of the lights themselves. In some ways, the system could be thought of only being as strong as their weakest link. In addition to pre-production limitations, a system failure mid-show would result in financial damage to the town (return of rental fees) and the show producer (certain costs cannot be refunded e.g. actor make-up). Beyond a single loss of revenue and costs associated, the damaged reputation of each party would be significant. As a theatre with professional-level capacity, the reliability and capability of our technical system is paramount.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consolation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	X	Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Public Works Services	The equipment at the Newmarket Theatre is operated and maintained by Theatre Technical staff. Therefore, feedback from the Public Works services staff is not relevant to this submission.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	116,710						No	-
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		116,710	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Current Depreciation budgeted via Op	No								

Operating Costs

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

Net Cost

116,710

-

-

-

-

-

-

-

Total Cost

116,710

Total Cost Recoveries

-

Total Net Cost

116,710

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	2	3	6

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	6	9

Total Points

7

Decision Package Item #

CYFS 8

Project / Initiative Name

Resurfacing and Reconstructing of Station 4-2 Parking Lot

Commission:

CYFS

Division:

Newmarket Fire

Business Unit Number:

21121

Business Unit Name:

Newmarket Fire

Mandatory/Legislative

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

The fire station parking lot size is inadequate to accommodate two working fire crews out of Station 4-2. Currently, staff are forced to park in undesignated areas within the parking lot causing congestion and unsafe conditions for staff and visitors. CYFS is seeking to resurface and reconstruct the parking lot at Station 4-2 to accommodate all staff and visitors.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This is a maintenance classification.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Due to the station parking lot being insufficient to accommodate two working fire crews, disruption is caused every day at shift change. Firefighters reporting to duty do not have sufficient parking spots available to them, therefore causing them to park in undesignated areas (i.e. in front of bay doors).

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?							
Asset Replacement Fund	No	25,000					No	-
Development Charges	No							
Reserves & Reserve Funds	No							
Gas Tax	No							
Operating Fund	No							
Other (please specify)								
Capital Costs		25,000	-	-	-	-		-

Operating Impact of Capital Project	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		25,000	-	-	-	-		-

Total Cost

25,000

Total Cost Recoveries

-

Total Net Cost

25,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	3	1	1	2

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	2	7

Total Points

5

Decision Package Item #

CYFS 2

Project / Initiative Name

Replacement of HazMat Truck

Commission:

CYFS

Division:

Integrated Fire Services

Business Unit Number:

21221

Business Unit Name:

Integrated Fire Services

Classification (select one):

Growth

Service Level Change or Maintenance

Yes

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Replacement of a 1998 HazMat Truck - fleet #98-05. This request ties into the CYFS Asset Management Plan. It is becoming more challenging to acquire parts for this nearly 20 year old vehicle. HazMat response has evolved and the new vehicle will include an Incident Command Post and will store HazMat related equipment.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

This request is a maintenance classification to stay consistent with the Asset Management Vehicle Replacement Plan.

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

HazMat response has evolved over the years and our current truck is inadequate to organize our equipment to respond to emergency incidents dealing with hazardous materials. Deploying some of the HazMat equipment is heavy and requires a more ergonomical set-up within the apparatus to assist with health and safety of our personnel.

Section 2 Collaboration and Consultation

Please identify relevant business areas for this item. An area is relevant if collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture		Procurement		Parks		Communications		Facilities	
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Fleet Services	Regular maintenance schedule for vehicle.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs								Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Asset Replacement Fund	No	950,000						No	-
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		950,000	-	-	-	-	-		-

Operating Impact of Capital Project								Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		950,000	-	-	-	-	-		-

Total Cost

950,000

Total Cost Recoveries

-

Total Net Cost

950,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority
+6 Council Approved Strategic Plan
+4 OLT Priority
+2 Documented Recommendation

Priority (Pick one)

2

Points

2

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

3

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue
Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

0

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.
*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk			Post-Implementation Risk			Points
Consequence	Likelihood		Consequence	Likelihood		
1	1		1	1		0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	0	5

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Total Points

3

Decision Package Item #

6 Rec

Project / Initiative Name

Magna Centre- Board Room/MP 5 Wall Divider

Commission:

Community Services/Develpoment & Infrastructure

Division:

RC & PWS Facilities

Business Unit Number:

57301

Business Unit Name:

Facilities Administration

Classification (select one):

Growth

Yes

Service Level Change or Maintenance

Mandatory/Legislative

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Priority

If this item addresses a priority, please explain how it does so...

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relevant if collabration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion Once Approved
Facilities	Discussion Once Approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No								
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No	80,000							
Other (please specify)									

Capital Costs

80,000

-

-

-

-

-

-

Operating Impact of Capital Project		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

-

Net Cost

80,000

-

-

-

-

-

-

-

-

Total Cost

80,000

Total Cost Recoveries

-

Total Net Cost

80,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	0	3

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Total Points		3		Decision Package Item #		7 Rec	
Project / Initiative Name		Magna Centre - Way Signage					
Commission:		Community Services and PWS		Business Unit Number:		57301	
Division:		RC & PWS Facilities		Business Unit Name:		Facility Administration	
Classification (select one):		Growth		Service Level Change or Maintenance		Yes	
				Mandatory/Legislative			

Section 1 Description

Summary

Please provide a brief summary of what the proposed budget item is...

With the lease spaces changing into programming rooms and the addition of the Fitness Centre and Southlake Lease space, our way signage has become outdated and will need to be updated.

Classification

Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)....

Service Level/Maintenance Change- updating the current signage as outdated.

Priority

If this item addresses a priority, please explain how it does so...

Our current directional signage is out of date.

Desired Service Level

If this item maintains or moves toward a desired service level, please explain how it does so...

Currently the signage is out of date providing incorrect locations to leased spaces. Correct signage is required to provide clientelle with accurate information as to location of rooms, leased spaces.

Business Case

If this item provides a financial return, please explain how it does so...

Risk Mitigation

If this item mitigates a significant risk, please explain how it does so...

Section 2 Collaboration and Consultation

Please identify relavent business areas for this item. An area is relavant if collabroration or consulation is required. Identify by checking all boxes that apply below....

Customer Services		Building		Engineering		HR		IT	
Legislative Services		Planning		Operations		Legal		Finance	
Recreation & Culture	x	Procurement	x	Parks		Communications		Facilities	x
								Other	

Please discuss item with relevant areas and include their comments below...

Department	Comments
Procurement	Discussion when approved
Facilities	Discussion when approved

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
Asset Replacement Fund	No	20,000							
Development Charges	No								
Reserves & Reserve Funds	No								
Gas Tax	No								
Operating Fund	No								
Other (please specify)									
Capital Costs		20,000	-	-	-	-	-		-

Operating Impact of Capital Project

		2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operatina Costs

-

-

-

-

-

-

-

-

-

Cost Recoveries

-

-

-

-

-

-

-

-

-

Net Cost

20,000

-

-

-

-

-

-

-

-

Total Cost

20,000

Total Cost Recoveries

-

Total Net Cost

20,000

Cost Recovery

0%

Section 4 Evaluation

+9 Council Priority

+6 Council Approved Strategic Plan

+4 OLT Priority

+2 Documented Recommendation

Priority (Pick one)

Points

0

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)

Points

3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue

Automatically calculated once you fill out Section 3 Financials

Business Case (Scale)

Points

0

Risk Reduction / Mandatory or Legal Requirement

Input Current risk, which is the risk before implementation of the budget item and Post-Implementation risk, which is the risk after the implementation of the budget item.

*If this item is a mandatory or legal requirement, the item is guaranteed a minimum score of 15 in this category

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

Evaluation Components

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	0	3



Town of Newmarket
395 Mulock Drive P.O. Box 328,
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Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Diversity and Inclusion Charter Staff Report

Report Number: 2019-19

Department(s): Human Resources

Author(s): Jennifer Rose, Healthy Workplace Program Specialist

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Diversity and Inclusion Charter dated February 25, 2019 be received; and,
2. That Council endorse the draft Inclusion Charter for York Region attached as **Attachment 1**; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

This report serves to provide Council with proposed language for the Town of Newmarket section within the Inclusion Charter for York Region, and request endorsement of the Charter.

Background

York Region is one of the fastest growing and most diverse communities in Canada. As of the 2016 Census, 1.2 million people called York Region home, representing all ages, backgrounds and interests.

Inclusion Charter for York Region:

A Municipal Diversity and Inclusion Group (MDIG) has been established and is comprised of staff from 20 member organizations who share a common commitment to welcoming and inclusive communities. The participating organizations include: York

Regional Police, York Region District School Board, York Catholic District School Board, Mackenzie Health, Southlake Regional Health Centre, Markham Stouffville Hospital, United Way of Toronto and York Region, both the Lake Simcoe and Toronto and Region Conservation Authorities, York Region Children's Aid Society, York Region and the 9 municipalities in York Region.

The Charter is the result of three rounds of community consultations and discussions with individuals, organizations, boards, councils and groups. The members of MDIG have met and finalized the Inclusion Charter for York Region, and to date, 15 of the 20 participating organizations have finalized and endorsed their Charter.

The Inclusion Charter for York Region has gained international recognition by the United Nations Institute for Training and Research (UNITAR) and International Training Centres for Authorities and Leaders (CIFAL Atlanta) (CIFAL Atlanta is the North American hub of UNITAR). They recognize the Inclusion Charter as a leading practice model that communities around the world could use to become more inclusive.

Diversity and Inclusion Program at the Town of Newmarket

Human Resources in collaboration with senior staff have developed a Diversity and Inclusion framework for staff which aligns with corporate strategic priorities and supports the Talent Management Strategy within the Organization Ready 2020 initiative. The Town's Diversity and Inclusion framework also aligns with the values and principles of the Inclusion Charter for York Region.

A Diversity and Inclusion Working Group (DIWG) has been formed to create, implement, and review a formal program as well as develop a Diversity and Inclusion Plan for the Town. This Group is comprised of staff from all levels of the organization.

One of the main objectives of the Diversity and Inclusion Program is initially to enhance staff knowledge on the concept of diversity and inclusion which will position us well in the face of the Corporation's changing workforce demographics. Staff will have the tools and resources to recognize and embrace each other's differences in culture, faith, gender, sexual identity/orientation, accessibility, family status, ethnicity, work status, personality, education, age, etc.

The Town's Operational Leadership Team provided their support and endorsement of the Charter language on January 30, 2019.

Discussion

The Newmarket section of the Charter (the last paragraph in **Attachment 1**) was developed to be a clear and concise message that communicates three main items that can be related to internal staff as well as external citizens.

- 1) What the Town's commitment is: We are committed to nurturing and embracing diversity in creating and environment for extraordinary customer service.

This statement reflects an internal work environment that is safe and inclusive for staff so they can provide services and programs to the public that are inclusive for all citizens.

- 2) How we will achieve it: The Town promotes equity, accessibility, and inclusion through our thoughts and actions in support of our growing community.

Internally this relates to how we think and act on a daily basis toward each other as colleagues, how we develop policies and programs, or how we recruit new employees. Externally this may include items such as a variety of programs offered that are welcoming to the diverse range of Newmarket citizens.

- 3) What the goal is: This Charter positions us to build our community together by inspiring personal, social, and economic development aligned with our core values.

The intent is that if we can build an inclusive community together, we can increase personal satisfaction, social interaction, and economic development within the Town of Newmarket.

Conclusion

Staff is seeking Council's endorsement of the Inclusion Charter for York Region inclusive of the Town of Newmarket section. Once endorsed, the Town of Newmarket version of the Charter is recommended to be posted on our website with a link to [York Region's Diversity and Inclusion webpage](#).

Next Steps:

Upon approval of the Charter, staff will engage in promoting it through a variety of mechanisms, such as at special events, open houses, and through social media.

Business Plan and Strategic Plan Linkages

Well-balanced, Well-equipped and managed, Well-planned and connected, and Well-respected.

Consultation

The Town of Newmarket section of the Inclusion Charter for York Region was developed by the Diversity and Inclusion Working Group. The DIWG is comprised of a cross section of Town employees.

Human Resource Considerations

Not applicable.

Budget Impact

There may be potential costs associated with initiatives developed by the Diversity and Inclusion Working Group as the framework continues to evolve.

Attachments

Attachment 1 - Inclusion Charter for York Region

Approval

Lynn Georgeff, Director, Human Resources

Contact

Jennifer Rose, Healthy Workplace Program Specialist

jrose@newmarket.ca

OUR COMMITMENT
TO **WELCOMING** AND
INCLUSIVE COMMUNITIES

The Charter reflects an evolving approach in support of existing federal and provincial legislation that promotes human rights and accessibility. By endorsing this Charter we affirm our commitment to inclusion, whereby all people feel they belong and have access to the same opportunities.

Together with other participating organizations, the Corporation of the Town of Newmarket is committed to taking action to achieve the vision of the Charter in our organization and in the community.

Endorsed by: _____

John Taylor
Mayor

CAO

This _____ day of _____, 2019.



Town of Newmarket
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Carnival Licence Application for D.A. Campbell Amusement Ltd. Staff Report

Report Number: 2019-15

Department(s): Legislative Services

Author(s): Florence DiPassio

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Carnival Licence Application for D.A. Campbell Amusement Ltd. dated February 25, 2019 be received; and,
2. That the carnival licence application for D.A. Campbell Amusement Ltd. be approved subject to the following:
 - a. That the licence be issued for a period of seven consecutive days from May 6, 2019 to May 12, 2019 to permit the setting up and dismantling of the amusement devices; and,
 - b. That D.A. Campbell Amusement be required to submit a noise exemption request with the Legislative Services Department; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council's approval for the issuance of a Carnival licence to D.A. Campbell Amusement Ltd, in accordance with Carnival By-law 2009-78.

Background

In accordance with the Carnival By-law 2009-78, Council approval of all Carnival licence applications is required.. A Carnival licence is only issued to a person/operator/licensee

once in a calendar year, unless the carnival is operated in conjunction with a Town event, and the Commissioner of Community Services or the Director of Recreation and Culture do not object to the carnival. The issuance of the Carnival licence is approved by Council.

Town staff are in receipt of a licence for an event to be held at the Magna Centre – West Parking Lot from May 6, 2019 to May 12, 2019. The application is for six days to allow the event organizers to set up and dismantle the amusement devices; the actual carnival will be operational between May 9, 2019 and May 12, 2019, and will be open between 12:00 PM and 11:00 PM every day.

The charitable organization that will be sponsoring this event is the Easter Seals Society of Ontario. The proceeds from the event will go to assist the Easter Seals Society of Ontario and Southlake Regional Health Centre.

In the past, D.A. Campbell Amusements Ltd. together with Persechini Easter Seal Run Walkathon hosted the Carnival at Upper Canada Mall, however in 2018, Upper Canada Mall did not permit the Carnival to be hosted at their location. Staff is not aware of whether a request to Upper Canada Mall to hold the Carnival in 2019 was made by D.A. Campbell Amusements Ltd.

In 2018, Council approved D.A. Campbell Amusements Ltd. to hold the Carnival at the Magna Centre – West Parking Lot. and the licence was issued for the first time as a pilot project at this location, for a period of seven consecutive days from May 7, 2018 to May 14, 2018. The Town did not receive any parking or noise complaints regarding the Carnival during the time it operated at the Magna Centre in 2018.

Discussion

The Director of Recreation and Culture has advised that there has been an Outdoor Facilities Special Event request submitted for the Carnival at the Magna Centre – West Parking Lot, which is subject to Council's approval of the Carnival licence. The Director further advised that there are currently no other events scheduled at the Magna Centre between May 6 and May 12, 2019 and therefore parking should not be an issue.

Noise Exemption

The Town's Noise By-law prohibits noise that's likely to disturb the surrounding area. Short duration noise exemption requests are administered and approved by staff. Therefore, should Council approve the licence application for the Carnival; staff will advise D. A. Campbell Amusement Ltd. that a noise exemption application is required to be submitted to Legislative Services for approval.

Conclusion

Should Council approve the Carnival licence, staff will ensure that any noise and parking complaints are monitored, and if required, will respond accordingly and appropriate action will be taken.

Business Plan and Strategic Plan Linkages

This report relates to the “Well Equipped and Managed” link of the Town’s community vision implementing policy and processes that reflect sound, accountable governance.

Consultation

Staff has consulted with the Director of Recreation and Culture.

Human Resource Considerations

None

Budget Impact

None

Attachments

None

Approval

Kiran Saini, Acting Director, Legislative Services/Town Clerk

Lisa Lyons, Acting Commissioner of Corporate Services

Contact

For further information on this report, please contact Florence DiPassio, Supervisor, Licensing & Parking Enforcement at fdipassio@newmarket.ca.



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Patti McCulloch Way Speed Hump Request Staff Report

Report Number: 2019-18

Department(s): Development & Infrastructure Services - Engineering Services

Author(s): Rachel Prudhomme, Director, Engineering Services

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled “Patti McCulloch Way Speed Hump Request” dated February 25, 2019 be received; and,
2. That speed humps not be installed on Patti McCullough Way at this time; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to address the request to install speed humps on Patti McCulloch Way.

Background

At its regular Committee of the Whole meeting of June 18, 2018, Town Council received a petition from the Patti McCulloch community requesting 3 or 4 speed humps to reduce traffic speeds and to improve pedestrian (child) safety on the street.

In accordance with the Town’s Public Support and Consultation Policy, all residents on Patti McCulloch Way were contacted for additional input by way of a notice dated July 17, 2018.

This report provides a summary of the speed review, as well as staff comments on the proposed installation of speed humps on the street.

Discussion

Patti McCulloch Way is a short, local road which connects Woodspring Avenue and Dowson Loop. The road was constructed in accordance with the local residential road design standard, and has a sidewalk on the east side.

A traffic survey for speeds and volumes was undertaken on Patti McCulloch Way. The table below indicates the daily volume (averaged over 7 days) the recorded operating speeds, the percentage of vehicles travelling above the posted speed of 40 km/h, and the percentage of vehicles travelling above the policy speed (50 km/h) for local roads.

Patti McCulloch Way	Daily Volume	Operating Speed	%age Driving 41 to 50 km/h	%age Driving 50+ km/h
Mid-block	220	38 km/h	8.0%	Less than 1.0%

The operating speed (the speed at which 85% of vehicles are travelling) was below the posted speed. The percentage of vehicles travelling above the posted speed was low, and the percentage above the policy limit was very low. Only 2 cars exceeded 50 km/h over a 7-day period. Furthermore, there was no clear trend toward higher-speed vehicles based on time of day or day of the week, or relating to the school peak times.

Based on the Town's experience, speed humps (designed to reduce the higher-end speeders above 50km/h) generally bring operating speeds down to 45 km/h. Since the Town's speed studies have confirmed that most Patti McCullough vehicles travel within the posted speed limit, speed humps would not be effective in reducing speeds. In addition to not being recommended for technical reasons, the installation of unwarranted speed humps has negative effects. Firstly, speed humps cause delays during potential emergencies due to the slowing of emergency response vehicles such as fire trucks, ambulances, and police vehicles. Unnecessary speed humps also are a nuisance to local residents as a result of the noise produced by vehicles going over them at all times of the day and night.

Furthermore, even if speed humps were to be considered in this neighbourhood, they would not be effective because there is only one location on Patti McCulloch Way where a speed hump could be located (near Dowson Loop). This is because speed humps should not be constructed where they can obstruct catch basins, fire hydrants, intersections and driveways. Since driveways on Patti McCullough Way are closely spaced (speed humps should be designed in groups of 3 or more, 80 to 100 metres apart for effectiveness) a single speed hump would not be successful in this location.

Conclusion

Due to the low volumes and speeds on Patti McCullough Way, speed humps are not recommended at this time.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's Strategic Plan direction, Well Planned & Connected, by improving travel within Newmarket through inter-connected neighbourhoods, as well as providing varied transit options, including biking trails, paths, and lanes.

This report also aligns with Council's 2014-2018 Strategic Priority - Traffic Safety & Mitigation, by ensuring safe streets, improving traffic congestion, and supporting major transit service enhancements.

Consultation

The Town received a petition at the Committee of the Whole on June 18, 2018, requesting speed humps on Patti McCulloch Way. The petition was signed by most of the residents. As per the Town's policy, a letter (dated July 17, 2018) was sent to each household within the study area to solicit additional input.

A copy of this report will be forwarded to the community prior to the Committee of the Whole meeting so that residents may attend the meeting or present a deputation if they so wish.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating Budget - There is no operating budget impact at this time

Capital Budgets – There is no capital budget impact at this time.

Attachments

None

Approval

Mark Kryzanowski, Manager, Transportation Services

Rachel Prudhomme, Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

For more information on this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-953-5300, extension. 2508 or by email, MKryzanowski@newmarket.ca



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951 Srigley Street Heritage Review Staff Report

Report Number: 2019-21

Department(s): Planning and Building Services

Author(s): D. Ruggle, Senior Planner Community Planning

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled 951 Srigley Street Heritage Review dated February 25, 2019 be received; and,
2. That Council not proceed through a designation process under the Ontario Heritage Act for 951 Srigley Street; and
3. That the Committee of Adjustment be notified of this decision.

Purpose

The purpose of this report is to provide Council information related to the heritage attributes of the property and to recommend to Council that they not proceed to designate this property under the Ontario Heritage Act (OHA).

Background

The owner of 951 Srigley Street has applied to the Committee of Adjustment (COA) to sever the lot with the intent to demolish the existing dwelling and construct two new detached dwellings.

The property is not a Listed Heritage Property in the Town's Register of Heritage Properties of Interest nor Heritage Properties designated under the Act. . Through the above noted Committee of Adjustment process, a concern was raised that the property

has significant heritage value that it should be protected and designated under the Ontario Heritage Act. As no Heritage Newmarket Advisory Committee meetings were scheduled, a request was sent to members by way of e-mail requesting comment on the heritage value of the property. Two members responded indicating they were of the position that the dwelling should be designated under the OHA.

In a memo to the COA dated October 18, 2018, it was requested to defer the above noted application to allow additional time to review the property at 951 Srigley Street from a heritage value perspective. At their meeting on December 12, 2018, Committee of Adjustment again deferred a decision until Council has made a determination to designate the property under the OHA or not peruse designation.

Staff and the Chair of heritage Newmarket have completed a review and the applicant has provided a letter from Philip Goldsmith, Architect and Certified Heritage Professional, which is attached to this Report.

Discussion

Through the staff and Heritage Newmarket review, it appeared the dwelling was constructed in the 1960's by Fraser Milne who was a local architect in Newmarket. Mr. Milne had been the designer/architect for a number of Newmarket buildings starting in the 60's designing the Ray Twinney Complex and the additions to the Town hall on Main Street. The dwelling has a modern/Scandinavian design inspiration (the first of its kind in Newmarket) with the public areas separated from the family area by a link. The 1960/1970's saw an influx of Scandinavian inspired design across Canada. The Chair of Heritage Newmarket is of the opinion that the dwelling has enough heritage value to warrant designation under the Heritage Act.

The letter from Mr. Goldsmith reviews the property against the Provincial criteria under Regulation 9/06 of the OHA. Mr. Goldsmith concludes that in his opinion, this property is not of heritage significance. While there is some associative value related to the architect Fraser Milne, he does not consider it to be significant in the context of the Provincial definition. Noting that the property and dwelling were developed over time and that the dwelling is aesthetically different from its immediate neighbors, it does not hold contextual value as it does not contribute to the overall context of the area.

Under the OHA, Municipal Council has the authority to designate a property as having heritage significance. Prior to making a decision, Council must also request advice from Heritage Newmarket. Council typically also requests a staff report on these matters prior to making a final decision. To date, Council has not made a determination on whether this property should have Heritage Designation under the OHA. To assist in determining if this property should be designated, ERA (the Town's Heritage peer review consultants) have provided a peer review of Mr. Goldsmith's submission. The ERA report is also attached.

ERA's peer review notes some omissions in Mr. Goldsmith's assessment but agree with the overall conclusion that the building does not warrant heritage designation.

In relation to the noted omissions, the peer review notes: "It is ERA's opinion that although not of Heritage Significance as defined by the Ontario Heritage Act, the Property does have value as part of a collection of *modern/ Scandinavian* inspired buildings and designed objects that were once popular and are to be ubiquitously found in the province. Measures could be taken to ensure that a detailed and comprehensive study of the Property is made that complements the recording of histories associated with its design style in Ontario".

ERA suggest that the Town may wish to consider a documentation process that includes measured drawings, photo documentation of the property and a deconstruction process that allows for an examination of existing materials. This process would allow the different stages of the Property's construction to be understood and recorded. The documentary process could also pay particular attention to features that would be considered as heritage attributes if the Property was designated. An element of note is the fireplace added in the 1990s, and research on the design inspiration for this could also be considered. Upon completion of the documentary study arrangements could be made for its inclusion of a publicly accessible municipal archive.

Based on the Heritage Assessment and associated peer review, staff are recommending Council not pursue Heritage Designation on the subject lands.

Municipal Register of Non-Designated Heritage Properties – In 2019, staff along with the newly selected Heritage Newmarket Advisory Committee will review the register with an aim to prioritize properties in terms of heritage value and potential removal of properties from the registry.

Conclusion

Staff are recommending Council not proceed to designate this property under the Ontario Heritage Act.

Business Plan and Strategic Plan Linkages

The recommendations of this report assist the Town in meeting its vision of being:

Well Balanced by ensuring Newmarket's rich built history is acknowledged and preserved through designation and/or documentation.

Consultation

The chair of Heritage Newmarket Advisory Committee has provided his comments on the heritage evaluation of this property.

Human Resource Considerations

N/A

Budget Impact

Describe budget impact (operational/capital/tax levy)

Attachments

Philip Goldsmith Heritage Review

ERA Peer Review Report

Approval

Commissioner, Development & Infrastructure Services

Director of Planning & Building Services

Contact

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at druggle@newmarket.ca

Heritage Assessment

951 Srigley Street
Newmarket, Ont.



For : **Groundswell Urban Planners Inc.**

PHILIP GOLDSMITH | **ARCHITECT**
03 December 2018

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Heritage Consultant:

PHILIP GOLDSMITH | ARCHITECT
 46 Dorset Street East, Port Hope, Ontario, L1A 1E3
 t- 905-885-0348 e- philgoldsmith@sympatico.ca

For:

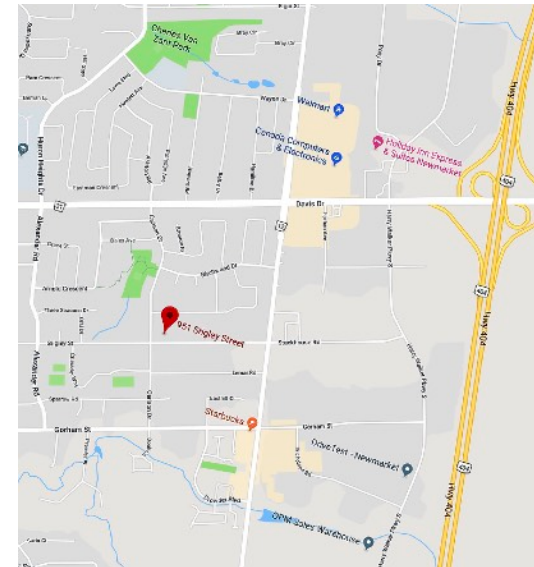
Groundswell Urban Planners Inc.
 95 Mural Street, Suite 402
 Richmond Hill, ON L4B 3G2

1.0 Introduction

The property at 951 Srigley St includes a house, which I understand was constructed in a series of stages between 1970s and 1990s. The house generally exhibits a design aesthetic that was popular in the late 1970s and later and in terms of massing, scale, materials and forms are still being designed today.

I have been informed at the core of this house, in the centre bay was an older smaller home that was renovated in 1970s as the first stage in building up the current building. To this core house a western addition and later and eastern addition were added. We were not able to confirm the construction date of the first house, but a surviving garage suggests it may have been from the 1930-40s period. No features of the first house have survived.

The house design is the work of the local architect Fraser Milne and is believed to have been built as his own home. Although he undertook many projects locally he is not considered a significant architect as understood for the requirements of Reg 9/06 of the Ontario Heritage ACT.



1. Location map. Google



3. Front view of house Google



2. Aerial view of site. Google

2.0 Historic Background

2.1 Context and Setting

John Graves Simcoe, the first Lieutenant-Governor of Upper Canada, proposed the formation of a military road to be used as a strategic route in the event of an American invasion of Upper Canada. In 1793, when war broke out between England and France, Simcoe strategically transferred the capital of Upper Canada from Newark (Niagara-on-the-Lake) to York (Toronto). Major roads were mapped out for both defence and development. On September 25, 1793, Simcoe accompanied by some soldiers and aboriginal guides followed the Carrying Place Trail portage route from Lake Ontario to Lake Simcoe following the Humber and Holland Rivers. Simcoe established the military road running straight from York to Holland Landing, and named the road Yonge Street, after Sir George Yonge, Secretary of War in the British Cabinet and a family friend.

Newmarket was later located on the Holland River, since it was a major portage route on the Carrying-Place Trail. There were two routes that were established along the Holland River through the area that would later become the Newmarket area. On the eastern side of the trail, the route passed through the Oak Ridges Moraine and met Lake Ontario at the Rouge River. On the western branch of the river, the trail passed through the moraine to the Humber River.

2.2 Newmarket

Early settlement in the Newmarket area occurred when Quakers from the United States moved northward. In June 1800, Timothy Rogers, a Quaker from Vermont explored the area around the Holland River searching for a new area suitable for a Quaker settlement. Rogers, Samuel Lundy and their group of Religious Society of Friends received a large grant of 8,000 acres around the Holland River. In 1801, Rogers returned with several Quaker families who had left their homes in Vermont and Pennsylvania to settle in the area in 1801-03.

The first mill was constructed on the Holland River by Joseph Hill. The mill pond was named Fairy Lake. Early settlement was located near the river and not Yonge Street which was further west. Hill also built a tannery, general store, and additional mills. The town continued to expand throughout the early 19th century in addition to the surrounding area of Aurora and Holland Landing.

The population by 1846 reached 600. The town which was surrounded by farmland included six churches, a post office, five stores, several taverns and some industries including two grist-mills, two breweries, a distillery, a tannery, foundry and textile business. In 1853, the railway linked Newmarket to the south, when the Toronto, Simcoe & Lake Huron Railroad, which was later renamed the Northern Railway of Canada, was established in Newmarket. The railway provided passenger service as well as shipped agricultural products and manufactured goods.

In 1857, the village of Newmarket was incorporated with a population of 700. By 1869, the population was 1500 and in addition to the train, stage coaches were available for transportation to nearby communities. By the time of the 1871 census, the population was 1,760. In 1881, the population had increased to 2,006. In 1899, the Toronto and York Radial Railway service reached Newmarket.

In the early 20th century, Newmarket was settled along Davis Drive, between Yonge Street on the west and between Bayview and Leslie Street in the east, extending to Davis Drive on the north to the Fairy Lake area in the south. By the early 1950s, Newmarket was experiencing a suburban building boom and the population increased from 5,000 to 11,000 between 1950 and 1970. In 1971, the Regional Municipality of York was formed



4. View of Fairy Lake in 1910



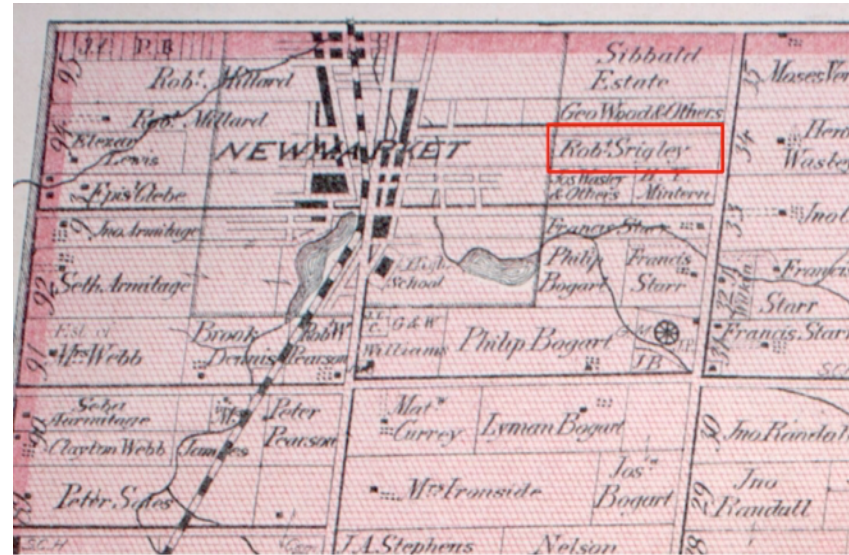
5. Main Street, Newmarket 1856

merging Newmarket, the Township of East Gwillimbury, the Township of King and the Township of Whitchurch.

2.3 Srigley Sreet

Srigley Street is located west of Leslie Street south of Davis Drive and north of Gorham Street. The street was named after early settler Robert Srigley who was born in Bucks County, Pennsylvania in 1777. In 1788, the Srigley family including parents Enoch and Mary along with Robert moved from Buck's County to Pelham Township in the Niagara District in Upper Canada. The family name was also spelled Shrigley. Robert later moved to York County after purchasing land east of the Holland River and built a house near the site of the present-day Prince Charles Public School. The land was located on Concession II, lot 34 in the Township of Whitchurch. The location of Srigley Street was once the roadway access to his farm. Robert Srigley donated a corner of his farm land for the area's first public school site at the present day northeast corner of Prospect and Timothy Streets.

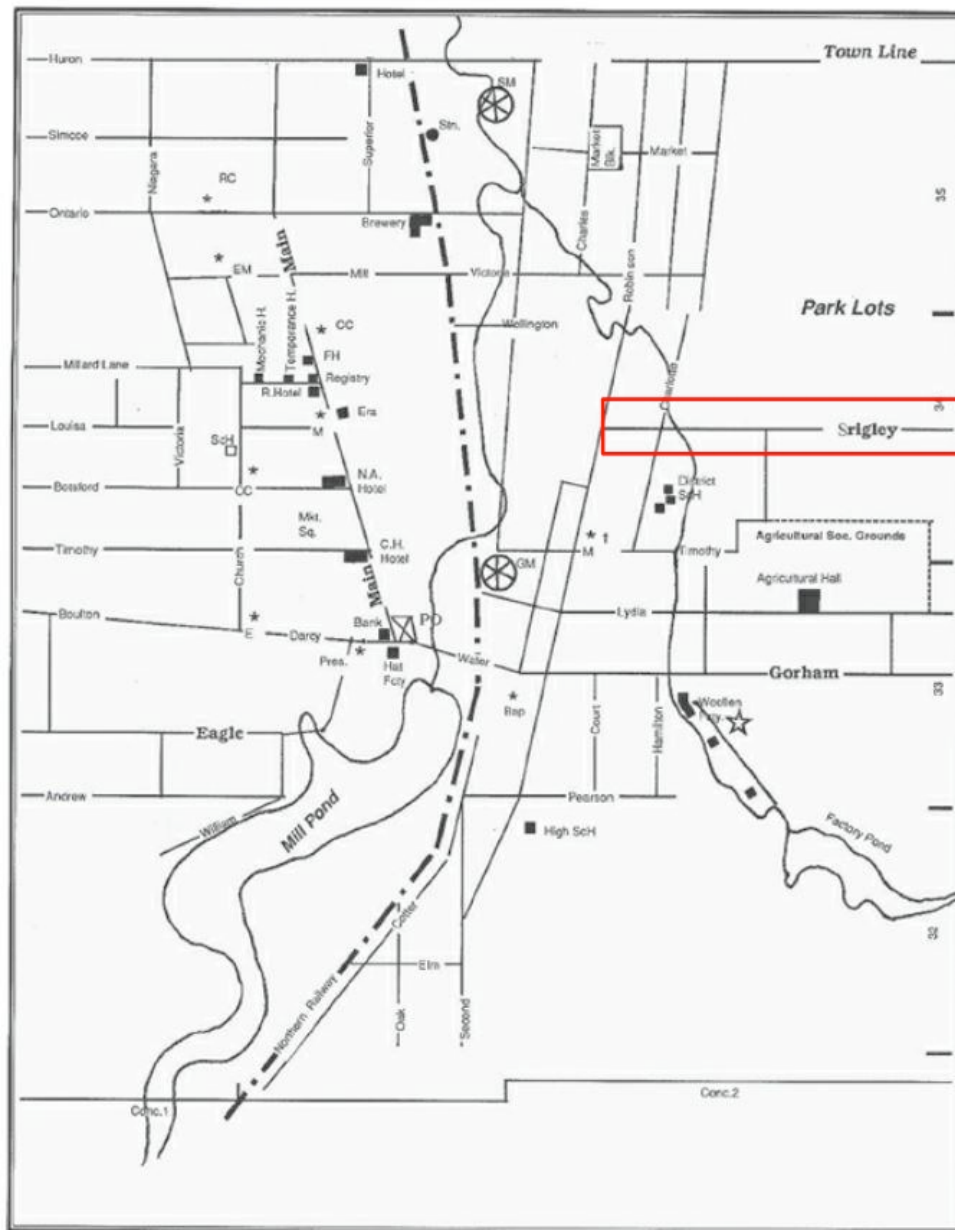
The first public school building was erected in 1824 and was a small log building that was large enough for eight students. As the number of students increased, a new 24 foot square frame schoolhouse with a metal dome was constructed in 1853, and wings were added on the north and south sides in 1858. The building was able to accommodate 120 students. In 1891, a new brick building was completed at the corner of Prospect and Timothy Streets and named the Alexander Muir Public School.



6. Boulton Atlas or 1878 showing the location of the Srigley land holding



7. Alexander Muir Public School, Prospect St. photo c1910 designed by architect Marshall Benjamin Aylesworth, demolished in 1979.



8. Map of 19th Century Newmarket adapted from the County of York Illustrated Historical Atlas, 1878. Illustrating the location of Srigley St.

2.4 Architects, Smith and Milne

Fraser Milne was a local architect, who was involved in a number of local projects often in partnership as the architectural firm, Smith and Milne. Milne was a long-time resident of Newmarket residing there since 1955 and was often presenting plans to the local council. In February 1967, Fraser Milne made a presentation to council on potential plans for a community centre. In September 1967, Smith and Milne designed a 12,000 square foot light manufacturing building near Oak Street.

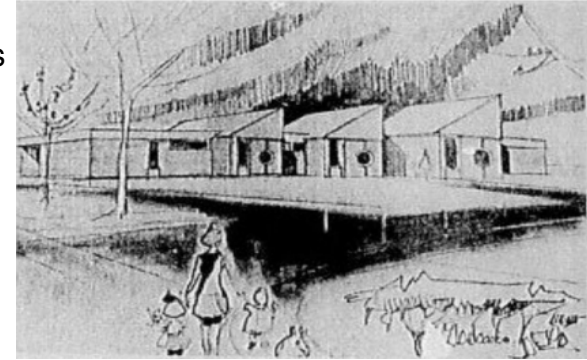
On October 2, 1968, the council of Newmarket approved the construction of a proposed building that was designed by Smith and Milne on land located in the industrial section near the Mulock Sideroad. The building was designed as an Adult Training Centre and was brick on the exterior with cedar siding on the back. In October 1970, Smith and Milne were involved in the renovations to the local arena which included expansion of the arena floor.

In December 1971, Smith and Milne presented plans for the Newmarket Day Care Centre.

On February 3, 1977, the local paper published plans prepared by Smith and Milne designing a 100 unit nine storey Ontario Housing Corp senior citizens apartment building. In 1977, Smith and Milne had an office located at 48 Main Street, Newmarket. In September 1977, Smith and Milne managed the tender for St. Paul's Catholic School .

In April, 1978, Fraser and Milne designed an addition to the Newmarket Public Library. On November 1, 1978, Fraser Milne presented plans for the Newmarket Theatre Centre.

In April 4, 1979, Fraser Milne prepared a report to City council in support of constructing an arts cultural centre. In August 1979, Fraser Milne prepared a report regarding expansion of the fire station on Davis Drive.



9. Newmarket Daycare proposal 1971, Smith and Milne



10. Newmarket Senior citizens building proposal 1977, Smith and Milne

Newmarket's population doubled during the period from 1971 to 1980. Mayor Ray Twinney elected in 1970, had to make a decision about the limited space in the municipal offices that were located at 171 Main Street in 1987. Architects Smith and Milne prepared a proposal to add an extension on the south side of the existing structure. The preliminary estimates were very high coming in at \$650,000 so alternative proposals were explored.

3.0 Heritage Assessment

Heritage assessments are based on Provincial criteria under Reg 9/06 of the Ontario Heritage Act. These are as follows:

1. The property has design value or physical value because it;
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it;
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community
 - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,

Heritage Assessment - 951 Srigley St. Newmarket

- i. is important in defining, maintaining or supporting the character of an area,
- ii. is physically, functionally, visually or historically linked to its surroundings, or
- iii. is a landmark.

3.1 Design or Physical value

The house at 951 Srigley St. is the result of a series of adaptations and addition. It is believed the house began in the 1970s with the renovation of an existing house. There is little material on site that would indicate what this first house looked like before renovation. The only clue is an old badly deteriorated garage behind the house which is assumed to date to the period of the first house. Based on this I have surmised that the first house dates to roughly the 1930s or 40s.

The interior of the first house has been completely gutted into an open space plan and the exterior completely altered, no exposed element of the first house remains from its first design with the possible exception of the simple gable ended roof and rectangular form.

The current owner explained that the first house was subsequently added to to the west. This makes sense in both the design of the addition and the presence of the old garage which would have remained functional in this period and may date to the 1970s. The addition is awkwardly linked to the first house with a parallel small corridor to a couple of new bedrooms and a bath, a steep set of stairs connects to a lower level. At the junction between forms a small sunroom with a solarium was included. this space is unheated and may have had only seasonal use.



11. Front, centre bay is the renovated first house.
PGA



12. S-W corner, west addition to house. PGA

Later, reportedly in the 1990s a west addition was added, this created a new entrance and at an upper level a family room with a curiously sculpted fireplace. Below this is a covered car port open at the sides. This new carport made the old garage redundant.

The resulting form of the building is awkward although the roof forms, in part sawtooth do reflect a popular approach in the 1970s. As a composition the building is disjointed assembly of parts that does not achieve a high level of design quality.

The exterior of the building is clad in board and batten siding, a popular choice in the 1970s. The siding is stained a mid grey and the stain is severely worn and in need of renewal.

With the exception of the aluminium and glass solarium all windows, doors, trim, and finishes are wood and of a very basic and typical commercial design.

The landscape of the property is not well developed. At the front yard, it includes very typical grouping of shrubs, a grass lawn and a large front yard tree. The rear yard includes a patio, now in poor condition, adjacent to the house and beyond a fenced tennis court, grass lawns and border trees and shrubs. It is not a high quality or landscape design of any significance.

It is my opinion that although reflecting some period styling to the 1970s, this is **not** a property that is a rare, unique, representative or early example of a style, type, expression, material or construction method nor does it display a high degree of craftsmanship or artistic merit, or demonstrate a high degree of technical or scientific achievement.

13. Rear view of house and deck area. PGA



14. Old garage, dilapidated. PGA



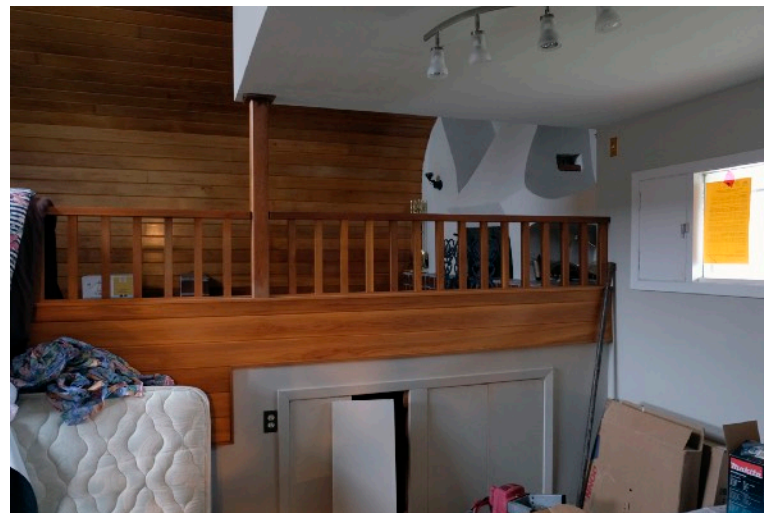
15. View of central open plan looking east, dining and kitchen. PGA



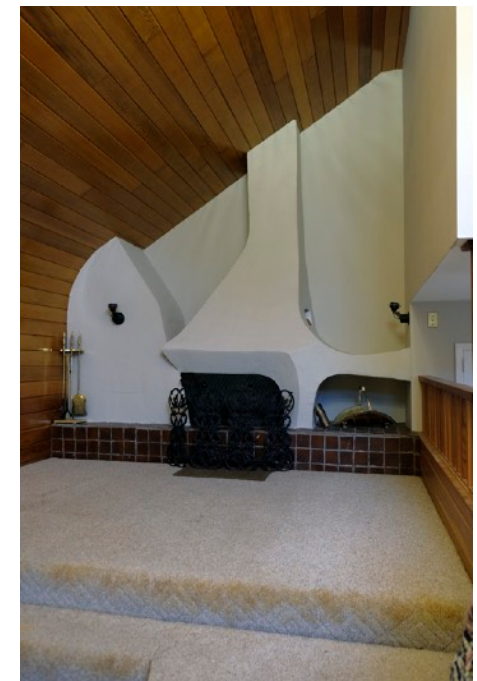
16. View of central open plan looking west, dining and living. PGA



17. View of entrance. PGA



18. View up to raised family room over car port PGA



19. View of family room fireplace
PGA

3.2 Historical or Associative Value

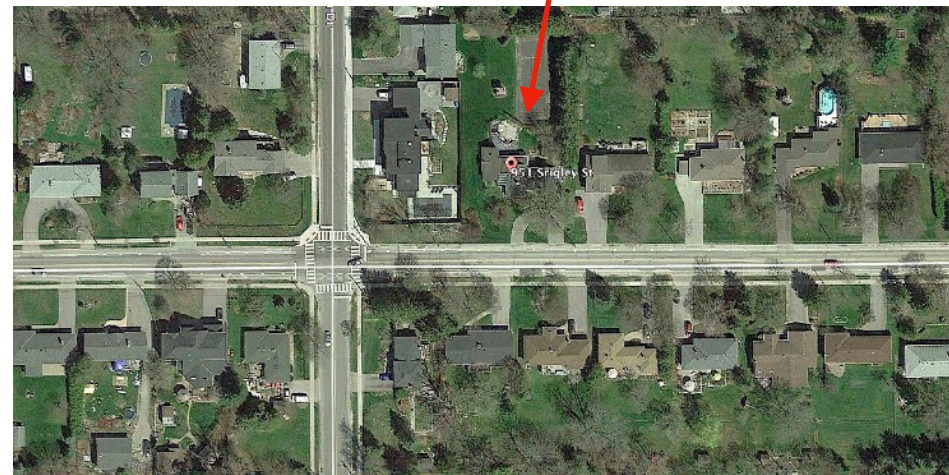
As a private home this property does not have any association with any institutions or organizations. It is a “custom” home the result of a series of additions.

The property does have an association with Fraser Milne, and was for a time his home. Fraser Milne was a partner in the local Architectural firm of Smith and Milne. Although no doubt this firm produced a number of competent works in the community the test is whether or not this property demonstrates the work or ideas of an Architect “significant” to a community.

From a review of the projects of this firm It is difficult to conclude that this house is a significant project or reflects ideas of the designer significant to the community. As noted above the firm undertook work which still exists in the community and in scope, design aesthetic, and innovation these projects appear to be larger scale, institutional or of a planning nature and competent but not necessarily significant, also I do **not** believe this house to be a good demonstration of their work. It is my opinion this house has low Associative Value.

3.3 Contextual Value

The house is located on a large lot in an area and on a street with a suburban urban design character and with a wide variety of house designs. Near to this property houses are very typical 1950-1970s designs found in suburban developments throughout the region. In this mix are other houses that are newer and have, I assume, replaced earlier and smaller houses.



19. Aerial view of site context. this property is similar to others in setbacks and size Google

The property at 951 Srigley is not significant in this context but simply another house in a 1970s aesthetic that is a bit different from its immediate neighbours but not unique in the period.

It is my opinion that this property is **not** is important in defining, maintaining or supporting the character of an area is not physically, functionally, visually or historically linked to its surroundings and is not is a landmark.



19. Context view of street looking east, 951 on the left PGA



20. Context view of street looking east, 951 on the mid right PGA

4.0 Conclusions

The purpose of this report was to consider if the property at 951 Srigley is significant and should be considered a “heritage” property under the Ontario Heritage Act.

Although it is the result of work by its Architect owner, Fraser Milne, and therefore has some associative value, I do not think it a good, representative, or significant sample of his work nor do I feel the work of the firm, although undoubtedly competent, is at a level to be considered “significant” to the community in the meaning of the word as defined in the PPS 2014.

This is perhaps due to its creation over time in a series of parts that do not quite add up as a fully coherent work of architecture or perhaps as the expression goes, it is like “shoemakers children” when designed for himself it produced a liveable home but not his best work.

Aesthetically different from its immediate 1960s neighbours the house does not make an important contribution to the context, but in scale and design is simply another house in an area of mixed house design. The primary contribution could be considered to be the front yard landscape consistent with the suburban landscape aesthetic of the area. If the house building is replaced consideration should be given to the creation of a front yard landscape that continues in this tradition. Also if possible the retention of the large tree in the middle front would be a benefit.

Having assessed this property under O.Reg 9/06 I conclude this property is **not of heritage significance**.

5.0 Bibliography

Archival Sources

Belden Atlas, 1878.

Photographs, Toronto Public Library, City of Toronto

Books

Carter, Robert Terence. Stories of Newmarket, An Old Ontario Town . Dundern Press, 2011.

Carter, Robert Terence. Newmarket, The Heart of York Region, An Illustrated History. Dundern Press, 1994.

Research Materials On-line Sources

Era Newspaper, Newmarket's Public Library Digital History Collection



ERA Architects Inc.
#600-625 Church St
Toronto ON, M4Y 2G1

Tuesday, February 5, 2019

Sent by EMAIL

Dave Ruggle

Senior Planner, Community Planning

Planning and Building Services

Town of Newmarket

395 Mulock Drive, P.O. Box 328 STN Main

Newmarket, Ontario

T: 905-953-5300

E: druggle@newmarket.ca

RE : 951 SRIGLEY STREET, NEWMARKET
(E R A P R O J E C T N O . 1 3 - 1 1 9 - 0 6)

Dear Mr. Ruggle,

The purpose of this letter is to provide the Town of Newmarket with a professional peer review of the Heritage Assessment report, prepared by Philip Goldsmith, Architect, for 951 Srigley Street, Newmarket. The following documents were reviewed as part of this process:

Philip Goldsmith, Architect

Heritage Assessment, 951 Srigley Street, Newmarket, Ont, dated December 3rd, 2018

Heritage Newmarket Advisory Committee (HNAC)

Municipal Register of Properties Designated Under the Heritage Act

Municipal Register of Properties Non-Designated Properties Parts 1-7

Town of Newmarket

Official Plan, consolidated December 2016

Interim Control By-Law 2019-04

George Robb, Architect

Heritage Conservation District Plan for Lower Main Street, Newmarket

Additional Reference Materials

The Standards and Guidelines for the Conservation of Historic Places in Canada

Provincial Policy Statement (2014)

Ontario Heritage Tool Kit

Background

This report provides a critical review of the Heritage Assessment prepared by Philip Goldsmith, Architect and Certified Heritage Professional, for 951 Srigley Street, Newmarket, Ontario (the “Heritage Assessment”).

Under Part IV of the *Ontario Heritage Act* (“OHA”), municipalities may, by by-law, designate properties that meet the prescribed criteria for determining cultural heritage value or interest set out in Ontario Regulation 9/06. Generally, the designation of a property may result in additional heritage review and approval requirements for any application that considers a change on or adjacent to that designated heritage property. Changes may include, but are not limited to full or partial demolition, additions, or alterations.

The Property is not within a Heritage Conservation District or subject the guidelines for development associated with a Heritage Conservation District.

It is ERA’s understanding that the Heritage Assessment was completed by Philip Goldsmith in response to an application for consent to sever the Property, and the absence of a Heritage Newmarket Advisory Committee (HNAC) meeting to hear the application.

SUMMARY OF REPORT FINDINGS

The Heritage Assessment contextualises the Property within the development of Newmarket from when it emerged as a settlement in the early nineteenth century, up until the early 1970s when the Property was largely constructed. The contextual study provides an overview of the patterns of migration, industry and population growth of the Town of Newmarket and indicates how this has informed the characteristics of Srigley Street and the surrounding area.

Additionally, salient points covered in the assessment relate to the designer of the Property, Fraser Milne, an architect local to Newmarket and responsible for several institutional and residential works in the municipality.

The evaluation of the Property under Ontario Regulation 9/06 contained within the Heritage Assessment concluded that the Property does not have sufficient design, historical/associate, or contextual value to warrant designation under Part IV of the OHA.

ERA Comments on Ontario Regulation 9/06 Evaluation

It is ERA’s opinion that Property does not warrant designation under the Ontario Heritage Act. ERA agrees with the assessment that the Property does not appear to satisfy the criteria for determining cultural heritage or interest. Additional commentary to support this opinion is provided below.

Design

The Heritage Assessment reveals important observations regarding how the Property can be understood as a succession of parts and how they are to be interpreted when experienced together as a whole. The additive nature of the building described provides an indication that the Property displays qualities that are ad-hoc and represents an aesthetic and form that is the result of readily available and popular building materials that were commonly used at the time of construction. In the absence of archival information that

describes the design process, ERA has deduced that although there is value in the architect's approach; the resulting work does not meet the criteria associated with design value as indicated in Ontario Regulation 9/06, and therefore agrees with Mr. Goldsmith's conclusions relating to design value.

Historical and Associative

The Heritage Assessment relates the Property to the other works of Fraser Milne and the firm in which he was a partner, Smith and Milne. The Heritage Assessment notes that the firm's predominantly public work has a limited degree of historical significance, and as a result, the degree of significance by which a residence designed by the firm should be considered is further limited. ERA agrees with this examination approach as being a fair and appropriate interpretation of Ontario Regulation 9/06. Additional relevant historical information the Heritage Assessment does not include is the discussion on the development of the surrounding area from the early 1970s onwards, when the Property was mainly constructed; however, this commentary would not alter the outcome of the review.

Contextual

The Heritage Assessment examines the Property within the context of suburban design character. Although the Heritage Assessment highlights that the Property stands as distinct, it is undetermined what differences are conveyed within the assemblage of immediately surrounding homes. In ERA's opinion, although there is scope for additional contextual analysis, it would not change the result of the Heritage Assessment which correctly determines that the Property does not provide cultural heritage value or significance to its context.

RESPONSE TO HNAC COMMENTS

Although the Heritage Assessment report complies with the Town of Newmarket's heritage evaluation form, it only addresses one of the two comments provided by HNAC when the application was circulated in October 2018 when they indicated that the Property should be considered for designation under the Ontario Heritage Act. These two comments related to the Property's association with the architect, Fraser Milne, who also designed the Ray Twinney Centre in Newmarket, and secondly, its modern/Scandinavian design inspiration, which the HNAC indicated was the first of its kind in Newmarket.

The Heritage Assessment examines the significance of the architect of the Property, Fraser Milne, and provides evidence to support an argument that although work of him and his firm demonstrates a competent investment in the local community, 951 Srigley Street is not of heritage significance. In ERA's opinion, a response to the above-noted HNAC comment relating to the potential value of the Scandinavian design inspiration is absent and should be addressed. ERA has provided a discussion of the Property's design below.

For this discussion, although nebulous, the term *Scandinavian style* is associated with a design movement that emphasised simplicity, minimalism, and functionality. The movement emerged during the late nineteenth century and was primarily a result of aspirations to break from historicist traditions. The style flourished internationally, particularly in North America during the 1950s, as it provided a design language that was relevant to the culture and technological innovation of the present day. Consequently, the style's influence is pervasive and is not limited to a clearly defined architectural vocabulary.

It is ERA's opinion that the Scandinavian style is principally represented by the Property's exterior, which features a largely unadorned, simplified design approach. With little available information about Fraser

Milne, this utilitarian approach to design is, however, equally reminiscent of agricultural structures that are prevalent throughout Southern Ontario.

Internally, the Property has elements that reflect the expressionist qualities associated with Scandinavian design. The fireplace appears as experimentation in form creation, and the resulting feature has an organic quality. Although this element creates a distinct private space and speaks to the nature of heritage attributes, which embody the cultural heritage value of a place, it could be replicated and is not of the level of cultural significance to support the designation of the entire Property that it is enclosed within.

Outwardly, it appears that the building does not present the necessary design value for designation under Part IV of the OHA, but rather the simplified design approach which has potentially influenced subsequent Scandinavian-inspired dwellings in the area could be regarded as having some associative value. However, the Heritage Assessment does not present evidence that Fraser Milne was a crucial figure in the propagation of the Scandinavian design, but rather his decision to use it to inform the design of his own home suggests he was an admirer of the style. Furthermore, due to the construction timeline associated with the Property, which dates the beginning of Scandinavian-styled additions to the 1970s, it is evident that the Property followed the development of a well-established design paradigm. ERA does not, therefore, consider the Property a cultural achievement as there is no evidence to suggest that it elevated the popularity of the style in which it is constructed.

Overall the Property could, therefore, be understood mainly as an expression of an aesthetic predicated on restraint and reduction to create architecture that is an expression of functionality, rather than a clearly defined affinity with a Nordic geographical region. The discussion concerning the associative value could be revised and the Heritage Assessment updated to include missing discussion related to the continuity of ideas that the building represents, an inclusive dialogue between Scandinavian and Canadian culture, and design sensibilities from the 1970s onwards.

Noted Omissions

The design of Fraser Milne's home appears to be an example of the work of a Scandinavian design enthusiast as opposed to a pioneer in the movement's development. Like the distinctions of the movement, the extent of Scandinavian-inspired architecture within Ontario is amorphous. There is, therefore, value in documenting the specific details of the building as part of measures to record an overarching theme of Scandinavian influence in Ontario.

The Heritage Assessment includes a concise study of the interior and exterior of the Property along with an overview of the history of the building and its surrounding context. The analysis of the building is the result of a building survey, interviews, and archival information. Noticeable omissions include the absence of the verification of construction dates; plans of the building either in its as-found condition, or to illustrate how the building has evolved with adaptations and additions; historic photos of the subject site; and information regarding the development of the surrounding area after the 1970s. Other than being a product of the hand of architect Fraser Milne, the assessment also provides no information concerning the Property's relationship to a theme in architectural design.

In accordance with best practice, *the Standards and Guidelines for the Conservation of Historic Places in Canada* advises that, "understanding an historic place is an essential first step to good conservation practice. Stakeholders, therefore, may wish to consider a documentation process that includes measured drawings, photo documentation of the property, and a deconstruction process that allows for an

examination of existing materials. This process would allow the different stages of the Property's construction to be understood and recorded. The documentary process could also pay particular attention to features that would be considered as heritage attributes if the Property was designated. An element of note is the fireplace added in the 1990s, and research on the design inspiration for this could also be considered. Upon completion of the documentary study arrangements could be made for its inclusion of a publicly accessible municipal archive.

CONCLUSION

It is ERA's opinion that 951 Srigley Street is the result of an approximately sixty-year evolution and does not reflect a singular vision at one given point in time. Instead, it is a phased approach to creating a home through additions and adaptations, the resulting Property is restrained in style and emphasises an architecture of functionality.

Although the gestures of the architect appear commendable, ERA agrees with the Philip Goldsmith that the building as it stands does not warrant designation. Moreover, determining that the Property has cultural heritage value or interest would also impose conditions that imply that it is fixed and complete, rather complement its additive and evolving nature.

It is ERA's opinion that although not of Heritage Significance as defined by the Ontario Heritage Act, the Property does have value as part of a collection of *modern/ Scandinavian* inspired buildings and designed objects that were once popular and are to be ubiquitously found in the province. Measures could be taken to ensure that a detailed and comprehensive study of the Property is made that complements the recording of histories associated with its design style in Ontario.

Stakeholders may wish to consider that any proposed development of the Property should be done so in accordance with existing design guidelines and the Provincial Policy Statement's definition of conservation which includes the use of mitigative measures and/or alternative development in the management and use of built heritage resources.

Recommended Next Steps:

1. *Update Heritage Assessment to include items highlighted under the Noted Omissions section of this report,*
2. *Review any current or future proposals for the Property against existing design and development policies that the site is subject to ensure proposals are contextually sensitive and consider the site's local interest.*

We trust that the information contained herein is satisfactory at this time. Please do not hesitate to contact us should you require any further details or wish to discuss the contents of this letter.

Sincerely,



Michael McClelland, Principal
E.R.A. Architects Inc.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Application for Draft Plan of Condominium (19CDMN-2018-004) 400 Park Avenue Staff Report

Report Number: 2019-22

Department(s): Planning and Building Services

Author(s): D. Ruggle, Senior Planner, Community Planning

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Application for Draft Plan of Condominium (19CDMN-2018-004) dated February 25, 2019 be received; and,
2. THAT approval be given to draft plan of condominium 19CDMN-2018 004 subject to the Schedule of Conditions attached and forming part of this report;
3. AND THAT Andrew Webster, King George School Lofts Inc., 156 Duncan Mill Road, Unit 12, Toronto, M3B 3N2 be notified of this action.

Purpose

The purpose of this report is to recommend Council approve the attached Draft Plan of Condominium for the 400 Park Avenue redevelopment of the former King George School.

Background

An application for draft plan of Condominium has been submitted by King George School Lofts Inc. for the former King George School building consisting of 11 residential units now under construction. The applicant received site plan approval and subsequently entered into a site plan agreement dated June 8, 2018 for the

redevelopment of the former school building on this site and it is appropriate to approve the draft plan of condominium.

Discussion

Draft plan of condominium 19CDMN-2018 004 relates to a development consisting of 11 apartment units within the former King George School building. The applicant also currently owns the adjacent lands which is being developed for 14 townhomes of which 8 front Church Street and 6 front Botsford Street. The Subject Lands are bounded by Park Avenue to the north, Victoria Street to the west, Church Street to the east and Botsford Street to the south and is shown on the attached Location Map. A copy of the draft plan of condominium, as recommended for approval, is also attached.

Planning Considerations

This application for draft plan of condominium proposes to identify and create the common elements for the condo corporation which includes the road, visitor parking and all amenity areas inside the building and outside which are to be maintained by the condominium corporation. The proposed Draft Plan of Condominium is appended to this report.

Application for site plan approval for the 11 units within the existing building was before Site Plan Review Committee on May 15, 2017 and the minutes of the meeting were approved by Council on June 6, 2017. The site plan agreement dated June 8, 2018 has been executed by the Town and all payments and securities required by the site plan agreement have been submitted. The site plan covers the entirety of the site including the townhomes fronting on Church Street and Botsford Street.

The subject property is designated Stable Residential in the Town's Official Plan with an exception to allow for the townhouse and apartment units within the former school building.

The subject property is currently zoned Residential Apartment Dwelling 2 (R5-T-136) Zone, which permits the apartment units as approved through the site plan approval process. Council removed the holding provision from the zoning by-law as it relates to this development through by-law 2018-35 dated June 18, 2018.

Provincial Policy Statement Considerations

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Decisions affecting planning matters "shall be consistent" with this policy statement. The Provincial Policy Statement is intended to be read in its entirety and the relevant policies are to be applied to each situation. The sections on Managing and Directing Land use to Achieve Efficient Development and Land Use Patterns, Settlement Areas, and Housing are relevant for

Application for Draft Plan of Condominium (19CDMN-2018-004) 400 Park Avenue

the subject application. These sections require efficient development and land use patterns, promoting intensification and redevelopment opportunities while taking into account existing building stock, and providing for an appropriate range of housing types and densities that reduce the cost of housing and facilitate compact form. Efficient and varied housing is an important component of successful communities and providing appropriate accommodation for future residents.

Conclusion

Draft plan of condominium 19CDMN-2018 004 is recommended for approval subject to the conditions set out in the Schedule of Conditions attached to and forming part of this Report

Business Plan and Strategic Plan Linkages

This application has linkages to the Community Strategic Plan as follows:

Well-equipped and Managed: by providing opportunities for varied housing types, affordability and densities

Consultation

N/A

Human Resource Considerations

N/A

Budget Impact

Operating Budget (Current and Future)

The appropriate planning application fees have been received for draft plan of subdivision. The Town will also receive income from development charges and assessment revenue through the development of this subdivision.

Capital Budget

There is no direct capital budget impact as a result of this report.

Attachments

- 1 – Schedule of Conditions
- 2 - Location Map
- 3 – Proposed Draft Plan of Condominium

Approval

Commissioner, Development and Infrastructure Services

Director of Planning & Building Services

Contact

Dave Ruggle, Senior Planner Community Planning druggle@newmarket.ca

LOCATION MAP

400 Park Avenue

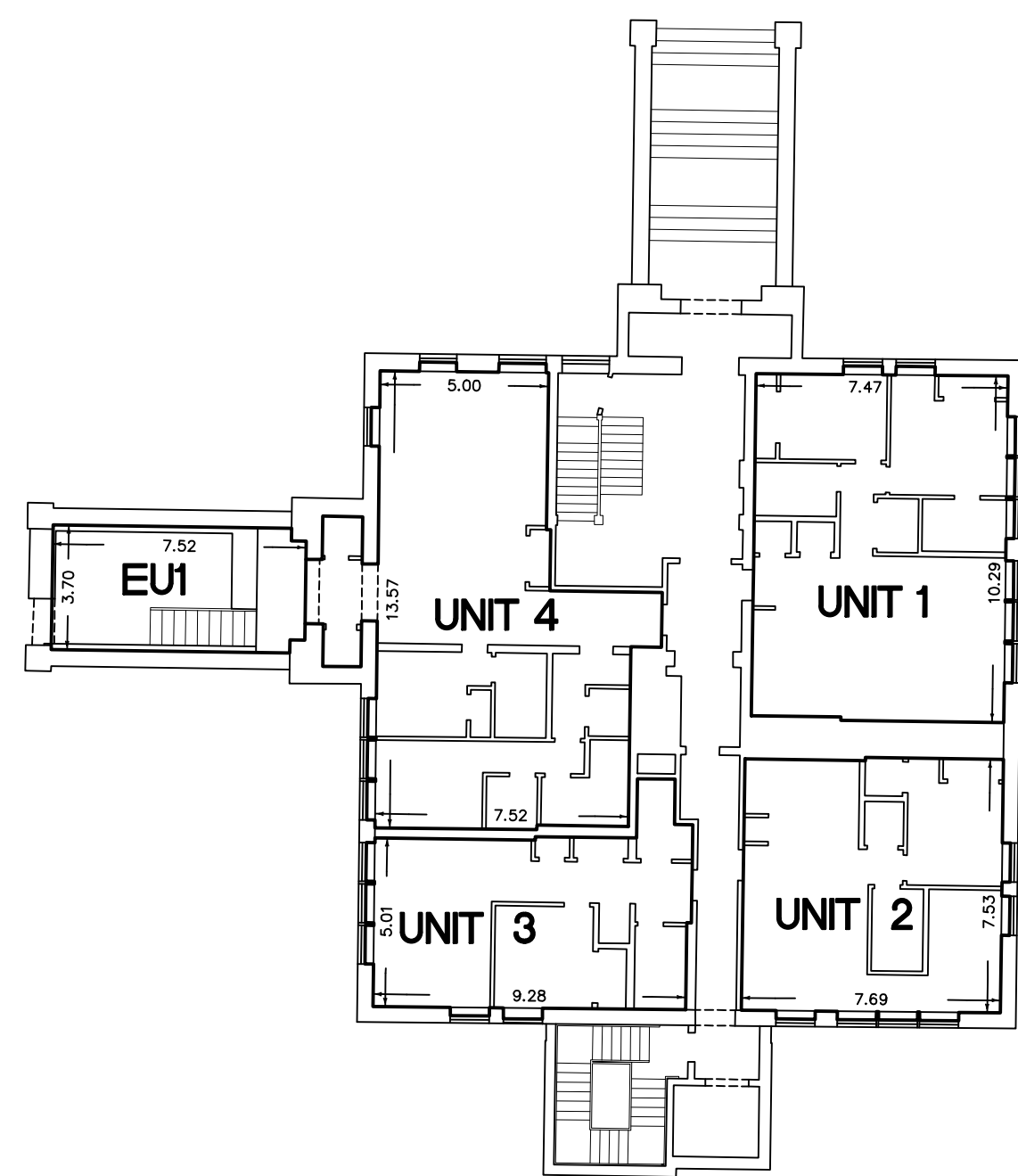
Town of Newmarket



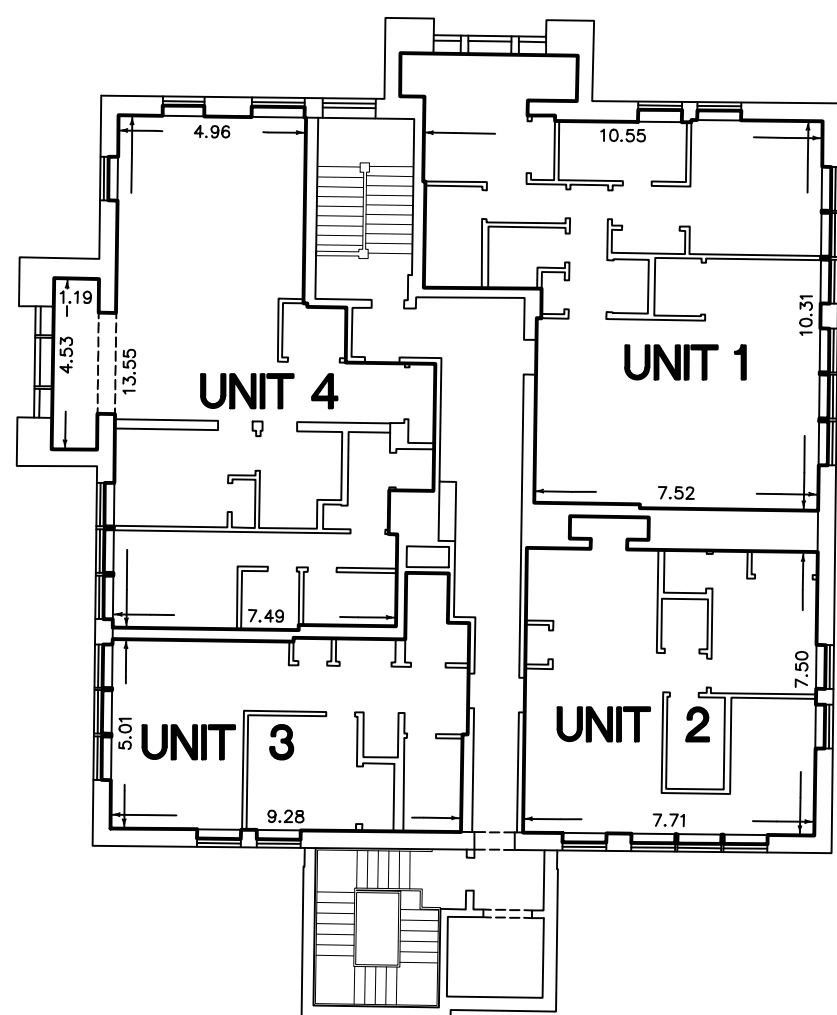
 Subject Lands

TOWN OF NEWMARKET PLANNING DEPARTMENT

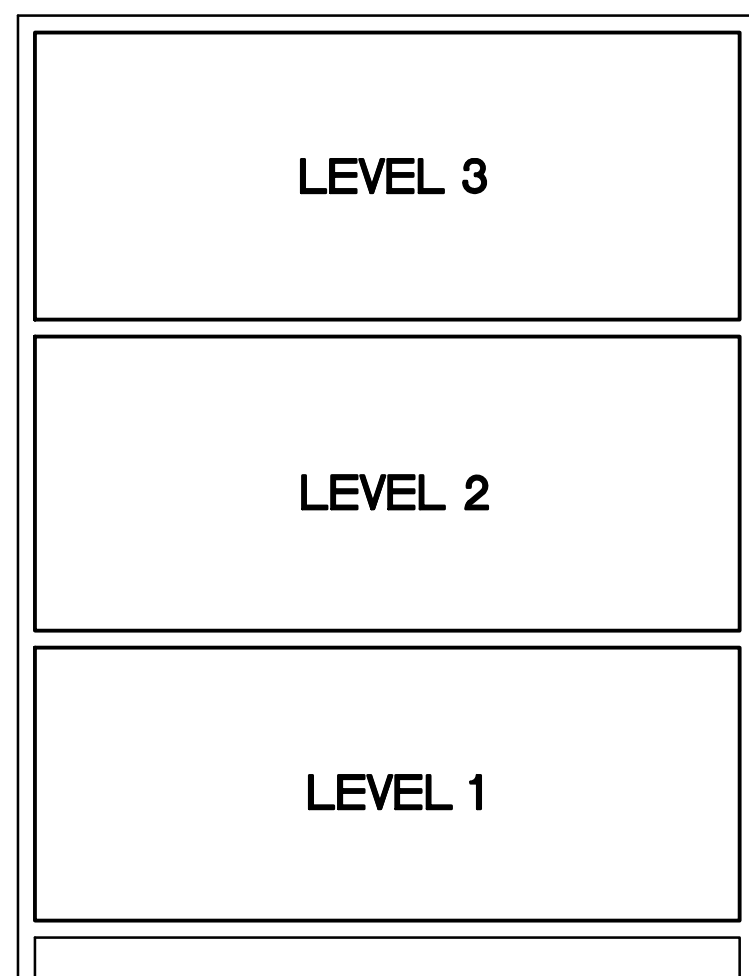




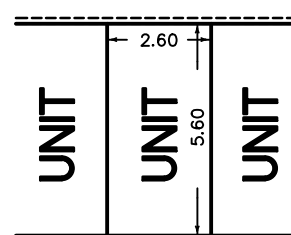
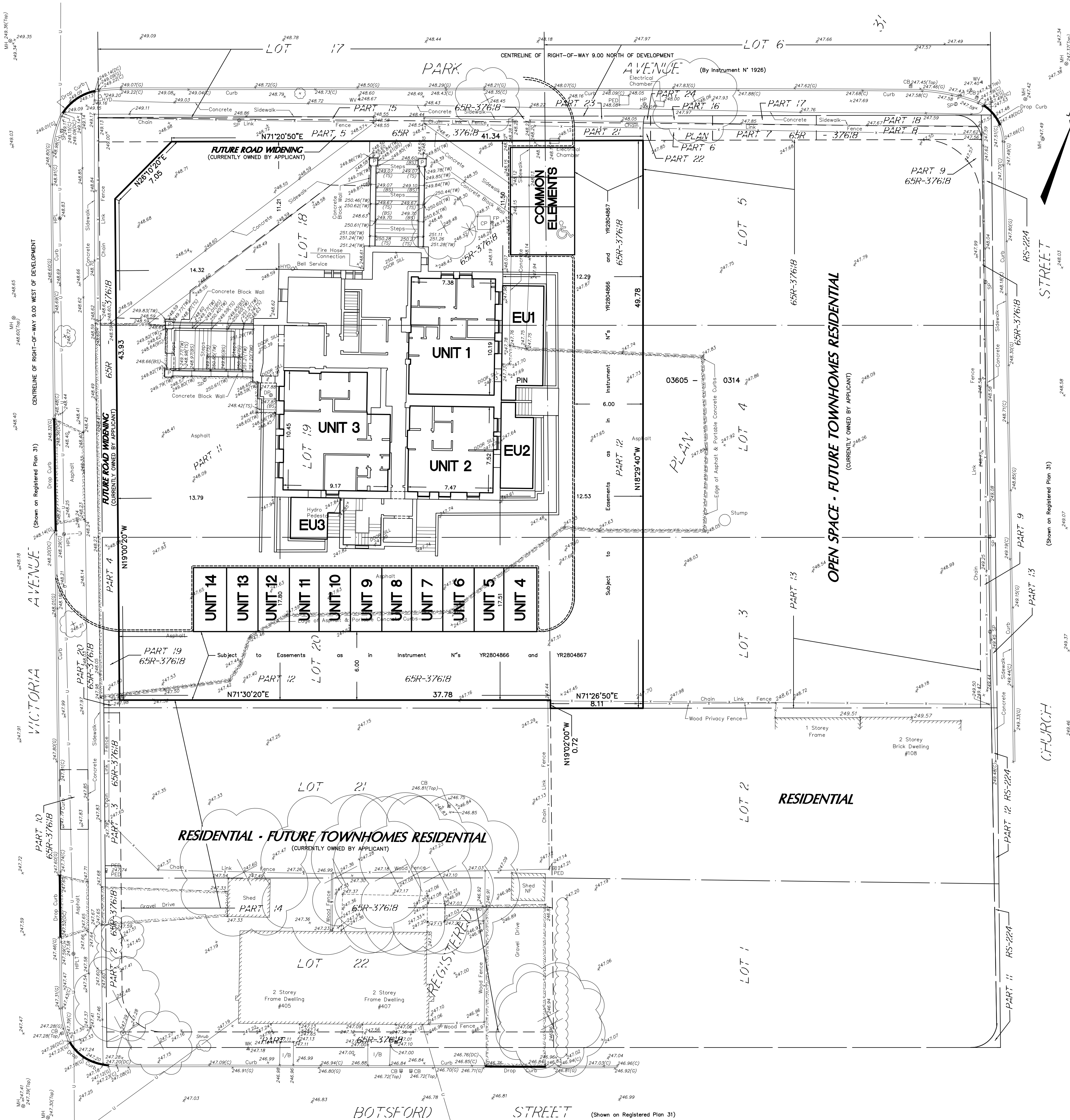
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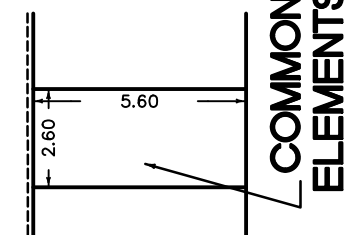
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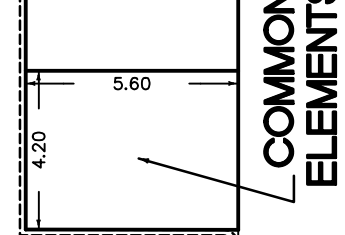
PROFILE SECTION
TO ILLUSTRATE RELATIONSHIP OF LEVELS
Not to Scale



TYPICAL PARKING UNIT DIMENSIONS
UNITS 4 TO 14, BOTH INCLUSIVE
LEVEL 1
Scale 1:200



TYPICAL PARKING UNIT DIMENSIONS
COMMON ELEMENTS
LEVEL 1
Scale 1:200



PARKING HANDICAP UNIT DIMENSIONS
COMMON ELEMENTS
LEVEL 1
Scale 1:200

SCHEDULE OF LAND USE

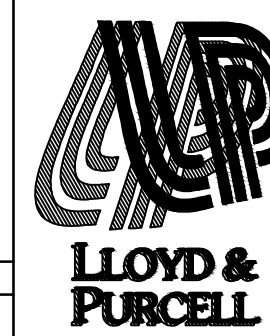
LEVEL 1	UNIT (RESIDENCE) - UNITS 1 TO 3 UNIT (PARKING) - UNITS 4 TO 14 EXCLUSIVE USE (TERRACE) - EU1 TO EU3
LEVEL 2	UNIT (RESIDENCE) - UNITS 1 TO 4 EXCLUSIVE USE (TERRACE) - EU1
LEVEL 3	UNIT (RESIDENCE) - UNITS 1 TO 4
ALL ELSE	COMMON ELEMENTS

NOTE

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LLOYD & PURCELL
A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD.
ONTARIO LAND SURVEYORS
1228 GORHAM STREET, UNIT 28, NEWMARKET, ONTARIO, L3Y 8Z1
(905) 895-6416 Fax (905) 853-5837 E-MAIL: l.p@ontariolandsurveyors.ca
TOLL FREE 1 (855) 779-6500
WWW.ONTARIOLANDSURVEYORS.CA

CAD: CG	PC: ?	JOB: 18-356
CALC: ?	CHK'D: TMP	FILE: N1-31-5-6



DRAFT PLAN OF CONDOMINIUM OF PART OF LOTS 3, 4, 5, 18, 19 AND 20 REGISTERED PLAN 31 TOWN OF NEWMARKET REGIONAL MUNICIPALITY OF YORK

SCALE 1:200

5 4 3 2 1 0 5 10 Metres

LLOYD & PURCELL A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD.

PLANNING ACT, SECTION 51(17)

- | | |
|------------------------------|---|
| (a) AS SHOWN ON DRAFT PLAN | (h) MUNICIPAL PIPED WATER AT THE TIME OF DEVELOPEMENT |
| (b) AS SHOWN ON DRAFT PLAN | (i) FINE SANDY LOAM |
| (c) AS SHOWN ON DRAFT PLAN | (j) AS SHOWN ON DRAFT PLAN |
| (d) SEE SCHEDULE OF LAND USE | (k) ALL |
| (e) AS SHOWN ON DRAFT PLAN | (l) AS SHOWN ON DRAFT PLAN |
| (f) AS SHOWN ON DRAFT PLAN | |
| (g) AS SHOWN ON DRAFT PLAN | |

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

..... DAY OF 2018.

T. M. PURCELL
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

AS OF THE DATE ON THIS PLAN THE UNDERSIGNED BEING THE REGISTERED OWNERS OF THE SUBJECT LANDS HEREBY AUTHORIZE LLOYD & PURCELL, A DIVISION OF SCHAEFFER DZALDOV BENNETT LTD. TO PREPARE A DRAFT PLAN OF CONDOMINIUM FOR APPROVAL ON OUR BEHALF.

..... DAY OF 2018.

DECLARANT: KING GEORGE SCHOOL LOFTS INC.

NAME
I HAVE THE AUTHORITY TO BIND
THE CORPORATION

SCHEDULE OF CONDITIONS
DRAFT PLAN OF CONDOMINIUM 19CDMN-2018 004
King George School Lofts Inc.

1. Approval shall relate to the draft plan of condominium prepared by Lloyd & Purcell, Reference Number N1-31-5-6, prepared for *King George School Lofts Inc.*
2. The Owner shall provide confirmation from the Director of Planning and Building Services that the Owner has fulfilled all of its obligations under the Site Plan Agreement dated June 8, 2018, as amended from time to time, or in the alternative, that the Owner has provided sufficient financial security and appropriate completion schedules to ensure that the Site Plan Agreement will be complied with in a timely manner.
3. Prior to registration, the Owner shall obtain any required minor variances to recognize any zoning deficiencies, if required.
4. Prior to registration, the Owner shall provide confirmation to the Town that the required land conveyances have been completed.
5. Prior to final approval, the Owner shall submit a survey substantially in conformity with the plan set out in Condition Number 1 and in conformity with the requirements of the Condominium Act.



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Mossbank Court Parking Review - Update Staff Report

Report Number: 2019-20

Department(s): Development & Infrastructure Services – Engineering Services

Author(s): R. Prudhomme, Director, Engineering Services

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled “Mossbank Court Parking Review – Update”, dated February 25, 2019 be received; and,
2. That Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by referring to Appendix A, attached; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to submit the findings of the parking review done as the result of a petition request and to provide recommendations to Council.

Background

Mossbank Court is a local residential road and a small cul-de-sac located west of Patterson Drive, just south of Meadowbank Public School (see Appendix B). At its regular meeting of April 16, 2018, the Town’s Committee of the Whole received a petition signed by all eleven households of the Mossbank Community (100% support), requesting parking restrictions on the north side of Mossbank Court. Vehicles were evidently parking on both sides of the road, making it difficult for the community to access or egress their driveways and to manoeuvre through the Mossbank/Patterson

intersection. As per the Town's Public Consultation and Support policy, follow-up contact with the community was undertaken to confirm what the majority of residents wanted.

During the consultation process, which occurred in May, 2018, there was a request from only one resident to remove all on-street parking from both sides of the street instead of only from the north side. Rather than starting the entire consultation process over for one suggestion, staff sided with the majority (10 of the 11 households), who confirmed that they wanted to have "No Parking" on the north side.

A staff report entitled "Mossbank Court Parking Review" (ES 2018-51) was presented to the Committee of the Whole on August 27 2018. The report recommended that a "No Parking" zone be established on the north side of Mossbank Court, as requested in the resident petition and as confirmed by the vast majority of the residents who were polled during staff's consultation process.

At the Committee of the Whole meeting of August 27, a deputation was made by a resident who preferred no parking along both sides of the street and not only on the north side. The deputation was considered by Council at its regular meeting held on September 10, 2018, and the following resolution was passed:

1. That the report entitled Mossbank Court Parking Review dated August 27, 2018 be received; and,
2. That parking on the street remain unchanged; and,
3. That staff be directed to survey the residents on Mossbank Court to receive their feedback on a no-parking area; and,
4. That by-law enforcement continue to monitor the area to enforce the parking by-law in the area.

Discussion

In accordance with the Council resolution, a second survey was mailed to all eleven households on Mossbank Court on October 23, 2018. The new survey presented three options to the residents: Option 'A' was to support the original petition and staff recommendation in Report 2018-51 by recommending that parking be removed on the north side of the road only; Option 'B' allowed residents to specify their choice of parking restrictions; and Option 'C' was 'no change' to the existing conditions. Once again, staff received 11 responses (100% return). Two households chose Option 'A', three households chose Option 'C', and the Option 'B' results were as follows:

- One respondent was in favour of extending parking restrictions further into the court.
- One respondent wanted about 15 metres of parking restrictions on both sides of the road, westerly from Patterson Street.
- One respondent was in favour of restrictions on the north side, from Patterson Street to the property line of house numbers 661/671, and on the south side, to the first driveway.

- Three respondents were in favour of restrictions on the north side, from Patterson Street to the property line of house numbers 661/671, and on the south side, to the property line of house numbers 664/672.

While there was no clear majority opinion on parking restriction limits, there were certain common elements. A majority of residents agreed that parking restrictions are needed on the north side, and several agreed that parking needed to be restricted on both sides.

There are other guiding principles to consider in order to set parking restriction limits. These are:

- 1) The location of Canada Post boxes (which is located on the north side just east of the property line of house numbers 661/671);
- 2) Street to street block considerations; and,
- 3) Residential property lines.

Conclusion

While there was no clear majority opinion on an exact parking restriction zone for Mossbank Court, there was sufficient agreement to place the parking restriction zone from Patterson Street to the property line of house numbers 661/671 on the north side, and from Patterson Street to the property line of house numbers 664/672 on the south side. The required by-law amendment is reflected in Appendix A, and a map showing the recommended changes is provided in Appendix B. Both appendices are attached. This report will be provided to the residents of Mossbank Court in advance of the Committee of the Whole meeting so that they may attend the meeting, if they so desire.

Business Plan and Strategic Plan Linkages

Well-planned and connected...strategically planning for the future to improve information access and enhance travel to, from, and within Newmarket.

Consultation

A petition was received by Town Council on April 16, 2018. A letter was sent to the households on Mossbank Court on May 4, 2018, soliciting any additional comments or information. A review was conducted according to the process outlined in the Town's Public Consultation and Support policy. A subsequent survey was sent out to the community on October 23, 2018 to determine specific individual support for parking restrictions. This report, which contains the recommendations to Council, shall be provided to the Mossbank community prior to the Committee of the Whole meeting for their information and to allow them to attend the meeting, if they so desire.

Human Resource Considerations

None

Budget Impact

The initial expenditure for poles, signs and their implementation would be less than \$1,000.00 and shall be funded out of the Capital Budget. Over time, maintenance and replacement would be funded through the Operating Budget, and the operating cost would be minimal.

Attachments

Appendix A – Proposed Parking Bylaw Amendments

Appendix B – Study Area

Approval

Mark Kryzanowski, Manager, Transportation Services

Rachel Prudhomme, Director, Engineering Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

Contact

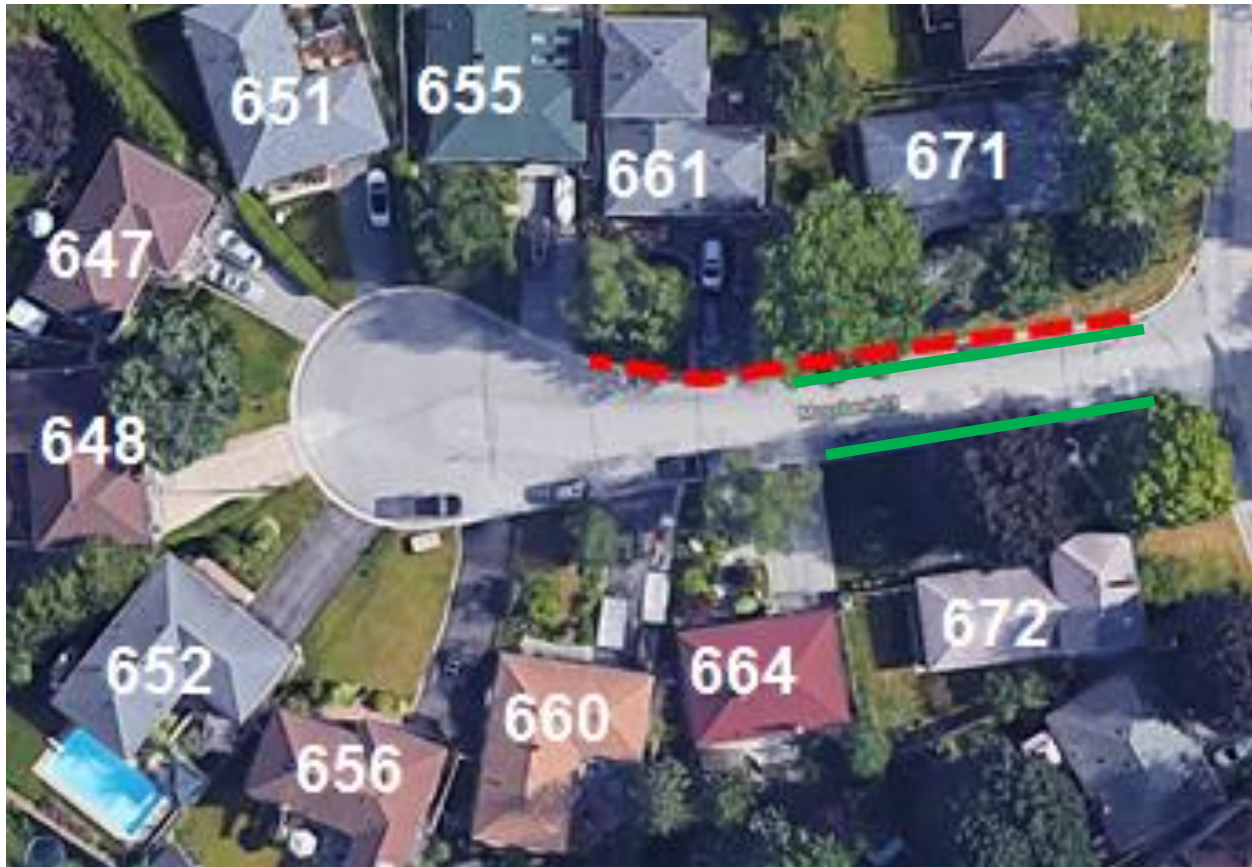
For more information or questions regarding this report, please contact Mark Kryzanowski, Manager, Transportation Services, at 905-895-5193 extension 2508 or MKryzanowski@newmarket.ca.

Appendix A: Proposed Parking Bylaw Amendment

THAT Schedule X (No Parking) of the Parking By-law 1993-62, as amended, be further amended by adding the following:

ROAD	SIDE	BETWEEN	PROHIBITED TIMES
Mossbank Court	North	Patterson Street and the property limit between #661 and #671 Mossbank Court	Anytime
Mossbank Court	South	Patterson Street and the property limit between #664 and #672 Mossbank Court	Anytime

Appendix B – Map of Study Area



■ ■ ■ ■ ■ Original Proposed No Parking Area

————— New Proposed No Parking Area



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Council Pregnancy and Parental Leave Policy Staff Report

Report Number: 2019-17

Department(s): Legislative Services

Author(s): Sarah Niezen, Records and Projects Coordinator

Meeting Date: February 25, 2019

Recommendations

1. That the report entitled Council Pregnancy and Parental Leave Policy dated February 25, 2019 be received; and,
2. That the Pregnancy and Parental Leave for Members of Council Policy attached to the report as **Attachment 1** be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

This report is to seek Council approval of the adoption of the attached Council Pregnancy and Parental leave policy as required by section 270 of the Municipal Act.

Background

In June 2017, [Corporate Services Information Report 2017-06](#) described the new requirement resulting from the Modernizing Ontario's Municipal Legislation Act (Bill 68) for the Town to adopt a policy with respect to Pregnancy or Parental Leave for Council.

In addition, the Municipal Act as amended, now permits a Member of Council to be absent from meetings for up to 20 consecutive weeks without requiring Council permission if the absence is related to a pregnancy or to the birth or adoption of a child.

This section of the Municipal Act, is intended to encourage more women in office and make municipal politics more inclusive.

Prior to Bill 68, if a Member of Council was pregnant, gave birth to a child or adopted a child, the Member was required to seek and receive a resolution of Council for a leave of absence. Clause 259 (1) (c) of the Municipal Act states that the office of a Member of Council of the municipality becomes vacant if the Member, is absent from the meetings of Council for three consecutive months without being authorized by a resolution of Council. The new subsection 259 (1.1) states that clause (1)(c) does not apply to vacate the office of a Member of Council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the Members' pregnancy, the birth of the Member's child or the adoption of a child by the Member. Subsection 259 (1.1) is intended to ensure that Council cannot declare the seat vacant of a Member who is absent without notice or resolution of Council for the reasons listed.

Discussion

The draft Policy (**Attachment 1**) outlines a process for a Member to formally submit their intention to take pregnancy or parental leave to the Clerk using the provided form. The form sets out the administrative options for the Member's leave, such as the level of communication they wish to continue to receive.

The Policy provides as much flexibility as possible for Members recognizing that as elected representatives they have a unique role, and it is up to the individual Member to determine the level of service to provide their constituents. As currently drafted the Council Pregnancy and Parental Leave Policy currently permits the Member of Council on leave to continue to participate in events, and continue to represent their constituents at the level they choose and that is appropriate for their specific circumstances.

As required by Bill 68, all municipalities are required to have a policy by March 1, 2019, which means that the Region of York will be adopting a policy to deal with Pregnancy and Parental Leave for their members. There is nothing precluding a Member of Regional Council from taking parental leave while continuing to attend Town meetings or vice versa.

Definition of Parental Leave and Additional Circumstances

Although the definition of pregnancy and adoption is clear, the "birth of the member's child" could be open to interpretation to include birth of the member's child by a surrogate, or other means. This definition is not restricted to biological parentage.

Accordingly, staff have defined "additional circumstances" to mean the circumstances which bring a child into a Member of Council's custody, care and control for the first time. This definition is taken from section 48.1 of the Employment Standards Act, which will establish clarity and permit Council the option of permitting a type of parental leave

beyond what is already provided for in the Act. This type of leave would require a resolution of Council permitting the Member, who is seeking leave due to “additional circumstances”, to be absent from meetings of Council for more than three successive months.

Extended Leave

Members of Council may request extended leave beyond 20 weeks for parental leave or additional circumstances as outlined in the policy. Council must authorize the absence by resolution. A request for extended leave should be submitted to the Clerk using the Leave Advisory form and the Clerk will prepare a report for Committee of the Whole addressing any administrative requirements of an extended leave.

Remuneration

Unlike Town staff who are entitled to Employment Insurance (EI) for pregnancy/parental leave for the birth or adoption of a child in accordance with the Employment Standards Act, Members of Council do not pay Employment Insurance premiums and are not entitled to EI from the Town. As elected officials are not employees of the municipality the requirements of the Employment Standards Act with respect to paid, leave do not apply to Members of Council.

The Council Pregnancy and Parental Leave Policy currently permits the Member of Council on leave to continue to participate in events, and continue to represent their constituents at the level they choose and that is appropriate for their specific circumstances. With Council members potentially choosing to participate at varying levels and with a potential public expectation that members of Council remain available, Council Members have the option of continuing their duties at a reduced level. During the leave, a Member may choose to attend Council or committee meetings without triggering a termination of the leave. This is consistent with the approach taken by other municipalities.

A Member’s salary and any benefits will continue unaltered throughout the leave and a Member will have access to all of their office and technical resources,

Conclusion

Following approval of the required policy it will be posted on the website, circulated to all staff in the executive offices and shared with York Region.

Business Plan and Strategic Plan Linkages

This policy relates to the Well-equipped and managed link of the Town’s Community vision.

Consultation

This policy was drafted in conjunction with the Director of Human Resources and the Director of Legal Services & Procurement. The Region of York, and other lower tier York Region municipalities were consulted regarding the drafting of the policy.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Pregnancy and Parental Leave Policy for Members of Council

Approval

Kiran Saini,

Acting Director of Legislative Services/Town Clerk

Lisa Lyons,

Acting Commissioner of Corporate Services

Contact

For more information please contact Sarah Niezen, Records and Projects Coordinator at sniezen@newmarket.ca



Corporate Policy

Pregnancy and Parental Leave for Members of Council

Policy Number:

Sub-Topic:

Topic: Pregnancy and Parental Leave for Members of Council

Applies to: Members of Council

Policy Statement and Strategic Plan Linkages

The Town of Newmarket provides pregnancy and **Parental leaves** for Members of Council in accordance with Section 259(1.1) of the Municipal Act. This policy recognizes that Members of Council maintain all rights and privileges of their office when on pregnancy or parental leave, and can exercise those rights at any time.

Purpose

The purpose of this policy is to establish the procedure for declaring pregnancy and **Parental Leave** of Members of Council and to identify the remuneration and other administrative matters with respect to the Members leave.

Definitions

Parental Leave means the period of time the Member of Council will not attend meetings of Council, Committee of the Whole or any other Committee to which the member has been appointed because of the members' pregnancy, the birth of the member's child or the adoption of a child by the member.

Meetings means any meeting of Council, of a local board, or a committee of either.

Provisions

1. In accordance with Section 259(1.1) of the Municipal Act, 2001, the office of a member of Council shall **not** become vacant if a member is absent from the meetings of Council for 20 consecutive weeks or less if the absence is for a **Parental Leave**.
2. In addition to the reasons listed in the definition of Parental Leave, there may be other circumstances which bring a child into a Member of Council's custody, care and control for the first time ("**Additional Circumstances**"). In those **Additional Circumstances**, in accordance with Section 259(1)(c) of the Municipal Act, 2001, Council may choose to allow that member of Council to be absent from the meetings of Council for three months or more by passing a resolution to authorize the absence.

3. Prior to the member missing **Meetings** for a **Parental Leave or for Additional Circumstances**, a member of Council shall complete the Leave Advisory Form attached as Attachment A to this policy and submit the form to the Clerk.
4. If a member of Council wishes to seek a leave in excess of 20 consecutive weeks for a **Parental Leave** or for **Additional Circumstances**, the member shall complete the extended leave section of the Leave Advisory Form and submit to the Clerk as soon as the need for an extended leave is known. If an extended leave is requested, the Clerk shall prepare a report for Council's consideration of the extended leave.
5. A member of Council on **Parental leave** or absent due to **Additional Circumstances** is exempt from attending **Meetings. Members** may attend **Meetings** at any time without terminating their **Parental Leave** or absence due to **Additional Circumstances**.
6. Council may make temporary appointments to any committees, boards, task forces, etc. where the member is the only member of Council on that body.
7. Members of Council on **Parental leave** or absent due to **Additional Circumstances** shall continue to have access to all equipment supplied to the Member including but not limited to access to the executive offices, information technology equipment, account access and executive office staff support.
8. Members of Council shall continue to receive a copy of any material indicated on the Leave Advisory Form.
9. Members of Council on **Parental leave** or absent due to **Additional Circumstances** may participate in events, conferences, constituent meetings or respond to communications at the level they determine, utilizing an out of office email feature to identify they are on leave, the level of service offered and an alternate contact if required.
10. Members of Council on **Parental leave** or absent due to **Additional Circumstances** shall continue to receive their salary and are eligible for all benefits for the duration of their leave in accordance with the established remuneration and benefits for Members.
11. A Member of Council on approved leave shall be recorded in the Minutes of any **Meetings** as an "Approved Absence".

Attachments

Member of Council Leave Advisory Form

Cross-References

Municipal Act, 2001, [S.O. 2001, CHAPTER 25](#), s. 259(1)(c) and s. 259(1.1)

Contact

Director of Legislative Services/Town Clerk, Legislative Services Department

Details

Approved by: Council

Adoption Date:

Policy Effective Date:

Last Revision Date:

Revision No: 000

Leave Advisory Form

Name:

Leave Begin Date:

Expected Date of Return:

Extended Leave of Absence:

Complete this section if the Leave of Absence will be for more than 20 consecutive weeks. Please note, a leave request of more than 20 consecutive weeks will be brought to Council for consideration in a staff report prepared by the Clerk.

Leave Begin Date:

Expected Date of Return:

Additional Circumstances

Complete this section if Leave of Absence is for circumstances which bring a child into a Member of Council's custody, care and control for the first time other than pregnancy, birth, or adoption. A resolution requesting leave for Additional Circumstances will be placed on a Committee of the Whole Agenda prior to the leave begin date.

Leave Begin Date:

Expected Date of Return:

Leave Administration

Would you like to receive the following while on leave?

Council Information Package	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Information Reports	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Agenda notifications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mail	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event Notifications	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please check the following boxes to indicate your preferences to receive.

	Council	Committee of the Whole	Advisory Committees
Open Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closed Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Will you initiate an out of office message during leave? Yes ☐ No ☐

If yes, indicated member of Council or staff person to be identified as alternate contact for out of office message:

**Ministry of
Transportation**

Office of the Minister

Ferguson Block, 3rd Floor
 77 Wellesley St. West
 Toronto ON M7A 1Z8
 416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

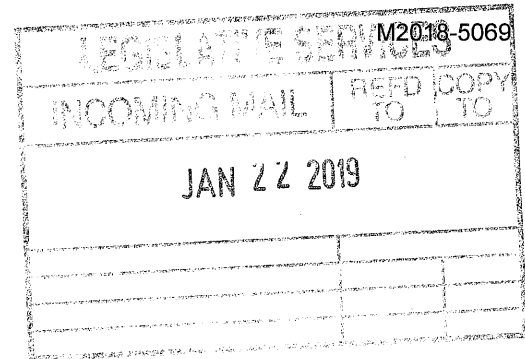
Bureau du ministre

Édifice Ferguson, 3^e étage
 77, rue Wellesley Ouest
 Toronto ON M7A 1Z8
 416 327-9200
www.ontario.ca/transports



DEC 20 2018

Ms. Lisa Lyons
 Town Clerk
 Town of Newmarket
 395 Mulock Drive, PO Box 328 Station Main
 Newmarket ON L3Y 4X7



Dear Ms. Lyons:

Thank you for the Town of Newmarket's letter regarding school bus cameras. I appreciate the opportunity to respond.

The safety of occupants in all vehicle types is a priority for my ministry — especially the safety of children travelling in school buses. I want to assure you that school buses are among the safest ways for children to travel. Research shows that riding on a school bus is 16 times safer than travelling in the family car. That being said, my ministry is constantly looking at ways to improve road safety.

I want to thank Newmarket Council for supporting stop-arm cameras. The implementation of this technology will better hold drivers accountable for breaking the school bus stopping law (Section 175 of the *Highway Traffic Act*).

As indicated in the town's letter, on December 12, 2017, Ontario passed the *Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017*, which:

- Allows the province to create specialized evidentiary rules that would clarify what evidence could be used to prove a driver improperly passed a stopped school bus without the need to have a witness present in court.
- Will expand the current school bus passing offence to include when the stop-arm is actuated (in addition to the existing overhead red lights flashing requirement).

These changes will come into effect once a regulatory framework for stop-arm camera offences is created.

.../2

It is also important to note that the ministry intends to follow an implementation similar to the model being used with automated speed enforcement in school zones.

Specifically, the province would be looking for municipalities to:

- Identify the preferred technology they would like to use.
- Procure the needed equipment.
- Enter into an agreement with the province and school bus technology vendor.
- Set up a framework for the processing of offence notices.

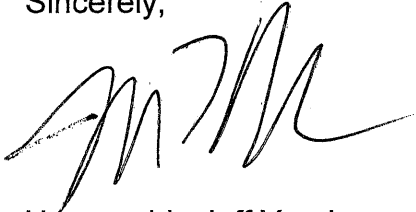
The province would then be responsible for:

- Developing regulations to govern stop-arm cameras.
- Supporting municipalities by advising of the regulatory process and participating in program design.
- Entering into agreements with participating municipalities to provide plate registrant information to the municipalities via a joint processing centre once procurement and program design is complete.

To ensure consistency across the province with respect to technology and processing of offences, we strongly encourage all interested municipalities to work together to identify preferred camera systems and a common approach to offence processing. Once vendor selection and offence processing protocols are established, the province can then draft supporting regulations naming the preferred technology to allow for it to be used in court without the need for a witness.

I look forward to working with Newmarket Council on this important issue. Thanks again for this opportunity to respond. Ontario's Government for the People is committed to giving Ontarians a direct say in how we can improve the effectiveness and efficiency of provincial programs and services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Yurek', with a stylized, flowing script.

Honourable Jeff Yurek
Minister of Transportation

c. The Honourable Christine Elliott, MPP, Newmarket-Aurora



Town of Newmarket

Outstanding Matters List (2018 – 2022 term of Council)

As of February 14, 2019

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
To Be Determined				
1.	Meeting Date: (1) Council – December 14, 2015 (2) Council – January 18, 2016 – Item 35 Subject: 2015-44 – Proposed Trail from Yonge Street to Rita's Avenue	Recommendation: (1) 1. That staff provide alternate trail options for this area at a lower cost. (2) 1. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, (2) 2. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita's Avenue to the George Luesby Park Trail; and, (2) 3. That staff also include in the report the option of installing lighting along the George Luesby Park Trail. Responsible Department: <ul style="list-style-type: none"> ➤ Planning and Building Services ➤ Engineering Services 	Timeline to be determined	Deferred subsequent to VivaNext construction

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
2019				
2.	Meeting Date: Council – June 7, 2016 – Item 35 Subject: Federal Infrastructure Funding	Recommendation: 1. That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' Responsible Departments: ➤ Strategic Initiatives	2019	Awaiting next phase of funding announcements
3.	Meeting Date: Committee of the Whole – April 9, 2018 Subject: Council Remuneration	Recommendations: 1. That CAO/Human Resources Report 2018-05 be received; and, 2. That Council direct staff not to “gross up” or increase Council pay in 2019, at the time of the removal of the 1/3 tax free provision, which will result in a take home pay cut for all Members of Council; and, 3. That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary; and, 4. That staff be authorized and directed to do all things necessary to give effect to this resolution. Responsible Department: ➤ Office of the CAO/Human Resources	2019 TBD	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q1, 2019				
4.	Meeting Date: Committee of the Whole – February 27, 2017 Subject: Report 2017-05 – Tree Removal, Protection Policies and Regulations	Recommendation: <ol style="list-style-type: none"> That Council direct staff to update the existing Tree Preservation, Protection, Replacement and Enhancement Policy. (completed) That Council direct staff to prepare and bring to a future meeting a by-law regulating and protecting significant trees on private property; and, That Council direct staff to prepare and bring to a future Council meeting a by-law protecting trees on municipal property. (completed) Responsible Department: <ul style="list-style-type: none"> ➤ Planning and Building Services 	Q1, 2019	
5.	Meeting Date: Council – December 5, 2016 Subject: Report 2016-25 – 178, 170, 184, 188, 190 and 194 Main Street s	Recommendation: <ol style="list-style-type: none"> That in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet. <ul style="list-style-type: none"> ➤ Planning and Building Services 	Q1, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
6.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Information Document for Residents Related to Construction Sites</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council approve the following motion in principle: 2. That staff be directed to prepare an information document that can be provided to residents in the vicinity of new construction sites, the purpose of which is to advise and to communicate to the residents, the various activities, potential impacts and expected timelines associated with each phase of construction, from site clearing through to house construction; and, 3. That developers, through their consulting engineers, be required to ensure that residents, and the relevant Ward Councillor, in adjacent areas receive advance written notice of construction events to take place, so that they can be better informed and prepared for any disruption that may occur as a result; and, 4. That the aforementioned motions be referred to staff for a report back including options and resource requirements. <p>Responsible Department: ➤ Planning & Building Services</p>	Q1, 2019	
7.	<p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Meeting Date: Committee of the Whole – September 25, 2017</p> <p>Subject: Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report/ East West Bike Lanes on Park Avenue</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services Information Report 2017-15 regarding 2017 Newmarket East-West Bikeway PIC Report be received; and, 2. That staff monitor the implementation of the bike lanes, analyze the impacts for a one year period and provide a report back to Council in one year. <p>Responsible Department: ➤ Engineering Services</p>	Q1, 2019	Information Report to be provided

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
8.	<p>Meeting date: Committee of the Whole – September 25, 2017</p> <p>Committee of the Whole – October 16, 2017</p> <p>Subject Development and Infrastructure Services Report – Engineering Services 2017-32- Town Wide Traffic Mitigation Strategy – 2017</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted: <ol style="list-style-type: none"> a. That the final report be brought back to Council by early Quarter 3 2018; and, b. That staff continue to expedite the process to provide the report sooner, if possible; and, c. That all current road safety, speed management and traffic calming programs that are currently underway, and are in accordance with the principles set out in “Appendix A” (draft strategy) from Development and Infrastructure Services Report ES 2017-29 (Town-wide Traffic Mitigation Strategy 2017), continue as planned throughout the consultation period and until the final strategy document is approved by Council, at which time the programs will be reviewed to plan their conformance with the new approved strategy. <p>Responsible Department ➤ Engineering Services</p>	Q1, 2019	
9.	<p>Meeting Date: Committee of the Whole – March 19, 2018</p> <p>Subject: Vibration Control and construction activity (deputation)</p>	<p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the deputation by Stuart Hoffman regarding vibration control in regards to construction activity be received and referred to staff for review and report; and, 2. That staff be directed to provide recommendations and approaches to address the issues identified to protect neighbouring sites from the effects of vibrations from adjacent construction projects; and, 3. That the report should include, but not be limited to, potential by-law changes including the requirement of pre-condition surveys, effective monitoring and data reporting, resident notification and a process for complaint handling in all site plan approvals. <p>Responsible Departments: ➤ Planning and Building Services & Engineering Services</p>	Q1, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
10.	Meeting Date: Committee of the Whole - April 30, 2018 Subject: Heritage Designations – York Region Administrative Building and Newmarket Canal System	Recommendation: 1. The Senior Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and, b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system. Responsible Department: ➤ Planning and Building Services	Q1, 2019	
11.	Meeting Date: Committee of the Whole – March 19, 2018 Subject: Cats at large (deputation)	Recommendation: 1. That the presentation by Sharon King Todd regarding cats at large be received and referred to staff Responsible Department: ➤ Legislative Services	Q1, 2019	To be considered as part of Council's Regulatory Review Workshop on March 25, 2019.
12.	Meeting Date: Committee of the Whole – January 14, 2019 Subject: Clothing Donation Bins	Recommendation: 3. That the licensing of Clothing Donation Bins be referred to the Regulatory Review Workshop Responsible Department: ➤ Legislative Services	Q1, 2019	To be considered as part of Council's Regulatory Review Workshop on March 25, 2019.
13.	Meeting Date: Committee of the Whole - February 26, 2018 Subject: Newmarket Public Library Study Implementation	Recommendations: 1. That staff, in conjunction with the Newmarket Public Library CEO, be authorized to implement the recommendations in accordance with the presentations made at the January 30, 2018 Joint Council and Newmarket Library Board Workshop provided implementation is in line with current and future approved operating budgets; and, 2. That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. Responsible Department: ➤ Community Services/Newmarket Public Library	Q1/Q2, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
Q2, 2019				
14.	Meeting Date: Committee of the Whole – August 28 – Motion Subject: Item 3 of Accessibility Advisory Committee Meeting Minutes of March 23 re: Accessibility in the downtown area	Recommendation: That the Operational Leadership Team recommends that the follow recommendation be referred to staff for review and report: <ol style="list-style-type: none"> 1. That The Accessibility Advisory committee recommends to Council that Council consider ways to make as many entrances to Main Street buildings as accessible as possible. Responsible Departments: <ul style="list-style-type: none"> ➤ Legislative Services (lead), Planning and Building Services, Engineering Services & Legal Services 	Q2, 2019	Information Report to be provided. Joint Meeting to be scheduled with Business Improvement Area and Newmarket Accessibility Advisory Committee
15.	Meeting Date: Committee of the Whole - September, 25, 2017 Subject: Report 2017-16 Vacant Building Report – Window Wrap Program	Recommendation: <ol style="list-style-type: none"> 1. That Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled “Vacant Buildings/Storefronts” be received; and, 2. That staff be directed to report back on Option 2, a Window Wrap program. Responsible Departments: <ul style="list-style-type: none"> ➤ Legislative Services/Economic Development 	Q2, 2019	
16.	Meeting Date: Committee of the Whole - June 11, 2018 Subject: Intensification in Stable Residential Neighbourhoods	Recommendation: <ol style="list-style-type: none"> 1. That the report entitled Development And Infrastructure Services/Planning & Building Services Report 2018-37 dated June 11, 2018 be received; and, 2. That staff be authorized to issue a Request for Proposals for the Official Plan and Zoning By-law amendments as described in this report; and, 3. That early budget approval be granted to allow for the initiation of the Official Plan and Zoning By-law amendments to address intensification in stable residential areas, to be financed as set out in this report. 4. That staff bring back an interim control by-law to the August 27, 2018 Committee of the Whole meeting for consideration. (completed) Responsible Department: <ul style="list-style-type: none"> ➤ Planning and Building Services 	Q2, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
17.	Meeting Date: Special Committee of the Whole - January 30, 2017 Subject: Internet Voting and Ranked Ballots	Recommendation: 1. That staff report back on Internet Voting and Ranked Ballots in 2019 immediately following the 2018 Municipal Election. Responsible Departments: ➤ Legislative Services	Q2, 2019	
18.	Meeting date: Committee of the Whole – March 19, 2018 Subject: 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)	1. That Engineering Services report 2018-11 dated March 8, 2018 entitled “500 Water Street Parking (Cachet Parking Lot Expansion) be referred to the Community Centre Lands Task Force; and, 2. That the Community Centre Lands Task Force be directed to immediately reengage in the exploration of all options, including cost and timelines, for enhanced parking in the downtown area, including but not limited to new spaces and temporary structured parking; and, 3. That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019. Responsible Department: ➤ Engineering Services/ Community Centre Lands Task Force	Q2, 2019	

	Originating Meeting Date and Subject	Recommendation and Responsible Department	Target Quarter / Timeframe	Staff Comments
19.	<p>Meeting Date: (1) Committee of the Whole – February 27, 2017</p> <p>(2) Committee of the Whole - November 6, 2017</p> <p>(3) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Subject: Residential Parking</p>	<p>Recommendation: (1) 1. That staff prepare a report on options and opportunities to address residential on street and off street parking challenges. Specifically, the report should consider the impact that changing economics and demographics have on housing occupancy and ways in which the Town of Newmarket can better balance reasonable parking needs with streetscape aesthetics, active transportation objectives and effective by-laws enforcement.</p> <p>(2) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <ul style="list-style-type: none"> a. That staff be directed to include in the 2018 budget a provision for contracting a planning and engineering consultant to undertake a review of parking matters discussed in this report; and, b. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report. c. That staff be directed to organize a Council Workshop to present options based on Council's comments and feedback received at the November 6, 2017 Committee of the Whole meeting and that staff receive Council direction regarding the scope, scale and expected deliverables of a parking review prior to moving forward with issuing a Request for Proposal. <p>(3) Recommendation 5: That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019</p> <p>Responsible Department: ➤ Planning and Building Services / Legislative Services</p>	Q2, 2019	

Q3, 2019				
20.	Meeting Date: Committee of the Whole - April 30, 2018 Subject: Asset Replacement Fund Strategy	Recommendation: 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date. Responsible Departments: ➤ Financial Services	Q3, 2019	
21.	Meeting Date: Committee of the Whole – January 14, 2019 Subject: Residents of Knapton Drive – Woodland Hills (stop signs - deputation)	Recommendations: 1. That the deputation be received and referred to staff. Responsible Department: ➤ Transportation Services	Q3, 2019	
2020				
22.	Meeting Date: Council – June 26, 2017- Item 10 Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street	Recommendation: 1. That traffic impacts be monitored post construction. Responsible Departments: ➤ Engineering Services	Development is estimated to not be completed before 2020	