

2021 Capital Decision Packages Summary

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
CYFS1	CYFS	Personal Protective Equipment & Uniforms for 2 New Recruits 4-6	Recommend	Mandatory	24	20,000		20,000					
CYFS4	CYFS	Replacement of Equipment	Recommend	Maintenance/Replacement	24	100,000	100,000						
CYFS5	CYFS	Lifecycle Replacement of Personal Protective Equipment	Recommend	Mandatory	24	180,000	180,000						
ENG5	Engineering - Capital Project Engineering	Bridges and Culverts Program	Recommend	Mandatory	24	1,800,000	1,800,000						10,000
PARK 1	PWS - Parks	Fairy Lake Boardwalk Design	Recommend	Mandatory	24	110,000	55,000	55,000					
SW 2	Engineering - Stormwater	Stormwater Wet Pond Bathymetric Surveys	Recommend	Mandatory	24	60,000				60,000			
W&WW 1	Water & Wastewater	Pressure Regulating Valves (PRVs) / Pressure Zone Bypass	Recommend	Mandatory	24	200,000				200,000			
COMM1	Corporate Communications	Web - AODA compliance	Recommend	Mandatory	22	15,000				15,000			
FAC 1	PWS - Facilities	Facilities Asset Replacement	Recommend	Mandatory	22	300,000	300,000						
GG 1	Financial Services	Development Charges / Community Benefit Charges (DC/CBC)	Recommend	Growth	21	100,000		56,000				44,000	
FAC 5	PWS - Facilities	Designated Substance Surveys and Asbestos Management Plan Various Buildings	Recommend	Replacement	22	100,000			100,000				
CYFS 2	CYFS	Fire Truck & Equipment 2006 American Le France Fire Truck (Fleet # 06-15)	Recommend	Maintenance/Replacement	21	750,000	750,000						
ENG2	Engineering -Transportation	Mulock Drive Multi Use Path Feasibility and Design Study	Recommend	Growth	21	200,000		200,000					
PLN1	Planning	Official Plan Review and Update	Recommend	Growth	21	125,000		84,375		40,625			
CYFS 8	CYFS	Station 4-5 Additional Funding	Approved	Growth	21	917,727	917,727						
FAC 8	PWS - Facilities	Old Fire Hall Rehabilitation	Approved	Replacement	19	300,000	300,000						(41,050)
ENG4	Engineering - Capital Project Engineering	Municipal Infrastructure Projects	Recommend	Replacement	18	4,624,000	2,390,000	1,234,000			1,000,000		15,000
ROAD 3	PWS - Road	Fleet Replacements	Recommend	Replacement	18	1,200,000	1,200,000						
BLD1	395 Mulock Building	395 Mulock Building Asset Replacement	Recommend	Replacement	15	50,000	50,000						
BLD2	395 Mulock Building	Boiler Replacement - 395 Mulock Drive	Recommend	Replacement	15	25,000	25,000						(500)
CYFS3	CYFS	Replacement of Platoon Chief Emergency Response Vehicle (CH45)	Recommend	Maintenance/Replacement	15	100,000	100,000						
ROAD 2	PWS - Road	Road Resurfacing Program	Recommend	Replacement	15	1,500,000					1,500,000		
LIB1	Library	Computer Hardware & Software	Recommend	Maintenance/Replacement	13	225,500	225,500						
ENG1	Engineering -Transportation	Active Transportation Implementation Plan 2021	Recommend	Growth	12	175,000		175,000					12,500
ENG7	Engineering - Capital Project Engineering	Trails & Multi-Use Path	Recommend	Growth	12	100,000		100,000					35,000
IT1	Information Technology	Upgrade/Replace Desktop and Peripheral Equipment	Recommend	Maintenance/Replacement	10	182,749	182,749						
ENG6	Engineering - Capital Project Engineering	Recreation Playbook Implementation - Skate Park	Recommend	Growth	9	1,950,000		1,755,000		195,000			20,000
SUBTOTAL - RECOMMEND & APPROVED						15,409,976	8,575,976	3,679,375	100,000	510,625	2,500,000	44,000	50,950

Form #	Department / Area	Project Name	Status	Category	Revised Points	2021 Capital Request	ARF	DC	General / Operating	Reserves	Gas Tax	Other Funding	Operating Impact
PARK 8	PWS - Parks	Field and Diamond Drainage	Deferred	Replacement	20	170,000	170,000	-	-	-	-	-	-
FAC 2	PWS - Facilities	Community Centre Surge Tank Leak Investigation and Repair	Deferred	Replacement	16	175,000	175,000						
PARK 6	PWS - Parks	Truck and Equipment for Marianneville Glenway Property Maintenance	Deferred	Growth	16	115,000	-	103,500	11,500	-	-	-	9,000
ENG3	Engineering -Transportation	Harry Walker Parkway East Side Sidewalk	Deferred	Growth	15	270,000		270,000					8,500
FAC 4	PWS - Facilities	Door Hardware and Security System Audit/Implementation	Deferred	Replacement	13	50,000			50,000				
IT2	IT	Town Marquee Signs (Magna)	Deferred	Maintenance/Replacement	13	120,000	120,000						25,000
LIB2	Library	Video Equipment	Deferred	Maintenance/Replacement	13	20,085	20,085						
LIB3	Library	Facility needs study	Deferred	Growth	13	50,000		50,000					
PARK 2	PWS - Parks	Art Ferguson Parking Lot Rehabilitation	Deferred	Maintenance/Replacement	13	225,000	225,000						
PARK 3	PWS - Parks	Art Ferguson Interlocking Replacement	Deferred	Maintenance/Replacement	13	50,000	50,000						
REC1	RC & PWS Facilities	Magna Centre- Board Room/MP #5 Meeting Room Expansion	Deferred	Growth	13	59,000		55,000	4,000				(30,500)
REC2	RC & PWS Facilities	Meeting Room Expansion- MP Room #3	Deferred	Service Level Change	13	44,500		40,000	4,500				(31,300)
REC3	Recreation and Culture	Newmarket Theatre Technical Component Asset Replacement	Deferred	Maintenance/Replacement	13	153,896	153,896						
ROAD 1	PWS - Road	Fleet Asset Management Software	Deferred	Replacement	12	215,000				215,000			10,000
FAC 6	PWS - Facilities	Greenhouse Operating System at Operations Centre	Deferred	Replacement	11	70,000			70,000				
PARK 7	PWS - Parks	Ball Diamond Backstops Replacement	Deferred	Replacement	11	200,000	200,000	-	-	-	-	-	-
FAC 7	PWS - Facilities	Gorman Pool Site Improvements - Design	Deferred	Maintenance/Replacement	10	55,000	55,000						
PARK 4	PWS - Parks	Paving of Limestone Walkways at Ken Sturgeon Park	Deferred	Maintenance/Replacement	10	140,000	70,000	70,000	-	-	-	-	-
FAC 3	PWS - Facilities	Ray Twinney Complex Design/Scoping	Deferred	Maintenance/Replacement	9	80,000	80,000						
PARK 5	PWS - Parks	Ice Breaker Equipment For Sidewalk Winter Maintenance	Deferred	Service Level Change	8	25,000	-	-	25,000	-	-	-	-
SUBTOTAL - DEFERRED						2,287,481	1,318,981	588,500	165,000	215,000	-	-	(9,300)
TOTAL 2021 CAPITAL BUDGET PACKAGES						17,697,457	9,894,957	4,267,875	265,000	725,625	2,500,000	44,000	41,650

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

CYFS is required to supply new recruits with the appropriate personal protective equipment (PPE) as per the National Fire Protection Association (NFPA)1971. There will be four sets (two sets each) of PPE required for the additional two 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 member while attending emergency situations.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a growth, service level change and mandatory/legislative classification as it is consistent with the NFPA 1971.

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

Without issuing PPE, recruits will not be able to safely respond. Without a station uniform, recruits will be wearing their ordinary clothing which will not look professional and not provide adequate protection of clothing underneath their bunker gear.

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

Continuing to follow our past phased in hiring approach, this will assist CYFS to move toward a desired service level in the future (10 years)

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 PPE, recruit firefighters will not safely 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

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

This is for lifecycle replacement and replacement of damaged fire and specialized equipment carried on Central York Fire Services (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 needs 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) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a maintenance/replacement 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...

By replacing equipment CYFS will continue to meet fire service levels within the communities.

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....

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

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...
Replacement of personal protective equipment (PPE) which consists of bunker gear, helmets, gloves, balaclavas, and firefighting boots. Replacement bunker gear and PPE are required for staff as per the 10 year lifecycle replacement date outlined in National Fire Protection Association (NFPA) 1971. Without this mandatory replacement, fire crews will not be able to respond safely to any emergency responses which could result in catastrophic consequences. Use of outdated equipment could result in contravention of the Health & Safety Act.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**
This is a mandatory/legislated and replacement classification. Lifecycle replacement of bunker gear, firefighting helmets and firefighting boots are set to be replaced at 10 years by the National Fire Protection Association (NFPA) 1971 standard and CYFS complies with this guideline for the protection of staff in line with Occupational Health & Safety Act, Section 31. CYFS is required to replace bunker gear, firefighting helmets and firefighting boots scheduled for replacement in 2021 as per NFPA 1971.

Priority If this item addresses a priority, please explain how it does so...
This is a priority as PPE is decommissioned after 10 years as per NFPA 1971 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...
See summary and classification sections.

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 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 in contravention of the Health and Safety Act and a possibility of 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

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

To ensure public safety and to safeguard the lives of residents, all bridges and major large-diameter culverts in municipalities in Ontario are required, BY LAW (Ontario Regulation 104/97), to be inspected every 2 years. Legislated detailed visual inspections of bridges and large diameter culverts will be performed in accordance with element and condition classifications as prescribed in the Ontario Structure Inspection Manual (OSIM), April 2008 Revision. This program covers the identification and delivery of the repair, rehabilitation or replacement of the bridges and large diameter culverts, and includes costs of staff, consultants and contractors.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Detailed visual inspections of bridges and culverts shall be undertaken in accordance with **Ontario Regulation 104/97** to ensure, within an economic framework, an acceptable standard for structures in terms of public safety, comfort and convenience has been achieved. This program is therefore considered **Mandatory/Legislative**.

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

The main objectives of OSIM inspections are to ensure public safety, to maintain structures in a safe condition and to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitation of structures. Therefore, this program aligns with the Council and Town's top priorities to ensure public safety within the municipality. It also aligns with the Council's priorities such as; **Long-Term Financial Sustainability** and **Safe Transportation Streets**.

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

By undertaking this assignment, detailed material defects, performance deficiencies and maintenance needs of the inspected structures will be identified. Therefore, this will ensure public safety within the municipality. This will also ensure that the Town can improve our existing desired service levels.

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

One of the main objectives of OSIM inspection is to provide a basis for a structure management system for the planning and funding of the maintenance and rehabilitation of structures. As such, the outcome of the OSIM inspection will contribute to protect and prolong the useful life of the structures.

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

If the Town does not conduct this study, we are breaking the law (Ontario Regulation 104/97) and will be subject to stiff fines or penalties. Furthermore, the Town would be held liable for any damages or deaths arising from structural defects. Bridges and large diameter culvert deficiencies pose a significant risk to municipalities in terms of public safety and structure management system funding resources. By conducting this study, we can assess material defects, performance deficiencies and maintenance needs of a structure and carrying out the required scope of work at the appropriate time. Therefore, public safety and funding resources risks will be identified and managed.

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 checked="" type="checkbox"/>	Finance	<input checked="" 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	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Parks	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Finance	This program requires the processing of approximately 30 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		1,800,000	200,000	2,000,000	2,200,000	3,000,000	3,500,000	Yes	35,000,000
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		1,800,000	200,000	2,000,000	2,200,000	3,000,000	3,500,000		35,000,000

Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		10,000	10,000	10,000	10,000	10,000	10,000		
Operating Costs		10,000	10,000	10,000	10,000	10,000	10,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,810,000	210,000	2,010,000	2,210,000	3,010,000	3,510,000		35,000,000

Total Cost	47,760,000	Total Cost Recoveries	-	Total Net Cost	47,760,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 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	3	5	1	15

Evaluation Components

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

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

**2021 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

Maintenance/Replacement Yes

Mandatory/Legislative Yes

Section 1 Description

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

Existing boardwalk is 906 feet long by 6 feet wide of boardwalk that connects the Town office portion of the boardwalk to the East side of Fairy Lake. This boardwalk needs to be replaced due to constant shifting and rotting of existing boards. Existing concrete footings were removed ten years ago and a floating boardwalk system was created. Multiple issues have occurred since completion of the floating boardwalk system including shifting areas creating an inconsistent path on the walkway which creates a safety hazard. This project is for replacement design. The new boardwalk footings would eliminate any shifting or flexing in turn eliminating safety hazards. Hemlock wood would be used to create the new boardwalk minimizing rotting.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Due to the number of weather related events, we have had to shut down the boardwalk because of the flooding and unsafe conditions approximately 10 times per year. Completion of this project will reduce that number to approximately 2 times per year when the river floods the boardwalk, which is out of our control, not health and safety related.

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

This project falls under Council Strategic Priority Safe Transportation, i. Incorporate technology/data driven tools and tactics into engineering design and enforcement measures related to the safety of vehicles, pedestrians, and other transportation modes in order to enhance trail and street safety.

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

This would ensure safe passage for park and trail users maintaining our current level of service.

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 rotting boards and the constant shifting lead to many hazards such as trip hazards, slip and falls and rotting boards with the potential to fall through. If this project does not come through, due to health and safety reasons we will have to shut the boardwalk down.

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		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		55,000							
Development Charges		55,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 110,000 - - - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - - - -

Cost Recoveries - - - - - - - - - -

Net Cost 110,000 - - - - - - - - -

Total Cost 110,000 **Total Cost Recoveries** - **Total Net Cost** 110,000 **Cost Recovery** 0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	6

+3 Moves Toward/Maintains Desired Service Level	
Desired Service Level (All or nothing)	Points
	3

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

Risk Reduction / Mandatory or Legal Requirement

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

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	5	3	2	15

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

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

**2021 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 Maintenance/Replacement Mandatory/Legislative

Section 1 Description

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

A bathymetric survey maps out the bottom elevations of a water body, in this case, a stormwater management pond. When the bathymetric survey results are compared to the as-built design or survey of a stormwater management pond, we are able to calculate how much sediment has been deposited into the pond. The completion of bathymetric surveys for the Town's ponds provides crucial information to:

- meet requirements for ponds that have been issued Environmental Compliance Approvals issued by the Ministry of Environment, Conservation, and Parks;
- prioritize a cleanout schedule;
- provides more accurate cost estimates used for budgeting purposes of sediment removal projects;
- and to analyze the positive environmental impacts from removing sand in the winter roads operations.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Under Section 53 of the Ontario Water Resources Act R.S.O 1990, sewage facilities, including stormwater management ponds, require an Environmental Compliance Approval (ECA). ECA outlines conditions including inspection and reporting requirements for a facility that must be met or the Town can face legal and liability consequences. This project addresses the ECA requirements and the recommendations in the Town's Comprehensive Stormwater Management Master Plan, adopted by Council in 2017.

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

One of Council's and the Town's top priorities is Long-term Financial Sustainability, and Environmental Stewardship. This initiative will achieve these priorities by providing necessary information to develop a multi-year stormwater sediment removal plan, and an increased accuracy to sediment removal cost estimates. It also ensures that the Town is being proactive environmental stewards by prioritizing sediment cleanouts in our facilities, thereby reducing contaminants from entering our watercourses and Lake Simcoe.

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

This request supplements the stormwater operating budget to meet compliance. Much work needs to take place to catch up on the maintenance of our ponds and ensure the Town is meeting its legislative obligations. Stormwater facilities need to be cleaned out once their sediment efficiency removal rate drops by 5%. This usually occurs once they become 50% full of sediment. Bathymetric surveys from previous years have discrepancies and are outdated. Through previous surveys and desktop calculations, it is estimated 11 ponds have exceeded the 50% accumulation threshold, and another 6 will by 2025. Completion of bathymetric surveys will allow the confirmation of these calculations, and allow for the creation of a prioritization list and multi-year plan and budget with improved cost estimations ensuring our due diligence is being conducted.

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

This item will not provide a financial return.

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 MOE regulations (specify); mitigates large, unexpected expenditures

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
Finance	This program requires the processing of approximately 12-24 payments over the length of the project.
Procurement	This program requires the prompt tendering, award and execution of Consultant contract, in accordance with the Town's Bylaw and Trade Agreements.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		60,000							
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		60,000	-	-	-	-	-		-
Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	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 SLT 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		
Consequence	Likelihood		Consequence	Likelihood	Points
4	4		4	2	15
Evaluation Components					
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points	
6	3	0	15	24	

Prepared By:	Reviewed By:	Commissioner:
Craig Schritt	Rachel Prudhomme	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

The Town's drinking water system experiences high water age which causes chlorine residuals to be lower than desired. Operations staff are required to flush water from the system to reduce water age and improve chlorine residuals. The use of PRVs will allow water to move throughout the system from areas of high pressure to low pressure resulting in an overall reduction in water age and possible reduction in flushing requirements. The Town has worked with Stantec Consultants Inc. to determine the most effective plan, location and operating strategy for the PRVs. These valves will also increase the flexibility of manipulating the system

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The Town has statutory requirements under the Safe Drinking Water Act, 2002 to maintain chlorine residual in the drinking water system. The use of PRVs may also reduce the volume of water flushed from the system and reduce the non-revenue water costs experienced by the Town.

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

The Town's drinking water system experiences high water age which causes chlorine residuals to be lower than desired. Operations staff are required to flush water from the system to reduce water age and improve chlorine residuals. The use of PRVs is intended to improve water quality, reduce water age, potentially reduce non-revenue water costs and reduce the resource requirements to manually flush areas of the system. This project falls under the Council Strategic Pillar of Environmental Stewardship and the action item to support highly effective partnerships with the Ministry of Environment and York Region.

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

The use of PRVs is intended to reduce water age, improve water quality, reduce resource requirements and improve level of service for customers.

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

Reduced flushing may reduce the non-revenue water costs to the Town. The use of PRVs will reduce the resource time required to flush the system and allow staff to concentrate on other asset maintenance. Staff is seeking the opportunity to share the project cost with York Region.

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

The intent of the PRVs is to improve water quality and reduce the risk of non-compliance with the Safe Drinking Water Act, 2002

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 checked="" 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 checked="" 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

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds		200,000							
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 200,000 - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	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 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	6

+3 Moves Toward/Maintains Desired Service Level	
Desired Service Level (All or nothing)	Points
	3

+5 Ongoing Net Operational Cost Efficiencies / Net New Revenue <i>Automatically calculated once you fill out Section 3 Financials</i>	
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	4	2	15

Evaluation Components

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

Prepared By:	Reviewed By:	Commissioner:
Brett Bloxam	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points	<input type="text" value="22"/>	Decision Package Item #	<input type="text" value="COMM 1"/>
Project / Initiative Name <input type="text" value="Web - AODA compliance"/>			
Commission:	<input type="text" value="Office of the CAO"/>	Business Unit Number:	<input type="text" value="13141"/>
Division:	<input type="text" value="Corporate Communications"/>	Business Unit Name:	<input type="text" value="Corporate Communications"/>
Classification (select one):	Growth <input type="checkbox"/>	Service Level Change <input type="checkbox" value="Yes"/>	Maintenance/Replacement <input type="checkbox"/>
			Mandatory/Legislative <input type="checkbox" value="Yes"/>

Section 1 Description

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

To meet AODA Legislation for the Communications Standard - must have web site and all documents accessible. We are overhauling the web site and all document must be AODA compliant in 2020. We also need to continue training and licencing staff and converting documents to meet the legislation. Install digital tools to meet the needs of our audience for all digital tools.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Mandatory/Legislation

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

We must meet AODA legislation and we are not currently - higher standard put in place for 2020 - still not meeting compliance for all docs on web. Council's strategic priority of engagement under Financial Sustainability would support the service of engaging residents and making our online content accessible.

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

As we increase compliance with the legislation, more people with different abilities will be able to access our online content and services.

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

The Accessibility for Ontarians with Disabilities Act (AODA) allows for severe maximum monetary penalties for any violation to the Act. The maximum penalties under the AODA include:
A person and unincorporated organizations that are guilty of a major offence under this Act can be fined up to \$50,000 dollars for each day the violation continues
A corporation that is guilty can be fined up to \$100,000 per day
Directors and officers of a corporation with fiduciary responsibility who are guilty are liable to a fine of up to \$50,000 a day

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

By continuing to make strides in becoming OADA compliant - the government is more lenient if there is a commitment to investing in the tools to make our content accessible. The feeling among York Region communicators is that there remains focus on this legislation and perhaps charges are imminent.

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

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

Department	Comments
IT	Web and AODA projects in partnership with IT

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This request is for lifecycle replacement and rehabilitation of various assets at various town facilities'. assets included in this list are: RJT Pool air handling unit (end of life), RJT dry sprinkler system (phase 2 of an emergency repair completed in 2019), Magna Centre boiler room repairs (DHW tank maintenance and tube bundle replacements), Magna Centre pool filter room repairs (pump replacements, pipe works, etc.), Community Centre improvements (stair railing installation, hot water system modification, canopy sprinkler coverage or modification to combustible siding).

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This request is required in order to comply with existing legislation requirement such as: TSSA, Public Health, Building Code and Ontario Fire Code to maintain occupancy.

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

Completion of these projects will allow for the protection of the various assets mentioned previously.

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

This request is to maintain current service levels.

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

This request is for required work as outlined in the various regulatory bodies mentioned above. These regulations generally allow for building occupancy.

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

Deterioration of our assets poses health and safety risks to staff and user groups with the potential to incur liability. Forced building closures from asset failure would result in major service disruptions, negative local media exposure and loss of revenue from Recreational programming.

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	

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This project is to retain an environmental professional consultant to conduct Designated Substance Surveys (DSS) and develop an Asbestos Management Plan on buildings owned by the Town. In 2019 the Town completed reports on 19 buildings which were built before 1980. The reports tested routinely maintained items thought these locations for chemical agents, prescribed by legislation as designated substances; i.e. acrylonite, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride. The locations where these agents exist have been collected and now as a second phase to this project the town would like to undertake Surveys on the remaining town buildings (25) and developed a management plan to manage the findings.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

It is required under the Occupational Health and Safety Act, under the duties of an Owner that "Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site." The employer is also required under the OH&S Act to assess "the exposure or the likelihood of exposure of a worker to a designated substance in the workplace". Safety precautions must be implemented when handling designated substances in the course of work.

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

Conducting Designated Substance Surveys is integral part of developing strategies to address overall asset management. The surveys will provide a comprehensive and up to date Asset Management plan that reflects a corporate risk strategy and continued investment in our assets.

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

Conducting DSS will provide the required information to ensure staff and contractors are conducting work in a safe manner by abiding to legislative requirements with regards to designated substances in aging buildings.

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

Removal and handling procedures of designated substances is more costly than the average removal and disposal, and therefore having an extensive list of the properties and the designated substances they may include will allows for more informed decision making and better asset management.

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

As prescribed by the OH&S Act, "An owner who fails to comply (...) is liable to the constructor and every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of but that was not on the list prepared under subsection." There is potential impacts on the health of an individual not being aware of substances they are exposed to in our buildings in addition to the further potential for incurring liabilities.

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	

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This would entail two things: revising the current Development Charges (DC) bylaw and background study; and the creation and implementation of a Community Benefits Charges (CBC) strategy and bylaw. Although the current DC bylaw is not due for update for three more years, the province's COVID-19 Economic Recovery Act has created opportunities to generate additional revenues.. It is recommended that the two studies be coordinated to realize efficiencies. and to ensure that there is no overlaps or gaps between the two.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Both of these studies are funded from growth revenues, and set rates for future growth revenues.

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

The DC and CBC studies are multi-year capital plans that support the Council priority - Develop a multi-year operating and capital budget that aligns with Budget Policies. These studies addresses two recommendations from the Fiscal Strategy.

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

N/A

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

There is an opportunity to increase growth revenues. DC's can benefit from the removal of the 10% discount and recognize changes in growth trends. A CBC can bring in additional revenues. The DC update would be funded by DC's and is included in the current DC study. The CBC study would either be funded from DC's as a general government study or recovered from future CBC collections.

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

Financial Impact - missing potnetial annual revenues in the \$125,000 to \$500,000 range.

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 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		56,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify) - CBC		44,000							
Capital Costs		100,000	-	-	-	-	-	-	

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-	-	-
Net Cost		100,000	-	-	-	-	-	-	-

Total Cost	100,000	Total Cost Recoveries	-	Total Net Cost	100,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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		0		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
5	4		2	4	12

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	12	21

Prepared By:	Reviewed By:	Commissioner:
Mike Mayes		

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

Central York Fire Services (CYFS) currently has two obsolete fire trucks (American La France) that we can no longer get parts for. CYFS received approval from council in the 2020 budget to replace one of the American La France fire trucks. CYFS is seeking to replace the second fire apparatus E432, 2006 (06-15, American La France). The truck manufacturer American La France has not been in existence for the past seven years and truck parts are not available to order. Town of Newmarket Fleet Services has advised CYFS that they are noticing a significant amount of breakdowns which would impact the operational budget. All CYFS vehicles are moved to reserve status after 15 years and are maintained for an additional five years before they are removed out of service. Due to the manufacturer being non-existent, this fire apparatus will not be able to maintain its reserve status for an additional five years. This expenditure will be funded by the Asset Replacement Fund.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a replacement classification. The manufacturer no longer exists, parts are unavailable and more break downs are occurring.

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...

This apparatus will not be a primary vehicle, therefore the total cost of the truck is lower than a primary vehicle and should be operational for the full 20 years.

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 truck manufacturer American La France has not been in existence for the past seven years and truck parts are not available to order. Therefore, Fleet Services is not able to maintain/repair the apparatus. This apparatus is a reserve apparatus in the CYFS fire fleet for when a primary truck is out of service due to repairs/maintenance. The reserve fire truck becomes a primary first run fire truck daily, due to unexpected break downs and routine maintenance. CYFS reserve vehicles are used constantly. Without replacing this apparatus, we are limited in our reserve fleet to accommodate primary vehicles going out of service.

Section 2 Collaboration and Consultation

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

Customer Services	<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

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

The Mulock Drive Multi Use Path (MUP) would link the bike lanes on Harry Walker Parkway to the bike lanes on Bathurst Street. The MUP would be a major local and regional connection, serving Newmarket High School, the Magna Centre, the future Mulock GO station, intersect with the Holland River trail system, connect to the future Yonge Street cycling facility, and serve the future Mulock Estate. The MUP will likely consist of a two-way 3.0 metre wide path on the boulevard, isolated from vehicular traffic. However, there are many known, and potentially unknown constraints that the MUP must overcome, such as utility relocations, commercial driveways and a river crossing. A consultant's expertise is needed to study the feasibility and design of the MUP. The study would outline design options, costs, and timelines. Staff will seek opportunities for funding through York Region and the Province to lower our costs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As the population increases in the Town and as the Active Transportation Network develops, there is a GROWTH in demand for safe and direct cycling routes from existing and new areas of the Town. The MUP would provide an increased level of safety. The bike lanes provide clear designation as to where vehicles travel and where bicycles travel.

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

This project fulfills Council's Strategic priorities under Safe Transportation, "Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore / advance an off-road Mulock multi-use path", especially this project is for the **key action item** " Complete Feasibility Study and prepare tender-ready documents for Phase 1 of the Mulock MUP in this term of Council".

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

By providing the MUP on Mulock Drive, this increases the level of service for cycling safety, and provides a more direct route across the southern half of the Town .

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

This item does not provide a financial return at this time. However, staff will pursue funding from York Region (since this is a Regional Road) and/or other granting programs.

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

This project provides increased modal options, reduces the use of single occupancy vehicles; it increases safety and reduces the significant risk of vehicle and cyclist collision. By providing clear designation and separation, all risk is significantly reduced.

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
Public Works	PWS would be a key stakeholder to provide input into the maintenance and maintenance costs of the MUP.

**2021 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 Maintenance/Replacement Mandatory/Legislative

Section 1 Description

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

The funds will be used for the Town's Official Plan Review and update. The Planning Act requires municipalities to regularly review their official plans every five years. The Town's Official Plan was adopted in 2006, which means the review is long overdue. The objectives of the Official Plan Review will focus on several areas of concentration including but not limited to: consistency with the Provincial Policy Statement, Growth Plan, Greenbelt Plan, Oak Ridges Conservation Plan, Conservation Authority, Region of York Official Plan and other provincial and regional policies, conformity with new planning legislation (i.e.. Bill 108), consistency between the Official Plan and Secondary Plans (i.e.. Mulock Station Area Secondary Plan), the Established Neighbourhoods Compatibility Study, and Urban Design Guidelines. The update will include specific analysis and direction for the South of Davis Drive Area (SODA). The review provides an opportunity to ensure the Official Plan continues to address local priorities and changing community needs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project is classified as Mandatory/Legislative (Planning Act) and Growth.

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

The Official Plan Review falls under Council's "Economic Leadership and Job Creation", "Vibrancy on Yonge, Davis and Mulock", and "Extraordinary Places and Spaces" Strategic Priorities. The South of Davis Area (SODA) study is explicitly stated as part of the Council's "Economic Leadership and Job Creation" Strategic Priority. The key action item is "Start a land use study in 2021 for completion by the end of 2022, to facilitate redevelopment of the area bounded by Millard to the South and Davis Drive to the north (SODA)". This strategic priority states that the study area should be examined for concerted growth/redevelopment. It also falls under Council's "Vibrancy on Yonge, Davis and Mulock" Strategic Policy, as the policy frameworks and practices will address growth and development along the corridors and the Mulock Station Area Secondary Plan. The Official Plan Review will be used to create an environment for an engaged, accessible and inclusive community, which falls under Council's "Extraordinary Places and Spaces" Strategic Policy.

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

The Official Plan Review moves toward a desired service level of supporting growth and development. This is accomplished by providing an updated Official Plan document outlining the goals, objectives and policies intended to guide future land use, physical development and growth within the Town to staff, developers and local residents.

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

This item does not provide a financial return at this time.

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

The Official Plan Review will enable the Town to appropriately respond to the requirement of the Planning Act to review the official plan every 5 years. It is important to ensure the Official Plan is consistent with the Provincial Policy Statement (2020), Growth Plan (2019), Region of York MCR (Fall 2020), Bill 108 - More Homes, More Choices Act (2019), and other provincial and regional plans and policies and Town's studies such as SODA. Planning decisions need to be consistent with these higher-order planning documents, as expressed locally through the Official Plan. There is risk with not having an Official Plan that is updated for consistency because local planning decisions will not be consistent with the higher-order planning documents, which reduces chances of success when defending planning decisions at the LPAT.

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 checked="" type="checkbox"/> Yes (lead)	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"/> Ec. Dev.

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

Department	Comments

**2021 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...

The total approved budget for the design and construction of the jointly owned firehall project has been increased to \$13,567,727. The additional amount requested is \$917,727 in order to build the Fire Hall under its current design. 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. In 2019 CYFS requested \$4.81 Million. Council confirmed its authorization of this amount, requested in CYFS Report 2018-26 on June 18, 2018. In 2020, Council approved an increase of \$1,650,000.

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

This is a growth classification. However, as surplus CYFS funds will be transferred to asset replacement funds, development charges will not be used to fund this amount.

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...

The construction of the 5th fire station addresses a need outlined in the Fire Master Plan.

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 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

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

The Town has signed a lease agreement with Old Flame Brewing for occupancy of the Old Fire Hall for a 10 year term starting July 6, 2020. The tenant has two subsequent renewal options for 5 years each, with the net rent payable in each term to be based upon a calculation using the lesser of a CPI or 5% escalation factor. As per the Agreement, net rent for the initial 10 year term is \$84,000 per year (taxes excluded), this amount is reduced in the lease to \$54,000 per year to account for the renovations that the tenant will be making to the building, which amounts to \$300,000 for the initial 10-year term. All construction improvements to the building (including those put in place by the tenant) will become the property of the Town. This request is to account for the cost of the renovations of the Old Fire Hall.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Rehabilitation of the Old Fire Hall is classified as Maintenance/Replacement.

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

This request falls under Council Strategic Priority - Extraordinary Places and Spaces, iii. Design and implement a strategy to address municipal vacant properties.

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

Rehabilitation of the Old Fire Hall is necessary to ensure this vacant facility's readiness for occupancy.

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

The rent for the Old Fire Hall is \$84,000 per year for ten years. The rehabilitation cost is \$300,000, leaving the Town with a total net revenue of \$540,000 for the ten-year lease term.

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

The Old Fire Hall is deteriorating due to aging. Habitation of the facility is to address areas of repair, restore its functionality, and prevent the risk of major failures that may result in life and financial 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 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	

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This request is for the Town's Annual Capital Program to replace, repair or rehabilitate existing Municipal Infrastructure (Sewers, Watermains, Roads, Sidewalks, Lighting, Signals & Parks) and related infrastructure. The Program includes design, utility relocation costs, construction, contract administration and overall project management by Town staff, Consultants and Contractors. This also includes upsizing the water and wastewater mains as per Water & Wastewater Master Plan. Cost for upsizing the water and wastewater mains will be funded by development charges. The estimated costs breakdown is: road&sidewalk 38%; water 16%; wastewater 22%; storm water 24%.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

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 (e.g. Watermain breaks, sewer backups and road failures). For projects that include upgrading water or wastewater systems, the portion of upgrade is classified as **Growth**. This portion is therefore funded through Development Charges.

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

Long-Term Financial Sustainability: Timely replacement/ rehabilitation of the municipal infrastructure ensures effective & efficient service delivery and management of the assets. Future results from the completion of the Asset Management Plan is anticipated to indicate that investment in this Capital Program will need to double or triple to achieve a sustainable level of service.

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

The related projects will move towards a sustainable asset replacement program for the Town. These projects will reduce/eliminate the amount of staff time spent on repairing broken watermains, responding to blocked sanitary sewers, patching potholes, repairing trip hazards, paying third party claims, etc. Future programs will need to grow substantially to meet acceptable levels of services.

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

The efficient & effective management of municipal infrastructure assets 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 watermains 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	<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 checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" 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
Procurement	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Biweekly Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 200 to 300 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		2,390,000	4,017,000	8,000,000	8,500,000	9,000,000	10,000,000	Yes	10,000,000
Development Charges		1,234,000	2,560,000	970,000	750,000	1,000,000	1,000,000		
Reserves & Reserve Funds									
Gas Tax		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	Yes	1,000,000
Operating Fund									
Other (please specify)									
Capital Costs		4,624,000	7,577,000	9,970,000	10,250,000	11,000,000	12,000,000		11,000,000

Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		15,000	15,000	15,000	15,000	15,000	15,000		
Operating Costs		15,000	15,000	15,000	15,000	15,000	15,000		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		4,639,000	7,592,000	9,985,000	10,265,000	11,015,000	12,015,000		11,000,000

Total Cost	66,511,000	Total Cost Recoveries	-	Total Net Cost	66,511,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 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	3	1	9

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

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

Replacement of vehicles/Fleet assets for all departments.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY

Replacing of fleet assets up for renewal in all departments in order to maintain a sound working fleet.

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

As part of Council's priorities for long term financial sustainability, fleet replacements coincide with developing a multi-year capital budget that aligns with budget policies. This ensures continuous improvement and helps maintain service levels by implementing a replacement points schedule which will help in completing a comprehensive and up-to-date asset management plan that reflects a Corporate Risk Strategy and continued investment in Asset replacement funding.

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

In order to maintain existing service levels vehicle replacements are essential in all divisions.

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 sound working equipment that is well maintained and replaced on a suitable schedule reduces risks. Unnecessary downtimes and not having vehicles that are useable for critical maintenance issues like snow events, water main breaks, damage from micro storms and fires can lead to claims and negative press for 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 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 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		1,200,000	1,300,000						
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		1,200,000	1,300,000	-	-	-	-	-	-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-	-	-
Net Cost		1,200,000	1,300,000	-	-	-	-	-	-

Total Cost	2,500,000	Total Cost Recoveries	-	Total Net Cost	2,500,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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	
3	4	3	1	9

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

Prepared By:	Reviewed By:	Commissioner:
Mark Gregory	Mark Agnoletto	Peter Noehammer

**2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

Ongoing lifecycle asset replacement: Carpet replacement program, Heating, ventilation and cooling upkeep, Generator Servicing, Ceiling tile replacement, Fire Alarm Devices replacement, Exterior Insulation and Finish System Repairs, Skylight replacement and Painting. Generator 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 and Painting 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 we have 3 skylights that have not been replaced yet and are leaking into the building during heavy downpours.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This request is to replace the end of useful assets in 395 Mulock Municipal Office to maintain 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...

All Items listed in this Asset Replacement request are identified on our Building Condition Assessment created by the Stonewell Group in 2018. Life Cycle's are identified for each item and a replacement plan is put in place to limit downtime and service interruptions.

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, fire alarm, carpets, paint, HVAC, EIFS. Overall maintains a good public image of the Towns Municipal Offices.

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

Lifecycle asset replacement 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...

Not replacing the end of useful life assets will lead to service interruption, downtime, and even closure of the building. For example, if the generator is not properly maintained and fails when needed we could lose all online services and phones to town buildings. Our server room has a UPS but that can only sustain back up power to our priority systems for a short period of time. The Fire alarm system devices, heat detectors, smoke detectors etc. need to be replaced periodically as the age out.

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		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		50,000	100,000	100,000	100,000	100,000	100,000	Yes	1,000,000
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		50,000	100,000	100,000	100,000	100,000	100,000		1,000,000

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		50,000	100,000	100,000	100,000	100,000	100,000		1,000,000

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	Priority (Pick one)	Points	4	4	<table border="1"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points	3	3	<table border="1"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	Business Case (Scale)	Points	0	0
Priority (Pick one)	Points													
4	4													
Desired Service Level (All or nothing)	Points													
3	3													
Business Case (Scale)	Points													
0	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	4	2	8

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	8	15

Prepared By:	Reviewed By:	Commissioner:
Josh Delong	Jason Unger/David Potter	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points	15	Decision Package Item #	BLD 2
Project / Initiative Name	Boiler Replacement - 395 Mulock Drive		
Commission:	Development & Infrastructure Services	Business Unit Number:	17761
Division:	Building Maintenance	Business Unit Name:	Building Department
Classification (select one):	Growth <input type="checkbox"/>	Service Level Change <input type="checkbox"/>	Maintenance/Replacement <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...

There are three boilers responsible for heating the water loop during the winter months to maintain heat in the 395 Municipal Office building. One Raypac heating boiler is in need of replacement. This boiler has reached its life expectancy and is beginning to show signs of failure.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Item is classified as maintenance/replacement. It is replacing an aged piece of our HVAC system.

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

The Boilers are responsible for heating the water that removes the cold from the refrigerant in the heat pumps. The heat pumps would not be efficient in heating the office space if the Boilers were not operational since the water in the lines would be too cold. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc., it was noted that these units will reach their life expectancy in 2020 and are due for replacement.

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

This item maintains a desired service level for all employees and residents who use the Town Offices on Mulock drive. Without these boilers operating consistently in the winter months we would not be able to maintain heat and function as a business.

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

Although the newer boilers these days are more efficient the actual cost savings are hard to predict. There will be an energy savings with the new boilers.

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

The loss of these boilers could result in the building being shut down due to the office being below operating temperatures. The Boilers are responsible for heating the water that removes the cold from the refrigerant in the heat pumps. The heat pumps would not be efficient in heating the office space if the Boilers were not operational since the water in the lines would be too cold. Failure of these aging units would result in offices below comfortable temperatures in the winter. In a Building Condition Assessment Report completed in September 2018 by The Stonewell Group Inc. It was noted that these units had passed their life expectancy and are 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

**2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...
 Replacement of CH-45 Platoon Chief vehicle. The cost includes: reflective striping, slide-out tray, storage cabinets, radio's and emergency lighting. This request is consistent with the CYFS Asset Management Plan as approved by JCC. Chief 45 is a 2012 Ford Expedition response vehicle and is one year overdue to be replaced. This vehicle is starting to show signs of wear and tear. This vehicle will become the primary response vehicle and will be known as CH44. The correct CH44 will be moved to reserved status for an additional 4 years.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**
 Maintenance Replacement per CYFS Asset Management Plan approved by JCC.

Priority If this item addresses a priority, please explain how it does so...
 This vehicle is one year overdue to be replaced. This falls under Council Strategic Priority - Long Term Financial Sustainability (Asset Mgmt. Plan).

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...
 This vehicle is required to be replaced because when the primary vehicle (CH44) goes out of service due to maintenance, we rely on CH45 to be the primary response vehicle.

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...
 This vehicle is required to be replaced because when the primary vehicle (CH44) goes out of service due to maintenance, we rely on CH45 to be the primary response vehicle. Without the replacement of CH45, this could potentially result in the lack of response from the Platoon Chief to manage incidents.

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

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This is an annual program which addresses roads that require resurfacing because of surface distresses, and to improve ride quality.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This is a replacement program.

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

This request is related to Council Strategic Priority - Safe Transportation (Streets)- Develop complete street reconstruction methodology to support ongoing safe street initiatives.

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

As roads age, surface distresses start to appear (i.e. cracks, ruts, alligatoring). By removing and replacing the surface course of the asphalt layer helps extend the life cycle of the road, and improves the ride quality for the road 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...

As surface distresses form, things like pot holes can cause damage to cars, trip hazards to pedestrians, and obstacles to bicyclists.

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 checked="" 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

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	Yes	1,500,000
Operating Fund									
Other (please specify)									
Capital Costs		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000		1,500,000

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000		1,500,000

Total Cost	10,500,000	Total Cost Recoveries	-	Total Net Cost	10,500,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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	
3	3	3	1	6

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

Prepared By:	Reviewed By:	Commissioner:
Mark Gregory	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

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

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

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

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

Section 2 Collaboration and Consultation

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

Customer Services	<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
<input type="text"/>	<input type="text"/>

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

These funds are to continue the Active Transportation Implementation Plan (ATIP) for 2021, which lists bike lanes on both sides of the street for Clearmeadow Boulevard and William Roe Boulevard. The ATIP provides cycling connections to existing cycling facilities and trails to enhance connectivity throughout the Town and promote cycling as an alternative to Single Occupancy Vehicles. The funds will be used to install necessary pavement markings with durable paint, signage and symbols. This is part of the 5-year Active Transportation plan, which was approved by Council as part of the Newmarket Official Plan and the Secondary Plan after extensive public consultation. The ATIP was also the subject of public input at the Transportation Congress held in 2018.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As the population increases in the Town and as the Active Transportation Network develops, there is a GROWTH in demand for safe and direct cycling routes from existing and new areas of Town. The dedicated bike lanes would provide an increased LEVEL OF SERVICE in safety. The bike lanes provide clear designation as to where vehicles travel and where bicycles travel.

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

This project fulfills Council's Strategic priorities under Safe Transportation, ii) Continue to implement traffic mitigation strategy and Active Plans Transportation Plan and explore/ advance an off-road Mulock multi-use path, and v) Develop a 'complete street' design and construction / reconstruction methodology to support ongoing safe streets initiative and continue to explore design options related to speed reduction, where appropriate. This project is part of the Active Transportation Plan, and is forming part of a 'Complete Streets' design by providing multiple mode options within the same road corridor. This project is part of the **key action item** "Implement the Active Transportation Implementation Plan (ATIP) for both on and off road projects".

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

By providing bike lanes on Clearmeadow Boulevard and William Roe Boulevard, residential collectors, this increases the level of service for cycling safety AND has shown to decrease the level of speeds thereby increasing the communities quality of life.

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

This item does not provide a financial return at this time.

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

This project, and bicycle lanes in general, provide increased safety and reduce the significant risk of vehicle ' cyclist collision. By providing clear designation and separation, the risk is significantly reduced.

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
Public Works - Operations	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		175,000	150,750	112,500	150,000	150,000	150,000		
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		175,000	150,750	112,500	150,000	150,000	150,000		-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance	No	12,500	12,500	12,750	13,005	13,265	13,530	Yes	13,530
Operating Costs		12,500	12,500	12,750	13,005	13,265	13,530		13,530
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		187,500	163,250	125,250	163,005	163,265	163,530		13,530

Total Cost	979,331	Total Cost Recoveries	-	Total Net Cost	979,331	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td>9</td> <td>9</td> </tr> </table>	Priority (Pick one)	Points	9	9	<table border="1"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td>0</td> <td>0</td> </tr> </table>	Desired Service Level (All or nothing)	Points	0	0	<table border="1"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td>0</td> <td>0</td> </tr> </table>	Business Case (Scale)	Points	0	0
Priority (Pick one)	Points													
9	9													
Desired Service Level (All or nothing)	Points													
0	0													
Business Case (Scale)	Points													
0	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	0	0	3	12

Prepared By:	Reviewed By:	Commissioner:
Mark Kryzanowski	Rachel Prudhomme	Peter Noehammer

**2021 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

Maintenance/Replacement

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 trails and any off-road (e.g. Multi-Use Paths) projects and their amenities in accordance with the Council endorsed Active Transportation Network. This program includes the North West Quadrant Trail project.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

These projects are identified through the off-road portion of the Town's Active Transportation Implementation Plan (ATIP) which is part of the Council-approved Newmarket Centres Secondary Plan, and the Town's Official Plan, which are related to the **Growth** of the Town.

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

Safe Transportation (Streets): This Program delivers the Key Action Item of implementing the Active Transportation Implementation Plan (ATIP) . The program provides for off-road transportation for cyclists and pedestrians which will be removed from the roadways. The design and construction of this program will also include amenities that will help create **Extraordinary Places and Spaces** .

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

This program moves the Town and its residents towards living a more Active Transportation lifestyle and provides Safe Transportation.

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

This item does not provide a financial return at this time.

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

This program will provide for the off-road transportation needs of cyclists, pedestrians, joggers, etc. which will provide an increased level of safety by eliminating risk of conflicts with vehicles.

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 checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" 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
Procurement	This program requires the prompt tendering, award and execution of Consultant, Contractor and 3rd party contracts, in accordance with the Town's Bylaw and Trade Agreements.
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, operate valves, perform emergency repairs, road closures, alter existing operational routes/practices, deficiency sign-off/testing)

Facilities	Scope determination, design reviews, sign-offs, support during construction (e.g. attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Biweekly Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 12 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		100,000	2,970,000	3,300,000	3,630,000	4,000,000	4,500,000	Yes	45,000,000
Reserves & Reserve Funds			330,000	367,000	403,000	444,000	500,000	Yes	5,000,000
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		100,000	3,300,000	3,667,000	4,033,000	4,444,000	5,000,000		50,000,000
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		35,000	35,000	35,000	35,000	35,000	35,000	Yes	35,000
								Yes	-
Operating Costs		35,000	35,000	35,000	35,000	35,000	35,000		35,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		135,000	3,335,000	3,702,000	4,068,000	4,479,000	5,035,000		50,035,000
Total Cost		70,789,000						Total Cost Recoveries	-
								Total Net Cost	70,789,000
								Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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		0		0

Risk Reduction / Mandatory or Legal Requirement					
Current Risk			Post-Implementation Risk		
Consequence	Likelihood	Points	Consequence	Likelihood	Points
2	2		1	1	3

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

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...
 This decision package is critical to the on going replacement of end user desktop equipment and peripheral devices that have reached the end of their lifecycle. Equipment includes desktop computers, laptops, printers, audio/visual equipment, tablets, etc.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**
 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...
 To support the many initiatives outlined within Long-term Financial Sustainability, Safe Transportation, Economic Leadership and Vibrancy on Yonge, Davis and Mulock priorities, the upgrade and/or replacement of Desktop and peripheral equipment is crucial. Leveraging technologies, data driven tools and smart city solutions cannot happen effectively without end user equipment being kept to-to-date, secure and highly available.

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...
 [Empty text box]

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		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		182,749	182,749	182,749	182,749	182,749	182,749	Yes	1,827,490
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		182,749	182,749	182,749	182,749	182,749	182,749		1,827,490

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
	No								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		182,749	182,749	182,749	182,749	182,749	182,749		1,827,490

Total Cost Total Cost Recoveries Total Net Cost Cost Recovery

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	4

+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 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	3	3	3

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	3	10

Prepared By:	Reviewed By:	Commissioner:
Jordan Kelly	Mary-Anne Wigmore	Esther Armchuk

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

To project manage, design and construct the next phase of the Recreation Playbook through the hiring of consultants, contractors and term vendors for the individual projects. This program includes the construction of the Magna Skate Park.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The projects will be new features/infrastructure (e.g.. 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...

The Magna Skate Park is regarded as a Priority Recreation Playbook project. The construction of this project will contribute to the Extraordinary Places and Spaces in the Town of Newmarket with respect to "iv. Develop a Parks Master Plan focused on both new development and re-development opportunities; update the Recreation Playbook, as required".

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 as well as enhances the Extraordinary Places and Spaces in Town.

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...

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 checked="" type="checkbox"/>	Finance	<input checked="" type="checkbox"/>
Recreation & Culture	<input checked="" type="checkbox"/>	Procurement	<input checked="" type="checkbox"/>	Parks	<input checked="" 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
Operations	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)
Recreation & Culture	Scope determination, design reviews, sign-offs, support during construction (e.g.. attend meetings, deficiency sign-off/testing)

Parks	Scope determination, design reviews, sign-offs, support during construction (e.g., attend meetings, deficiency sign-off/testing)
Legal	The delivery of this Program includes Contract Law and therefore requires regular consultation on project matters.
Communications	Construction updates to local residents/businesses and project related Public Consultation notices are vetted through Communications for all projects.
Finance	This program requires the processing of approximately 30 payments each year.

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		1,755,000	45,000	396,000	435,600	480,000	600,000	No	-
Reserves & Reserve Funds		195,000	5,000	44,000	48,400	53,300	66,700	No	-
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		1,950,000	50,000	440,000	484,000	533,300	666,700		-
Operating Impact of Capital Projects		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
PWS maintenance		20,000	20,000	20,000	20,000	20,000	20,000	Yes	20,000
								Yes	-
Operating Costs		20,000	20,000	20,000	20,000	20,000	20,000		20,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		1,970,000	70,000	460,000	504,000	553,300	686,700		20,000
Total Cost	4,264,000	Total Cost Recoveries		-	Total Net Cost		4,264,000	Cost Recovery	0%

Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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		0		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
2	2		1	1	3

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

Prepared By:	Reviewed By:	Commissioner:
Gord MacMillan	Rachel Prudhomme	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

Parks would like to create a drainage system on the fields and diamonds around town to ensure that we can meet our opening and closing dates of fields and diamonds, the proposed drainage system would be trenched and pipe will be put in with gravel on top and top soiled back to grass, this piping would effectively drain all the water off the field into a catchbasin. This is a multi-year project. Proposed years and fields: 2020, Whipper Watson, & Fairgrounds 1,2, 3; 2021, Armstrong Diamond 1 & 2, RJT Complex 3, Rene Bray; 2022, RJT Complex 1 & 2, College Manor, Max Styles,

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

A drier field increases our level of service and makes for a safer field. This will help to eliminate the CRM tickets and calls received about wet fields and diamonds, and will allow user groups to use the fields and diamonds when previously they would be too wet and would have had to be cancelled.

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

In the Parks Policy Development Manual, it is stated that drainage must be provided with new parks, Parks assumed before this manual was adopted in 2012 by council were not required to have drainage on sport fields which has limited us when opening in the spring and summer with the current climate changes of extreme weather conditions. The Recreation Facility/Field Assets Comparison and Gap Study from 2014 states for how many fields and diamonds are needed with the current and forecasted population, without this project, we will need additional funding in the future to do complete field replacements from the heavy use during the wet weather conditions. The town is also losing revenue while the fields are closed. Complete a comprehensive and up to date drainage plan that reflects the corporate risk strategy and continued investment into the asset replacement fund. Ensure ongoing continuous improvement and a service level analysis for consideration.

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

Creating a drainage system would assist with drying time of the fields and diamonds therefore allowing users to better utilize town fields. The dryer the fields the safer they are. It will also allow for the potential of less money returned to users who were unable to use a wet field. It gives Town of Newmarket user groups the service level they are expecting.

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 risk of bodily injury from extreme wet conditions on Diamonds and fields throughout the year. We have and currently receive many complaints from social media exposure in regards to our wet fields during the spring and throughout the year, which also results in revenue loss. There have been previous occurrences of broken bones and bodily injury result in litigation claims from wet field conditions.

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
Recreation	Manager and Supervisor responsible for diamond and field bookings are aware of and approve the request for the improvements

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		170,000	170,000	170,000					
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		170,000	170,000	170,000	-	-	-	-	

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-	-	-
Net Cost		170,000	170,000	170,000	-	-	-	-	-

Total Cost	510,000	Total Cost Recoveries	-	Total Net Cost	510,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 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

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

The Community Centre Surge Tank is currently leaking. In 2019 staff received funding to complete some repairs to the water feature filtration room. During the course of this work staff discovered a leak coming from the surge tank. Further funding is required to complete an investigation and repair.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Early investigation has indicated that the leak is seeping into the adjacent storm water catch basin. Since the surge tank holds chemically treated water for the water feature this should be repaired as soon as possible to prevent further leakage into the storm drainage system.

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

The repair to the surge tank ensures an ongoing continuous improvement for the long term sustainability of the Town's water feature. The water feature at Riverwalk is a draw to residents and focuses on the continued success of the downtown area by providing an outdoor recreational feature for families to enjoy in the summer months.

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

The repair to the surge tank would ensure it is operating at peak performance and would mitigate the need for additional chemical treatment which is currently occurring through water loss. If the surge tank is not repaired the water feature may need to be shut down.

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

A leaking surge tank requires the use of more chemical than would otherwise be required adding an additional expense to operating the feature for resident to enjoy. More water is needed to keep the surge tank at the required operating level which adds to the cost of keeping the water feature operational. Additional staff time is required to monitor water and chemical levels to maintain public health requirements.

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

The surge tank is currently leaking treated water into the storm water system. There is potential for an environmental concern with having treated water entering the storm system. There is potential for the health and safety of users and staff if the tank is not operating within the specifications it was designed for. There would be a major service disruption as the leak continues to get worse. There would be negative media exposure with having to close down the water feature and deal with the environmental impact the leak is causing to the storm system.

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 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
Procurement	

Recreation and Culture / Parks	
Operations	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		175,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 175,000 - - - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - - - -

Cost Recoveries - - - - - - - - - -

Net Cost 175,000 - - - - - - - - -

Total Cost 175,000 Total Cost Recoveries - Total Net Cost 175,000 Cost Recovery 0%

Section 4 Evaluation

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

Priority (Pick one)	Points
	4

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)	Points
	3

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

Business Case (Scale)	Points
	0

Risk Reduction / Mandatory or Legal Requirement

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

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	1	9

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	9	16

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

In 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-L4) 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) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Growth for new area and service level requirements.

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

Extraordinary Places and Spaces as set out in councils strategic priorities, develop a parks plan focused on new development along with Newmarket's Parks Policy Development Manual created 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 at current town standards. We are currently receiving a number of tickets on this area asking for maintenance.

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...

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 are 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	<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

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges		103,500							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		11,500							
Other (please specify)									
Capital Costs		115,000	-	-	-	-	-	-	-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Materials & Supplies & Fuel	No	9,000	9,000	9,000	9,000	9,000	9,000	Yes	90,000
Operating Costs		9,000	9,000	9,000	9,000	9,000	9,000		90,000
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		124,000 -	9,000 -	9,000 -	9,000 -	9,000 -	9,000		90,000

Total Cost	259,000	Total Cost Recoveries	-	Total Net Cost	259,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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	
2	4	2	2	4

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	3	0	4	16

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

**2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

Currently, Harry Walker Parkway has a sidewalk on the west side. In 2019, bike lanes were implemented on Harry Walker Parkway from Ringwell Drive to Mulock Drive supported by a significant government grant. Development applications are occurring on the east side of Harry Walker Parkway: new hotel at Journey's End Court, large retail/commercial development at Davis Drive, and York Region facilities south of Gorham Street (EMS, YRP, snow dump and YRDSB parking). While some development will provide sidewalks as part of the approval process, there will be large gaps or 'orphaned' sections of sidewalks. The purpose of this request is to provide funding to install sidewalks over the next few years to link up pieces to create a continuous sidewalk on the east side, similar to the west side. The project is divided into 4 phases, and is planned to be constructed over 4 years. This will be the second year or stage of the project, and will be from Davis Drive north to around 195 Harry Walker Parkway North, about 850 metres.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

As more development occurs on Harry Walker Parkway, the need to provide safe pedestrian passage is important to support the commercial growth areas. This will also have an economic development effect, because sidewalks add safety, aesthetic and functional benefits that are viewed positively by companies looking to relocate to Newmarket's Harry Walker Parkway. The sidewalks also help businesses by creating transit-supportive infrastructure.

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

This project fulfills Council's Strategic priorities under Safe Transportation, v) Develop a 'complete street' design and construction / reconstruction methodology to support ongoing safe streets initiative and continue to explore design options related to speed reduction, where appropriate. This project will complement the existing efforts of a sidewalk on the west side, and the bike lanes, to create a complete street and a safer street for pedestrians. As well, creating sidewalks will help connect existing transit stops and create a more transit-supportive area. It ties to **key action item** Implement the Active Transportation Implementation Plan (ATIP) for both on and off road projects".

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

The sidewalk project will greatly enhance the level of pedestrian safety. Harry Walker Parkway is a wider industrial collector with higher daily volumes, higher speeds, and higher percentages of truck traffic. Any pedestrians or transit users on the east side would need to cross the Harry Walker Parkway to access safe pedestrian infrastructure.

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...

This project provides increased safety and reduces the significant risk of vehicle / pedestrian collisions. By providing safe pedestrian infrastructure, the risk is significantly reduced.

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
Public Works -Parks	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges		270,000	365,000	313,000					
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		270,000	365,000	313,000	-	-	-		-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Maintenance (snow clearing)	No	8,500	8,500	8,500	8,500	8,500	8,500		
Operating Costs		8,500	8,500	8,500	8,500	8,500	8,500		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		278,500	373,500	321,500	8,500	8,500	8,500		-

Total Cost	999,000	Total Cost Recoveries	-	Total Net Cost	999,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 0	Business Case (Scale) Points 0

Risk Reduction / Mandatory or Legal Requirement

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

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	3	3	1	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
9	0	0	6	15

Prepared By:	Reviewed By:	Commissioner:
Mark Kryzanowski	Rachel Prudhomme	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

This request is to have an audit completed on all Facility Door Hardware and Security Systems and Procedures in all Town facilities. The recommendations outlined in the audit would then be implemented in phases over a period of two years. The audit would address the current key system for all town facilities, identify potential risks and review electronic security systems currently in place to ensure that the technology is up to date. Key systems have historically not been managed using a formal tracking system. Many keys have been duplicated over the years without proper authorization being received as low security keyway systems have been utilized. This has left the Town's facilities at a higher risk of unauthorized entry and the potential of damage and other security risks occurring. Implementing a more streamlined and higher security keyway system throughout all town properties would reduce the number of keys in a current "active" state and reclaim some control over persons allowed entry into town buildings. Included in this audit/review, we would address consistent practices with respect to security systems (i.e. when a building / facility should have remote monitoring, where panic systems should be in place, certain protocol for design, etc.). Finally, a review of aging electronic security technology needs to be conducted. This includes Camera Monitoring Equipment and Electronic Access Control Systems.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

It is recommended that we move toward defining a classification of our facilities / buildings and using this classification to define certain features and how our assets should be equipped. Some facilities are equipped with security systems and others not, with no specific reasoning to support the equipment or lack of. This item would allow us to have a more comprehensive review at our facilities and by establishing a classification, apply logic behind what systems and functions are in certain facilities. It will also give us the ability to apply a hierarchy to our keying system and identify areas where we can tighten up access to certain areas.

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

Long-Term Financial Sustainability - This is an example of how we are attempting to ensure on-going continuous improvement and continually analyse the way in which we operate. This will also address elements of risk and implementation of a strategy to deal with municipal vacant properties.

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

This will create an improved service level to move us toward a standard classification of our buildings. The desired outcome is to determine what level of services, amenities and functions are addressed in each building. This would take into consideration the size of the building, it's use, etc.

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

With respect to keys - Currently staff spend a significant amount of time searching for keys, rekeying doors and having keys cut. Using a low security key system does not allow for keys to be coded and to have corresponding registers associated with them. There is no organization to this system. The Town's portfolio of facilities and buildings have grown to a point that the low security technology no longer makes sense with regards to security levels as there is significant risk associated with using a key system that can be reproduced easily (i.e. get keys cut at any hardware store), nor is efficient to manage internally. With regard to Security Systems - Currently there is no classification of building to determine which properties are monitored and to what extent. This inconsistency in the procedures results in staff responding to after-hours calls at some locations while other locations remains unattended and security breach would not be discovered until it is reported or until the next time it is visited.

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

Upgrading these systems and establishing a process for addressing security concerns and analyze the risk for breaches will show due diligence and ensure the safety and security of the occupants, users and assets within the facility. This will in turn reduce the risk for financial damages and safety concerns associated with improper use of keys and improper monitoring of facilities.

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	

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		50,000	100,000	100,000					
Other (please specify)									
Capital Costs		50,000	100,000	100,000	-	-	-	-	

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-	-	-
Cost Recoveries		-	-	-	-	-	-	-	-
Net Cost		50,000	100,000	100,000	-	-	-	-	-

Total Cost	250,000	Total Cost Recoveries	-	Total Net Cost	250,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 4	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	
3	4	3	2	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

The Town's Marquee signs located at Magna and Townhall have reached their end of life and require replacement. At over 10 years old, the aging signs are either not working at all or in need of repair at any given time and the original supplier no longer provides support. The Magna Centre staff reply on the signs to provide information to the public and user groups on a continuous basis and frequent disruption in service impacts daily business for the Town as well as it's business partners. A portion of these funds will be dedicated to review other marquee signs and provide recommendations (and possibly the purchase of) solution to standardized the hardware and software along with a centralized platform to manage and administer all Town facilities signs.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Marquee signs at various facilities are in need of replacement as they've reached their useful lifecycle.

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

Vibrancy on Yonge, Davis and Mulock - Leverage Smart City technologies and municipally owned broadband (ENVI) to support corridor development strategies and business retention and expansion efforts. Adopting Smart City Technologies and providing the latest innovation in signage along the corridors will feed into the over all Council Priority. The signs can be connected to both the Town's data network and the internet using ENVI.

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

This item maintains an existing level of service as the signs are well entrenched in operations at the Magne Center and Townhall.

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 potential to Town programs, Sports Groups and businesses within the Magna Centre if important information cannot be displayed to customers in a timely manner. A portion of the Magna Marquee is designated to the Naming Rights and Timothy's Café within the Magna Centre. This has considerable value to our sponsors and helps the retail for the Café. Another important risk to consider is in the event of a disaster or emergency the Town may not be able to use these signs to communicate very important, key messaging to the community on a Town wide situation. Whether we are an emergency centre, a heat escape centre, a natural disaster recovery centre at any / all of our Town facilities. The additional Town Signage Review portion of this decision package will make way for the integrated emergency messaging for all Town facilities.

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		2020	2021	2022	2023	2024	2025	Ongoing Cost past 2025?	Ongoing Cost
Description	Account #								
Asset Replacement Fund			120,000						
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs	-	120,000	-	-	-	-	-		-
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Operating Impact of Capital Project		2020	2021	2022	2023	2024	2025	Ongoing Costs / Cost Recoveries past 2025?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
	No	0	25,000	25,000	25,000	25,000	25,000	Yes	250,000

Operating Costs	-	25,000	25,000	25,000	25,000	25,000	25,000		250,000
Cost Recoveries	-	-	-	-	-	-	-		-
Net Cost	-	145,000	25,000	25,000	25,000	25,000	25,000		250,000

Total Cost	495,000	Total Cost Recoveries	-	Total Net Cost	495,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	4

+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 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	3	2	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jordan Kelly	Mary-Anne Wigmore	Esther Armchuk

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...
 This project was to have been completed in 2020 but will no longer be feasible due to COVID. The project involves replacement of the video projection equipment in the library meeting rooms whose technology is no longer up to the standards of users and renters.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY
 This is necessary in order to maintain existing service levels.

Priority If this item addresses a priority, please explain how it does so...
 The Library Board as well as Council had approved this project for 2019. The Board recognized the priority of replacing out of date A/V equipment to mitigate risk to rental income as well as to Board and other uses of the equipment.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...
 This is necessary in order to maintain existing service levels.

Business Case If this item provides a financial return, please explain how it does so...
 Financial returns are not quantified, but room rental income is significant for the library so the financial risk is significant. C14

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...
 This mitigates the risk that rooms will no longer be suitable to the needs of renters.

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 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund	485127	20,085							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 20,085 - - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2024	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - - -

Cost Recoveries - - - - - - - - -

Net Cost 20,085 - - - - - - - -

Total Cost 20,085 Total Cost Recoveries - Total Net Cost 20,085 Cost Recovery 0%

Section 4 Evaluation

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

Priority (Pick one)	Points
	4

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)	Points
	3

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

Business Case (Scale)	Points
	0

Risk Reduction / Mandatory or Legal Requirement

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

Current Risk		Post-Implementation Risk		Points
Consequence	Likelihood	Consequence	Likelihood	
3	4	3	2	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jacquie Cuerrier-Boyd	Linda Peppiatt	Todd Kyle, CEO

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

Summary Please provide a brief summary of what the proposed budget item is...
 The Library Board approved spending funds on a future library facility needs study in partnership with Community Services and this was approved by Council as part of the 2020 capital budget. As it is unlikely due to COVID that this study will be completed in 2020 it is being re-requested for 2021.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**
 This is related to the growth of the community. The number of square feet of library space per capita is far below provincial norms because of a growing population.

Priority If this item addresses a priority, please explain how it does so...
 This addresses a priority of the Library Board and of SLT.

Desired Service Level If this item maintains or moves toward a desired service level, please explain how it does so...
 This is intended to maintain existing service levels and the community grows.

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...
 This mitigates the risk that library services will be unable to meet the needs of a growing population.

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	Yes	Procurement	Yes	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
Community Services/Recreation & Culture	It has been agreed to pursue this study in cooperation.

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This request is for total revamp of the parking stalls at Art Ferguson, full removal of asphalt, regrade sub aggregate to ensure proper drainage and install new top coat of asphalt and repaint lines .

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

The current asphalt has been deteriorating rapidly due to poor foundation (aggregates) causing multiple sink holes, which in turn would potentially cause damage to vehicles. In addition to this, the parking lot does not meet bylaw due to the depth of the parking spaces and the road laneway which does not meet bylaw allowances. We have been previously given legal advice to maintain travel portions on the public property, similar to the travel portion of the road aka, minimum maintenance standards.

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

This project relates to Council Strategic Priority - Environmental Stewardship: i. Continue to implement programs that make Newmarket a leader in the implementation of low impact design (LID); and item v. Support highly effective partnerships with the LSRCA, MECP, York Region, NT Power and others who provide funding and support for our numerous projects.

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

If this is not addressed residents will continue to call into Customer Services with potential damage claims and injuries.

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

There would be an environmental return of installing a LID feature for this parking lot. It is difficult to estimate the financial return at this point

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

Without this project, there are potential damage claims on vehicles, potential trip and falls, potential injury to town staff when plowing the parking lot. Potential trip and fall hazards. Not in compliance with the Town of Newmarket Bylaw regarding size of parking lot spaces.

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
LSCRA	LID to be covered by Lake Simcoe Conservation Authority

Section 3 Financials

Details of Costs, Savings and Revenue								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		225,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		225,000	-	-	-	-	-		-

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								
Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		225,000	-	-	-	-	-		-

Total Cost	225,000	Total Cost Recoveries	-	Total Net Cost	225,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 4	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	
3	4	3	2	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This request is to replace Art Ferguson interlocking. Ensuring public safety is at the forefront of our facilities and parks, we will be replacing the interlocking as the grading is unsafe at this time from frost movement and age of the current subgrade. At Art Ferguson, the stones are becoming unsafe due to deterioration and ground movement. Full removal, regrade and asphalt installation is needed.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project is replacement and also addresses resident and patron safety concerns with public usage and rentals. Multiple years of snow plowing, salting, and maintenance vehicles using the area have created erosion and trip hazards on the stones. Under the Ontario and Newmarket's AODA (2005), we need to ensure that facilities and parkland are safe and accessible for all types of users. According to the Newmarket Parks Policy Development Manual for maintenance to facility buildings and parks, we need to create ramps into the playground & the parking lot in order to make it accessible.

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

Under the Ontario and Newmarket's AODA (2005) to ensure that facilities and parkland are safe and allow all types of users including any accessible issues addressed as per AODA rules and regulations. This is also relates to develop new place making that integrates and reflects inclusivity within our growing community.

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

Maintains the current level of service by allowing this building to be used safely. We are ensuring safe passage for the public including accessibility to the park amenities and 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 possible litigation risk due to uneven surfaces causing bodily injury in the whole park throughout the year. There will be possible negative media exposure. Currently pedestrians with accessibility needs are travelling the laneway out onto the sidewalk then back onto the path as there are no cut curbs nearby for accessibility needs.

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								Ongoing Cost past 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		50,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		50,000	-	-	-	-	-		

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	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%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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"> <tr> <th>Priority (Pick one)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>	Priority (Pick one)	Points	4	4	<table border="1"> <tr> <th>Desired Service Level (All or nothing)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </table>	Desired Service Level (All or nothing)	Points	3	3	<table border="1"> <tr> <th>Business Case (Scale)</th> <th>Points</th> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	Business Case (Scale)	Points	0	0
Priority (Pick one)	Points													
4	4													
Desired Service Level (All or nothing)	Points													
3	3													
Business Case (Scale)	Points													
0	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	3	2	6

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	6	13

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement

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 for their events (regularly requested for tournaments/meetings). 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) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**
 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...
 Long Term Financial Sustainability- As the use of the Magna Centre continually evolves- it has become a hub location for the community and user groups. We are not currently maximizing the use of the meeting room space in the facility based on the current size of our meeting rooms. As the population increases and community use programming/rental requests increase- expanding the room will allow for more programming/rental opportunities for the community, maximize the use of the space (with minimal set up required), increasing revenue to offset the costs of the space.

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. Program. 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...
 Expanding the room will allow for increased programming and rentals. New FWS programs: 5 Classes/Wk./3 Sessions Approx. \$1700/class = \$25,500/yr. Rentals: Additional Rentals for Sports User Groups, Community Rentals and Birthday Parties estimated \$5,000/yr. Total annual increased revenue forecasted at \$30,500.

Risk Mitigation If this item mitigates a significant risk, please explain how it does so...
 Possible risk of negative local media exposure if unable to provide spaces for community members to use for their special events, community meetings, courses, trainings, etc.
 Additional space within program/rental areas will mitigate spread of virus.

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

2021 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 Yes

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

Expansion of Magna Ctr- Multi-purpose Room 3. Remove the wall between the current room and the old Skating Club office to create a larger footprint for each room. The larger square footage will allow us to accommodate more participants in the room for programming, meetings and special events. There are only 3 Multi-purpose rooms in the facility and they 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 only 20 people per room which impacts the number of meetings and events we are able to hold at this site. Southlake (who have access to MP Room #3 with their lease agreement) are requesting a larger capacity room to meet the demand for their Cardiac Care program 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) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

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 a

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

Long Term Financial Sustainability- As the use of the Magna Centre continually evolves- it has become a hub location for the community and user groups. We are not currently maximizing the use of the meeting room space in the facility based on the current size of our meeting rooms. As the population increases and community use programming/rental requests increase- expanding the room will allow for more programming/rental opportunities for the community, maximize the use of the space (with minimal set up required), increasing revenue to offset the costs of the space.

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, increase participation in Southlake's Cardiac Care program. 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...

Additional Participation of current class: 1 Classes 3 sessions = \$7,500/yr. Additional Classes: 3/session \$2,200/course = \$19,800/yr. Birthday parties, sports groups and community rentals = \$4,000/yr. Total estimated increase of revenue = \$31,300/yr.

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

Additional space within program/rental areas will mitigate spread of virus.

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

2021 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

Maintenance/Replacement 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 technical equipment for the Newmarket Theatre that are due for asset replacement, maintenance or upgrades. This has been categorized as "Legislated" due to the sale of bandwidth by the federal government. This change has made some of our equipment obsolete. More information can be found in the attached appendix, but an itemized listing is: Apple iPad2, ETC Sensor Dimmers (X 48), Strand 8" FresnelLite (X 16), Elation Opti Tri Par (X 6), Martin Rush Par (X 10), Martin Mac250 Entour X 6, Elation Design Spot 250 Pro (X4), GAM SX4 Six Gobo Tray Changer (X 3), Spectrum 4" Broadway (X 2), Spectrum ColorQ 8 Way Power Supply, Spectrum PSU 02 24 Volt Power Supply, Rosco 200W PSU (X 2), Altman Comet (X2), MediaMaster Server (Custom), Show Cue System Computer (Custom), Le Maitre DMX Smoke Machine, Rosco Delta Hazer, Le Maitre True North (X2), Radiance Hazer, Behringer Eurorack UB 1002, QSC ISA1350 (X3), QSC PLX 3002, EAW UX8800, EAW AX396 (X3),

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

In 2019, the Federal Government sold bandwidth to the private sector. The frequency auctioned off was currently in use by wireless mics across the theatre industry, including the Newmarket Theatre. This sale means our wireless mic equipment will be operating in a restricted bandwidth and must be replaced. We have experienced feedback this year, where cell service is picked up and audible to the crowd, during a presentation or performance. 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...

Creating Extraordinary Spaces - Develop a Plan... that integrates and reflects diversity and inclusivity in our growing community. Without the correct equipment at the Theatre, we may fail to meet the changing needs of our community. 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 our Theatre business is few, but high value rentals so addressing any technical shortcomings is a priority for business viability.

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

Creating Extraordinary Spaces - 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 few, but high value rentals so addressing any technical shortcomings is a priority for business viability.

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. This upgrade/replacement is complimentary to the renovation occurring in the lobby in 2019, ensuring both esthetics and technical ability line up.

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

Purchase of these items through existing asset recovery funds will reduce (or eliminate) potential for loss of revenue due to lacking technical services. Further, by continuing the asset replacement cycle and tracking/charging depreciation on these items, we will continue to maintain a stable replacement reserve. Failure of technical equipment during a show will result in significant financial and reputational 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 type="checkbox"/>	Facilities	<input type="checkbox"/>
								Other	<input type="checkbox"/>

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

Department	Comments
Facilities	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.

**2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

Fleet provides critical support to maintaining municipal operations including CYFS, Roads, Water, Wastewater, Parks, Facilities, and By-Law Department. The Town's fleet must be readily available to respond to regular operations as well as emergencies such as fires, watermain breaks, snow clearing of roads/sidewalks as well as increased flooding events. The Asset Management Steering Committee (AMSC) recognizes that a comprehensive software solution will allow staff to more effectively manage our assets with regards to maintenance and daily operations resulting in more efficient operations. As a result of this understanding in January 2020 the AMSC recommended a pilot project with Fleet be undertaken to investigate the viability of expanding the use JD Edwards with the understanding that current processes could be improved by looking for more efficient business practices leading to shorter downtime and improved communication between all departments. After significant investigation the Committee recommended a stand alone software solution as the best option for Fleet moving forward. Following are some of the important benefits we anticipate realizing from this project: Reduce vehicle ownership, extend useful life of vehicles, increase equipment availability, increased warranty recovery, optimization of inventory levels, more efficient regulatory compliance for vehicle management, overall improvements to maintenance scheduling, parts and inventory management.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Service Levels will be positively impacted as a result of better management of fleet resources. Having a system that will allow for increased fleet utilization and monitoring will allow Management to allocate their fleet resources (equipment and staff) in a more efficient manner. Having a system will help the Town better understand where fleet resources are being used, as well as identifying if we are experiencing increased wear and tear on the fleet, or if we are not using our fleet to its full potential. The production of key workload statistics including the number of work orders processed and productive mechanic labour hours will also assist with managing the workforce and minimizing vehicle and equipment downtime as work will be better planned and less reactive. Software will also provide senior management with key performance indicators to demonstrate to Council resource allocations. Software will also provide valuable insights into the identification of priorities for future fleet replacement activities and guide the development of purchase specifications. As a result of being more efficient, the Town has to option to decide if maintenance and repair work could be provided to outside agencies resulting in additional revenue in future years.

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

Fleet Management Software will help Fleet address Councils strategic priority of Long-term Financial Sustainability by providing management with a tool to improve equipment life-cycle management practices including but not limited to financial needs (budget), improved work order functionality resulting in improved allocation of human resources, technician certification and training management, inventory management, improved fuel management, as well performance metrics to aid discussions with Council around service levels.

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

In 2017 the Town developed it's first Level of Service Project. The Town undertook the development of key measures as part of this program for many of it's asset classes. As part of this project staff identified that the information currently available does not lend itself to quantifying response time and down time. As a result, Fleet is not well positioned to know what resources or levers we are able to draw on to respond appropriately to Management direction. Fleet software will improve the automation of everyday operational requirements such as, inspections and preventive maintenance, thereby streamlining fleet management practices allowing staff access to information that will better position them to respond to Management inquiries and address service level concerns as they are identified. The system will also allow management to better identify KPI's and track performance of the team against these KPI's resulting in better performance measures being created over time.

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

A Fleet Management System will improve the Supervisors ability to manage the day to day operations of the Fleet Area. Upon successful implementation of the selected software the Town will realize reduced equipment down time and increase in overall efficiency of the department by allowing for more informed decisions regarding outsourcing of maintenance as well as improved warranty claims processes. As previously mentioned, in the future the efficiencies gained as a result of better management will allow the Town the option to consider converting our Fleet Area into a for profit cost centre.

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

A key objective of the Fleet Services area is to limit vehicle and equipment down time. Having the technology, financial and human resources needed to plan for much needed maintenance will limit the risk of the Town not meeting service level expectations of the public. By having maintenance and service schedules PWS, Building, Recreation and Engineering departments will be able to plan for and meet their service level commitments.

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
AMSC	The AMSC recommends the acquisition of software to assist Fleet in the management of their department. See presentation dated July 7th. The recommendation includes budget be provided for software, customization, project management and ongoing maintenance fees. The RFP should include provisional language for the addition of modules related to other service areas so as to keep options open for future.

**2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

This request is for additional funds to acquire a computer control system to operate irrigation, fans, heat, etc. in the Operation Centre greenhouse. A budget request was submitted and approved in 2018. Upon further research and consideration for the type and level of automation that would be most beneficial to the operations of the greenhouse, it was found that the initial budget allocated for this project is insufficient. The purpose of this technology is to allow for information about the ambient conditions of the greenhouse to be known in real time when off site, and allow to adjust and operate the irrigation, ventilation and heat systems from a computer or cell phone. This system will also alert staff immediately of a failure with equipment, closure of vents, heating system default, etc. in an effort to avoid loss of crop or plants in the event of a malfunction. This was an approved 2019 budget that was underfunded, so we are requesting additional funds to complete the project.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This project represents a service level improvement to allow staff more control over the quality and consistency of the indoor environment in the greenhouse, while providing them more flexibility with time management as they will have the ability to respond to changes in the environment remotely. The existing operating system in the greenhouse has minimal capabilities for automation of the building system components, and does not have a capability to be controlled off site. In order to provide the desired service level, the existing system needs to be replaced with a new one.

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

This represents an on-going continuous improvement to the Town's operations and would contribute to creating an environment for job attraction by providing high level technological tools. The system would be an investment into the asset and also reflect a corporate risk strategy to mitigate financial impact of loss of plants and provide energy efficiency with closer monitoring of the indoor conditions inside the greenhouse.

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

The acquisition of an operating system for the greenhouse will enhance the level of service by allowing the Town staff to improve operations of the greenhouse and reduce the costs of possible loss of plants due to these incidents.

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

This system will result in increased efficiencies such as remotely watering, opening fans in extreme heat and or closing in cold, all through this technology. This in turn reduces staff costs to come in on weekends and evening to address these needs.

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

Crops and plants must be kept in favorable conditions at all times not only to ensure their proper growth but also their survival. The installation of such operating system will ensure that environmental conditions remain within an acceptable range even outside of working hours and improve response time in the event of failures of the building systems. This will mitigate the potential for financial damage that loss of crops/plant would generate. The greenhouse experienced product loss in the winter of 2018/2019 when heating systems failed and temperatures in the greenhouse plummeted to a temperature not conducive to plant material survival. The financial impact of losing all plants within the greenhouse is significant.

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
Parks	

Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund									
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund		70,000							
Other (please specify)									

Capital Costs		70,000	-	-	-	-	-		-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		70,000	-	-	-	-	-		-

Total Cost	70,000	Total Cost Recoveries	-	Total Net Cost	70,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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
	4		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	Likelihood	Points
2	3		2	1	4

Evaluation Components					Total Points
Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement		
4	3	0	4		11

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

This request is for a multi-year ball diamond backstop replacement project. This project scope includes: replace the existing backstops for Ray Twinney Complex Ball Diamond 1 (\$100,000) and Ball Diamond 2 (\$100,000), George Richardson Diamond 2 (\$50,000), Whipper (\$100,000). The ground conditions at these locations along with the wear and tear of the user groups on the fencing need to be replaced over the next few years.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

These backstops are anywhere from 25-35 years of age and are due for replacement.

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

Implement park development opportunities as required. The Parks Policy Development Manual from 2012 states how many diamonds are needed with current and proposed population, to meet these requirements, we need to update our infrastructure and amenities with current standards.

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

Current diamond backstops are showing wear and tear from years of use/age/weather affecting the ground conditions and steel, they need to be replaced to meet current 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...

Constant repairs are being completed each year, without this there is a chance that poles will fall down and fencing will be damaged and it could be a health and safety issue. Balls may go through the gaps in the fence and hit patrons or cause property damage. We have received CRM tickets and complaints from residents/user groups of balls going through the backstop and hitting people, surrounding houses, cars etc...

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		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		200,000	50,000	100,000					
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs		200,000	50,000	100,000	-	-	-		-
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Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs		-	-	-	-	-	-		-
Cost Recoveries		-	-	-	-	-	-		-
Net Cost		200,000	50,000	100,000	-	-	-		-

Total Cost	350,000	Total Cost Recoveries	-	Total Net Cost	350,000	Cost Recovery	0%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT Priority +2 Documented Recommendation	
Priority (Pick one)	Points
	6

+3 Moves Toward/Maintains Desired Service Level	
Desired Service Level (All or nothing)	Points
	3

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

Risk Reduction / Mandatory or Legal Requirement

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

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
6	3	0	2	11

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 BUDGET
Capital Decision Package Form

Total Points	10	Decision Package Item #	FAC 7
Project / Initiative Name	Gorman Pool Site Improvements - Design		
Commission:	Development & Infrastructure Services	Business Unit Number:	57301
Division:	Public Works - Facilities	Business Unit Name:	Facilities Administration
Classification (select one):	Growth <input type="checkbox"/>	Service Level Change <input type="checkbox"/>	Maintenance/Replacement <input type="checkbox"/> Yes
			Mandatory/Legislative <input type="checkbox"/>

Section 1 Description

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

Renovation of the Gorman Pool facility is required due to age, degradation of the asset and concerns with public health requirements. Updates to the existing facility will address required upgrades to plumbing fixtures and piping, decay in site elements such as failed tile finishes, inoperable showers and deteriorated counters as well as the replacement of common shower areas. The new change rooms will feature AODA and code compliant design. Improvements on deck include considerations for increased shade, updated furniture and pool covering to prevent safety concerns during inoperable months.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This will maintain existing service levels, or more specifically ensure existing conditions are in line with expected services levels. This also ensures that the facility remains in compliance with public health requirements. The new changes rooms will also feature AODA and code compliant design.

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

Implementation of this project will contribute to creating extraordinary places within the Town facility and creating an better quality of life for residents. On-going improvement of Town facilities is part of long term financial sustainability of Town assets and responsible overall asset management.

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

The renovation will not only restore acceptable service levels for users but will also improve the service levels by providing a more user-friendly and high quality environment. Staff efficiency will also be increased through integration of easy to maintain building materials and smart space configuration.

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

Delaying the construction phase for this project is likely to result in additional expenditures to restore continuously degrading assets. Properly maintaining facility assets ensures efficient management and long term financial sustainability of the Town's assets. Extended closure of the facility if deemed unsafe and unsanitary for use by public health could result in substantial loss of revenue and programming, and the Town's image would be negatively impacted as a result.

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

Deterioration of our assets poses health and safety risks to staff and user groups with the potential to incur liability. Forced building closures from asset failure would result in major service disruptions, negative local media exposure and loss of recreational opportunity.

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	

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

This project is 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, 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) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

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...

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

Improving our level of service of the trail from screenings to pavement helps users use the trail safely and year round. If we do not complete the paving users with accessibility needs will not be able to use the park 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. There is also a high risk of media exposure from those with accessibility needs and new parents with strollers. This has been an issue previously with 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 checked="" 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 2026?	Ongoing Cost
Financing of Capital Costs		2021	2022	2023	2024	2025	2026		
Description	Account #								
Asset Replacement Fund		70,000							
Development Charges		70,000							
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									
Capital Costs		140,000	-	-	-	-	-		

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	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%
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Section 4 Evaluation

+9 Council Priority +6 Council Approved Strategic Plan +4 SLT 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 4	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	
3	3	3	2	3

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	3	10

Prepared By:	Reviewed By:	Commissioner:
Jeff Bond	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement Yes

Mandatory/Legislative

Section 1 Description

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

The lobby and common areas at the Ray Twinney Complex have not been fully renovated since the time of construction except for painting, and the interior finishes and accessories are somewhat deteriorated and outdated. We are suggesting a complete remodeling of the space to include more modern design and better functionality of the lobby, customer service kiosk and hallways to the various areas of the complex. The project would also include modernization of the exterior main entrance of the building. This request is for funds to initiate the design process with a building consultant and interior designer for the construction phase of the renovation to be executed over two years in 2021 and 2022. The design will focus on the use of modern and high performance building materials and provide barrier-free/accessibility path of travel throughout the common areas of the complex.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

Complete renovation of the Ray Twinney Lobby and Common Areas is required due to aging and deterioration of the asset. Updates to the existing facility main entrance and common areas will provide a environment for growth and better serve the public visiting the complex. Modernizing the space will also contribute to attracting more visitors and increasing the potential revenues for the Town. The design will incorporate the most current AODA and barrier-free code requirements.

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

Implementing these projects will contribute to creating extraordinary places within the Town facility and creating an environment for job attraction and economic growth. On-going improvement of Town facilities is part of long term financial sustainability of Town assets and responsible overall asset management. This will develop a new cultural and place-making Master Plan that integrates and reflects inclusivity and diversity within our growing community.

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

The improvement will provide a more inclusive level of service to users of all abilities by providing a more user-friendly and high quality environment. Staff efficiency will also be increased through integration of easy to maintain building materials and smart space configuration.

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

Properly maintaining facility assets ensures efficient management and long term financial sustainability of the Town's assets. Creating environment designed to attract visitor and generate community engagement will result in additional revenue for the corporation.

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

Prolonged aging and deterioration of Town's assets has potential to negatively impact long term operations of the facility and corporate image of the Town. Deteriorated building materials can also cause a health and safety concern based on the level of deterioration.

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	

Procurement	

Section 3 Financials

Details of Costs, Savings and Revenue

Financing of Capital Costs		2021	2022	2023	2024	2025	2026	Ongoing Cost past 2026?	Ongoing Cost
Description	Account #								
Asset Replacement Fund		80,000							
Development Charges									
Reserves & Reserve Funds									
Gas Tax									
Operating Fund									
Other (please specify)									

Capital Costs 80,000 - - - - - - -

Operating Impact of Capital Project		2021	2022	2023	2024	2025	2026	Ongoing Costs / Cost Recoveries past 2026?	Ongoing Costs / Cost Recoveries
Description	Cost Recovery?								

Operating Costs - - - - - - - -
 Cost Recoveries - - - - - - - -
 Net Cost 80,000 - - - - - - -

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

Section 4 Evaluation

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

Priority (Pick one)	Points
	4

+3 Moves Toward/Maintains Desired Service Level

Desired Service Level (All or nothing)	Points
	3

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

Business Case (Scale)	Points
	0

Risk Reduction / Mandatory or Legal Requirement

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

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

Priority	Desired Service Level	Business Case	Risk Reduction / Mandatory or Legal Requirement	Total Points
4	3	0	2	9

Prepared By:	Reviewed By:	Commissioner:
Harry Vanwensem	Mark Agnoletto	Peter Noehammer

2021 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

Maintenance/Replacement

Mandatory/Legislative

Section 1 Description

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

This project is to purchase an attachment for our sidewalk winter maintenance equipment that will help break up ice after freezing rain storms. This attachment will minimize the wear and tear on our equipment that is not designed for this function. This will increase the life span of our equipment due to not pushing out machines outside their limits, equipment is meant to clear snow and spread melting agents, but not to remove hard packed ice. Currently we are putting too much pressure on the plow when we are required to break ice as the machine is not made to do this. The Ontario minimum maintenance standards refers to clearing snow and ice off sidewalks within 24 hours of a snow event.

Classification Please provide an explanation for the classification (i.e. Growth, Service Level Change, Mandatory/Legislative) **QUOTE BILL NO. OR AGREEMENT SUPPORT FOR MANDATORY**

This would be a service level change as we currently do not have anything similar to the proposed equipment. When we have an ice storm this would enable our crews to move freely and efficiently through their plow routes, thus creating clean and safe sidewalks for the public. The Ontario minimum maintenance standards refers to clearing snow and ice off sidewalks within 24 hours of a snow event.

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

This project falls under Council Strategic Priority Safe Transportation, i. Incorporate technology/data driven tools and tactics into engineering design and enforcement measures related to the safety of vehicles, pedestrians, and other transportation modes in order to enhance trail and street safety.

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

Winter storms are more aggressive due to climate change, there has been an increase in ice storms and new technology is required to combat these events in order to maintain the safety of Newmarket pedestrians.

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

The potential of the requirement for vehicle maintenance decreases because we are lowering the risk of hitting ice and damaging the equipment. However, the dollar value cannot be quantified at this time.

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

The Ice breaker will help to reduce the amount of slip and falls by assisting with a more efficient ice clearing process during freezing rain storms. It will reduce potential injury with staff (whiplash) lest sudden stops when hitting ice along with extending the life of the equipment.

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 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

