

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

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">4</td> <td align="center">5</td> </tr> </table>		Consequence	Likelihood	4	5	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">1</td> </tr> </table>		Consequence	Likelihood	1	1		
Consequence	Likelihood												
4	5												
Consequence	Likelihood												
1	1												
		<p>Points 19</p>											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">19</td> <td align="center">31</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	19	31
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points									
9	3	0	19	31									

**2019 BUDGET
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	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...

Ongoing yearly upgrades and maintenance items: Carpet replacement program (\$50,000), Heating, ventilation and cooling upkeep (\$25,000), Ceiling tile replacement (\$15,000), Generator Refurbishment (\$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 safety 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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	2,880	Yes	43,200
2x4 Troffler LET conversion	Yes		5,465	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	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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)		
9	3	3		
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	4	1	1	15
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	3	15	30

**2019 BUDGET
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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

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

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

**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 at 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		Building		Engineering		HR		IT	
Customer Services		Planning		Operations		Legal		Finance	
Legislative Services		Procurement		Parks		Communications		Facilities	
Recreation & Culture								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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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	2	18

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

**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 existing 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 management 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 infrastructure 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	x	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	x	Operations	x	Legal	x	Finance	x
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	x	Communications	<input type="checkbox"/>	Facilities	x
								Other	<input type="checkbox"/>

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 overall corporate climate change adaptation 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 larger pipes, flooding on streets. There may be the need for additional snow ploughing, clearing of catch basins, emergency evacuations

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
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		+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>
+6 Council Approved Strategic Plan				
+4 OLT Priority				
+2 Documented Recommendation				
Priority (Pick one)	Points	Desired Service Level (All or nothing)	Points	Business Case (Scale)
	6		3	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	17
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	3	17	29

**2019 BUDGET
Capital Decision Package Form**

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

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...

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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 **Total Cost Recoveries** **Total Net Cost** **Cost Recovery**

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	Points 3
--	---------------------------

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

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

**2019 BUDGET
Capital Decision Package Form**

Total Points	28	Decision Package Item #	3 Building	
Project / Initiative Name	Building Automated System			
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 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.

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

Aged system requires updating. Required to maintain current service levels

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 - 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 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. 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 today's 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 Case If 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. Therefore 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 Mitigation If 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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 Cost	110,000	Total Cost Recoveries 110,000		Total Net Cost -		Cost Recovery 100%		

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)	Desired Service Level (All or nothing)	Business Case (Scale)
9	3	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: 3 Likelihood: 5	Consequence: 2 Likelihood: 1	13
Evaluation Components		
Priority: 9	Desired Service Level: 3	Business Case: 3
Risk Reduction / Mandatory or Legal Requirement: 13	Total Points: 28	

**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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p>	<p>Points</p> <p>9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p>	<p>Points</p> <p>3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p>	<p>Points</p> <p>0</p>										
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>															
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">4</td> <td align="center">3</td> </tr> </table>		Consequence	Likelihood	4	3	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">1</td> </tr> </table>		Consequence	Likelihood	1	1	<p>Points</p> <p>15</p>			
Consequence	Likelihood														
4	3														
Consequence	Likelihood														
1	1														
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">15</td> <td align="center">27</td> </tr> </table>						Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	15	27
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 #	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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance	
		Mandatory/Legislative	<input checked="" type="checkbox"/> 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 management 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 maintenance 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 cumulative 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
		No	0							
Operating 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		+3 Moves Toward/Maintains Desired Service Level Desired Service Level (All or nothing)	Points		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> 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					
5	4	1	2			18		
Evaluation Components								
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement					Total Points
6	3	0	18					27

**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	Business Unit Number:	62122
Division:	ENG - Transportation	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	
Legislative Services		Planning		Operations	X	Legal	
Recreation & Culture		Procurement		Parks		Communications	X
						IT	
						Finance	
						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								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								
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	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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)	
Points 9	Points 3	Points 1	
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	
Consequence	Likelihood	Consequence	
4	4	1	
		Likelihood	
		2	
		Points 14	
Evaluation Components			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement
9	3	1	14
Total Points			
27			

**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	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... 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p align="center">+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p align="center">+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>															
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">5</td> <td align="center">2</td> <td align="center">1</td> <td align="center">1</td> <td align="center">15</td> </tr> </tbody> </table>				Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	5	2	1	1	15
Current Risk		Post-Implementation Risk		Points													
Consequence	Likelihood	Consequence	Likelihood														
5	2	1	1	15													
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">15</td> <td align="center">27</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	15	27				
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 Name	Haskett 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/Legislative Yes

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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?								
Operating Costs		-	-	-	-	-	-		
Cost Recoveries		-	-	-	-	-	-		
Net Cost		150,000	-	-	-	-	-		
Total Cost		150,000						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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

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 #	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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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							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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">4</td> </tr> </table>		Consequence	Likelihood	3	4	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">2</td> </tr> </table>		Consequence	Likelihood	1	2		
Consequence	Likelihood												
3	4												
Consequence	Likelihood												
1	2												
		Points 15											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">15</td> <td align="center">27</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	15	27
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 #	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 <input checked="" type="checkbox"/> 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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 Net Cost	17,000
								Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p>	<p>Points 9</p> <p>Points 3</p> <p>Points 0</p>										
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
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Consequence	Likelihood												
3	4												
Consequence	Likelihood												
1	2												
		<p align="center">Points 15</p>											
<p align="center">Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">15</td> <td align="center">27</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	15	27
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 #	6 PWS Facilities
Project / Initiative Name	Youth Centre Skateboard Park Epoxy Floor 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... 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								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								
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 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 <i>Automatically calculated once you fill out Section 3 Financials</i> 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						
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			

**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 <input checked="" type="checkbox"/> 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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 Net Cost	22,000
								Cost Recovery	0%

Section 4 Evaluation

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

**2019 BUDGET
Capital Decision Package Form**

Total Points	27	Decision Package Item #	7 Roads
Project / Initiative Name	Road Resurfacing Program		
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...

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%
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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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

**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 <input checked="" type="checkbox"/> 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost	
Financing of Capital Costs	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Operating Costs			-	-	-	-	-	-		-
Cost Recoveries			-	-	-	-	-	-		-
Net Cost			30,000	-	-	-	-	-		-
Total Cost			30,000	-	-	-	-	-		0%
Total Cost Recoveries			-	-	-	-	-	-		0%
Total Net Cost			30,000	-	-	-	-	-		0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p align="center">+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p align="center">+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>														
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">3</td> <td align="center">1</td> <td align="center">1</td> <td align="center">15</td> </tr> </tbody> </table>			Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	3	1	1	15
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
3	3	1	1	15												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">15</td> <td align="center">27</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	15	27			
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	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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance	
		Mandatory/Legislative	<input checked="" type="checkbox"/> Yes

Section 1 Description

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

This project is necessary to reduce legal liability 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 Management 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 occurring 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 cumulative 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 6</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>	
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	
Consequence 5	Likelihood 4	Consequence 1	Likelihood 3
			Points 17
Evaluation Components			
Priority 6	Desired Service Level 3	Business Case 0	Risk Reduction / Mandatory or Legal Requirement 17
Total Points 26			

**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...
 Completion of cycling facility on Stackhouse Road.

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 even more important as a result of commercial, institutional, industrial and residential growth in Nemwarket, which creates more traffic and more need for cycling facilities (bike lanes).

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. 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 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...
 The financial return can be seen in reduced congestion, reduced lawsuits, reduced loss of life or accidents requiring hospitalization. Continuing to implement Council's approved Active Transportation Plan also makes the Town more amenable to attracting new business and new residents to the Town.

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 increase 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	
Legislative Services		Planning		Operations	x	Legal	
Recreation & Culture		Procurement		Parks		Communications	x
						IT	
						Finance	
						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								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	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	6,000		
Operating Costs		-	6,000	6,000	6,000	6,000	6,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		12,000	6,000	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		+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 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		
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	

**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, watermains, 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 watermains, 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									Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024			
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		6,608,000	7,789,000	8,339,000	8,839,000	9,339,000	9,839,000		105,735,000	
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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	
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	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	

**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	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...

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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 Net Cost	250,000
		Total Cost Recoveries	-					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 <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	4		1	2	14
Evaluation Components					Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement		
9	3	0	14		26

**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	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 complex main parking lots are over 30 years old and have only been repaired when needed, they are due for a complete overhaul to decrease the outstanding issues, positive water flow, designated Zamboni snow storage area with drainage, and AODA upgrades. LID features would be added as per LSCRA request to help with storm water management and clean the water run off from storms and winter maintenance. There is funding available from the VIVA Next Yonge Street project and possible grants.
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)... This would fall under the asset maintenance classification.
Priority	If this item addresses a priority, please explain how it does so... There are a few health and safety issues with the parking lots mostly behind the pool area from the Zamboni snow dump and town snow storage for many years. The corner near lounge two entrance, we are planning installing curbs to reduce the cars from driving on sport fields, drainage issues and AODA parking. We have adjusted the priority to be a council strategic priorities using the enhancing our recreation and community facilities, we will be updating the parking including accessible(AODA) locations and drop of zones for rink 2, we will be including curbs, trees, waste containers and painting to make it user friendly for all to enjoy.
Desired Service Level	If this item maintains or moves toward a desired service level, please explain how it does so... Could be possible chance of funding from LSCRA or other sources for LID features to help with cleaning of the water run off.
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... Possible litigation from slip and falls from snow storage from the Zamboni and town snow dump, also from unsafe parking in front of rink two main entrance. Repairs have been completed over the years including the snow dump areas which have resulted in underground issues and asphalt not being level.

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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 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 <i>Automatically calculated once you fill out Section 3 Financials</i> 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							
Consequence	Likelihood	Consequence	Likelihood						
4	4	1	2						
				Points					
				14					
Evaluation Components									
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement						
9	3	0	14	Total Points					
				26					

**2019 BUDGET
Capital Decision Package Form**

Total Points	26	Decision Package Item #	IT-3
Project / Initiative Name	Upgrade/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 collaboration or consultation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

Total Cost	4,987,722	Total Cost Recoveries	-	Total Net Cost	4,987,722	Cost Recovery	0%
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Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Priority</td><td style="width:20%; text-align: center;">Points</td></tr> <tr><td> </td><td align="center">9</td></tr> </table>	Priority	Points		9	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Desired Service Level</td><td style="width:20%; text-align: center;">Points</td></tr> <tr><td> </td><td align="center">3</td></tr> </table>	Desired Service Level	Points		3	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Business Case</td><td style="width:20%; text-align: center;">Points</td></tr> <tr><td> </td><td align="center">0</td></tr> </table>	Business Case	Points		0				
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Current Risk																		
Consequence	Likelihood																	
4	5																	
Post-Implementation Risk																		
Consequence	Likelihood																	
2	3																	
	Points																	
	14																	
Evaluation Components																		
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points														
9	3	0	14	26														

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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 Net Cost	25,000
								Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>															
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Current Risk		Post-Implementation Risk		Points													
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Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points													
9	3	0	13	25													

**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 upmost 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p>	<p>Points</p> <p>9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p>	<p>Points</p> <p>3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p>	<p>Points</p> <p>0</p>										
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>															
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Consequence	Likelihood														
4	4														
Consequence	Likelihood														
2	2														
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">12</td> <td align="center">24</td> </tr> </table>						Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	12	24
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points											
9	3	0	12	24											

**2019 BUDGET
Capital Decision Package Form**

Total Points	24	Decision Package Item #	1 Roads
Project / Initiative Name	Newmarket 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/Legislative Yes

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 slowly settling since redevelopment at a rate of approximately ¼" 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 tank 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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 programming schedules.

Section 3 Financials

Details of Costs, Savings and Revenue

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

Operating 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	Points 6	+3 Moves Toward/Maintains Desired Service Level	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

Priority	6	Desired Service Level	3	Business Case	0	Risk Reduction / Mandatory or Legal Requirement	15	Total Points	24
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**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	Business Unit Number:	32101
Division:	ENG - Trails	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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?
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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)		
9	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 3	Likelihood 4			
	Consequence 1	Likelihood 1		
		11		
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	11	23

**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	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 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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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		+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) 9	Points 9	Desired Service Level (All or nothing) 3	Points 3	Business Case (Scale) 0	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	1	11	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	11	23	

**2019 BUDGET
Capital Decision Package Form**

Total Points	23	Decision Package Item #	11 PWS Parks
Project / Initiative Name	John Smith Trail Paving From Gravel		
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 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 asphalt 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								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	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 Cost		275,000						Total Net Cost	275,000
			Total Cost Recoveries	-				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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	
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	1		11
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	11	23	

**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								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	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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
9	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
Consequence	Likelihood	Consequence
3	4	1
		Likelihood
		1
		11
Evaluation Components		
Priority	Desired Service Level	Business Case
9	3	0
		Risk Reduction / Mandatory or Legal Requirement
		11
		Total Points
		23

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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							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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">4</td> </tr> </table>		Consequence	Likelihood	3	4	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">2</td> </tr> </table>		Consequence	Likelihood	1	2		
Consequence	Likelihood												
3	4												
Consequence	Likelihood												
1	2												
		<p>Points 10</p>											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">10</td> <td align="center">22</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	10	22
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points									
9	3	0	10	22									

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">4</td> </tr> </table>		Consequence	Likelihood	3	4	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">2</td> </tr> </table>		Consequence	Likelihood	1	2		
Consequence	Likelihood												
3	4												
Consequence	Likelihood												
1	2												
		<p>Points 10</p>											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">10</td> <td align="center">22</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	10	22
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points									
9	3	0	10	22									

**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	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 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								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	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%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation Priority (Pick one)	Points	+3 Moves Toward/Maintains Desired Service Level Desired Service Level (All or nothing)	Points	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> Business Case (Scale)	Points
	9		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	
3	4	1	2	10

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

**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	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 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								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	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 Net Cost	90,000
								Cost Recovery	0%

Section 4 Evaluation

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

**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	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 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 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	
Legislative Services		Planning		Operations		Legal	
Recreation & Culture		Procurement	X	Parks	X	Communications	
						IT	
						Finance	
						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								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	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%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation Priority (Pick one)	Points	+3 Moves Toward/Maintains Desired Service Level Desired Service Level (All or nothing)	Points	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> Business Case (Scale)	Points
	9		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	
3	4	1	2	10

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

**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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance <input checked="" type="checkbox"/> Yes	Mandatory/Legislative <input type="checkbox"/>

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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?									
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	Points 9	+3 Moves Toward/Maintains Desired Service Level	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	
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	2	10	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	10	22	

**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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Service Level Change or Maintenance	Yes <input checked="" type="checkbox"/> Mandatory/Legislative <input type="checkbox"/>

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Points</th> </tr> <tr> <td align="center">9</td> </tr> </table>	Points	9	<p>+3 Moves Toward/Maintains Desired Service Level</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Desired Service Level (All or nothing)</td> <td style="width:50%;">Points</td> </tr> <tr> <td align="center"> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Business Case (Scale)</td> <td style="width:50%;">Points</td> </tr> <tr> <td align="center"> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0				
Points																
9																
Desired Service Level (All or nothing)	Points															
	3															
Business Case (Scale)	Points															
	0															
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">4</td> <td align="center">1</td> <td align="center">2</td> <td align="center">10</td> </tr> </tbody> </table>			Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	4	1	2	10
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
3	4	1	2	10												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;">Priority</th> <th style="width:15%;">Desired Service Level</th> <th style="width:15%;">Business Case</th> <th style="width:15%;">Risk Reduction / Mandatory or Legal Requirement</th> <th style="width:15%;">Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">10</td> <td align="center">22</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	10	22			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points												
9	3	0	10	22												

**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								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	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 Net Cost	30,000
		Total Cost Recoveries	-					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)	Desired Service Level (All or nothing)	Business Case (Scale)	Points
9	3	0	10

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

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

**2019 BUDGET
Capital Decision Package Form**

Total Points	22	Decision Package Item #	10 Roads
Project / Initiative Name	Cedar Street Lighting		
Commission:	D I Services	Business Unit Number:	
Division:	PWS - Roads	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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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?								
Operating 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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>	<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">4</td> <td align="center">1</td> <td align="center">2</td> <td align="center">10</td> </tr> </tbody> </table>	Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	4	1	2	10
Current Risk		Post-Implementation Risk		Points													
Consequence	Likelihood	Consequence	Likelihood														
3	4	1	2	10													
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">10</td> <td align="center">22</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	10	22				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points													
9	3	0	10	22													

**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?									

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

Total Cost	25,000	Total Cost Recoveries	-	Total Net Cost	25,000	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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

Priority	9	Desired Service Level	3	Business Case	0	Risk Reduction / Mandatory or Legal Requirement	9	Total Points	21
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**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">4</td> </tr> </table>		Consequence	Likelihood	3	4	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">3</td> </tr> </table>		Consequence	Likelihood	1	3		
Consequence	Likelihood												
3	4												
Consequence	Likelihood												
1	3												
		<p>Points 9</p>											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:20%;">Priority</th> <th style="width:20%;">Desired Service Level</th> <th style="width:20%;">Business Case</th> <th style="width:20%;">Risk Reduction / Mandatory or Legal Requirement</th> <th style="width:20%;">Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">9</td> <td align="center">21</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	9	21
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 #	25 PWS-Parks
Project / Initiative Name	Truck and Equipment for Parks New Grass Crew		
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 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								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	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 Net Cost	150,000
		Total Cost Recoveries	-					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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 6	Points 3	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
Consequence	Likelihood	Consequence
3	5	1
		Likelihood
		3
		Points 12
Evaluation Components		
Priority	Desired Service Level	Business Case
6	3	0
		Risk Reduction / Mandatory or Legal Requirement
		12
		Total Points 21

**2019 BUDGET
Capital Decision Package Form**

Total Points	21	Decision Package Item #	IT-5
Project / Initiative Name	Upgrade/Replace Desktop and Peripheral		
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 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Operating Costs			-	-	-	-	-	-		-
Cost Recoveries			-	-	-	-	-	-		-
Net Cost			169,073	175,911	182,749	189,587	196,425	203,263		3,048,945
Total Cost			4,165,953							
Total Cost Recoveries			-							
Total Net Cost			4,165,953							
Cost Recovery										0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">Points</th> </tr> <tr> <td align="center">9</td> </tr> </table>	Points	9	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">Points</th> </tr> <tr> <td align="center">3</td> </tr> </table>	Points	3	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">Points</th> </tr> <tr> <td align="center">0</td> </tr> </table>	Points	0								
Points																
9																
Points																
3																
Points																
0																
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">4</td> <td align="center">1</td> <td align="center">3</td> <td align="center">9</td> </tr> </tbody> </table>			Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	4	1	3	9
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
3	4	1	3	9												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:20%;">Priority</th> <th style="width:20%;">Desired Service Level</th> <th style="width:20%;">Business Case</th> <th style="width:20%;">Risk Reduction / Mandatory or Legal Requirement</th> <th style="width:20%;">Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">9</td> <td align="center">21</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	9	21			
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

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

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...

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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 Cost **Total Cost Recoveries** **Total Net Cost** **Cost Recovery**

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) <input type="text" value="9"/>	Desired Service Level (All or nothing) <input type="text" value="3"/>	Business Case (Scale) <input type="text" value="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

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

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

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...

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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 Total Cost Recoveries Total Net Cost Cost Recovery

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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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 <input type="text" value="21"/>	Decision Package Item # <input type="text" value="IT-7"/>
Project / Initiative Name <input type="text" value="Town Website Upgrade"/>	
Commission: <input type="text" value="Corporate Services"/>	Business Unit Number: <input type="text" value="13621"/>
Division: <input type="text" value="Information Technology"/>	Business Unit Name: <input type="text" value="Information Technology"/>
Classification (select one): <input type="text" value="Growth"/>	Service Level Change or Maintenance <input type="text" value=""/>
	Mandatory/Legislative <input type="text" value=""/>

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input checked="" type="checkbox"/>	Facilities	<input type="checkbox"/>
						Other	<input type="checkbox"/>		

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

Operating Costs	-	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-	-
Net Cost	75,000	-								

Total Cost <input type="text" value="75,000"/>	Total Cost Recoveries <input type="text" value="-"/>	Total Net Cost <input type="text" value="75,000"/>	Cost Recovery <input type="text" value="0%"/>
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Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <table border="1" style="width:100%"> <tr> <td style="width:80%"> </td> <td style="width:20%">Points</td> </tr> <tr> <td> </td> <td align="center">9</td> </tr> </table>		Points		9	<p>+3 Moves Toward/Maintains Desired Service Level</p> <table border="1" style="width:100%"> <tr> <td style="width:80%">Desired Service Level (All or nothing)</td> <td style="width:20%">Points</td> </tr> <tr> <td> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <table border="1" style="width:100%"> <tr> <td style="width:80%">Business Case (Scale)</td> <td style="width:20%">Points</td> </tr> <tr> <td> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0
	Points													
	9													
Desired Service Level (All or nothing)	Points													
	3													
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	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	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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
			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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
			Energy, Water and Maintenance Savin	Yes		10,000	10,000	10,000	10,000	10,000
Operating Costs			-	-	-	-	-	-		-
Cost Recoveries			-	10,000	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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 2</p>	
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	
Consequence 2	Likelihood 5	Consequence 2	Likelihood 2
			Points 6
Evaluation Components			
Priority 9	Desired Service Level 3	Business Case 2	Risk Reduction / Mandatory or Legal Requirement 6
			Total Points 20

**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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance	<input type="checkbox"/>
		Mandatory/Legislative	<input type="checkbox"/>

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost	
Financing of Capital Costs	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
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		
Operating 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		-
Total Cost			9,625,000							
Total Cost Recoveries			-							
Total Net Cost			9,625,000							
Cost Recovery										0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>															
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>																	
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Current Risk		Post-Implementation Risk		Points													
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">8</td> <td align="center">20</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	8	20				
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 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 <input checked="" type="checkbox"/> 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p>	<p>Points</p> <p>9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p>	<p>Points</p> <p>3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p>	<p>Points</p> <p>0</p>
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>					
<p>Current Risk</p>		<p>Post-Implementation Risk</p>		<p>Points</p>	
Consequence	Likelihood	Consequence	Likelihood		
3	3	1	1	8	
<p>Evaluation Components</p>					
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 #	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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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	Consequence	
3	1	
Likelihood	Likelihood	
3	1	8
Evaluation Components		
Priority	Desired Service Level	Business Case
9	3	0
		Risk Reduction / Mandatory or Legal Requirement
		8
		Total Points
		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 <input checked="" type="checkbox"/> 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?							
Operating Costs		-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-		-
Net Cost		50,000	-	-	-	-		-
Total Cost	50,000	Total Cost Recoveries	-	Total Net Cost	50,000	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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	
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	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: Decision Package Item #:
 Project / Initiative Name:
 Commission: Business Unit Number:
 Division: Business Unit Name:
 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...
 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 sufficient to engage consultants for designation research and there is currently 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 designation and plaquing research will enable the Town to appropriately manage heritage resources and conserve the Town's built heritage in accordance with Town policies and the Ontario Heritage Act.

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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
Asset Replacement Fund								
Development Charges								
Reserves & Reserve Funds	10,000	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	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								
Operating Costs	-	-	-	-	-	-		-
Cost Recoveries	-	-	-	-	-	-		-
Net Cost	10,000	10,000	10,000	10,000	10,000	10,000		150,000

Total Cost: Total Cost Recoveries: Total Net Cost: Cost Recovery:

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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	11	20

**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 lighted streets and increase public safety.

Business Case

Risk Mitigation

By installing street lighting public safety is increased, which will decrease the possibility 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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	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 Net Cost	80,000
			Total Cost Recoveries						Cost Recovery
									0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>											
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>													
<p>Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">3</td> </tr> </table>		Consequence	Likelihood	3	3	<p>Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">1</td> <td align="center">1</td> </tr> </table>		Consequence	Likelihood	1	1		
Consequence	Likelihood												
3	3												
Consequence	Likelihood												
1	1												
		<p>Points 8</p>											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">8</td> <td align="center">20</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	8	20
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: Decision Package Item #:
 Project / Initiative Name:
 Commission: Business Unit Number:
 Division: 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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 **Total Cost Recoveries** **Total Net Cost** **Cost Recovery**

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation Priority (Pick one)	Points	+3 Moves Toward/Maintains Desired Service Level Desired Service Level (All or nothing)	Points	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> 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	
3	3	1	1	8

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

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

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...

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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 Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation	Points 2
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+3 Moves Toward/Maintains Desired Service Level	Points 3
--	---------------------------

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
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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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="20"/>	Decision Package Item # <input type="text" value="CYFS 6"/>
Project / Initiative Name <input type="text" value="Replacement of Equipment"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21221"/>
Division: <input type="text" value="Integrated Fire Services"/>	Business Unit Name: <input type="text" value="Integrated Fire Services"/>
Classification (select one): Growth <input type="text"/>	Service Level Change or Maintenance <input type="text" value="Yes"/> Mandatory/Legislative <input type="text"/>

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 collaboration or consultation is required. Identify by checking all boxes that apply below....

<input type="checkbox"/> Customer Services	<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> HR	<input type="checkbox"/> IT
<input type="checkbox"/> Legislative Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Operations	<input type="checkbox"/> Legal	<input type="checkbox"/> Finance
<input type="checkbox"/> Recreation & Culture	<input type="checkbox"/> Procurement	<input type="checkbox"/> Parks	<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities
				<input type="checkbox"/> 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 <input type="text" value="100,000"/>	Total Cost Recoveries <input type="text" value="-"/>	Total Net Cost <input type="text" value="100,000"/>	Cost Recovery <input type="text" value="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>												
<table border="1" style="width:100%"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">2</td> </tr> </table>	Priority (Pick one)	Points		2	<table border="1" style="width:100%"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<table border="1" style="width:100%"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0
Priority (Pick one)	Points													
	2													
Desired Service Level (All or nothing)	Points													
	3													
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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	15	20

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="20"/>	Decision Package Item # <input type="text" value="CYFS 9"/>
Project / Initiative Name <input type="text" value="Station 4-5 Additional Funding"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21221"/>
Division: <input type="text" value="Integrated Fire Services"/>	Business Unit Name: <input type="text" value="Integrated Fire Services"/>
Classification (select one): Growth <input type="text" value="Yes"/>	Service Level Change or Maintenance <input type="text"/>
	Mandatory/Legislative <input type="text"/>

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....

<input type="checkbox"/> Customer Services	<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> HR	<input type="checkbox"/> IT
<input type="checkbox"/> Legislative Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Operations	<input type="checkbox"/> Legal	<input type="checkbox"/> Finance
<input type="checkbox"/> Recreation & Culture	<input type="checkbox"/> Procurement	<input type="checkbox"/> Parks	<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities
				<input type="checkbox"/> 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 Cost <input type="text" value="4,810,000"/>	Total Cost Recoveries <input type="text" value="-"/>	Total Net Cost <input type="text" value="4,810,000"/>	Cost Recovery <input type="text" value="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>												
<table border="1" style="width:100%"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">2</td> </tr> </table>	Priority (Pick one)	Points		2	<table border="1" style="width:100%"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<table border="1" style="width:100%"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0
Priority (Pick one)	Points													
	2													
Desired Service Level (All or nothing)	Points													
	3													
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

**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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 6</p>	<p align="center">+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p align="center">+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 5</p>		
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	
2	3	1	1	5
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	5	5	19

**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								Ongoing Cost past 2024?	Ongoing Cost	
Financing of Capital Costs	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	2	5	19

**2019 BUDGET
Capital Decision Package Form**

Total Points	19	Decision Package Item #	6 Roads
Project / Initiative Name	Portable Information Signs (Solar)		
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...

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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 Net Cost	65,000
								Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>															
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">3</td> <td align="center">1</td> <td align="center">2</td> <td align="center">7</td> </tr> </tbody> </table>				Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	3	1	2	7
Current Risk		Post-Implementation Risk		Points													
Consequence	Likelihood	Consequence	Likelihood														
3	3	1	2	7													
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">7</td> <td align="center">19</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	7	19				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points													
9	3	0	7	19													

**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	Business Unit Number:	
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 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								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	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 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 <i>Automatically calculated once you fill out Section 3 Financials</i> 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	1	11	
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
9	3	0	11	23	

**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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance	<input type="checkbox"/>	
		Mandatory/Legislative	<input type="checkbox"/>	

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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	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?								
Operating 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		+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>
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	2	10
Evaluation Components				Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	
9	3	0	10	22

**2019 BUDGET
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 <input checked="" type="checkbox"/> Yes	Service Level Change or Maintenance	
		Mandatory/Legislative	<input type="checkbox"/>

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost	
Financing of Capital Costs										
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								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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)	
Points	Points	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	
Consequence	Likelihood	Consequence	Likelihood
3	3	1	1
			Points
			8
Evaluation Components			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement
9	3	0	8
Total Points			
20			

**2019 BUDGET
Capital Decision Package Form**

Total Points: Decision Package Item #:
 Project / Initiative Name:
 Commission: Business Unit Number:
 Division: Business Unit Name:
 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...
 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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
Asset Replacement Fund	70,000							
Development Charges								
Reserves & Reserve Funds								
Gas Tax								
Operating Fund								
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
Operating Costs	-	-	-	-	-	-		-
Cost Recoveries	-	-	-	-	-	-		-
Net Cost	70,000	-	-	-	-	-		-

Total Cost: Total Cost Recoveries: Total Net Cost: Cost Recovery:

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation Priority (Pick one)	Points	+3 Moves Toward/Maintains Desired Service Level Desired Service Level (All or nothing)	Points	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> 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	
2	4	1	1	7

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	7	19

**2019 BUDGET
Capital Decision Package Form**

Total Points

Decision Package Item #

Project / Initiative Name

Commission:

Business Unit Number:

Division:

Business Unit Name:

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...
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

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	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?								

Operating Costs	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	-	-	-	-	-
Net Cost	30,000	-							

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	9	18

**2019 BUDGET
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								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?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		150,000	-	-	-	-	-		-
Total Cost		150,000	-	-	-	-	-	Total Net Cost	150,000
		Total Cost Recoveries	-					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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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	
2	3	1	1	5

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	5	17

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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	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 Net Cost	9,000
								Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p align="center">+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p align="center">+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>	
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	
Consequence	Likelihood	Consequence	Likelihood
2	3	1	1
			Points 5
Evaluation Components			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement
9	3	0	5
			Total Points 17

**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 Official 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	
Asset Replacement Fund		No							
Development Charges		No							
Reserves & Reserve Funds		No	90,000	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	90,000	1,350,000
Operating Impact of Capital Project	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?
Operating Costs			-	-	-	-	-	-	-
Cost Recoveries			-	-	-	-	-	-	-
Net Cost			90,000	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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 6</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>		
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		
Consequence	Likelihood	Consequence	Likelihood	
3	3	1	1	
			Points 8	
Evaluation Components				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	
6	3	0	8	
				Total Points 17

**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	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...

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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 Net Cost	100,000
		Total Cost Recoveries	-					Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>														
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td align="center">3</td> <td align="center">1</td> <td align="center">1</td> <td align="center">5</td> </tr> </tbody> </table>			Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	2	3	1	1	5
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
2	3	1	1	5												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">5</td> <td align="center">17</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	5	17			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points												
9	3	0	5	17												

**2019 BUDGET
Capital Decision Package Form**

Total Points Decision Package Item #

Project / Initiative Name

Commission: Business Unit Number:

Division: Business Unit Name:

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...

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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								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		142,300	359,800	113,950	199,500	158,400	141,100		-

Total Cost	<input type="text" value="1,115,050"/>	Total Cost Recoveries	<input type="text" value="-"/>	Total Net Cost	<input type="text" value="1,115,050"/>	Cost Recovery	<input type="text" value="0%"/>
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Section 4 Evaluation

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

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
0	3	0	14	17

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>														
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">2</td> <td align="center">1</td> <td align="center">2</td> <td align="center">4</td> </tr> </tbody> </table>			Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	2	1	2	4
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
3	2	1	2	4												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Priority</th> <th style="width:15%;">Desired Service Level</th> <th style="width:15%;">Business Case</th> <th style="width:15%;">Risk Reduction / Mandatory or Legal Requirement</th> <th style="width:15%;">Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">4</td> <td align="center">16</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	4	16			
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 electric 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 innovative 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 ability to charge per kilowatt 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 Peterborough 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 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	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 opportunity 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 municipality 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 electric 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 providing 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

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									
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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	Points 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
Consequence	Likelihood	Consequence
1	2	Likelihood
		1
		2
		Points 0
Evaluation Components		
Priority	Desired Service Level	Business Case
9	3	4
		Risk Reduction / Mandatory or Legal Requirement
		0
Total Points		
16		

**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								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								
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 Net Cost	45,000
		Total Cost Recoveries	-					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)	Desired Service Level (All or nothing)	Business Case (Scale)	
Points 9	Points 3	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	
Consequence	Likelihood	Consequence	
2	2	1	
		Likelihood	
		1	
		Points 3	
Evaluation Components			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement
9	3	0	3
Total Points			
15			

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
			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	Description	Cost Recovery?	2019	2020	2021	2022	2023	2024	Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Operating Costs			-	-	-	-	-	-	-	-
Cost Recoveries			-	-	-	-	-	-	-	-
Net Cost			55,000	-	-	-	-	-	-	-

Total Cost	55,000	Total Cost Recoveries	-	Total Net Cost	55,000	Cost Recovery	0%
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Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>	
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	
Consequence	Likelihood	Consequence	Likelihood
2	2	1	1
			Points 3
Evaluation Components			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement
9	3	0	3
Total Points			
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?							

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		+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 9	Desired Service Level (All or nothing)	Points 3	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

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 <input type="text" value="14"/>	Decision Package Item # <input type="text" value="LGS 1"/>
Project / Initiative Name <input type="text" value="New Vehicle and Equipment"/>	
Commission: <input type="text" value="Corporate Services"/>	Business Unit Number: <input type="text" value="26112"/>
Division: <input type="text" value="Legislative Services"/>	Business Unit Name: <input type="text" value="Bylaws"/>
Classification (select one): <input type="text" value="Growth"/>	Service Level Change or Maintenance <input type="text"/> Yes <input type="text"/> Mandatory/Legislative <input type="text"/>

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 collabrator or consulation is required. Identify by checking all boxes that apply below....

Customer Services	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input checked="" type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input checked="" type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
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								Ongoing Costs / Cost Recoveries past 2024?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?	2019	2020	2021	2022	2023	2024		
New Vehicle	No		N/A	N/A	N/A	N/A	N/A		
New computer, printer and cradle	No		N/A	N/A	N/A	N/A	N/A		
Mileage vs Fuel Charge	Yes	2,400	2,400	2,400	2,400	2,400	2,400	Yes	12,000
	No								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		2,400	2,400	2,400	2,400	2,400	2,400		12,000
Net Cost		47,600	-	-	-	-	-		12,000

Total Cost <input type="text" value="40,000"/>	Total Cost Recoveries <input type="text" value="26,400"/>	Total Net Cost <input type="text" value="13,600"/>	Cost Recovery <input type="text" value="66%"/>
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation <hr/> Priority (Pick one) <input type="text" value="9"/>	+3 Moves Toward/Maintains Desired Service Level <hr/> Desired Service Level (All or nothing) <input type="text" value="3"/>	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i> <hr/> Business Case (Scale) <input type="text" value="2"/>
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Risk Reduction / Mandatory or Legal Requirement				Points
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		
Consequence	Likelihood	Consequence	Likelihood	
1	1	1	1	0

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/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...
 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 accommodate more participants in each room for programming, meetings and special events. These are the only Multi-purpose rooms in the facility and are not conducive 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 accommodating 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 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								
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?							
Operating 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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>										
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>												
<p align="center">Current Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">3</td> <td align="center">1</td> </tr> </table>	Consequence	Likelihood	3	1	<p align="center">Post-Implementation Risk</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Consequence</th> <th>Likelihood</th> </tr> <tr> <td align="center">2</td> <td align="center">1</td> </tr> </table>	Consequence	Likelihood	2	1	<p>Points 1</p>		
Consequence	Likelihood											
3	1											
Consequence	Likelihood											
2	1											
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">1</td> <td align="center">13</td> </tr> </table>			Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	1	13
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points								
9	3	0	1	13								

**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		
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... Pave section of Bathurst St. which presently is gravel.
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)... This would assist with service levels and help reduce overall maintenance costs paid to King Township for grading of road and dust control costs.
Priority	If this item addresses a priority, please explain how it does so... Relates to Traffic safety and mitigation priority. Top coating this section of road would improve quality of ride and make for easier maintenance methods overall. The gravel road needs grading numerous times through the year and dust suppression spraying due to complaints by residents. The Roads Needs study identified this section as the only gravel road which needs grading numerous times through the year and dust suppression spraying due to complaints by residents.
Desired Service Level	If this item maintains or moves toward a desired service level, please explain how it does so... Service level would increase somewhat because road would be paved. Residents would experience no dust and roadway would be maintained like other paved roads in Town. Wash board sections would be eliminated in the hill areas resulting in improved ride control for drivers.
Business Case	If this item provides a financial return, please explain how it does so... King Township to assist with some funding with regards to this request. At present not sure of amounts.
Risk Mitigation	If this item mitigates a significant risk, please explain how it does so... Paving the gravel road would increase safety because the travelled portion of the roadway would be defined and centreline/edge lines could be installed. Quality of ride would be greatly increased resulting in better control of vehicles during use. Both of these improvements would help lessen claims in regards to bent tire rims, alignment issues and residents overall complaints with quality of the road at present.

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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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 Net Cost	275,000
		Total Cost Recoveries	-					Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Points</th> </tr> <tr> <td align="center">2</td> </tr> </table>	Points	2	<p>+3 Moves Toward/Maintains Desired Service Level</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td align="center">3</td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points	3	3	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td align="center">0</td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points	0	0					
Points																	
2																	
Desired Service Level (All or nothing)	Points																
3	3																
Business Case (Scale)	Points																
0	0																
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">3</td> <td align="center">3</td> <td align="center">1</td> <td align="center">1</td> <td align="center">8</td> </tr> </tbody> </table>				Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	3	3	1	1	8
Current Risk		Post-Implementation Risk		Points													
Consequence	Likelihood	Consequence	Likelihood														
3	3	1	1	8													
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> <tr> <td align="center">2</td> <td align="center">3</td> <td align="center">0</td> <td align="center">8</td> <td align="center">13</td> </tr> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	2	3	0	8	13				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points													
2	3	0	8	13													

**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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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	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?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		75,000	-	-	-	-	-		-
Total Cost		75,000						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		+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) 2	Points 2	Desired Service Level (All or nothing) 3	Points 3	Business Case (Scale) 0	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	3	1	2		7
Evaluation Components					Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement		
2	3	0	7		12

**2019 BUDGET
Capital Decision Package Form**

Total Points	12	Decision Package Item #	7 PWS Facilities
Project / Initiative Name	Facilities 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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?									

Operating 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 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 <i>Automatically calculated once you fill out Section 3 Financials</i> Business Case (Scale) 0	
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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

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

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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								Ongoing Cost past 2024?	Ongoing Cost
Financing of Capital Costs		2019	2020	2021	2022	2023	2024		
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	+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)	Desired Service Level (All or nothing)	Business Case (Scale)
Points 9	Points 3	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
Consequence	Likelihood	Consequence
1	1	1
		Likelihood
		1
		Points
		0
Evaluation Components		
Priority	Desired Service Level	Business Case
9	3	0
		Risk Reduction / Mandatory or Legal Requirement
		0
		Total Points
		12

**2019 BUDGET
Capital Decision Package Form**

Total Points	12	Decision Package Item #	5 Rec
Project / Initiative Name	Hall of Fame Expansion		
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...

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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input checked="" type="checkbox"/>
								Other	<input type="checkbox"/>

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								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								
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						
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		25,000	-	-	-	-	-		-
Total Cost		25,000	-	-	-	-	-	Total Net Cost	25,000
								Cost Recovery	0%

Section 4 Evaluation

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 9</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>															
<p align="center">Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td align="center">1</td> <td align="center">1</td> <td align="center">1</td> <td align="center">0</td> </tr> </tbody> </table>				Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	1	1	1	1	0
Current Risk		Post-Implementation Risk		Points													
Consequence	Likelihood	Consequence	Likelihood														
1	1	1	1	0													
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">9</td> <td align="center">3</td> <td align="center">0</td> <td align="center">0</td> <td align="center">12</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	9	3	0	0	12				
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points													
9	3	0	0	12													

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="12"/>	Decision Package Item # <input type="text" value="CYFS 4"/>
Project / Initiative Name <input type="text" value="CYFS Master Fire Plan"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21221"/>
Division: <input type="text" value="Integrated Fire Services"/>	Business Unit Name: <input type="text" value="Integrated Fire Services"/>
Classification (select one): Growth <input type="text" value="Yes"/>	Service Level Change or Maintenance <input type="text"/>
	Mandatory/Legislative <input type="text"/>

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 ten 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 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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="text"/>

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								
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								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		125,000	-	-	-	-	-		-

Total Cost <input type="text" value="125,000"/>	Total Cost Recoveries <input type="text" value="-"/>	Total Net Cost <input type="text" value="125,000"/>	Cost Recovery <input type="text" value="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 6	Desired Service Level (All or nothing) Points 3	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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	3	12

**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	<input type="checkbox"/>	Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	HR	<input type="checkbox"/>	IT	<input type="checkbox"/>
Legislative Services	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" type="checkbox"/>	Communications	<input type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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								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	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

<p>+9 Council Priority +6 Council Approved Strategic Plan +4 OLT Priority +2 Documented Recommendation</p> <p>Priority (Pick one)</p> <p align="center">Points 0</p>	<p>+3 Moves Toward/Maintains Desired Service Level</p> <p>Desired Service Level (All or nothing)</p> <p align="center">Points 3</p>	<p>+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i></p> <p>Business Case (Scale)</p> <p align="center">Points 0</p>														
<p>Risk Reduction / Mandatory or Legal Requirement</p> <p>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</p>																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Current Risk</th> <th colspan="2">Post-Implementation Risk</th> <th rowspan="2">Points</th> </tr> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Consequence</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td align="center">4</td> <td align="center">1</td> <td align="center">1</td> <td align="center">7</td> </tr> </tbody> </table>		Current Risk		Post-Implementation Risk		Points	Consequence	Likelihood	Consequence	Likelihood	2	4	1	1	7	
Current Risk		Post-Implementation Risk		Points												
Consequence	Likelihood	Consequence	Likelihood													
2	4	1	1	7												
<p>Evaluation Components</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Priority</th> <th>Desired Service Level</th> <th>Business Case</th> <th>Risk Reduction / Mandatory or Legal Requirement</th> <th>Total Points</th> </tr> </thead> <tbody> <tr> <td align="center">0</td> <td align="center">3</td> <td align="center">0</td> <td align="center">7</td> <td align="center">10</td> </tr> </tbody> </table>				Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	0	3	0	7	10			
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points												
0	3	0	7	10												

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="10"/>	Decision Package Item # <input type="text" value="CYFS 7"/>
Project / Initiative Name <input type="text" value="Replacement of Light Vehicle 11-17 (CH 46)"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21221"/>
Division: <input type="text" value="Integrated Fire Services"/>	Business Unit Name: <input type="text" value="Integrated Fire Services"/>
Classification (select one): <input type="text" value="Growth"/>	Service Level Change or Maintenance <input type="text" value="Yes"/> Mandatory/Legislative <input type="text"/>

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

<input type="checkbox"/> Customer Services	<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> HR	<input type="checkbox"/> IT
<input type="checkbox"/> Legislative Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Operations	<input type="checkbox"/> Legal	<input type="checkbox"/> Finance
<input type="checkbox"/> Recreation & Culture	<input type="checkbox"/> Procurement	<input type="checkbox"/> Parks	<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities
				<input type="checkbox"/> 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 **Total Cost Recoveries** **Total Net Cost** **Cost Recovery**

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>												
<table border="1" style="width:100%"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">2</td> </tr> </table>	Priority (Pick one)	Points		2	<table border="1" style="width:100%"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<table border="1" style="width:100%"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0
Priority (Pick one)	Points													
	2													
Desired Service Level (All or nothing)	Points													
	3													
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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	5	10

**2019 BUDGET
Capital Decision Package Form**

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 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
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	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	
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	

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="7"/>	Decision Package Item # <input type="text" value="CYFS 8"/>
Project / Initiative Name <input type="text" value="Resurfacing and Reconstructing of Station 4-2 Parking Lot"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21121"/>
Division: <input type="text" value="Newmarket Fire"/>	Business Unit Name: <input type="text" value="Newmarket Fire"/>
Classification (select one): Growth <input type="text"/>	Service Level Change or Maintenance <input type="text" value="Yes"/> Mandatory/Legislative <input type="text"/>

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

<input type="checkbox"/> Customer Services	<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> HR	<input type="checkbox"/> IT
<input type="checkbox"/> Legislative Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Operations	<input type="checkbox"/> Legal	<input type="checkbox"/> Finance
<input type="checkbox"/> Recreation & Culture	<input type="checkbox"/> Procurement	<input type="checkbox"/> Parks	<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities
				<input type="checkbox"/> 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	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								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		25,000	-	-	-	-	-		-

Total Cost <input type="text" value="25,000"/>	Total Cost Recoveries <input type="text" value="-"/>	Total Net Cost <input type="text" value="25,000"/>	Cost Recovery <input type="text" value="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>												
<table border="1" style="width:100%"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">2</td> </tr> </table>	Priority (Pick one)	Points		2	<table border="1" style="width:100%"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points		3	<table border="1" style="width:100%"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td> </td> <td align="center">0</td> </tr> </table>	Business Case (Scale)	Points		0
Priority (Pick one)	Points													
	2													
Desired Service Level (All or nothing)	Points													
	3													
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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
2	3	0	2	7

**2019 BUDGET
Capital Decision Package Form**

Total Points <input type="text" value="5"/>	Decision Package Item # <input type="text" value="CYFS 2"/>
Project / Initiative Name <input type="text" value="Replacement of HazMat Truck"/>	
Commission: <input type="text" value="CYFS"/>	Business Unit Number: <input type="text" value="21221"/>
Division: <input type="text" value="Integrated Fire Services"/>	Business Unit Name: <input type="text" value="Integrated Fire Services"/>
Classification (select one): <input type="text" value="Growth"/>	Service Level Change or Maintenance <input type="text" value="Yes"/> Mandatory/Legislative <input type="text"/>

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....

<input type="checkbox"/> Customer Services	<input type="checkbox"/> Building	<input type="checkbox"/> Engineering	<input type="checkbox"/> HR	<input type="checkbox"/> IT
<input type="checkbox"/> Legislative Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Operations	<input type="checkbox"/> Legal	<input type="checkbox"/> Finance
<input type="checkbox"/> Recreation & Culture	<input type="checkbox"/> Procurement	<input type="checkbox"/> Parks	<input type="checkbox"/> Communications	<input type="checkbox"/> Facilities
				<input type="checkbox"/> 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		2019	2020	2021	2022	2023	2024	Ongoing Cost past 2024?	Ongoing Cost
Description	Cost Recovery?								
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		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		950,000	-	-	-	-	-		-
Total Cost	<input type="text" value="950,000"/>	Total Cost Recoveries	<input type="text" value="-"/>	Total Net Cost	<input type="text" value="950,000"/>	Cost Recovery	<input type="text" value="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) <input type="text" value="2"/>	Desired Service Level (All or nothing) <input type="text" value="3"/>	Business Case (Scale) <input type="text" value="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

**2019 BUDGET
Capital Decision Package Form**

Total Points	3	Decision Package Item #	6 Rec
Project / Initiative Name	Magna Centre- Board Room/MP 5 Wall Divider		
Commission:	Community Services/Development & Infrastructure	Business Unit Number:	57301
Division:	RC & PWS Facilities	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... Increase programming space- with the YCDSB ending their agreement- making use of the new space to generate more revenue. Requesting to remove the wall between the Board Room and MP#5, add a divider wall, new flooring, doorways (AODA compliant) to allow for maximum programming opportunities for 2 separate meeting spaces along with a larger space when required. This will be our largest programmable room within the Magna Centre offering increased opportunities for rentals and programs. Additional kitchenette allows water access for programming (increases programming options) and allows renters to access a small kitchenette (regularly requested for tournaments). This will maximize the amount of revenue opportunities for the space.
Classification	Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative)... Growth- Programming a new space at the Magna Centre where there is a high demand for rentals, birthday parties, and programs.
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... Increasing the size of the room will allow for a growth in rentals as we are currently capped at 20 people for the one room.
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
								Other
								x

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								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								
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?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		80,000	-	-	-	-	-		-
Total Cost		80,000						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 <i>Automatically calculated once you fill out Section 3 Financials</i> 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			
Consequence	Likelihood	Consequence	Likelihood	Points	
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	

**2019 BUDGET
Capital Decision Package Form**

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 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	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?							

Operating 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	Points 0	+3 Moves Toward/Maintains Desired Service Level	Points 3	+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	Points 0
Priority (Pick one)		Desired Service Level (All or nothing)		Business Case (Scale)	

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

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