

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Assistant Deputy and Deputy Chief Vehicle Replacement					
Project Cost	\$ 180,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 1
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
Replacement vehicles for Cars 42, 43, and 46 with a mid-sized SUV. This project will cover the vehicles, lighting, and storage for each of the vehicles.		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Approved Strategic Plan
ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE		
Cars 42, 43, and 46 are currently 2016 Ford Explorer XLT's and have reached their effective serviceable life as we are starting to see an increase in time out of service and maintenance costs. All 3 vehicles are also starting to show signs of deterioration and rust on the frames and bodies that will require costly repairs to maintain the corporate image. All 3 of the vehicles were scheduled for replacement in 2021 but were pushed out to 2022 due to COVID.		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
With the replacements of Cars 42, 43, and 46, we will maintain our current response capabilities, continue to present a professional department and corporate image, as well as reduce time out of service, maintenance, and fuel consumption.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	No Impact
Minimal to no community impact.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts:	Within 1 year
Recently we have started to see an increase in the time out of service due to maintenance issues with all three apparatus that has resulted in delays in response, vehicles being unavailable, and an increase in parts and labour consumption. As the vehicles continue to age, we will continue to see a rise in the time out of service, as well as maintenance and labour costs.		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	180,000	0	0	0	0	0	0	\$ 180,000
2023	0	0	0	0	0	0	0	\$ -
Future Phases	0	0	0	0	0	0	0	\$ -
TOTAL	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022	0	0	0	0	0	0	0	\$ -
2023	0	0	0	0	0	0	0	\$ -
Future Phases	0	0	0	0	0	0	0	\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Financial Services	Procurement Services		
Prepared By:	Reviewed By:		Commissioner:			
Jeremy Inglis, Deputy Fire Chief			Ian Laing, Fire Chief			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Life Cycle Replacement of Personal Protective Equipment					
Project Cost	\$ 180,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 2
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	Yes	Quote Legislation: Occupational Health and Safety Act; O.Reg. 714/94 - Firefighters - Protective Equipment R				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
Replacement of personal protective equipment (PPE) - consisting of Bunker Gear, Helmets, Gloves, Balaclavas, and Firefighting Boots. For 2022, CYFS will have 22 sets of bunker gear, 50 pairs of firefighting boots, 25 helmets, and approximately 100 pairs of structural firefighting gloves to replace as they will reach their 10 year life cycle. We will also require 50 - 60 coveralls to replace the current allotment assigned to firefighters.		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE		
As per manufacturer's guidelines, Section 21 Guidance Note 4-8 - Care, Maintenance, Inspection, and Replacement of Structural Firefighting Personal Protective Equipment, and NFPA 1851 - Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Firefighting and Proximity Firefighting for the replacement of PPE at 10 years from the date of manufacture.		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
By replacing PPE that has been damaged beyond repair, or has reached the term of its lifecycle, CYFS will be able to safely and effectively respond to a wide array of incidents. Failure to replace this PPE will result in a reduction in the departments response capabilities.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
Failure to replace the required PPE at the required interval will result in a reduction in the response capabilities across the entire community.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Health and Safety
	Timelines for Potential Risk Impacts:	Within 3 months
As PPE passes the 10 yr anniversary mark, firefighters will be forced to utilize their reserve PPE. In the event of an incident that requires the decontamination of PPE, firefighters will be out of service until their PPE has been completely decontaminated. This process can take between 8 - 12 hours per complete ensemble.		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	180,000	0	0	0	0	0	0	\$ 180,000
2023	190,000	0	0	0	0	0	0	\$ 190,000
Future Phases		0	0	0	0	0	0	\$ -
TOTAL	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022	0	0	0	0	0	0	0	\$ -
2023	0	0	0	0	0	0	0	\$ -
Future Phases	0	0	0	0	0	0	0	\$ -

Section 3 : Sign-off

Collaboration	No	Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Jeremy Inglis, Deputy Fire Chief			Ian Laing, Fire Chief				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Recruit Firefighter Uniforms, PPE, and Equipment					
Project Cost	\$ 150,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 3
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Mandatory/Legal/Critical
<p>CYFS is required to supply each new recruit with the appropriate personal protective equipment (PPE) as per the National Fire Protection Association (NFPA) 1971. There will be two sets of bunker gear, two pairs of fire gloves, two balaclavas, one pair of structural firefighting boots, firefighting helmet, station wear, station boots, and a complete dress uniform for each new recruit. Total order will include 30 sets of bunker gear, 30 sets of station wear, 30 sets of firefighter gloves, 30 balaclavas, 15 helmets, 15 pairs of structural firefighting boots, 15 pairs of station boots, and 15 sets of dress uniforms.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Approved Strategic Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>To ensure that our PPE procurement continues to match the growth of the department and meets the requirements established in NFPA 1971. Without the purchase of the new PPE our new recruits will be unable to respond to incidents upon graduation.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels
<p>The purchase of the new PPE will equip the 2022 recruit class who will be filling recent vacancies created by retirements and completing the recruitment of the firefighters to staff Station 4-5. The retiree replacements will ensure we continue to meet our current response capabilities at stations 4-1, 4-2, 4-3, and 4-4, while the recruitment of the additional firefighters will increase our response capabilities with the commissioning of Station 4-5.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>Failure to procure the required PPE will reduce the response capabilities across the department.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts:	Within 1 year
<p>The procurement of the PPE will ensure that our new recruits have the required allotment of Station Wear to ensure a uniform appearance across the department, and provide a superior level of protection over other clothing/uniform options. The two sets of bunker gear, gloves, and balaclavas will ensure that our recruits are reducing their exposure to potential carcinogens and being able to return to service immediately after an incident rather than having to wait until their bunker gear has been washed and dried.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	75,000	75,000	0	0	0	0	0	\$ 150,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022	0	0	0	0	0	0	0	\$ -
2023	0	0	0	0	0	0	0	\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Financial Services			
Prepared By:		Reviewed By:		Commissioner:		
Jeremy Inglis, Deputy Fire Chief				Ian Laing, Fire Chief		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Firefighter PPE Washing System					
Project Cost	\$ 100,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 4
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	Yes	Quote Legislation:	Ontario Regulation 714/94 (Firefighters - Protective Equipment)			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Enhance / Growth
<p>For the 2022 budget year we are requesting funding to purchase two Firefighter PPE Washing Systems to be placed in Station 4-1 and 4-2, with two additional units to be requested in 2023 for Stations 4-3 and 4-4. Station 4-5 will have the washing system addressed during the commissioning of the station. The costs associated with this request are for the Washing System and all required plumbing and electrical work associated with installing the system at each of the stations.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>As we strive to continuously improve our decontamination process after incidents and provide our firefighters with the highest level of protection against exposure to potential carcinogens, the purchase of 2 Firefighter PPE Washing Systems will allow firefighters to quickly and thoroughly decontaminate their PPE - helmets, boots, gloves, and SCBA components.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Increases Service Levels
<p>With the phased in procurement of the Firefighter PPE Washing System, we will work towards providing each station with an increased capability to thoroughly decontaminate their PPE - gloves, helmets, boots, and SCBA components - in a timely and efficient manner. These increased capabilities will return out crews to service faster, while providing increased protection by reducing the exposure levels to potential carcinogens.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	No Impact
<p>Aside from the ability to return to crews to service in a reduced time, there will be minimal impact in the community.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts:	Within 5 years
<p>Aside from the reduced out of service time as a result of firefighters decontaminating their PPE, the long-term benefits of providing a superior method to decontaminate PPE will reduce the levels of exposure to potential carcinogens will result in long-term health benefits for our firefighters, with the ultimate goal reducing the exposure to carcinogens and other harmful chemicals.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022			100,000					\$ 100,000
2023			100,000					\$ 100,000
Future Phases	0							\$ -
TOTAL	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Financial Services			
Prepared By:		Reviewed By:		Commissioner:		
Jeremy Inglis, Deputy Fire Chief				Ian Laing, Fire Chief		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Fire Prevention - Fire Investigation Vehicle (4404)					
Project Cost	\$ 70,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 6
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
This project will cover the purchase of a new pickup, emergency lighting, and storage compartments for the Fire Investigator.		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Approved Strategic Plan
ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE		
Currently our Fire Prevention staff are using a 2009 GMC Sierra as our Fire Investigation Vehicle. As the vehicle has surpassed the 10 year service life, paired with the excessive rust and paint issues that will result in costly repairs to maintain a professional image for the department the vehicle is due for replacement. This replacement has been deferred in 2019, 2020, and 2021.		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
This project will maintain our current service levels.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	No Impact
Minimal to no community impact.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Corporate Image
	Timelines for Potential Risk Impacts:	Within 1 year
While the vehicle currently has low kilometers, staff have identified numerous paint and rust issues that are starting to create an unprofessional image. As the age of the vehicle has surpassed 10 years, we are also concerned with the potential for excessive downtime and repairs.		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	70,000							\$ 70,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Procurement Services	Financial Services		
Prepared By:		Reviewed By:		Commissioner:		
Jeremy Inglis, Deputy Fire Chief				Ian Laing, Fire Chief		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Upgrade of Assistant Deputy, Deputy Chief, and Investigation Vehicles to Electric					
Project Cost	\$ 70,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package # CYFS 7
Commission/Area:	Central York Fire Services		Division/ Departments:			
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Enhance / Growth
As we look to the future and adopting a more environmentally friendly response model, our goal is to transition our small fleet vehicles - Administration, Training, and Fire Prevention and Public Education - from internal combustion engines to electric. This project will cover the upgrading of Car 42, Car 43, Car 46, and the Fire Investigation vehicle from a standard combustion engine to electric, with the goal to phase in the remaining vehicles over the next 6 - 7 years as they approach their serviceable life expectancy. The change from internal combustion to electric will result in an average annual savings of approximately \$2,500 in fuel and \$500 in maintenance per vehicle. The overall savings of this project over the life of the vehicles is anticipated to be between \$65,000 - \$70,000 for the four vehicles.		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE		
From our maintenance and fuel records, it is anticipated that each vehicle that is changed to a comparable electric model will result in an average fuel savings of approximately \$2,500 per year, paired with anticipated maintenance savings of approximately \$500 per year. The change to electric vehicles from combustion engines will also result in an offset of CO ² emissions of approximately 36 tonnes, or 9 tonnes per vehicle. This equates to approximately 52,000 lbs. of coal burned.		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Increases Service Levels
We will be able to maintain our current levels of service, with the added benefit of being an environmentally friendlier option at reduced maintenance and operating costs.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	No Impact
With the initial project of selecting electric vehicles to replace the current Cars 42, 43, 46, and the Fire Investigation vehicle resulting in an anticipated reduction of CO ² emissions of 36 tonnes, there is the added potential to reduce our CO ² emissions by a further 120 tonnes by migrating towards an all electric fleet for the Administration, Prevention, and Training divisions.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Corporate Image
	Timelines for Potential Risk Impacts:	Within 1 year
As a department, a change to an electric fleet will show our commitment to adopting a more sustainable and environmentally friendly service delivery model.		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	0	0	70,000	0	0	0	0	\$ 70,000
2023	0	0	0	0	0	0	0	\$ -
Future Phases								\$ -
TOTAL	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022	0	-11,000	0	0	0	0	0	-\$ 11,000
2023	0	-11,000	0	0	0	0	0	-\$ 11,000
Future Phases		-11,000						-\$ 11,000

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Procurement Services	Financial Services			
Prepared By:	Reviewed By:		Commissioner:				
Jeremy Inglis, Deputy Fire Chief			Ian Laing, Fire Chief				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Website Refresh					
Project Cost	\$ 250,000.00	Project Resources Requirements	New Resources	Operating DP	No	Decision Package #
Commission/Area:	Corporate Services Commission			Division/ Departments:	Information Technology	
Legislative Requirement (select one):	No		Quote Legislation:			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Mandatory/Legal/Critical
<p>The Town's current website last saw a major refresh in 2009. . In 2017, there was a minor refresh of the landing page to allow for some additional functionality. These changes included the news, notices being displayed at the top and the calendar of events that shows Newmarket meetings, and Newmarket Events. These changes provided the ability to allow for tracking of a community calendar as well. In 2020, the website suffered a significant crash and corruption of webpage coding that led to an emergency repair to the corruption of the site. The Town of Newmarket's website is an important social media tool that is critical to engaging the public. It would be extremely important and beneficial for the town to go through the competitive process to upgrade and replace the Town's site. The public is expecting a more responsive and interactive site utilizing updated technology. Citizens will benefit from digital access to core town services using self-service portals that easily integrate with our enterprise applications and social media platforms.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>• Utilize ongoing community engagement to help inform program, services and financial planning.</p> <p>The current Town website is utilizing back end technology that is over 10 years old. The minor refreshes have provided certain level of enhancement but have also possibly created other issues that have had to be addressed subsequently. Users of modern websites expect integration into core systems to allow for self service and integration with social media platforms. The website serves as a major outlet for communication and branding for our service delivery.</p> <p>This project aligns with two of the key strategic priorities of 1. Long term financial sustainability & 2. Economic leadership and Job creation.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels
<p>A new website will provide more self-service access to core service needs of our Citizens. There will be integration in social media and other enterprise systems such as the tax system, water billing etc. Staff will have efficient methods to update content across a variety of platforms. Site will be accessible and compliant with current industry standards. Opportunity to enhance the user experience for the public when then utilize a refreshed website</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>The town will benefit with greater compliance, increased engagement and timely response with self-service options provided in a new website. Town branding and economic opportunities could be enhanced with specific modern functionality implemented in a new website.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>Maintenance of an outdated website presents inefficiencies in content update, possible security threats and inability to integrate with other platforms. Town image might be affected by inadequate technology of current website.</p>		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	250,000							\$ 250,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Corporate Communications					
Prepared By:			Reviewed By:			Commissioner:		
Karthik Venkataraman			Karthik Venkataraman			Esther Armchuk		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	ERP Projects enhancement					
Project Cost	\$ 150,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Corporate Services Commission		Division/ Departments:		Information Technology	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Improved Efficiency
<p>Currently the Town has budget allocated towards maintenance and upgrades to our core ERP systems. The Town recently implemented a new recreation management system with Perfectmind and the new tax management software TXM. Moving forward, there is a need to develop integrations and enhancements between these systems and other core IT applications. Therefore, additional funds are required to implement an integration platform, HRIIS and our Legislative services enforcement dashboard.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>As part of regular maintenance of our enterprise systems, we require regular review and upgrades to our systems due to compliance, industry best practices, license expiry, system capabilities etc. These core systems are required to have regular upkeep in order to maintain high service levels. Technology has changed to the point of requiring integrations that are repeatable, scalable and secure. Certain enterprise systems currently implemented, are lacking in core functionality desired by business to conduct efficient service delivery. These new investments will provide opportunity to implement modern technology and add value to Town residents.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
<p>Updated technology on core enterprise systems. Additional functionality to meet service needs. Additional security of core systems. Scalability and repeatability of integration between legacy and new applications.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Minor Impact - Local Benefit
<p>Enhancing core enterprise IT Systems will allow for enhanced efficiencies and higher service levels with fit-for-purpose application. Additionally, residents will be able to conduct business more efficiently with self-service solutions based on the integrations between these modern systems.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>Potential outages and impacts to quality of service due to the factors of legacy applications and outdated technologies. Possible security concerns with lack of compliance to industry standards, inadequate integrations and manual processes.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022			150,000					\$ 150,000
2023			50,000					\$ 50,000
Future Phases								\$ -
TOTAL	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	No	Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Karthik Venkataraman		Karthik Venkataraman		Esther Armchuk			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Enhance Technology needs of new workplace model					
Project Cost	\$ 250,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Corporate Services Commission			Division/ Departments:	Information Technology	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Improved Efficiency

The pandemic has illustrated the need to support a variety of technical needs of working in different environments. The Town has had to quickly pivot to provide technical resources to work remotely and adapt existing systems for those on site. Many solutions put in place are stop-gap and not efficient towards a long term solution. Therefore, in order to maintain optimal service delivery the Town must invest in Technology that is sustainable, secure and efficient to adapt to any new workplace model for staff. Essentially investment will need to be made in several areas listed below.

1. Computing equipment (Desktops to laptops)
2. Unified communications technology (Softphones, Collaboration tools etc.)
3. Network and Security (Encryption, data storage, VPN.)
4. Remote work tools (E-signatures, Printing services, document management, web-based solutions etc.)
5. Workspaces (Drop-in stations, Additional peripherals etc.)

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

Currently, Town staff are limited by the remote capabilities of our network. All staff do not have access to corporate devices such as laptops and cellphones to efficiently conduct business. If we are to move to a new model of service delivery, then we must develop a new standard for remote work with the necessary technology that is portable, secure and sustainable. This will require creation of standards, procedures and policies that allow staff to conduct operations with the least amount of disruption.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels

New workplace models describe the need for hybrid environments that support both remote work and drop in workspaces. Staff should be able to access key IT resources no matter where they are working from. Service delivery will not be affected by location of staff in certain roles. Many services will be available on self-service platforms and remote distribution of data. Eventual computing environment will be adaptable, secure and available no matter the location.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** No Impact

By providing ideal technical solutions for a variety of work environments, service delivery to the Town residents can be enhanced or maintain pre-pandemic levels.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts: Within 1 year

Currently certain technical implementations are serving as stop-gap measures and are not sustainable long term. Productivity can be diminished due to inefficiencies in connectivity to remote services, inadequate internet, manual processes and insufficient computing equipment. Data security and network resiliency is affected due to many exceptions created for the pandemic.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022			250,000					\$ 250,000
2023			250,000					\$ 250,000
Future Phases			500,000					\$ 500,000
TOTAL	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Karthik Venkataraman		Karthik Venkataraman		Esther Armchuk			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Town Marquee Signs (Magna)					
Project Cost	\$ 120,000.00	Project Resources Requirements	New Resources	Operating DP	Yes	Decision Package #
Commission/Area:	Corporate Services Commission			Division/ Departments:	Information Technology	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

The Town's Marquee signs located at Magna and Town hall have reached their end of life and require replacement. At over 10 years old, the aging signs are either not working or in need of repair 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 its business partners. A portion of these funds will be dedicated to review other marquee signs and provide recommendations (and possible the purchase of) on potential solutions to standardize the hardware and software along with a centralized platform to manage and administer all Town facility signs.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

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

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

This item maintains an existing level of service as the signs are well entrenched in the operations at the Magna Centre and Town hall.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

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 overall Council Priority. The signs can be connected to both the Town's data network and the internet using ENVI.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Corporate Image

Timelines for Potential Risk Impacts: Within 1 year

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 as 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 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	120,000							\$ 120,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022							25,000	\$ 25,000
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With						
Prepared By:			Reviewed By:			Commissioner:		
Karthik Venkataraman			Karthik Venkataraman			Esther Armchuk		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Stormwater Asset Management Implementation - Pond Cleanouts					
Project Cost	\$ 780,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Engineering - Stormwater	
Legislative Requirement (select one):	Yes	Quote Legislation:	Condition of the ECA issued under Section 53 of the Ontario Water Resources Act			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Mandatory/Legal/Critical

Stormwater management facilities or 'ponds' are designed to remove sediment from the stormwater entering them. By removing the sediment, the ponds help reduce the amount of phosphorus the Town releases into the environment. Phosphorus in large amounts has a negative environmental impact to downstream waters by increasing algae growth. As the ponds accumulate sediment, they reach a point where they are no longer able to efficiently remove sediment from the stormwater, and can actually release collected sediment into the environment. Typically the threshold is when the ponds becomes 50% full of sediment. The Town is legislated to ensure all sewage facilities (including stormwater management ponds) are functioning and operating as designed. Several ponds are past this 50% threshold and require cleanouts; one is currently more than 98% full. This project will hire a consultant and contractor to return two (2) ponds to their original design by removing the accumulated sediment so the Town can remain in compliance with the Water Resources Act and applicable associated Environmental Compliance Approvals for two (2) ponds.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Pond 35 was originally designed with a permanent pool volume of 1930 m³. With this design volume, the pond is designed to have sediment removed when the sediment volume reduces the permanent pool volume by 50%; in this case when there is 965 m³ of sediment in the pond. Our 2021 bathymetric survey of the pond has confirmed there is approximately 1,900m³ of sediment to be removed to restore the pond to its original design. This scenario is the same for several other ponds; we will be addressing 2 (including Pond 35) as part of this project. The Town is required to ensure all sewage facilities (including stormwater) are functioning properly as per the Ontario Water Resources Act, and this project fits under the Environmental Stewardship Council strategic priority.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

By completing this project, two ponds will be in compliance with the Ontario Water Resources Act and associated Environmental Compliance Approvals, moving the Town's stormwater management ponds closer to complete compliance of all ponds below the 50% sediment threshold. Completing this project will also ensure these two ponds are not polluting the receiving watercourses with excess phosphorus and sediment for our downstream neighbours and ultimately Lake Simcoe.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

Completing this project will improve water quality locally in the ponds themselves, and downstream for other areas currently impacted by these ponds. It will also improve The Town of Newmarket's corporate image by maintaining our infrastructure and reducing our environmental impact.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Environment

Timelines for Potential Risk Impacts: Within 1 year

The two ponds being requested under this project are currently not working as designed and are not in compliance with applicable legislation.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	780,000							\$ 780,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 780,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Public Works- Parks	Public Works- Water/Wastewa	Public Works- Roads		
Prepared By:	Reviewed By:		Commissioner:				
Craig Schritt	Rachel Prudhomme		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Fleet Replacement					
Project Cost	\$ 1,615,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission		Division/ Departments:			
Legislative Requirement (select one):		Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request

Classification (select one):

Replacements, Rehabilitation and/or Maintenance

Replacement of scheduled fleet equipment for all Departments. Keeping up with Fleet asset replacement ensures service levels are maintained for the community. Fleet replacement falls under ensuring effective and efficient services. New and properly maintained equipment ensures that service levels are continued to be met and down times are kept to a minimum, allowing all areas to perform needed activities for road, infrastructure, green space, public areas and facilities.

1.2 - Project Alignment and Justification

Outline justification for need of project request

Corporate Alignment & Opportunity (select one):

Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

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.

1.3 - Levels of Service

Outline the desired outcome and/or benefits

Levels of Service & Infrastructure Impact (select one):

Secures Existing Service Levels

The desired service level would be to maintain current levels or better.

1.4 - Community Impact

Outline Community Impact (if applicable)

Community Impact (select one):

Significant Impact - Town Wide

These vehicles and equipment are used daily for operations & maintenance activities that the Town provides to the community. If equipment, such as a sewer flusher, plow truck or fire engine are out of service for extended periods, due to maintenance scheduling and vehicle age, public safety could be put into risk and liability issues could arise.

1.5 - Risk

Outline the risks associated with the project both positive and negative

Risk Category (select highest risk area):

Health and Safety

Timelines for Potential Risk Impacts

Within 1 year

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

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	1,525,000					90,000		\$ 1,615,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 1,615,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With						
Prepared By:			Reviewed By:			Commissioner:		
Mark Gregory			Mark Agnoletto			Peter Noehammer		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Recreation Playbook Implementation					
Project Cost	\$ 2,000,000.00	Project Resources Requirements	No New Resources	Operating DP		Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Engineering Services	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Enhance / Growth
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 Ray Twinney Pad 3 (Outdoor skating rink).		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Council Priority
<ul style="list-style-type: none"> Develop a Parks Master Plan focused on both new development and redevelopment opportunities; update the Recreation Playbook, as required. <p>The Ray Twinney Pad 3 (Outdoor skating rink) Project is a Council Directive and 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".</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Increases Service Levels
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.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Significant Impact - Town Wide
The design and construction of recreation amenities such as the RJT Pad 3 has a significant impact on the overall community by providing more recreational opportunities that improve the general health of the community as well as promoting the corporate image of the Town of Newmarket.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Corporate Image
	Timelines for Potential Risk Impacts	Within 1 year
This program is essential to develop healthy individuals and healthy communities. It also provides an opportunity for citizens to engage the community and be healthy.		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022		1,000,000	1,000,000					\$ 2,000,000
2023		2,500,000	2,500,000					\$ 5,000,000
Future Phases								\$ -
TOTAL	\$ -	\$ 3,500,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000,000

Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With						
Prepared By:			Reviewed By:			Commissioner:		
Gord MacMillan			Rachel Prudhomme			Peter Noehammer		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Town Light Standard and Strategy					
Project Cost	\$ 50,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Parks	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Community Planning
<p>This request is to retain a consultant to develop an illumination standard for the Town and an implementation strategy. It will include all the areas and types of lights (streets, sidewalks, parks, parking lots, walkways, pathways, and trails). This currently does not exist which results in inconsistent illumination in various areas including new developments. Once the standard is developed, the consultant will conduct a review of all illumination levels in all areas against the standard and provide a strategy on how to move forward with implementation. The strategy should incorporate a risk matrix to prioritize light repairs and replacements going forward. This may result in a phased plan going forward until the illumination standard is met.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>Currently, the Town maintains all streetlights as part of the Ontario Minimum Maintenance Standard O.Reg. 239/02, but there is no Town standard in regards to other areas that require illumination such as parking lots, walkways and trails. Certain areas have pathway lights previously put in by the builder, while others do not. Each year, there are often several requests for new or additional lighting. With a Town Illumination Standard in place, it would allow the Town to determine whether new or additional illumination is required and how the request will be prioritized within the existing maintenance program. The strategy and prioritization plan will improve the current maintenance program by providing a consistency of where lights exist and how they are inspected and maintained throughout the year.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels
<p>Lighting is an important component to the Town as it is designed to provide safety and security. Currently the Town only has a secured level of service for street lighting which benefits drivers and streets with adjacent sidewalks. However, there are still many other different areas that have or need illumination in Town such as walkways and trails that should provide a consistent level of service to its users. By having an illumination standard, we will not only address where this is a need for lighting and address the service level gap but also identify areas that would not need lighting as the Town. This standard would correct any inappropriate lights that may contribute to light pollution which includes trespass, glare and over lighting in Town.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	No Impact
<p>This project would impact the whole Town including non-residential areas such as parks and trails which are heavily used. This may impact some older areas where trees are more mature and the lights may be closer to properties. It will also impact neighbourhoods that feel that do not have sufficient illumination as there have been ongoing requests from residents to have certain areas and amenities lit.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 3 years
<p>There are some risks to this project. It will confirm light is required or not required in certain areas - this may or may not be what the residents and users agree to. This project may result in a number of areas that is deemed under lit or areas that are over lit. This would result in some work to either add lights or correct lights over a phased in plan but it would mean that the Town is moving toward a consistent illumination profile.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022		50,000						\$ 50,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Jeff Bond	Mark Agnoletto		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Story Pod Replacement					
Project Cost	\$ 30,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Parks	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

The story pod located at Riverwalk Commons was created in 2015 with the help of a private design firm and sponsored by a local company. The pod needs to be replaced as it was only built for a short term use and various pieces of the existing pod are not in good shape. The plan is to design and build for many future years of enjoyment for residents of all ages.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Departmental Plan with Added Opportunity

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The story pod has been sponsored since first year and the direction is to continue with receiving funding from local businesses. The story pod has won many awards nationally and internationally, it was even twinned with a city in South Korea that has gained international exposure.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels

This replacement will ensure that our existing service level is matched. Residents of all ages visit the story pod daily from early May to Thanksgiving. It's a great meeting location from residents to leave/pick up books.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

The story pod has a huge community impact as it supplies a free lending service for all types of books to various age groups. It has also served as a great learning experience for kids through a library program as an event space hosting many reading opportunities for children.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Corporate Image

Timelines for Potential Risk Impacts: Within 1 year

Not having a story pod would likely lead to huge negative Corporate image issues on social media. As noted above, this story pod has experienced large positive social media exposure since being built and placed at Riverwalk Commons.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	30,000							\$ 30,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration Yes No **Consulted With** Recreation & Culture

Prepared By: Jeff Bond	Reviewed By: Mark Agnoletto	Commissioner: Peter Noehammer
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**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Facility Health and Safety Requirements					
Project Cost	\$ 360,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Facilities	
Legislative Requirement (select one):	Yes	Quote Legislation:	OHSA, Public Health, Fire Code, Building Code, Electrical Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

There are a number of buildings that require various repairs, replacements and/or modifications in order to comply with various Health and Safety requirements as well as codes and regulations. The items listed in this package pose an imminent risk to the health or the safety of the occupant, users and staff:

Magna Centre Pool Filter Sand Replacement - The life cycle of filter media is generally 8 to 10 years. The media is past its useful life and requires replacement to keep pool water balanced per Public Health requirements.

Magna Sports Theatre Flooring Replacement - The flooring in the sport theatre area has had ongoing issues with adhesion to the substrate, experiencing bubbling of the floor material in several locations. The flooring has been patched and repaired in several locations multiple times and continues to lift, causing trip hazards in high traffic areas.

Magna Lobby Expansion Joint Replacement (Design 2022; Work 2023) - The expansion joint previously installed is not allowing for vertical movement and vertical displacement in the building is now causing a tripping hazard at the joint location. This area has been covered with a long carpet for several years now in an attempt to manage the tripping hazard until a permanent repair could be implemented, which looks unsightly. A proper 4-way expansion joint should be sourced and installed and the cracked tile flooring along the expansion joint replaced.

Ray Twinney Complex Transformer, Main Breaker and Switch Gear Replacements - Transformer, Main Breaker and Switch gear are nearing end of life. Parts are no longer manufactured and replacements are getting hard to source from supplier stock. All are original to the facility. Main breaker is currently a safety hazard when needing to perform a reset as the recoil force is extremely high impact. The grounding contactors also get stuck frequently which requires specialized contractors to repair. The switch gear in the pool area is also at the end of its useful life. When disconnects are performed, phases no longer engage properly which can cause arcing, which is a serious fire hazard.

Gorman Pool Sand Blasting and Recoating - This is required approximately every 10 years when sharp flakes of old paint start to detach from the bottom of the pool, which presents a risk for injury to the swimmers. Sandblasting is required as surfaces preparation to completely remove old paint from the substrate to expose bare concrete, which is then conditioned before applying new waterproofing coating.

Lawn Bowling Storage Building Repair - The concrete block foundation of the lawn bowling storage building has shifted and is partially collapsed. As a result, the stability of the building is now compromised and it is currently not safe to occupy until removal repairs are conducted. The foundation appears to be constructed on native soil and the movement appears to be due to exposure to freeze thaw cycles over the years.

Old Town Hall Bell Tower Railing and Flag Pole (Design 2022; Work 2023) - The railing surrounding the bell tower is missing pieces and sections are loose. This is the only way to access the flag pole. Due to the heritage designation of the building, the height is not code compliant and presents a fall hazard for staff needing access to this area. A retrofit is proposed, including repairs to the railing, installation of a fall arrest system and possible replacement of the flag pole with option to lower the flag at the bell tower floor level as it can safely be replaced by staff.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The projects included in this funding request are necessary to comply with legislative requirements and maintain the health and safety of the users, occupants and staff. It is part of this department's duties to ensure the safe operation of the facilities, ensure on-going improvement of safe work practices and comply with applicable codes, regulations and guidelines to the best of our knowledge and abilities.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

Addressing these issues would prevent disruptions to the operations and the various programming that occur in the facilities on a daily basis and ensure the health and safety of the building users, occupants and staff. Disruptions to the regular operations of the facilities would result in potential loss of revenue and may negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

If left unattended, these projects which mainly affect the Town's main two recreational facilities could result in partial or full closure of these facilities. Cancelled programming in such large facilities is likely to affect a large number of the population, not considering that such closures at high visibility locations is likely to negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts Within 1 year

Failure to address a known health and safety issue presents a significant liability risk for the Corporation, and the potential for an incident to occur could result in catastrophic consequences. If an incident was to happen, the Town's image would be negatively impacted on a large scale and it would incur significant liabilities due to harm.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	360,000							\$ 360,000
2023	40,000							\$ 40,000
Future Phases								\$ -
TOTAL	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Harry Vanwensem	Mark Agnoletto		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	State of Good Repair Facilities (Magna, RJT, Seniors)					
Project Cost	\$ 875,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Facilities	
Legislative Requirement (select one):	Yes	Quote Legislation:	Fire Code, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

This request is for replacements, repairs and rehabilitation of critical building components and systems. Initial assessment and scope of work has been established for these projects; funding is required to implement the construction phase and resolve these critical issues.

Community Centre Canopy Dry Sprinkler System Installation - this may be done in 2021 TBD end of May,
Magna South Exterior Block Wall Repair - The south rear exterior wall masonry cladding at the Magna Centre has failed in various locations. There is evidence of excessive water infiltration and absorption within the wall assembly leaving efflorescence (white staining) on the face of the block in various areas. Cracking of the block cladding as well as deterioration of the mortar joints between blocks is also observed throughout. An investigation was conducted in 2020 and a proposed scope of work for remediation was developed by our Consultant.
Magna Pool Gutter Waterproofing - Temporary waterproofing repairs were completed in 2020, after the membrane failed in various locations inside the gutters of the Lap and Leisure pools. These temporary repairs are not expected to last beyond March of 2022. A Consultant report was obtained and a scope of work was prepared to ensure this project is ready for tender once funds are approved.
Ray Twinney Pool AHU Replacement - Funds for this replacement were approved as part of the Budget 2021 however manufacturing delays and increased project costs are preventing this project from being completed in 2021. The current air handling unit uses R22 refrigerant which was banned from use as of January 1, 2021 in North America. The unit is at the end of its useful life and requires replacement to ensure continued operation of the pool area.
Seniors Centre East Wall Movement - In 2019, staff noted that an emergency exit door on the east elevation had shifted and could not open/close freely. An investigation was conducted and a recommended scope of work was prepared by our Consultant. The scope of work involves a full excavation along the east wall of the building to repair deteriorated/collapsed sections of the foundation wall as well as partial removal and replacement of the slab on grade inside the building.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The projects included in this funding request are at a critical point and are necessary to prevent further deterioration of the Town's assets, which could compromise the integrity of the building envelop, structure and major systems. Properly maintaining the facilities is part of this department's duties, which also ensures efficient management and long term financial sustainability of the Town's assets.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

Delaying the construction phase for these projects may affect the overall integrity of the building envelope, structure and major systems, and could potentially affect regular operations of the facilities. Implementing remedial work would prevent disruptions to the various programming that occur in the facilities on a daily basis and ensure the health and safety of the building users, occupants and staff.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

If left unattended, these projects mainly related to the Town's two main recreational facilities, could result in partial or full closure of these facilities. Cancelled programming in such large facilities is likely to affect a large number of the population, not considering that such closures at high visibility locations is likely to negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts Within 1 year

Failing to address the issues noted in a timely manner is likely to result in additional expenditures to restore continuously degrading assets and may present a health and safety risk to occupants of the buildings. Disruptions to the regular operations of the facilities would result in potential loss of revenue and may negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	875,000							\$ 875,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 875,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Harry Vanwensem	Mark Agnoletto		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Facility Consulting, Investigation and Monitoring					
Project Cost	\$ 115,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Facilities	
Legislative Requirement (select one):	Yes	Quote Legislation:	Occupational Health and Safety Act, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Community Planning
<p>As issues arise in facilities such as structural concerns, excessive moisture, movement and other building system related issues, the cause of the issues has to be determined in order to properly address and resolve the problems. This funding request is for various professional consulting to conduct investigations and monitoring of various concerning issues. Remedial work, for which funds would be required in subsequent years, is not included in this request as the scope of work and associated costs are unknown at this time. Some issues recently identified and requiring immediate assessment and monitoring include;</p> <p>Old Town Hall Floor Movement and Moisture Investigation - Floor movement is observed in the original section of the building. Grout lines are cracking and tiles are lifting and becoming detached. There has also been significant fluctuations in the humidity readings noted in various areas of the facility. Funds are required to conduct further investigations of these issues so they can be addressed.</p> <p>Community Centre Basement Structural and Excessive Moisture Investigation - Excessive moisture issues were noted in the basement as well as concrete deterioration at the underside of the suspended floor slab. An initial structural assessment was completed to confirm the integrity of structure and temporary measures were put in place until a complete assessment and remediation work can be completed.</p> <p>Facility Security Consultant Review - Consulting services are required to perform a complete security review of all town facilities. Upgrading these systems and establishing a process for addressing security concerns and analyse the risk for breaches will show due diligence and ensure the safety and security of the occupants, users and assets within the facility. This review would include CCTV systems, access control, keyway systems, life safety systems and other security and life safety procedures.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>Investigation and monitoring by a professional consulting firm is critical and necessary for the projects included in this funding request to potential structural failure and prevent excessive deterioration of the Town's assets. Failure to understand and address these issues could compromise the integrity of the building envelop, structure and major systems. Properly maintaining the facilities is part of this department's duties, which also ensures efficient management and long term financial sustainability of the Town's assets.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels
<p>Failure to investigate and monitor identified issues in the facilities may affect the overall integrity of the building envelope, structure and major systems, and could potentially affect regular operations of the facilities. Understanding the issues and the rate of deterioration of these assets will allow to better plan for remedial work so that unforeseen disruptions to the various programming that occur in the facilities on a daily basis can be avoided. This would also ensure the health and safety of the building users, occupants and staff.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>If left unattended, identified potential issues could result in partial or full closure of these facilities. Cancelled programming in facilities is likely to affect a moderate number of the population, not considering that closures are likely to negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>Failing to address the issues noted in a timely manner is likely to result in additional expenditures to restore continuously degrading assets and may present a health and safety risk to occupants of the buildings. Disruptions to the regular operations of the facilities would result in potential loss of revenue and may negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.</p>		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	115,000							\$ 115,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000

Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Harry Vanwensem	Mark Agnoletto		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	AODA Implementation for Facilities					
Project Cost	\$ 200,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Facilities	
Legislative Requirement (select one):	Yes	Quote Legislation:	AODA, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
<p>Accessibility upgrades in existing facilities are required not only to achieve accessibility for Ontarians with disabilities by 2025 as prescribed by the AODA, but to contribute to creating extraordinary places within the Town facility and creating an environment that integrates and reflects inclusivity and diversity within our community. These are also aging and deteriorating assets which will require replacement in the short term.</p> <p>Fairy Lake - This high visibility park located in the downtown core, which hosts many special events, is not equipped with washroom facilities that are accessible to people with physical disabilities. New washroom facilities are required not only to achieve accessibility for Ontarians with disabilities by 2025 as prescribed by the AODA, but to contribute to creating extraordinary places within the Town facility and creating an environment that integrates and reflects inclusivity and diversity within our community. The existing facilities on the site are in deteriorating condition and their location on the site is not convenient for access with or wheelchair or for people with mobility issues. The lack of accessible washrooms at Fairy Lake Park is an ongoing subject of discussion of the Newmarket Accessible Advisory Committee (NAAC). This request is for funding to complete the design phase of this project. Funding for the construction is not included in this request as the budget for implementing the project is unknown at this time.</p> <p>Seniors Centre Accessibility Upgrades - An accessible stall is provided in each washroom, however the lavatories as well as the type and location of washrooms accessories do not meet barrier-free AODA and building code requirements. Complete renovation of the men and women washrooms is also required due to age and deteriorating condition of the room finishes and accessories. Flooring and counters are heavily stained and discoloured due to long time public use and use of cleaning supplies to maintain the washrooms in sanitary conditions.</p> <p>Rene Bray Park Washroom Accessibility Renovation - Modifications and upgrades to the existing park washroom building is required in order to provide a fully accessible washroom compliant with current AODA and code requirements. Work can be performed in house with contracted consulting.</p> <p>These are legislated requests and although it has not been secured, grant funding is anticipated to be available. Future Phases to include accessibility upgrades at Magna Centre, OTH and other facility building locations.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Departmental Plan with Added Opportunity
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>The washroom facilities at Fairy Lake Park are in need of upgrades to achieve accessibility for Ontarians with disability by 2025 as prescribed by the AODA. This is a legislated request and although it has not been secured yet, grant funding may be available. The assets are also in deteriorating conditions; properly maintaining the facilities is part of this department's duties and also ensures efficient management and long term financial sustainability of the Town's assets. The Senior's Meeting Place washrooms and the Rene Bray Park washroom are in need of upgrades to achieve accessibility for Ontarians with disability by 2025 as prescribed by the AODA. This is a legislated request and although it has not been secured yet, grant funding is anticipated to be available. The finishes and fixtures are also in deteriorating conditions; properly maintaining the facilities is part of this department's duties, which also ensures efficient management and long term financial sustainability of the Town's assets.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels
<p>This request is intended to provide equality of service across Town owned facilities, including those located in parks, by providing access and space design to accommodate those with disabilities. The renovation will address the lack of barrier-free code compliant amenities in the facilities and will contribute to improving the experience of to the community visiting the facilities by providing more user-friendly, barrier-free and high quality environment. Staff efficiency will also be increased through integration of easy to maintain building materials and smart space configuration.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>Seniors citizens having memberships at the Senior's Meeting Place and residents residing to proximity of the Rene Bray Park will be those directly impacted by these upgrades. However, the entire community will benefit from projects that promote inclusivity for all, enabling a maximum of people to access Town owned properties throughout the Town. Moreover, increasing accessibility and inclusion in and around facilities reflects positively on the Town's image.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Health and Safety
	Timelines for Potential Risk Impacts	Within 1 year
<p>Health and safety risks are associated with degrading assets which could result in forced closure due to an unsafe and unsanitary environment for use by the public if the deterioration of the assets remains unaddressed. Having spaces not properly adapted to people with mobility issues and using wheelchairs increases the risk for accidents and injury within those spaces. This would reflect poorly on Town's image and ability to efficiently manage assets.</p>		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	200,000							\$ 200,000
2023	100,000							\$ 100,000
Future Phases	100,000							\$ 100,000
TOTAL	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With						
Prepared By:			Reviewed By:			Commissioner:		
Harry Vanwensem			Mark Agnoletto			Peter Noehammer		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Roof Replacements at Various Facilities					
Project Cost	\$ 1,000,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Facilities	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
<p>A number of facilities have roofs that are in critical condition and require immediate replacement in order to preserve the integrity of the building and maintain existing service levels. Currently, a few locations experience active leaks during rain events, which represent a potential for mould growth and could adversely affect the integrity of the building envelope if left unattended. Staff have worked with term contractor to make temporary repairs as required however these repairs are only intended for short term prevention of water infiltration.</p> <p>Magna Centre Roof Partial Roof Replacement (Sections 4, 5 and 6) - Thermal imaging scans have shown that multiple areas of the roof have failed; wet insulation was detected, which indicates that the roofing membrane has failed and is letting water inside the building. This is also affecting the energy efficiency of the roofing assembly.</p> <p>Ray Twinney Complex Pad 2 Roof Replacement - Replacement of the existing metal roofing system over Arena 2 is proposed with an environmentally friendly, high performance standing seam metal roof system in order to restore the building's protection against weather and increase thermal efficiency of the building.</p> <p>Art Ferguson Clubhouse Roof Replacement - The asphalt shingled roof is in critical condition and in need of immediate attention. Without the recommended repairs or replacement water damage is imminent.</p> <p>Doane House Roof Replacement - The cedar shake roofing is in deteriorating condition and requires full replacement. Due to the age of the building and it's historical significance, we would recommend that the new roofing replicates the current type, as opposed to selecting a more cost effective option such as asphalt shingles.</p> <p>Glenway Building Partial Roof Coating - The metal roof system has reached the end of its useful life, but due to the uncertainty relative to the long term use of the building, a full replacement is not proposed at this time. Instead, staff is proposing to install a fluid applied roof membrane whose purpose is to provide a low permeance (non breathable) water tight/waterproof foundation barrier application of the roof system over the finished/heated section of the building.</p> <p>Roof replacement projects at other facilities are expected to become necessary in the next few years, such as the Senior's Meeting Place and Newmarket Youth Centre, which are nearing the end of their useful lives.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>The projects included in this funding request are at a critical point and are necessary to prevent further deterioration of the Town's assets, which could compromise the integrity of the building envelop, structure and major systems. Properly maintaining the facilities is part of this department's duties, which also ensures efficient management and long term financial sustainability of the Town's assets.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
<p>Delaying the replacement of failed roofing systems may affect the overall integrity of the building envelop, structure and major systems. Active roof leaks are likely to negatively affect regular operations of the facilities until repairs can be completed. Proceeding with the roof replacements would prevent disruptions to the various programming that occur in the facilities on a daily basis and ensure the health and safety of the building users and staff.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>If left unattended, these projects which are primarily located at the Town's two main recreational facilities, could result in partial or full closure of the facilities. Cancelled programming in such large facilities is likely to affect a large number of the population, not considering that such closures at high visibility locations is likely to negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>On-going water infiltration in building presents a risk for mould growth and damage to structural components of the building envelope. This could potentially result in heath and safety issues and have considerable financial impacts due to loss of revenues and remedial work during an extended building closure. The town's image would also likely be negatively affected as a result. These roof replacements are required to ensure asset preservation and continued success of the building's operations.</p>		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	1,000,000							\$ 1,000,000
2023	2,120,000							\$ 2,120,000
Future Phases	300,000							\$ 300,000
TOTAL	\$ 3,420,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420,000

Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:	Reviewed By:		Commissioner:				
Harry Vanwensem	Mark Agnoletto		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	395 Mulock Drive Municipal Offices Building Asset Replacement					
Project Cost	\$ 100,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission		Division/ Departments:		Building	
Legislative Requirement (select one):	Yes	Quote Legislation:	Fire Code, Electrical Code, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
<p>In 2018 we completed a Building Condition Assessment for 395 Mulock Drive municipal building. The assessment report outlined the necessary repairs and upgrades each year to 2038 to all building components from critical assets to carpet replacement. This request is for annual repairs and maintenance of the building including carpet, electrical, and mechanical systems. Large budget items such as roof, heating and cooling systems are to be requested separately on the years they are due. A copy of the building condition assessment is available for reference.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>This request will allow us to keep up to date with building repairs and maintenance. It will provide a longer lifecycle for assets and keep our building operating efficiently and up to date.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
<p>This request allows us to maintain the building structure, building exterior, building interior, electrical systems, mechanical systems and plumbing systems updated and maintained to avoid premature failure of assets and help our Municipal Building stay updated and presentable to the public.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Minor Impact - Local Benefit
<p>Keeping systems properly maintained and updated limits the amount of downtime that could be experienced if we let assets run to failure. Having assets breakdown will negatively affect the levels of service we can provide to the community out of our Municipal Offices.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>Since this capital request covers so many items there are many ways we could encounter a health and safety concern. There are fire codes and electrical codes that require inspections and timed replacements to meet those codes and maintain a safe working environment. There are also safety issues related to replacement of old carpet that's bubbling up and causing trip hazards or aging equipment that could fail and cause various issues.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	100,000							\$ 100,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Josh Delong		Jason Unger		Peter Noehammer			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	New Infrastructure Inspector Vehicle					
Project Cost	\$ 70,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Public Works- Water/Wastewater	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Enhance / Growth

This request is to purchase a full size 4 x 4 pickup truck. \$10K for operating costs (insurance and fuel). A Permanent Infrastructure Inspector position was approved and filled through 2020 budget cycle. As this newly created position is required to visit jobsites and work projects on a daily basis, a Town vehicle is required to support this position.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The Water & Wastewater Infrastructure Inspector is required to visit work sites on a daily basis to oversee a variety of projects and repairs. Currently the Infrastructure Inspector is utilizing a rental vehicle to attend worksites, an efficiency can be realized by purchasing a vehicle and managing it through the Town Fleet department, reducing the cost of rental vehicles.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels

Having a Town owned vehicle, which can be serviced by the Town Fleet department will reduce expensive vehicle rentals and vehicle turnover due to fluctuating rental agreements.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Minor Impact - Local Benefit

While most residents will not experience the new vehicle in their day-to-day, the new vehicle will support water infrastructure which residents rely on. As well, water inspections will support the community through customer investigations, private companies working with water infrastructure, etc.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts Within 3 months

Currently the Infrastructure Inspector is utilizing a rental vehicle to attend worksites, an efficiency can be realized by purchasing a vehicle and managing it through the Town Fleet department, reducing the cost of rental vehicles.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022		70,000	0					\$ 70,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022		10,000						\$ 10,000
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	No	Consulted With				
Prepared By:	Reviewed By:		Commissioner:			
Rob Gillis	Mark Agnoletto		Peter Noehammer			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Watermain Automated Flushing Systems					
Project Cost	\$ 80,000.00	Project Resources Requirements	No New Resources	Operating DP		Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments: Public Works- Water/Wastewater		
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

In areas within the distribution system where it is difficult to maintain an acceptable level of disinfectant residual, or where taste, color or odor issues are leading to customer complaints, automated flushing and water quality sampling solutions are an efficient and effective solution. The Town currently maintains 6 automated flushing units that are utilized throughout the year to assist in maintaining the water distribution system and water quality in the Town. These flushing units were purchased years ago and some have reached "end of life" status. We are proposing to retire and replace 2 of the existing auto flushers with a new/improved model and add 2 new units to the Towns inventory as Watermain flushing requirements continue.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Watermain flushing is a necessity to maintain the required amount of disinfectant in the distribution system, ensuring compliance with Provincial regulations and the Ontario Safe Drinking Water Act. The Town conducts extensive watermain flushing due to water quality challenges and currently this activity is performed manually by Town staff and the installation of "auto-flushers" which reduce the need for staff to be present at the time of flushing. The purchase and installation of auto-flushers will reduce the Labour burden on the Water & Wastewater unit as once set up, the flushers will automatically flush the watermain without the need to have Town staff attend. This reduces labour burden will all for the planning and scheduling of Town staff to perform preventative maintenance activities such as watermain valve inspection and exercise, and main sewer inspection and maintenance.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

Watermain flushing is a necessity to maintain the required amount of disinfectant in the distribution system, ensuring compliance with Provincial regulations. The addition of Automated Flushers will reduce the Labour burden on the Water & Wastewater unit allowing for **additional preventative maintenance activities to be planned, scheduled and performed.**

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Minor Impact - Local Benefit

The replacement and additional automated flushing systems will assist the Town in ensuring Water Quality and Regulatory compliance to the Safe Drinking Water Act.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Health and Safety

Timelines for Potential Risk Impacts Within 1 year

The replacement and additional automated flushing systems will assist the Town in ensuring Water Quality and Regulatory compliance to the Safe Drinking Water Act.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	40,000		40,000					\$ 80,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Rob Gillis		Mark Agnoletto		Peter Noehammer			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Sewage Pump Station Maintenance Program Development					
Project Cost	\$ 150,000.00	Project Resources Requirements	New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments: Public Works- Water/Wastewater		
Legislative Requirement (select one):	Yes	Quote Legislation:	Sewage Works Environmental Compliance Approval (ECA)			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

This request is to standardize the Town's all sewage pump stations. All sewage pump stations when commissioned are required to apply for and receive an ECA which states operations & maintenance requirements for the infrastructure and the reporting of same. The Town currently has 6 Sewage Pump stations in various states of good repair. The stations did not follow a Town design guideline and therefore have various types/manufacturers equipment and components installed making maintenance of the stations difficult. This project will begin the process of identifying critical components of the stations such as controllers, pumps, electrical and mechanical and replacing this equipment as required ensuring continued service while standardizing components across all stations. This standardization will allow the Water & Wastewater division to be trained in performing maintenance/repairs and allow for the procurement and stocking of critical components of the stations to respond to a breakdown scenario efficiently.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Commission or Departmental Business Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

The ongoing maintenance/repair of the Towns Sewer Pump Stations is critical to minimizing break down events and the associated costs and negative impacts. It is imperative that the stations are maintained in a proactive manner reducing unplanned shut downs/failures. Additionally these repairs will be completed to move towards standardization of parts, control boards, pumps and additional critical pieces allowing the Town to stock identified items to quickly and efficiently deal with a break down.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

Standardization of sewage pumping stations ensures efficiency in related operations & maintenance, reduces repair costs, mitigates potential environmental and customer service impact of a pumping station failure.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

Standardization of the sewage pump stations will ensure reliable wastewater services needed for the Town wide.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts Within 1 year

Standardization of Sewage Pumping Stations reduces repair costs, mitigating potential environmental and customer service impact of a pumping station failure. Without upgrading and standardizing the stations, there is an ongoing risk of failure and currently the Town does not have key materials for repairs and relies on contracted services which can have lengthy lead times.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	150,000							\$ 150,000
2023	100,000							\$ 100,000
Future Phases								\$ -
TOTAL	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:		Reviewed By:			Commissioner:		
Rob Gillis		Mark Agnoletto			Peter Noehammer		

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Capital Asset Management Implementation (Roads, W/WW)					
Project Cost	\$ 7,725,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission		Division/ Departments:		Engineering Services	
Legislative Requirement (select one):	No	Quote Legislation:	Ont. Reg. 588/17			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

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, construction, contract administration and overall project management by Town staff, consultants and contractors. This also includes upsizing the water and wastewater mains as per the Water & Wastewater Management Master Plan. The costs for increasing capacity will be funded by Development Charges.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

Timely replacement/rehabilitation of the municipal infrastructure ensures effective & efficient service delivery and proper management of the assets. Upsizing the water and wastewater mains are necessary for development as indicated by the Water & Wastewater Management Maser Plan. Future results from the completion of the Asset Management Plan is anticipated to indicate that investment in this program will need to grow substantially year over year.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

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.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Significant Impact - Town Wide

The Town's existing assets 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.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Operational

Timelines for Potential Risk Impacts Within 1 year

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 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	2,975,000	2,250,000		2,500,000				\$ 7,725,000
2023	1,625,000	750,000						\$ 2,375,000
Future Phases								\$ -
TOTAL	\$ 4,600,000	\$ 3,000,000	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 10,100,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Gord MacMillan		Rachel Prudhomme		Peter Noehammer			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Bridge & Culvert Capital Asset Management Implementation					
Project Cost	\$ 1,375,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Development and Infrastructure Services Commission			Division/ Departments:	Engineering Services	
Legislative Requirement (select one):	Yes	Quote Legislation:	Ont. Reg. 160/02			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request **Classification (select one):** Replacements, Rehabilitation and/or Maintenance

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, amended by 160/02), 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.

1.2 - Project Alignment and Justification

Outline justification for need of project request **Corporate Alignment & Opportunity (select one):** Approved Strategic Plan

ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE

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. This program includes the administration and construction of the Queen Street Bridge deck replacement over the CN railway.

1.3 - Levels of Service

Outline the desired outcome and/or benefits **Levels of Service & Infrastructure Impact (select one):** Secures Existing Service Levels & Addresses Infrastructure Gap

By undertaking this assignment, detailed material defects, performance deficiencies and maintenance needs of the inspected structures will be identified. It will also include the replacement or rehabilitation of various bridge and large diameter culverts in the Town. Therefore, this will ensure public safety within the municipality. This will also ensure that the Town can improve our existing desired service levels.

1.4 - Community Impact

Outline Community Impact (if applicable) **Community Impact (select one):** Moderate Impact - Moderate utilization

Bridges and large diameter culverts are major structural roadway elements. The failure of these assets would have a serious impact on the community by threatening the health & safety of the public as well as causing severe public disruption through the closure of major roadways.

1.5 - Risk

Outline the risks associated with the project both positive and negative **Risk Category (select highest risk area):** Health and Safety

Timelines for Potential Risk Impacts Within 1 year

If the Town does not conduct the study and carry out the necessary rehabilitation or replacement works, the Town would be violating the law (Ontario Regulation 160/02) 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. By performing the necessary rehabilitation or replacement works, the Town will be protected from liability from the failure of these large roadway structures. Therefore, public safety and funding resources risks will be identified and managed.

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	1,375,000							\$ 1,375,000
2023	2,625,000							\$ 2,625,000
Future Phases								\$ -
TOTAL	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With				
Prepared By:	Reviewed By:		Commissioner:			
Gord MacMillan	Rachel Prudhomme		Peter Noehammer			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Library Rehabilitation/Maintenance					
Project Cost	\$ 152,900.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Newmarket Public Library		Division/ Departments:			
Legislative Requirement (select one):	Yes	Quote Legislation:	OHSA, AODA, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
<p>****This initiative is being done in collaboration with Public Works – Facilities and is a part of that departments ARF**** Based on a 2014 building condition assessment, several components of the building exterior have come due for rehabilitation and or maintenance. A physical inspection of the ramp and stairway located at the north east side, landing located at the north west side, interior leaking (foundation), and hydro vault on the north east side have shown obvious signs that require attention. Based on this, an engineering report was commissioned in 2021. This initiative is targeting several building deficiencies: Suspended Walkway – The metal substructure which supports the cement decking is showing signs of significant deterioration. This decking needs to be remediated in order to ensure the health and safety of customers and staff who access this area on a daily basis. Hydro Vault – The walls of the Hydro Vault are pulling away from the main building as the foundation shifts with unexpected construction recently completed in the area. Securing these walls in place is a high priority to maintain the stability and safety of the structure. Ramp and Stairway – The ramp and stairway are primarily cast in place concrete that have been coated with a waterproof pedestrian seal (slip resistant coating). There is evidence of localized damage to the concrete and pedestrian slip resistant coating as well as cracking and visual rusting on the base plate and joint of the steel guard rail posts. The localized concrete damage needs to be fixed in order to fully repair the pedestrian slip resistant coating. Cleaning and recoating the baseplate and joints will stop any deterioration of these units and maintain their useful life. These repairs are needed to ensure that access to the library remains safe in all weather conditions and is accessible under AODA standards. Foundation Repair – The Library has remediated visible water damage and mold growth several times in the lower level of the building which also suffers from a severe humidity issue. These issues are symptoms of a larger issue with the foundation of the building. Waterproofing and fixing literal holes in the foundation will resolve the root of the issue and improve air quality and prevent recurring damage.</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>The projects included in this funding request are necessary to comply with legislative requirements and maintain the health and safety of the users and staff. It is a part of the Library's responsibilities to work applicable departments of the Town to ensure the safe operation of the facility, ensure on-going improvement of safe work practices and comply with applicable codes, regulations and guidelines to the best of our knowledge and abilities.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
<p>Addressing these issues would prevent disruptions to the operations and the various programming that occur in the facility on a daily basis and ensure the health and safety of the building users, occupants and staff. Disruptions to the regular operations of the facility would result in potential loss of revenue and may negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
<p>If left unattended, these projects which affect the Town's only library facility, could result in partial or full closure of the Library. Cancelled programming is likely to affect a large number of the population, considering that such a closure at a high visibility location is likely to negatively affect the town's image and trust of the community in the Town's ability to responsibly manage assets.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
<p>Failure to address a known health and safety issue presents a significant liability risk for the Corporation, and the potential for an incident to occur could result in catastrophic consequences. If an incident was to happen, the Town's image would be negatively impacted on a large scale and it would incur significant liabilities due to harm.</p>		

Section 2 : Financials

Financing of Capital Costs								
Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	152,900							\$ 152,900
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 152,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,900

Incremental Operating Impact of Capital Project								
Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Public Works-Facilities				
Prepared By:	Reviewed By:		Commissioner:				
B. Shaw, A. Cafissi	L. Peppiatt (Acting CEO), H. Vanwensem		Peter Noehammer				

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Computer Hardware & Software					
Project Cost	\$ 231,650.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Newmarket Public Library		Division/ Departments:			
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Replacements, Rehabilitation and/or Maintenance
This package represents replacement of critical network hardware and public and staff workstations as well as renewal of critical software including public/staff printing systems and library website.		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE		
These are mostly critical systems which will need replacement/renewal as they are at end of life or require mandatory software license renewal.		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
These items maintain existing service levels by replacing end-of-life infrastructure or renewing mandatory software. The website replacement is not mandatory but instead maintains service levels by ensuring the website meets the evolving needs of users.		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Moderate Impact - Moderate utilization
The Library offers service to residents throughout the entire Town and across multiple stakeholder groups both on site, and through digital resources that rely on the hardware and software that is a part of this decision package. The COVID-19 pandemic has shown how critical these resources are to families with school aged children during the lockdowns that mandated virtual school for thousands of families and to all members of the community who relied on digital resources when physical items were unavailable.		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Operational
	Timelines for Potential Risk Impacts	Within 1 year
The risk is that of failing systems and expired licenses that would no longer support the business of the library and result in interruption of service to residents. There is a significant risk that residents will lose trust in the Library's ability to manage its resources.		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	231,650							\$ 231,650
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 231,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,650

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration		Consulted With		Reviewed By:		Commissioner:	
Prepared By:		Reviewed By:		Commissioner:			
Ben Shaw, Manager Library Operations		Linda Peppiatt, Acting CEO		Linda Peppiatt, Acting CEO			

**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Library Building Rehabilitation needs					
Project Cost	\$ 150,000.00	Project Resources Requirements	No New Resources	Operating DP	No	Decision Package #
Commission/Area:	Newmarket Public Library		Division/ Departments:			
Legislative Requirement (select one):	Yes	Quote Legislation:	OHSA, Public Health, Building Code			

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one): Replacements, Rehabilitation and/or Maintenance
<p>This initiative is looking to take advantage of equipment and fixtures end of useful life to find ways to improve building efficiency while also ensuring compliance with several different immediate and near-term Health and Safety concerns as well as codes and regulations. The items listed in this package pose an imminent risk to the health or safety of the occupant, users and staff.</p> <p>Light Replacement – The current florescent fixtures were installed in 1995 as the Library went through its last renovation. These fixtures are past their useful life and are actively failing during the summer months. Reduced light levels puts some areas below acceptable levels according to the Building Code and OHSA. This has the potential to cause serious harm to the occupants, users and staff. Replacing these failing fixtures with high efficiency LEDs provides the opportunity to lower our energy demand while ensuring a safe environment.</p> <p>HVAC Replacement – The 20 Ton HVAC unit was installed in 2007 and has a useful life of 14 years putting this unit beyond its estimated useful life. The 20 Ton unit services the majority of the Library's main floor with air recirculation and air filtration. Replacing this unit will ensure that the Library is able to meet Public Health, OHSA and building code regulations. If this unit was to fail, the whole HVAC system on the main floor would need to be shut down to prevent damage to other systems. Given the current understanding of COVID-19 aerosol transmission, the Library would be required to close until a new unit could be installed. Replacing this unit will allow the Library to maintain services and increase filtration without increasing our energy demand.</p>	

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one): Departmental Plan with Added Opportunity
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>The projects included in this funding request are necessary to comply with legislative requirements and maintain the health and safety of the users, occupants and staff. It is a part of the Library's responsibilities to work applicable departments of the Town to ensure the safe operation of the facility, ensure on-going improvement of safe work practices and comply with applicable codes, regulations and guidelines to the best of our knowledge and abilities.</p> <p>This project has a potential added opportunity in the Federal Green and Inclusive Community Buildings grant. This grant would pay for 80% of the cost of the initiative, but has not yet been awarded.</p>	

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one): Secures Existing Service Levels & Addresses Infrastructure Gap
<p>Addressing these issues would prevent disruptions to the operations and the various programming that occur in the facility on a daily basis and ensure the health and safety of the building users, occupants and staff. Disruptions to the regular operations of the facility would result in potential loss of revenue and may negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.</p>	

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one): Moderate Impact - Moderate utilization
<p>If left unattended, these projects which affect the Town's only library facility, could result in partial or full closure of the Library. Cancelled programming is likely to affect a large number of the population, not considering that such closures at high visibility location is likely to negatively affect the Town's image and trust of the community in the Town's ability to responsibly manage assets.</p>	

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area): Health and Safety
	Timelines for Potential Risk Impacts Within 3 months
<p>Failure to address a known health and safety issue presents a significant liability risk for the Corporation, and the potential for an incident to occur could result in catastrophic consequences. If an incident was to happen, the Town's image would be negatively impacted on a large scale and it would incur significant liabilities due to harm.</p>	

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022	150,000							\$ 150,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	Yes	Consulted With	Public Works-Facilities	Prepared By:	B. Shaw, A. Cafissi	Reviewed By:	L. Peppiatt (Acting CEO), H. Vanwensem	Commissioner:	Peter Noehammer
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**2022 BUDGET
Capital Decision Package Form**

Project / Initiative Name	Enhanced Cyber Security					
Project Cost	\$ 100,000.00	Project Resources Requirements	No New Resources	Operating DP	Yes	Decision Package #
Commission/Area:	Corporate Services Commission			Division/ Departments:	Information Technology	
Legislative Requirement (select one):	No	Quote Legislation:				

Section 1 : Project Scope

1.1 - Project Classification and Overview

Provide comprehensive overview of the project request	Classification (select one):	Mandatory/Legal/Critical
<p>Cyber security is a very important aspect of conducting business today. Every day, organizations are continuously bombarded with various attacks on core infrastructure and application systems by ill-intentioned groups trying to take advantage of vulnerabilities. Particularly in the public sector, we are seeing more and more incidents of systems being brought out of service due to ransomware, malware and other means of disruption to key services. In order to maintain a stronger security posture, several key systems require additional reinforcement with additional hardware and security systems that will provide an additional layer of protection for our information technology needs. Additionally a dedicated staff resource with expertise in IT security needs to be employed with a full time dedication to IT security as a core capability. (cross reference - Operating DP #30)</p>		

1.2 - Project Alignment and Justification

Outline justification for need of project request	Corporate Alignment & Opportunity (select one):	Commission or Departmental Business Plan
<p>ONLY SELECT FROM PICK LIST IF COUNCIL PRIORITY SELECTED IN CORPORATE ALIGNMENT & OPPORTUNITY SECTION ABOVE</p> <p>Currently, the Town has implemented several key cyber security measures that maintain a security posture that meets a minimal requirement of business continuity. However these postures need to be enhanced. In order to be successful, there needs to be a balance of proactive and reactive processes and tools that allow recovery from any cyber-attack. Several key systems require additional protection to be resilient. Network infrastructure will require additional devices/tools to monitor unauthorized access (Network port monitoring), end points will require encrypted data transfer between systems and we will need to dedicate additional resources towards disaster recovery in order to maintain business continuity. A dedicated IT security expert on staff will need to be hired to implement, audit and maintain systems with a cyber-security lens. Additionally we will require to engage industry experts in the realm of IT security to assist our staff resources to develop processes and procedures that enhance our computing environment.</p>		

1.3 - Levels of Service

Outline the desired outcome and/or benefits	Levels of Service & Infrastructure Impact (select one):	Secures Existing Service Levels & Addresses Infrastructure Gap
<p>Investing in additional tools and resources for cyber security will benefit the Town with stronger risk tolerance. Better procedures and policies that adhere to industry standard frameworks will provide a viable plan towards business continuity and compliance with mandated legislation. Risk mitigation providing a security stance viable for business operations.</p>		

1.4 - Community Impact

Outline Community Impact (if applicable)	Community Impact (select one):	Significant Impact - Town Wide
<p>Enhancing our cyber security measures and tooling will ensure that there is minimal disruption to service delivery in the case of a cyber attack.</p>		

1.5 - Risk

Outline the risks associated with the project both positive and negative	Risk Category (select highest risk area):	Financial Impact
	Timelines for Potential Risk Impacts	Within 3 months
<p>The risks of a cyber security attack is defined as when it happens and not if it will happen. The risks involved affect not only our operations but additionally our image, finances and possibly the health and safety of our community. Cyber security will never be 100% viable in preventing damage but as we continue to rely on technology we will require to invest in tools and resources to raise the level of resiliency of our core systems.</p>		

Section 2 : Financials

Financing of Capital Costs

Year	Asset Replacement Fund	Development Charges	Reserves and Reserve Funds	Gas Tax	Operating Fund	Grant	Other	TOTAL
2022			100,000					\$ 100,000
2023								\$ -
Future Phases								\$ -
TOTAL	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Incremental Operating Impact of Capital Project

Year	Salaries & Benefits	Materials & Supplies	Utilities	Consulting	Contracted Services	Revenue	Other	TOTAL
2022								\$ -
2023								\$ -
Future Phases								\$ -

Section 3 : Sign-off

Collaboration	No	Consulted With					
Prepared By:		Reviewed By:		Commissioner:			
Karthik Venkataraman		Karthik Venkataraman		Esther Armchuk			