

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH CAPITAL BUDGET MEETING

A G E N D A

DATE: Wednesday, September 27, 2017
BUDGET MEETING: 9:00 A.M

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **Communications ≠**
 - (1) Request to replace street lighting to LED lights.
 - a. Correspondence from the Bayview Cottagers Association dated September 14, 2017
4. **Reports ≠**

Finance Department

Mary Hasan, Director of Finance/Treasurer, will be making presentations to Council with respect to items 4(1).

(1) Report FIN-2017-029 – 2018 Proposed Capital Budget
5. **2018 PROPOSED CAPITAL BUDGET PRESENTATIONS**
 - (1) Adam French, Chief Building Official – Building Department
 - (2) Luis Gomes, Fire Chief – Fire and Rescue Services Department
 - (3) Don Creed, Director Public Works and Parks - Public Works Department, Parks and Facilities
 - (4) Karen Landry, CAO/Clerk –Corporate and Planning Department
 - (5) Mary Hasan, Director of Finance/Treasurer – Finance Department
6. **CONFIRMING BY-LAW ≠**
 - (a) By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.
7. **ADJOURNMENT ≠**

From: [Karen Landry](#)
To: [Mary Hasan](#); [Nina Lecic](#)
Subject: FW: LED Lights - Bayview
Date: September-14-17 11:21:38 AM

From: Larry and Donna O'Krafka [<mailto:okonthelake@hotmail.com>]

Sent: Thursday, September 14, 2017 10:10 AM

To: Ken Roth

Cc: Karen Landry; Don Creed

Subject: LED Lights - Bayview

Good morning Ken,

For the last 2 years (Aug. 2016 & Aug. 2017) I have been in communication with Don Creed with regards to changing the street lights in the Bayview area (Bayview Cottagers Association). I am now redirecting my request to you, in hopes of getting the 2018 budget to include replacing the old & inefficient lighting to LED lights in our area. We only have 7 existing street lights, and I wouldn't expect that to break the bank. The poles & arms don't need changing.

Hopefully, this will get included in next year's budget. I await a positive reply.

Thank you

Donna O'Krafka

President

Bayview Cottagers Association

519-220-0582



REPORT FIN-2017-029

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: September 27, 2017

SUBJECT: 2018 Proposed Capital Budget
File No. F26 CAP and F05 BUD

RECOMMENDATIONS

That Report FIN-2017-029 regarding the 2018 Proposed Capital Budget be received; and

That the previous amounts budgeted for the Badenoch Community Centre of \$57,500 be transferred out of the Capital Carry-Forward Discretionary Reserve and into the Parks Infrastructure Enhancement Discretionary Reserve to fund future Parks initiatives; and

That Council authorize the expenditure of additional funds in 2017 amounting to \$6,000 in order to have RealTerm Energy complete a full Investment Grade Audit of the Township's existing unmetered lighting system funded by the legal contingency discretionary reserve; and

That Council approve the updated Organizational Chart as it relates to Public Works and Parks.

DISCUSSION

Purpose

The purpose of this report is to provide Council with information regarding the 2018 Proposed Capital Budget.

The 2014 to 2027 Capital Plan Summaries including 2018 Capital Budget Sheets are included as Schedule A to Report FIN-2017-029. The Projects by Year for each department with total budgeted costs is included as Schedule B to Report FIN-2017-029.

The 2017 completed capital projects and the estimated balances in discretionary and restricted reserves will be presented at the November 29, 2017 Capital and Operating Budget Meeting.

Background

Department heads were provided with the budget model to complete their capital budgets in July 2017. Department heads met to discuss the proposed capital budgets corporately prior to reporting to Council.

Current Tax Levy Impact

Based on the 2017 returned assessment roll, each additional \$35,000 of taxes levied results in a 1% tax rate increase for the Township portion of taxes.

Outlined below is the proposed tax levy for capital purposes in 2018 of \$1,023,349. The estimated tax rate impact to capital is a 5.21% tax rate increase based on the 2017 returned assessment roll.

	2017	2018		Est. Tax
	Approved	Proposed	Diff.	Rate
Column1	Budget	Budget		Impact
Total Capital Taxation Levy	840,866	1,023,349	182,483	5.21%

Summarized below are the proposed capital items to be funded from the capital tax levy:

Department	Description of Item	Amount	Notes
Fire	Structural Firefighter Ensemble	\$15,105	Budgeted via tax levy in previous years.
Fire	Satellite Station – Land Purchase	\$100,000	Total Land Purchase Cost - \$375,000 Tax Levy - \$100,000 Fire Services Development Charge (DC) Funded - \$275,000 Current balance in Fire DC's - \$279,064
Corporate	Computer Equipment	\$10,000	Budgeted via tax levy in previous years.
Corporate	Municipal Class Environmental Assessment – Municipal Water and Wastewater	\$87,500	Total Project Cost - \$350,000 Tax Levy - \$87,500 Clean Water Wastewater Fund Grant - \$262,500 Project contingent on results of the feasibility study and grant funding opportunities.

Department	Description of Item	Amount	Notes
Corporate	NSERC CRC Application - Advancement of Groundwater Multi-Level System Technologies	\$10,000	Financial contribution request by the University of Guelph Research Team.
Finance	Asset Management Plan Revamp	\$8,000	Total Project Cost - \$40,000 FCM Asset Management Grant - \$32,000 Tax Levy - \$8,000 Project initiated to ensure compliance with the proposed Asset Management Planning regulation. Project contingent on grant funding opportunities.
Public Works	Bridge & Culvert Inspections	\$7,500	Budgeted via tax levy in previous years.
Public Works	Roads re-paving projects	\$552,744	Tax levy funding for Public Works infrastructure enhancement projects in 2017 amounted to \$545,398
Various Departments	Capital Budget Reserve Contributions	\$232,500	2017 approved capital budget contributions amounted to \$190,500.
Proposed Tax Levy		\$1,023,349	

Discretionary Reserves

Outlined below are the previous approved budget contributions to capital discretionary reserves:

- 2013- \$100,000
- 2014 - \$328,500
- 2015 - \$208,500
- 2016 - \$0
- 2017 - \$190,500
- 2018 Proposed - \$232,500

The Township passed By-law 023/14 to establish and maintain discretionary reserves for the purpose of meeting various liabilities and/or the stabilization of the tax levy. In the proposed budget and forecast (years 2018 to 2027), Township staff have funded projects that can be funded with discretionary reserves to the highest extent possible based on the eligible uses of each discretionary reserve.

Development Charges (DC's)

Below is the DC's collected from 2013 to 2017 year to date.

- 2013 - \$241K of which 70% of this amount was for a significant commercial development
- 2014 - \$105K
- 2015 - \$158K
- 2016 - \$248K
- 2017 - \$210K collected year to date

Township staff will provide the projected balances in development charge restricted reserves from 2018 to 2027 at a future Capital Budget meeting.

The 2018 proposed projects affecting the current DC balances are outlined below by DC Service Area:

Parks and Recreation Services DC's

The projected balance in the Parks and Recreation DC as of December 31, 2018 is \$68,779 as outlined below.

Balance as of August 2017	\$65,610
Plus: 2018 Estimated Funds Received	\$6,446
Less: 2017 Approved Projects	\$0
Less: 2018 Proposed Projects	\$0
Projected Balance as of December 31, 2018	\$68,779

Fire Services DC's

Balance as of August 2017	\$279,064
Plus: 2018 Estimated Funds Received	\$30,021
Less: 2017 Approved Projects – Pick Up Truck	-(\$23,050)
Less: 2018 Proposed Projects – Satellite Station Land Purchase	-(\$275,000)
Less: 2018 Proposed Projects - Truck Cap Enclosure and Cargo Sliding Truck Bed	-(\$4,859)
Projected Balance as of December 31, 2018	\$6,176

Please note that the Capital Forecast currently has an amount budgeted for the Satellite Station Building and Equipment in 2019 amounting to \$690,000 for the building and \$51,750 for the equipment. Due to the limited balance estimated in the Fire Services DC of \$6,176, the alternative funding sources available include tax levy or debenture.

Roads and Related Services DC's

Balance as of August 2017	\$165,787
Plus: 2018 Estimated Funds Received	\$58,468
Less: 2017 Approved Projects - Ellis Road – 32 to Townline and Laird Road – County Road 32 to Downey Road	-(74,597)
Less: 2018 Proposed Projects – Victoria Road – Aberfoyle Pit 2 to County Road 36	-(69,420)
Projected Balance as of December 31, 2018	\$80,238

Please note that all Township roads projects are eligible to be DC funded at a rate of 15.6%. Limited Township roads projects (one to two per year) have been funded using DC's each year in order to prevent a negative overall DC balance for the Township.

A municipality is permitted to have a negative balance in a DC restricted reserve only if the municipality is able to obtain sufficient DC's in the future to repay the negative balance.

Administrative Studies DC's

Balance as of August 2017	\$41,599
Plus: 2018 Estimated Funds Received	\$5,065
Less: 2017 Approved Projects – Municipal Drinking Water Well System Feasibility Study	-(17,120)
Less: 2017 Approved Projects – Parks Master Plan – Staging Plan	-(2,700)
Less: 2017 Approved Projects – Comprehensive Zoning By-law	-(4,397)
Less: 2018 Proposed Projects	\$0
Projected Balance as of December 31, 2018	\$22,447

Grants

The Township's major known capital grant funding including amounts per year is outlined below:

Year	Gas Tax	OCIF - Formula Base
2015	203,528	42,878
2016	213,704	42,878
2017	213,704	75,822
2018	223,880	107,836
2019	Not Known	169,421

Capital Summary – Funding Sources by Year

The Capital Summary – Funding Sources by Year is included as Schedule D to Report FIN-2017-029. This information is also shown in a graphical format in the Capital Summary – Funding Sources by Year Graph included as Schedule E to Report FIN-2017-029.

Public Works – Pavement Condition Indexes

GM BluePlan completed a Pavement Condition Index report in December 2016 for Township paved roads. The last study was completed in 2007. The Capital Forecast in the Public Works department is a living document and will be updated each year based on the pavement condition indexes noted in the report.

There are also other factors other than pavement condition index involved in determining when a road should be repaved. See the excerpt below which is directly from the Pavement Condition Index report:

“The needs identified in this section are based solely on condition. However, it is acknowledged that there are additional factors which are taken into account when setting a capital program. There may be additional factors which affect the prioritization of capital road needs, including improvement cost, truck traffic, road continuity, safety considerations, other planned or necessary construction activities (eg. culvert or bridge repairs, land development), or site specific conditions such as geometric deficiencies. These additional prioritization factors are beyond the scope of this study.”

LED Street Lights

Hydro One recently requested a certified self declaration of the Township’s number of unmetered streetlights. For unmetered accounts, the monthly usage is determined via a formula using bulb, fixture and ballast wattages from the lights and the amount of time the lights are on over the course of a billing period.

Hydro One has indicated that it is the Township’s responsibility to notify Hydro One of any changes to the numbers of fixtures or wattages (ie. addition of more poles/lights, a streetlight upgrade with new fixtures, maintenance where the light is taken down for an extended period of time, etc.). The Township is required to have a record keeping system (ie. GPS/GIS) that would easily allow Hydro One to verify the number of lights in the Township.

The Township currently has a listing which outlines the number of lights and poles that are either owned or rented by the Township. Currently, the Township’s internal records do not match Hydro One’s counts. This is due to subdivisions being added from time to time and Hydro One not updating records, or lights being removed and records not being updated.

The Local Authority Services (LAS) has an LAS LED Streetlight Upgrade service which includes a full GPS/GIS audit of a municipality's streetlights. The program process is outlined below for Council's consideration:

- 1.) Desktop Analysis/Proposal – this involves obtaining a no-charge desktop budget proposal from RealTerm Energy (RTE) who is LAS's program partner. The proposal is based on the Township's internal inventory listing and is a high level analysis of the potential costs of replacing the streetlights with LED lighting. Township staff obtained a quick analysis based on a 206 streetlight count from RTE. Factoring in the SaveONenergy® incentive (LAS applies for this on the Township's behalf), the total project cost would approximate \$90,000. This is based on the assumption that all of the fixtures are cobra head—if some turn out to be decorative the project costs will increase.
- 2.) Investment Grade Audit – The Township obtained a quote of \$6,000 from RTE to complete a full Investment Grade Audit (IGA).

The IGA document involves a full review and inventory through GPS mapping of the existing lighting system. RTE staff work with municipal staff and outside lighting consultants to design a new LED system. The final document includes complete photometric design, breakdown of the necessary equipment, and other pertinent details required for the installation to commissioning stages of the project. The Township would also receive a comprehensive financial analysis outlining potential energy and maintenance savings including payback periods, incentive opportunities, and a complete summary of costs for the proposed final design.

- 3.) Contract Execution – Should Council decide to move forward with LED streetlights, the next step involves agreement on the final scope of the work including financing options and signing a contract with RTE.
- 4.) Incentive Application – LAS staff prepare an online SaveONenergy® incentive application on behalf of the Township.

Please note that upgrading the Township's streetlights to LED at an approximate cost of \$90,000 (based on RTE's desktop proposal) are not currently included in the Capital Budget and Forecast.

Outlined in the table below are the total annual costs for streetlight maintenance and hydro from 2012 to 2016. The costs below also include the hydro and maintenance costs related to Barber's Beach Streetlights (raised through Special Area Rate).

	2012	2013	2014	2015	2016
Maintenance	\$14,305	\$9,466	\$16,077	\$10,374	\$4,842
Hydro	\$31,327	\$37,876	\$37,642	\$41,056	\$52,339
Total Actual	\$45,632	\$47,342	\$53,719	\$51,430	\$57,181
Total Budget	\$41,200	\$45,000	\$45,000	\$46,350	\$46,350

As noted above, the hydro costs have increased by 67% from 2012 to 2016.

Badenoch

The Township's capital carry-forward discretionary reserve includes an amount of \$57,500 for the Badenoch Community Centre budgeted in 2016 and 2017 as tax levy funded. The specific projects are summarized below:

Project	Year	Amount	Funded by
Exterior Wall Rehabilitation Program	2016	\$10,000	Tax Levy
Window and Door Replacement Program	2017	\$25,000	Tax Levy
Interior Wall or Drywall Plastering	2017	\$7,500	Tax Levy
Localized Wall Repairs	2017	\$15,000	Tax Levy
Total		\$57,500	

As the Township is not the owner of the Badenoch Community Centre lands, it is recommended that the amount of \$57,500 be transferred out of the Capital Carry-Forward Discretionary Reserve and into the Parks Infrastructure Enhancement Discretionary Reserve to fund future Parks initiatives.

Master Fire Plan Recommendations – West End Fire Protection

Council Resolution No. 2017-055 indicated the following:

That Report FIR-2017-001 regarding Master Fire Plan Recommendations and Service Level Review – West End Fire Protection be received;

And that staff pursue opportunities with other municipalities regarding shared services and a facility;

And that staff report back on the process and feasibility of special area rates on how they are currently applied and a possible new rate for those benefiting from water shuttle accreditation;

And that staff proceed with an engineer's evaluation up to a limit of \$5,000 to determine the cost to utilize the McClintock building as a temporary station;

And that staff pursue renewing the existing contract with the City of Cambridge for an additional three-year term.

Shared Services and a Facility

The Township of Guelph Eramosa is considering as part of their 2018 Capital Budget the completion of a Fire Master Plan. If the Fire Master Plan is approved to proceed in 2018, it will look at various options for fire services delivery, one of which will assess the feasibility of a shared fire services facility with the Township of Puslinch.

Special Area Rates

Township staff have conducted further research and are not aware of such special area rates being applied to those properties benefiting from water shuttle accreditation.

Based on this research, the minimal savings in home insurance premiums (approximately 10-12%) do not warrant increasing those properties' tax rates through a special area levy.

Temporary Station – McClintock Building

Township staff have initiated discussions with the owner of the property to determine the viability of using the McClintock building as a temporary station. A request has also been submitted to GM Blue Plan engineering to provide an engineer's evaluation to determine the potential costs of utilizing this building as a temporary fire station.

City of Cambridge

The Township has requested the City of Cambridge to renew the current contract for an additional three-year term. The current contract expires at the end of 2017.

Puslinch Community Centre Park Master Plan Project

Council at its meeting held on June 28, 2017 directed staff to provide a report as part of the Capital Budget providing funding options for the Recreation and Parks Phasing Implementation. Once the funding decisions for the project are finalized, staff is to schedule a public meeting to gather input from the public on the proposal and the associated funding.

Information regarding the discretionary and restricted reserves that are eligible to fund this project are summarized below:

Parks Infrastructure Enhancement Discretionary Reserve

By-law No. 20/15 indicates that the Parks Infrastructure Enhancement Discretionary Reserve is established for the purpose of funding enhancements to current Parks Infrastructure and to fund new Parks development.

The projected balance in this discretionary reserve as of December 31, 2018 is \$126,747 as outlined below.

Balance as of August 2017	\$144,047
Plus: Badenoch tax levy funds raised in 2016 and 2017 that are no longer required	\$57,500
Plus: 2018 Proposed Capital Budget Contribution to Discretionary Reserve	\$25,000
Less: 2017 Approved Projects and 2018 Proposed Projects	
2017 - Parks Master Plan – Staging/Phasing Plan	-\$2,300
2017- Aberfoyle Baseball Diamonds – Lights and Bleachers	-\$87,500
2018 – Painting of Shed Roof and Sides	-\$10,000
Projected Balance as of December 31, 2018	\$126,747

Cash in Lieu of Parkland Restricted Reserve

In accordance with Section 15 of the Planning Act, all money received by the municipality and all money received on the sale of land less any amount spent by the municipality out of its general funds in respect of the land, shall be paid into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes.

The projected balance in this restricted reserve as of December 31, 2018 is \$197,699 as outlined below.

Balance as of August 2017	\$275,199
Plus: 2018 Estimated Funds Received	\$10,000
Less: 2017 Approved Projects or Previous Year Approved Projects	
2017- Aberfoyle Baseball Diamonds – Lights and Bleachers	-\$87,500
Projected Balance as of December 31, 2018	\$197,699

Parks and Recreation Services Development Charges (DC) Restricted Reserve

In accordance with the DC Act, the development of area municipal parks are 90% DC eligible. The 2014 DC Study includes the following projects in the Parks and Recreation Services Restricted Reserve:

- Provision for Parkland development – cost estimate of \$100,000 with 90% DC eligible (or \$90,000)
- Provision for Playground development – cost estimate of \$50,000 with 90% DC eligible (or \$45,000)

The projected balance in this restricted reserve as of December 31, 2018 is \$68,779 as outlined below.

Balance as of August 2017	\$65,610
Plus: 2018 Estimated Funds Received	\$6,446
Less: 2017 Approved Projects	\$0
Projected Balance as of December 31, 2018	\$68,779

Estimated Capital Costs

Schedule H attached to Report FIN-2017-029 includes the report provided to Council on the June 28, 2017 Special Council Meeting including costs for the two phases.

Construction and consulting fees for the two phases amount to a total of \$2,230,149 and are summarized below:

Phase 1 Construction Fees - \$1,246,505

Phase 1 Consulting Fees - \$109,064

Phase 2 Construction Fees - \$812,320

Phase 2 Consulting Fees - \$62,260

Estimated Incremental Operating Costs

The ongoing incremental operating costs associated with the new park have not been analyzed. These costs will be analyzed once the final design has been developed. There would be additional costs associated with the maintenance of a larger area of fields.

Proposed Funding Strategy

For comparative purposes, Township staff have included below the costs and funding related to the Optimist Recreation Centre (ORC) facility. The total costs related to the construction of the facility amounted to \$2,270,578.

Funding Source	Amount	Percentage
Building Canada Fund – Federal Grant Funding	\$716,328	32%
Building Canada Fund – Provincial Grant	\$716,328	32%
Township Funding	\$479,758	21%
Optimist Club Fundraising	\$358,164	16%
Total	2,270,578	100%

It is recommended that a similar funding strategy be developed for the implementation of Phase 1 and Phase 2 of the Puslinch Community Centre Parks Master Plan with the following completed prior to commencement of the project:

- Total funds raised through fundraising efforts for Phase 1 and Phase 2 of the project amounting to \$334,522 – the proposed deadline for completing the fundraising efforts is 2020.

- A staff resource dedicated to the fundraising efforts would be required at an additional cost should no Township community organizations come forward to lead the fundraising efforts.
- Secure provincial and/or federal grant funding of at least 50% of the total eligible costs amounting to \$1,115,075 – the proposed deadline for securing the grant funding is 2020.
- Township staff require an additional year prior to construction to issue a tender and finalize the contract with the successful proponent – the proposed deadline for finalizing the contract is 2020.

Phase 1 Funding Strategy – Commencement in 2021

Funding Source	Amount	Percentage
Provincial or Federal Grant Funding	\$677,785	50%
Fundraising	\$203,335	15%
Township Funding		
<i>Taxation Levy</i>	<i>\$249,449</i>	
<i>Cash in Lieu of Parkland Restricted Reserve</i>	<i>\$125,000</i>	
<i>Parks Infrastructure Enhancement Discretionary Reserve</i>	<i>\$50,000</i>	
<i>Parks and Recreation Services Restricted Reserve (DC)</i>	<i>\$50,000</i>	
Total Township Funding	\$474,449	35%
Total	\$1,355,569	100%

Phase 2 Funding Strategy - Commencement in 2022

Funding Source	Amount	Percentage
Provincial or Federal Grant Funding	\$437,290	50%
Fundraising	\$131,187	15%
County Accessibility Grant – Accessible Playground	\$10,000	1%
Township Funding		
<i>Taxation Levy</i>	<i>186,103</i>	<i>21%</i>
<i>Parks Infrastructure Enhancement Discretionary Reserve</i>	<i>\$50,000</i>	<i>6%</i>
<i>Cash in Lieu of Parkland Restricted Reserve</i>	<i>\$50,000</i>	<i>6%</i>
<i>Parks and Recreation Services Restricted Reserve (DC)</i>	<i>\$10,000</i>	<i>1%</i>
Total Township Funding	\$296,103	34%
Total	\$874,580	100%

2018 Proposed Shared Full-Time Position – Public Works and Parks

As part of the 2015 Operating Budget, a Base Budget Increase request was created and approved by Council to hire one full-time operator on a contract basis for a two-year

trial period. This position was proposed to be funded as 50% Public Works and 50% Parks with no Manulife or OMER's benefits. The Base Budget Increase form provided to Council as part of the 2015 Operating Budget is attached as Schedule J to this Report. Recruitment efforts for this position in 2015 and 2016 were not successful.

Schedule K to this Report depicts in a chart format the changes from 2015 to 2018 (proposed) for the Public Works and Parks department. Schedule K also includes the 2018 proposed Organization Chart for the Township as a whole.

It is recommended that the Township pursue transferring the part-time groundskeeper position currently allocated to the Parks Operating Budget to a combined Public Works and Parks full-time position similar to what was approved in 2015.

It is proposed that this role mainly be responsible for performing activities related to the operation and maintenance of the Township's infrastructure and parks including plowing parking lots and sidewalks of Township facilities and assisting in other Public Works activities during the winter season. This will assist with the Township's ongoing efforts to cross train Optimist Recreation Centre, Puslinch Community Centre, and Parks staff.

Total Costs for a Shared Full-Time Position – Public Works and Parks

Description	Amount	Notes
Full-Time Salaries	\$41,496	Senior Groundskeeper Rate - \$19.95 per hour – 2017 Remuneration By-law
Employer Health Tax	\$809	Township Portion – 2017 Rates
Canada Pension Plan	\$2,054	Township Portion – 2017 Rates
Employment Insurance	\$947	Township Portion – 2017 Rates
OMERs	\$3,734	Township Portion – 2017 Rates
WSIB	\$1,266	Based on 2017 Rates
Manulife	\$7,348	Based on 2017 Rates
Clothing Safety Allowance	\$400	Staff Expense Policy - Safety work shoes and clothing allowance of up to \$400 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the full-time permanent staff in the Public Works department.
Total Full-Time Benefits	\$16,558	
Total Salaries and Benefits	\$58,054	

Recommended Funding for the Shared Full-Time Position – Public Works and Parks

Item #	Description	2018 Budget Decrease	Notes
1	Seasonal Wages – Public Works	\$18,529 – Note A	680 hours * \$26.20/hour plus vacation pay of 4%
2	PT Benefits – Public Works	\$1,702 – Note A	EHT – 1.95%; EI – 2.28%; CPP – 4.95%
3	WSIB – Public Works	\$566 – Note A	3.05%
4	Part-Time Wages – Parks	\$20,338	Recommend changing part-time position to a full-time position
5	Part-Time Benefits - Parks	\$1,867	See above
6	WSIB – Parks	\$620	See above
7	Contract Services - Parks	\$4,000	Hayden's – rolling, aerating, fertilizing – proposed to be completed in house
8	Optimist Recreation Centre Accounts - 2018 Proposed Savings	\$6,000	-01-0080-4205 – Equipment Maintenance and Supplies - \$2,000 -01-0080-4215 – Cleaning, Maintenance & Supplies for Building - \$2,000 -01-0080-4222- Cleaning, Maintenance & Supplies - Exterior - \$2,000
9	Public Works Accounts – 2018 Proposed Savings	\$5,000	-01-0030-4212 – Maintenance Gravel - \$3,000 -01-0030-4219 – Road Maintenance Supplies - \$2,000
	Total	\$58,622	

Note A – Commencing in the 2019 Operating Budget, it is recommended that the seasonal equipment operators personnel decrease from the current complement of two to one. This results in recurring annual operating savings of \$20,797 (items 1 to 3 in the table above). The proposed job duties of the full-time parks position include plowing of parking lots and sidewalks of Township facilities and assisting in other Public Works activities during the winter season. This alleviates the need for the second seasonal equipment operator. Also, when additional daytime coverage is required at the Optimist Recreation Centre, it is recommended that this position be trained and utilized as required.

The recurring annual operating savings commencing in 2019 have been included in the recommended funding table above because there are 2018 one-time savings associated with not filling the Public Works Foreman position until after April 1, 2018 amounting to \$22,780. The 2018 one-time savings associated with not filling the Public Works Foreman position until after April 1, 2018 are summarized below:

- Salaries - \$17,165 (includes 3 months of salary savings)
- Benefits - \$5,615 (includes 3 months of EHT, CPP, EI, OMERS, Manulife, WSIB savings)
- Total 2018 Salary and Benefit Savings - \$22,780

Parks Services Costs – Analysis of Options 1, 2 and 3

Council directed staff to report back on the costs of contracting parks services out versus doing them in house in 2018 prior to the proposed replacement of the lawn tractor in accordance with Council Resolution 2016-444.

Parks staff are currently responsible for the following:

- Maintenance of all Township baseball diamonds – Old Morriston, Morriston Meadows, Puslinch Community Centre
- Playground and trail maintenance
 - Playgrounds include Morriston Meadows, Puslinch Community Centre, and Boreham Park
 - Trails include Telfer Glen Park Trail and Wayne Stokley Trail
- Soccer field maintenance
 - includes Puslinch Community Centre soccer fields and Badenoch soccer fields.
 - Excludes the Calvary Baptist Church soccer field which is currently contracted out to Hayden's.
- Maintenance of outdoor space of Township facilities (ie. grass cutting, forestry operations, weekly garbage pick-up, landscaping/flower planters, etc.)
 - Includes the Municipal Office, Optimist Recreation Centre, Puslinch Community Centre
- Maintenance of Township parks (ie. grass cutting, forestry operations, weekly garbage pick-up, landscaping/flower planters, etc.)
 - Includes Old Morriston, Morriston Meadows and Boreham Park
 - Excludes grass cutting at Boreham Park which is currently contracted out to Hayden's.
- Grass cutting at Aberfoyle Creek Subdivision and Wayside Pit
- Landscaping works in Morriston
 - New in 2017 – related to Morriston Streetscaping Project

Schedule L to Report FIN-2017-029 includes an analysis of Options 1, 2, and 3. Direct costs related to lawnmower and vehicle ownership in Parks have been incorporated in the analysis. Indirect costs have not been incorporated in the analysis. Some examples of indirect costs in Parks services include the salary and benefit allocation of the positions below:

- Director of Public Works and Parks
- Facility and Parks Foreman
- Customer Service Coordinators (for facilitating the parks space rental process)

Summarized in the table below are the costs under Options 1, 2 and 3.

Option Number	Description of Option	Total Costs
Option 1 - Status Quo – Based on 2017 Current Practise	1.) Parks seasonal staff wages and benefits. 2.) Costs associated with lawnmower and parks vehicle - Fuel, Equipment Maintenance and Supplies, Vehicle Maintenance, Mileage, Vehicle Depreciation, Lawnmower Depreciation. 3.) Contracting out: fertilizing, aerating and rolling; Fox Run Subdivision lawn cutting; Soccer fields at Calvary Baptist Church in Arkell; Boreham Park in Arkell; Historical Park lawn cutting; Thrive Landscapes gardening work.	\$71,497
Option 2 – Contract Services – Includes Cutting and Trimming of all Township Property and In-House Seasonal Employees	1.) Parks seasonal staff for baseball diamond dragging, playground and trail maintenance, forestry operations, weekly garbage pick-up, landscaping/flower planters. 2.) Contracting out: fertilizing, aerating and rolling; cutting and trimming of all Township properties including Historical Park; Thrive Landscapes gardening work.	\$92,379
Option 3 - 2018 Proposed Shared Full-Time Position – Public Works and Parks	1.) Parks wages and benefits including savings in Public Works related to the decrease of one seasonal equipment operator. 2.) Costs associated with lawnmower and parks vehicle - Fuel, Equipment Maintenance and Supplies, Vehicle Maintenance, Mileage, Vehicle Depreciation, Lawnmower Depreciation. 3.) Contracting out: Fox Run Subdivision lawn cutting; Historical Park lawn cutting; Thrive Landscapes gardening work.	\$70,153

Based on the analysis of costs under the three options, the lowest cost option is Option 3 amounting to costs of \$70,137.

Capital Forecast

The Township's Capital Forecast is prepared taking into consideration the following:

- 2013 Asset Management Plan (AMP)
- 2014 Development Charges Study
- 2014 Building Condition Assessment Report
- 2015 Space Needs Assessment Study
- 2015 Recreation and Parks Master Plan

- Parks Master Plan and Recommended Phasing for the Puslinch Community Centre Park
- Master Fire Plan
- Equipment Replacement Schedule (Schedule C to Report FIN-2017-029)
- 2016 Pavement Condition Index Report
- 2017 OSIM Inspection Report (Bridges and Culverts)

Below are the previous year capital programs:

- 2013 - \$1.8M
- 2014 – \$2.0M
- 2015 - \$1.5M
- 2016 - \$1.7M
- 2017 - \$1.8M
- 2018 Proposed – \$2.2M

Some examples of significant one-time projects (ie. greater than \$100K) included in the Capital Budget and Forecast include:

2018 Proposed Budget - \$2.2M

- Fire and Rescue Services – Satellite Station Building – Land Purchase - \$375K
- Corporate - Municipal Class Environmental Assessment - Municipal Water and Wastewater - \$350,000

2019 Capital Forecast - \$2.7M

- Fire and Rescue Services – Satellite Station Building (\$690K) and Satellite Station Equipment (\$52K)
- Corporate - Office Renovation/Expansion including accessibility – Multi-Year Project currently forecasted from 2019 to 2023 - \$231K per year
- Public Works - Aberfoyle Sidewalks - \$100K
- Public Works – Traffic Calming Streetscaping Morriston – Phase 2 - \$100,000
- Public Works – Single Axle Dump Truck – 304 - \$250,000

2020 Capital Forecast - \$2.6M

- Fire and Rescue Services – Rescue 35 Truck - \$360K
- Fire and Rescue Services – Self Contained Breathing Apparatus - \$145K
- Corporate - Office Renovation/Expansion including accessibility – Multi-Year Project currently forecasted from 2019 to 2023 - \$231K per year
- Puslinch Community Centre – Kitchen Renovation - \$100K
- Public Works – Backhoe - \$125K
- Public Works - Tandem Dump Truck – 302 - \$250K
- Public Works – 1 Ton – 305 - \$100K

2021 Capital Forecast - \$2.9M

- Corporate - Office Renovation/Expansion including accessibility – Multi-Year Project currently forecasted from 2019 to 2023 - \$231K per year
- Parks - Phase 1 of Parks Master Plan - \$1.4M
- Public Works – Tandem Dump Truck – 301 - \$250K

2022 Capital Forecast - \$3.0M

- Corporate - Office Renovation/Expansion including accessibility – Multi-Year Project currently forecasted from 2019 to 2023 - \$231K per year
- Recreation Facilities - Parking Lot & Associated Enhancements (curbing, entrance, lighting)
- Parks - Phase 2 of Parks Master Plan - \$875K
- Public Works – Grader – 501 - \$350K
- Public Works – Little's Bridge - \$500K

2023 Capital Forecast - \$1.7M

- Corporate - Office Renovation/Expansion including accessibility – Multi-Year Project currently forecasted from 2019 to 2023 - \$231K per year
- Public Works – Single Axle Dump Truck – 303 - \$225K

2024 Capital Forecast - \$2M

- Municipal Office – Window and Door Replacement Program - \$100K
- Municipal Office – Metal Roofing Panels - \$125K
- Public Works – Moyer's Bridge - \$500,000

2025 Capital Forecast – \$2.3M

- Fire and Rescue Services - Pump 31 and Rescue 37 Combined Unit - \$468K

2026 Capital Forecast - \$1.7M

- Parks – Playground area at Boreham Park - \$100K

2027 Capital Forecast - \$1.9M

- Public Works – Carroll Pond & Lesic Jassal Municipal Drain Clean-Out – Based on Results of Sediment Survey - \$415K
- Public Works – Single Axle Dump Truck – 304 - \$250K

Based on the above, significant capital funding is required on a recurring year over year basis to fund the Township's current infrastructure and any new infrastructure purchases proposed. The 2014 to 2027 Capital Plan Summaries including 2018 Capital

Budget Sheets are included as Schedule A to Report FIN-2017-029. The Projects by Year for each department with total budgeted costs is included as Schedule B to Report FIN-2017-029.

Special Council Meeting

On December 22, 2014 a Special Council Meeting was held for establishing both short-term and long-term goals and objectives for the 2014-2018 Council term. The following is a summary as to how these goals and objectives will be achieved through the capital budget and forecast process.

- Use of the Aggregate Levy – 2 to 4 Year Timeline
 - In future budget years, it is recommended that the full amount of the Aggregate Levy be transferred to an Aggregate Levy discretionary reserve as a source of funding for Public Works projects. There is no legislation in the Act at this time that restricts how the Aggregate Levy should be used. Township staff recommend that the Aggregate Levy be used to fund Public Works capital projects because the aggregate industry has a direct effect on the Township's Public Works infrastructure. Previous budgets have included this funding as a revenue source to fund the ongoing operations of the Township.
- Tax Stabilization Discretionary reserve – 2 Year Timeline
 - Currently, the Township's operating carry-forward discretionary reserve is being utilized to address and settle significant and known taxation appeals. A tax stabilization discretionary reserve can be created with a portion of the surplus allocation contributed to it in the future.
- Morriston Streetscaping– Multiple Year Timeline
 - Phase 1 of this project is complete. The 2018 Proposed Capital Budget includes funds budgeted in 2019 related to Phase 2 of this project. An MTO permit has not been applied for or obtained for Phase 2.
- Gateway Signage – 3 Year Timeline
 - Staff will report back regarding next steps and any funding implications upon completion of the Marketing/Branding exercise proposed for 2018. The Township was recently approved for grant funding of 50% of the logo/branding design project costs through the Rural Economic Development program.
- Streaming of Council meetings – 3 Year Timeline
 - This project has commenced in 2017 in accordance with Council Resolution No. 2017-251 and is funded by the County of Wellington Accessibility Grant Funding (\$10,000 of grant funding has been received).

- Township Office improvements including Accessibility – Multiple Year Timeline of 2 years
 - The forecast includes funds to be budgeted in 2019 to 2023 for the office renovation/expansion project including accessibility.
 - The Township completed a Facility Needs Assessment in 2014 which indicated that the Township would need to spend approximately \$1.05M (net of taxes, site work, furniture, fixtures, equipment, permits and consulting costs) for an office renovation/expansion including accessibility.
 - Further analysis must be completed to determine the most cost effective way to develop office space that meets the Township's requirements including accessibility (ie. lease a building, purchase a new building, or renovate/expand the existing building).
 - The Township utilized the County of Wellington Accessibility Funds of \$10,000 to make the front counter of the Municipal Office accessible for customers. This project was completed in 2017.

Next Steps

Committee Discussion

Township staff will meet with the Recreation Committee on November 21, 2017 to present the Puslinch Community Centre, Optimist Recreation Centre, and Parks 2018 Capital Budget and Forecast and the 2018 Operating Budget.

2017 Surplus Allocation

The final audited surplus amount will be allocated based on Council Resolution No. 2013-284 which states “that Council adopt a policy to allocate any budget surplus to the Township’s Discretionary reserves for the purpose of meeting future liabilities in accordance with Report FIN-2013-006”.

Upon completion of the analysis of the Township’s capital forecast and the balances in the reserves, the Township will determine the appropriate allocation to reserves and amend the policy if required.

The 2017 audited surplus allocations will be provided for information in a report to Council upon completion of the audit.

Assessment

The Township will obtain the returned assessment roll for 2018 from MPAC in December 2017. Township staff will provide the 2018 tax rate calculation and the tax impact for the median residential assessment in the Township based on the proposed Operating and Capital taxation levy.

FINANCIAL IMPLICATIONS

2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons

The total capital projects and contributions to discretionary reserves proposed in the 2018 capital budget amount to \$2,196,888.

The total capital projects and contributions to discretionary reserves approved in the 2017 capital budget amounted to \$1,817,369.

The total capital projects approved in the 2016 capital budget amounted to \$1,721,412 (there were zero contributions to discretionary capital reserves due to budget constraints in 2016).

Schedule F to Report FIN-2017-029 provides this information in both chart and graphical format. The information on these pages includes the total capital including the funding sources for the 2016 to 2018 (proposed) capital programs.

2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans

The ten year plan in the proposed 2018 capital budget and forecast results in a ten year total of \$22.9M and a yearly average of \$2.3M.

The ten year plan in the 2017 capital budget and forecast resulted in a ten year total of \$22.6M and a yearly average of \$2.3M.

The ten year plan in the 2016 capital budget and forecast resulted in a ten year total of \$22.7M and a yearly average of \$2.3M.

Schedule G to Report FIN-2017-029 provides this information in both chart and graphical format.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – 2014 to 2027 Capital Plan Summary including 2018 Capital Budget Sheets

Schedule B – Projects by Year – 2014 to 2027

Schedule C – Equipment Replacement Schedule

Schedule D – Capital Summary – Funding Sources by Year

Schedule E – Capital Summary – Funding Sources by Year Graph

Schedule F - 2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons

Schedule G – 2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans

Schedule H – Report REC-2017-009 - Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing

Schedule I – Capital Budget Sheet – Kabota Lawnmower Replacement

Schedule J – 2015 Base Budget Increase – Full-Time Parks and Public Works Operator

Schedule K.1 – Organization Chart – Public Works, Facilities and Parks - 2015 and 2016

Schedule K.2 – Organization Chart – Public Works, Facilities and Parks – 2017

Schedule K.3 – Organization Chart - Public Works, Facilities and Parks – 2018 Proposed

Schedule K.4 – Township of Puslinch Corporate Organization Chart – 2018 Proposed

Schedule L – Analysis of Parks Services Options 1, 2 and 3

2014 Capital Plan Summary

Project Cost				Funding Type	Grand Total
Service	Department	Capital Project	Reserve Contribution	Discretionary_Reserves	
General Government					
Corporate					
		IT Software Upgrade	No	\$99,268	\$99,268
Grand Total				\$99,268	\$99,268

2016 Capital Plan Summary

Project Cost				Funding Type		
Service	Department	Capital Project	Reserve Contribution	Grant	Discretionary_Reserves	Grand Total
General Government						
	Corporate					
		Destination Marketing/Branding (Logo)	No	\$7,500	\$7,500	\$15,000
Grand Total				\$7,500	\$7,500	\$15,000

2017 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
General Government								
	Corporate							
		Municipal Drinking Water Well System - Feasibility Study	No	\$56,250	\$10,313	\$10,617	\$17,120	\$94,300
Grand Total				\$56,250	\$10,313	\$10,617	\$17,120	\$94,300

2018 Capital Plan Summary

Project Cost			Funding Type				
Service	Department Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building							
	Building						
	Tablet	No			\$9,000		\$9,000
Fire and Rescue							
	Fire and Rescue						
	Pump 31 Body Work and Paint Job	No			\$9,813		\$9,813
	Structural Firefighter Ensemble	No		\$15,105			\$15,105
	Satellite Station Building	No		\$100,000		\$275,000	\$375,000
	Fire Equip.	Yes		\$10,000			\$10,000
	Fire Vehicle Replac.	Yes		\$50,000			\$50,000
	Truck Cap Enclosure and Cargo Sliding Truck B	No				\$4,859	\$4,859
	New Storage Cabinetry Set and additional Firef	No			\$4,611		\$4,611
General Government							
	Corporate						
	Computer Equipment	No		\$10,000			\$10,000
	Corp. IT Software	Yes		\$5,000			\$5,000
	Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Class Environmental Assessment - M	No	\$262,500	\$87,500			\$350,000
	NSERC CRC Application - Advancement of Grou	No		\$10,000			\$10,000
	Finance						
	Asset Management Plan Revamp	No	\$32,000	\$8,000			\$40,000
	Municipal Office						
	Corp. Office Repairs	Yes		\$25,000			\$25,000
	Corp. Accessibility	Yes		\$5,000			\$5,000

2018 Capital Plan Summary

Project Cost			Funding Type				
Service	Department Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Meeting Room and New Flooring	No			\$10,000		\$10,000
	Roof Painting	No			\$17,500		\$17,500
Parks and Recreation							
	ORC						
	ORC Equip.	Yes		\$5,000			\$5,000
	ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks						
	Kabota Lawnmower	No			\$30,000		\$30,000
	Parks Infrastr.	Yes		\$25,000			\$25,000
	Parks Equip.	Yes		\$5,000			\$5,000
	Painting of Shed Roof & Sides	No			\$10,000		\$10,000
	PCC						
	PCC Equip.	Yes		\$5,000			\$5,000
	PCC Fac. Improv.	Yes		\$10,000			\$10,000
	Roof Painting	No			\$11,000		\$11,000
Public Works							
	Public Works						
	Bridge and Culvert Inspections	No		\$7,500			\$7,500
	Concession 4- 35 to Sideroad 10	No		\$130,000	\$100,000		\$230,000
	Forestell Rd- 32 to Roszell Rd	No		\$145,000			\$145,000
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$107,836	\$47,744		\$289,420	\$445,000
	Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
	Public Works Equip.	Yes		\$50,000			\$50,000
	Forestell Rd- 35 to Sideroad 10 North	No		\$230,000			\$230,000

2018 Capital Plan Summary

Project Cost		Funding Type					Grand Total
Service	Department Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	
Grand Total			\$402,336	\$1,023,349	\$201,924	\$569,279	\$2,196,888

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Building
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Tablet
Type - New

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

To allow for out of office data entry regarding building permit inspections and activities. Currently inspection notes are hand written on site, then later transferred into Keystone upon returning to the office. The inspection notes are then emailed to the applicant or contractor upon request. A mobile tablet would allow for one-time entry of inspection notes on site. An email could then be sent immediately to the applicant/contractor providing status of the inspection rather than wait until all notes have been inputted into Keystone upon returning to the office.
Please note that it is recommended that the tablet and truck stand have a 5 year lifecycle similar to the Township's replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Building department pickup truck

4 - Project Description

It is the vision of the building department to provide an updated, more efficient and more convenient experience for contractors, homeowners, and Township staff during the building process. A tablet and matching truck-stand will create a mobile work station, and allow for immediate notification to the contractor/applicant of inspection status. The goal is to move towards having applications, drawings and all other vital information to be accessible by Township inspectors anywhere within the Township through the use of a tablet. A tablet is a necessary step to transition from paper and allows for a more efficient way of recording inspection and property notes while out of office.

5 - Capital Funding for 2018 Expenditures

Tax Levy	
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve	9,000

Additional information related to DC's	
Project # and Description in DC	

DC Restricted Reserve **Note A**

Other (grants)

Total Funding

9,000

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Tablet		6,000			6,000				
Truck Stand		1,000			1,000				
Plan Package/Start up		1,000			1,000				
Contingency		1,000			1,000				
	-		-	-	9,000	-	-		-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.**7 - Incremental Operating Budget Impact**

Incremental Revenues

Incremental Salary and Benefits

Incremental Non-Salary Costs

Total Incr. Exp./(Rev.)

2018
5,250
5,250

Annualized
-

PT Staff

The incremental non-salary operating costs relate to the following:

- 1.) purchase of a data plan for the tablet which amounts to approximately \$250 per year.
- 2.) Estimate of Keystone hosting/licensing costs to host the data over Keystone's server - \$5,000 per year.

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Corporate
1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)	
Project Title - Municipal Class Environmental Assessment (EA) for Municipal Water and Wastewater Type - Schedule C Municipal Class Environmental Assessment	
2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)	
<p>The Township's Community Based Strategic Plan dated April 2016 recommended preparing a water feasibility study including an economic impact report and incorporating the decisions made regarding the recommendations in the feasibility study in the Township's Capital Budget and Forecast. A Municipal Class EA for Municipal Water and Wastewater is the next step following a feasibility study. The completion of the EA is contingent on the results of the feasibility study.</p> <p>Municipal servicing is a viable opportunity to support development and economic growth within the Township.</p> <p>Projects for the construction of new water and/or sewage distribution, collection and treatment systems fall into the classification of Schedule C Municipal Class EA as these are projects which have the potential for a significant environmental impact and must complete the full planning and documentation procedures outlined in Phases 1 to 4 of the Class EA process (see description of phases below).</p> <p>The Township would be required to complete a detailed Schedule C Municipal Class EA prior to proceeding with construction of any water or sewage servicing in order to ensure that environmental, social and economic impacts associated with the project are considered and mitigated.</p>	
3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)	
N/A	

4 - Project Description

The Municipal Class EA document outlines the procedures to be followed to satisfy Class EA requirements for Municipal Water, Wastewater and Road projects. The process involves the following five phases:

Phase 1 - Problem or Opportunity Definition;

Phase 2 - Identification and Evaluation of Alternative Solutions to Determine a Preferred Solution;

Phase 3 - Examination of Alternative Methods of Implementation of the Preferred Solution;

Phase 4 - Documentation of the Class EA process in the form of an Environmental Study Report (ESR); and

Phase 5 - Implementation and Monitoring.

Consultation with stakeholders is a significant component of the EA process in order to obtain stakeholder buy-in.

5 - Capital Funding for 2018 Expenditures

Tax Levy	87,500
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve	
DC Restricted Reserve ^{Note A}	
CWWF Grant	262,500
Total Funding	350,000

Additional information related to DC's

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018								
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Municipal Class EA			175,000	175,000	350,000				
	-		175,000	175,000	350,000	-	-		-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	
Incremental Revenues			# PT Staff
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./(Rev.)	-	-	

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Corporate
1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)	
Project Title - NSERC CRC Application - Advancement of Groundwater Multi-Level System Technologies Type - Research Study	
2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)	
Council Resolution 2017-020 indicates the following: That Council supports the NSERC CRD application titled "Advancement of Groundwater Multi-Level System Technologies for Improved Management of Source Water in Fractured Sedimentary Bedrock" to conduct field focused research examining properties of the sedimentary bedrock aquifer that underlies the Township of Puslinch; And that Council requests that a financial contribution of \$10,000 be included as part of the 2018 and 2019 budget considerations.	
3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)	
N/A	
4 - Project Description	
NSERC CRD application "Advancement of Groundwater Multi-Level System Technologies for Improved Management of Source Water in Fractured Sedimentary Bedrock" (2017 to 2021) The University of Guelph Research Team to conduct field-focused research examining properties of the sedimentary bedrock aquifer that underlies the Township of Puslinch. This research will develop and test data-informed groundwater monitoring networks that provide high-resolution pressure and water quality information. These enhanced data sets can reduce ambiguity in hydrogeological data interpretation and uncertainty in water budgets and risk assessments allowing for improved source water protection strategies for municipalities.	
5 - Capital Funding for 2018 Expenditures	
Tax Levy	10,000
Gas Tax Reserve Fund	
Aggregate Levy	

In Lieu of Parkland		Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Working Reserve			
DC Reserve Fund Note A			
Other (grants)			
Total Funding	10,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
In-Kind Support for Research		10,000			10,000				
					-				
					-				
					-				
Total Cost	-		-	-	10,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./(Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Computer Equipment

Type - Replacement of Laptops and Desktops

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

5 year replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Township Office

4 - Project Description

6 computers will be replaced in 2017.

The following laptops are being replaced: NB-2013-03, NB-2013-04, and NB-2013-07

The following workstation is being replaced by a laptop: WS-2013-07. A docking station is being purchased for it.

Workstation WS-2013-05 is being replaced

Laptop NB-2013-03 is also being replaced due to several computer issues

5 - Capital Funding for 2018 Expenditures

Tax Levy	10,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund Note A			
Other (grants)			
Total Funding	10,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Replacement of laptops/desktops		10,000			10,000	10,000	10,000	10,000	10,000
					-				
					-				
					-				
Total Cost	-		-	-	10,000	10,000	10,000	10,000	10,000
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./ (Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Finance

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Asset Management Plan (AMP) Revamp

Project Type - Plan

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The previous AMP was completed in 2013 by GM BluePlan. The purpose of the proposed Municipal Asset Management Planning Regulation is to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities, and among municipalities and the province. The goal of the regulation is to help municipalities more clearly identify what their infrastructure needs are, and therefore help them work towards a more sustainable position regarding the funding of their infrastructure. Outlined below are the phased in requirements of municipalities as it relates to Asset Management Planning which are based directly from the proposed regulation:

- 1.) Update the AMP at least every 5 years. The province proposes to collect two sets of AMP data from municipalities – Actuals Reporting, which would be reported to the province every year, and Projections Reporting, which would be reported to the province as the municipality obtains the relevant data at least every 5 years as AMP's are updated.
- 2.) The AMP would require approval in writing by a licensed engineering practitioner representing the municipality prior to being presented to Council for approval.
- 3.) Adoption of a Strategic Asset Management Policy by January 1, 2019 including review of the policy at least every five years. The purpose of the policy is to promote best practices and link asset management planning with budgeting, operations, maintenance and associated other municipal planning activities.
- 4.) Annual reporting on the implementation of the AMP including any factors affecting the ability of the municipality to meet its commitments set out in the AMP and policy; a strategy to address these factors; and progress on ongoing efforts to implement the AMP.
- 5.) A plain language explanation of the current levels of service for each category of infrastructure assets including an estimate of the capital expenditures (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, upgrades, new construction) needed each year, as well as any significant operating costs, including energy costs, for the ten years following the year that the current levels of service are established, to maintain the current levels of service over the long term.
- 6.) A plain language explanation of the proposed levels of service for each category of infrastructure assets including the cost estimates discussed above and a discussion as to why the proposed levels of service are appropriate for the municipality and how they differ from the current levels of service including when the proposed levels of service will be achieved and how affordability and sustainability is addressed with the proposed levels of service.
- 7.) Tracking of service delivery and asset operation through established performance measures, such as energy usage and cost.

- 8.) An inventory analysis which is summarized by asset class, including type and quantity, total replacement value, and average age. The inventory analysis would also discuss the approach to assessing asset condition using industry-accepted engineering practices, and summarize the information available on the condition of the assets.
- 9.) Documentation of a lifecycle management strategy that would outline the lifecycle management activities to be undertaken in order to maintain the proposed levels of service and manage risk (e.g. climate change impacts), with consideration to the full lifecycle costs of the assets, including energy costs. Lifecycle activities would be based on options examined to reduce the overall lifecycle costs, including through green infrastructure and non-infrastructure solutions such as demand management and conservation measures.
- 10.) A financial strategy that contains the following items each year for the ten year period aligned with the proposed levels of service section of the AMP including the following:
- estimated capital expenditure forecasts (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, new construction and capacity upgrade activities), and significant operating costs, including energy costs, related to lifecycle activities
 - revenue dedicated to capital financing
 - estimated capital reserve contributions and withdrawals; and
 - estimated debt service payments.
- 11.) Outline any ongoing funding shortfall that exists between investments required to fund the activities in the lifecycle management strategy and the ability to fund these activities, and the strategy to address this shortfall. Where municipalities cannot conduct all of the activities required to provide proposed levels of service, municipalities would discuss how they would manage the risks associated with not undertaking these activities.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

The project cost of \$40,000 includes the following updates:	
<div>-Integrate the requirements discussed in the "Purpose" section related to the proposed Municipal Asset Management Planning Regulation.</div> <div>-Incorporate all Township assets that are listed in Schedule 51 of the Financial Information Return. The current AMP does not include vehicles, equipment, information technology infrastructure, etc. The Township's Gas Tax Funding Agreement also indicates that the Township must demonstrate progress towards incorporating all 16 infrastructure categories eligible for gas tax funding into the AMP.</div> <div>-The current plan does not include an estimate of replacement value of all assets (ie. some assets are included in the plan at net book value). This is not sufficient based on reporting that the Township has recently had to complete for Statistics Canada and the Gas Tax Funding Agreement as it relates to the Township's assets and their replacement values.</div> <div>-Pavement condition indexes of Township roads (which were updated in 2016)</div> <div>-Stormwater management inspections (which are planned to be completed in 2017)</div> <div>-Incorporate pertinent information from other plans that the Township has completed since 2013 that relate to recommended upgrades/improvements to existing assets (ie. 2014 Development Charges Study, 2014 Building Condition Assessment Report, 2015 Facility Needs Assessment Report, 2015 Recreation and Parks Master Plan, Parks Master Plan for the Puslinch Community Centre Park, Master Fire Plan, Community Based Strategic Plan, Equipment Replacement Schedule, etc.)</div> <div>-Include updates to the plan based on the recommendations from the Township's auditor, BDO Canada LLP. BDO completed a peer review of the Township's AMP to provide recommendations for the next update including revamping the plan to discuss the Township's required levels of service for all Township assets and more detailed analysis around the financing strategy (ie. property tax levy increases, inflation, potential increases or reductions for external funding, reserve contributions, etc.)</div>	

5 - Capital Funding for 2018 Expenditures

Tax Levy	8,000	Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Building Surplus Reserve Fund			
DC Reserve Fund		Project # and Description in DC	
Other (grants)	32,000	Year in DC Study	
		% of DC Funding allowed in DC	

Total Funding	40,000	Service Area in DC	
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Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Professional Services		10,000	20,000	10,000	40,000				
					-				
					-				
Total Cost	-	10,000	20,000	10,000	40,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Fire
1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)	
Project Title - Additional Equipment for Pickup Truck Vehicle - Truck Cap enclosure and Cargo Sliding truck bed	
Type - New Equipment for Multi-Use Pickup Truck in Fire & Rescue	
2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)	
In order to optimize the use of the fire department Pickup Truck, a truck cap enclosing the bed and a cargo sliding bed would protect any equipment or gear placed in the rear of the truck. It would also make any items stored in the bed easily accessible. The proposed fire and rescue pickup truck is to be used by the Fire Chief and others serving as a multiple purpose vehicle including incident command functions, prevention, education, training, emergency response, enforcement, fire investigations, courses, seminars and meeting activities. This additional vehicle eliminates concerns associated with utilizing staff's personal vehicle for a variety of Township business. It is recommended that the Fire Chief and on-call Captains be allowed to take this vehicle home to allow for a quicker response, as well as increased opportunity to manage and mitigate emergency situations. This vehicle allows for accessibility into areas that larger apparatus cannot reach. Having an enclosed truck bed that is easily accessible will be a benefit both to and from emergency scenes, public education events and training events.	
3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)	
Fire Department Pickup Truck - 1/2 Ton	
4 - Project Description	
Truck to be used for multiple purposes including command vehicle, fire prevention, public education, training and emergency response. Life span of the truck is seven years. This project would increase the usefulness of the vehicle as described above in the purpose.	

5 - Capital Funding for 2018 Expenditures

Tax Levy		<div>Additional information related to DC's</div> <table><tr><td>Project # and Description in DC</td><td>1 - Provision for New Vehicles</td></tr><tr><td>Year in DC Study</td><td>2017-2023</td></tr></table>		Project # and Description in DC	1 - Provision for New Vehicles	Year in DC Study	2017-2023
Project # and Description in DC	1 - Provision for New Vehicles						
Year in DC Study	2017-2023						
Gas Tax Reserve Fund							
Aggregate Levy							
In Lieu of Parkland							
Discretionary Reserve							
DC Restricted Reserve Note A	4,859						

Other (grants)		% of DC Funding allowed in DC	100%
Total Funding	4,859	Service Area in DC	Fire Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Truck Cap	3,060				3,060				
Cargo Slide Bed	1,799				1,799				
					-				
Total Cost	4,859	-	-	-	4,859	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	-			
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Fire
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)
Project Title - Storage Cabinetry Set and Gear Storage Racks
Type - New Storage Cabinetry Set and additional Firefighter Gear Racks

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)
Presently the apparatus floor has no storage cabinets, other than a small plastic cabinet for truck cleaning products. We currently use a table and peg board for storage, as well as some shelving in the utility room. The utility room will soon be a laundry room due to the 2017 purchase of the extractor washer/dryer and will eliminate a lot of the present storage area. The table and peg board are very unsightly and constantly is used as a dumping area for tools, equipment, gear, etc. due to a lack of accessible storage. Six Gear storage racks are required to store the structural firefighting gear that was purchased in 2017. The Fire Department has reached full staffing levels which includes 4 Auxiliary firefighters, 1 Public Education Officer (the previous Chief Fire Prevention Officer position was recently divided into two positions) and 1 position for a Training Health & Safety Officer.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)
Fire Station

4 - Project Description
A well organized, safe and clean working environment is required. This is accomplished by properly storing tools, equipment and gear. Pride and ownership is achieved by providing industry standard gear racks and commercial grade storage cabinets.

5 - Capital Funding for 2018 Expenditures

Tax Levy	
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Fire Equipment Discretionary Re	4,611
DC Restricted Reserve Note A	
Other (grants)	
Total Funding	4,611

Additional information related to DC's	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
GearGrid locker including hanger components and freight	2,411				2,411				
Storage Cabinets (10 piece set)	2,200				2,200				
Total Cost	4,611		-	-	4,611	-	-		-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

Incremental Revenues
 Incremental Salary and Benefits
 Incremental Non-Salary Costs
 Total Incr. Exp./(Rev.)

2018
-

Annualized
-

PT Staff

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Structural Firefighting Ensembles

Type - Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Structural firefighting ensembles have a 10-year life cycle from the date of manufacturer as per National Fire Protection Association 1851 "Standard on Selection, Care, Maintenance of Protective Ensembles for Structural Firefighting".

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

This product is required by each fire and rescue firefighter staff member

4 - Project Description

Structural firefighting ensembles (pants and jacket) is a three-component ensemble intended to protect the fire fighter from radiant and thermal exposure, unexpected flashover conditions, and puncture and abrasion hazards while still maintaining an adequate level of dexterity and comfort. Five (5) firefighter ensembles required in 2018 at a cost of \$2731 per unit. Five (5) helmets required in 2018 at a cost of \$290 per unit.

Please note that structural firefighter ensemble is custom fitted to each firefighter. However, there have been instances where firefighter gear of resigned firefighters are re-used for the newly recruited firefighters (ie. firefighters who are the exact same size).

Unused structural firefighter ensemble (ie. after the ensemble reaches its 10 year useful life) is sent to "Firefighters without borders" and the "Northern Protection Association" as donations for communities that cannot support their own fire service. This gear is still suitable for defensive firefighting and these communities do not conduct aggressive interior firefighting, just defensive/exterior operations.

5 - Capital Funding for 2018 Expenditures

Tax Levy

15,105

Gas Tax Reserve Fund

Aggregate Levy

In Lieu of Parkland		Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Working Reserve			
DC Reserve Fund Note A			
Other (grants)			
Total Funding	15,105		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Structural firefighting ensembles		15,105			15,105	5,682	-	11,824	12,060
					-				
					-				
					-				
Total Cost	-	13,655	-	-	15,105	5,682	-		12,060

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs	- 1,450		
Total Incr. Exp./ (Rev.)	- 1,450	-	

Firefighter helmets were previously budgeted in Operating Account No. 01-0040-4321 - Clothing and Safety. Therefore, since the helmets are now budgeted in the Capital Budget as part of the Structural Firefighting Gear, this operating account will decrease by \$1,450.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title -West End Fire Station

Type - New

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

FIR 2017-001 Master Fire Plan Recommendations and Service Level Review – Township West End Fire Protection Services

File No P15MAS - as outlined in Staff Report FIR-2017-001. Council directed staff to not pursue Options 1, 3B and 4. As per Option 2 'Build a Satellite Fire Station' funds of \$375,000 should be allocated for the future purchase of land for this station.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

West End of the Township. Goal is to encompass as many Township homes within a 8km radius of the fire station.

4 - Project Description

To provide a cost-effective alternative for West end fire protection services by utilizing a second Puslinch Fire station. Funds to be used to purchase a building lot.

**Breakdown of Capital Costs -
Report FIR-2017-001**

Description	Amount	Proposed Year
Acquire Land - 1.5 to 2 acres	\$ 375,000	2018
Design Construction, Project Management Fee 10%, Contingency 10%, Professional Fees and Grading	\$ 650,000	2019
Water Tank	\$ 40,000	2019
Capital Equipment	\$ 51,750	2019
Total Capital Costs	\$ 1,116,750	

5 - Capital Funding for 2018 Expenditures

Tax Levy	100,000
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Discretionary Reserve	
Development Charges Note A	275,000
Other (grants)	
Total Funding	375,000

Additional information related to DC's

Project # and Description in DC	1 - Provision for Additional Facility Space
Year in DC Study	2016 - 2023
% of DC Funding allowed in DC	80%
Service Area in DC	Fire Services

6 - Capital Components, Costs, and Timing

Please list proposed 2017 capital spending by quarter for cash flow purposes

	2018								
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Building Lot Purchase			375,000		375,000	741,750			
					-				
					-				
					-				
Total Cost	-		375,000	-	375,000	741,750	-		-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Note A	Annualized	# PT Staff	
Incremental Revenues	27,000			4.0	4 additional firefighters added to staff complement.
Incremental Salary and Benefits	49,046				
Incremental Non-Salary Costs	70,906			11.0	11 firefighters transferred from Aberfoyle Station to Satellite Station
Total Incr. Exp./(Rev.)	92,952		-		

Incremental Non-Salary Costs include:

Description	Amount	Proposed Year
Fuel	\$ 3,000	2019
Bell (2 phones), pagers, internet, gas, hydro	\$ 13,415	2019
Medical supplies, tools	\$ 3,000	2019
Snow Removal, Grounds Maintenance	\$ 6,000	2019
Insurance	\$ 368	2019
Personal Protective Clothing, Uniforms (4 additional firefighters)	\$ 2,148	2019
Building and Maintenance	\$ 6,000	2019
Annual Depreciation - Building	\$ 26,625	2019
Annual Depreciation of Capital Equipment	\$ 10,350	2019
Total incremental non-salary costs	\$ 70,906	

Note A - Directly from Report FIR-2017-001

The total projected recoveries for services provided by PFRS in the current Cambridge contract area as a result of the proposed automatic aid agreement for motor vehicle collisions amount to \$27,000. This amount is based on the average Cambridge 2014 - 2016 billable responses to motor vehicle collisions from the Ministry of Transportation (MTO - Highway) and the Township Fees and Charge By-law cost recovery of \$450 (MTO rate) per truck response, per hour and actual replacement of equipment (absorbal, hazardous material cleanup products, etc) cost.

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Fire	
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Paint Pumper 31 Truck Body
Type - Paint Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

2005 Pump 31 rear body paint is peeling off. American LaFrance's 10 year paint warranty is void as company filed Chapter 11 bankruptcy. 2005 Pump 31 proposed replacement year is 2025.
To remove rust and old paint that is flaking off the truck body of Pumper 31.
Council at its Capital Budget Meeting held on October 12, 2016 requested that staff review alternative options such as wrapping the section that is peeling off. Fleet Image, a company that performs vehicle wrapping services, did not recommend wrapping as a long term viable option for fire trucks.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Pumper 31 Truck Body (Box)

4 - Project Description

Remove and replace all equipment, roll-up doors, lights, e.t.c. located on Pumper 31 truck body. Sandblast corrosion , prime and paint. (\$8313.18)
Replace decals (\$1500).

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's
Gas Tax Reserve Fund		
Aggregate Levy		
In Lieu of Parkland		
Discretionary Reserve	9,813	
DC Restricted Reserve	Note A	

Project # and Description in DC	
Year in DC Study	

Other (grants)		% of DC Funding allowed in DC	
Total Funding	9,813	Service Area in DC	
Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.			

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Paint Pump 31 Box			9,813		9,813				
					-				
					-				
					-				
Total Cost	-	-	9,813	-	9,813	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Municipal Office
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Meeting Room and New Flooring
Project Type: Facility Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The Facility Needs Assessment completed in 2015 identified the need for a meeting room to accomodate staff use, to better serve the public, and for Township consultants who complete field work in the Municipal Office (ie. auditors). In the past, the Township has utilized the Council Chambers or the Lunch Room for the above purposes.
It is also recommended that the current flooring or carpet (where applicable) in the Municipal Office be replaced with the new flooring that was recently installed in the Customer Service Area for a consistent and improved aesthetic appeal in the Municipal Office.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Municipal Office

4 - Project Description

2018 Project Description - upgrades to the meeting room including new flooring, paint and lighting fixtures; new flooring for the Finance area office, the hall to the bathrooms/Public Works area, the kitchen, and bathrooms.
In 2019 it is recommended that the flooring be upgraded for the Clerks area and the Council Chambers.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Capital Carryforward			
Building Surplus	5,000	Project # and Description in DC	
Corporate Office Repairs	5,000	Year in DC Study	
Disc. Reserve		% of DC Funding allowed in DC	

Total Funding	10,000	Service Area in DC	
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Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Meeting Room Upgrades		3,000			3,000	10,000			
New Flooring			7,000		7,000				
					-				
Total Cost	-	3,000	7,000	-	10,000	10,000	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Municipal Office
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

<p>Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.</p> <p>The Building Condition Assessment Report for the Municipal Building indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2024 at a cost of \$125,000 (p. 3-4 of 3-19).</p> <p>This proposed project is for the painting of the Municipal Building roofing panels and door jams on the roll up shop doors. This building was acquired in 1984 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the PCC (see the PCC Capital Budget sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.</p>

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

7404 Wellington Road 34 - Municipal Building Roof

4 - Project Description

Paint roof panels and door jams. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.
--

5 - Capital Funding for 2018 Expenditures

Tax Levy	15,750
Gas Tax	
Aggregate Levy	
Building Surplus	1,750

Additional information related to DC's

Corporate Office Repairs & Restoration		Project # and Description in DC	
Discretionary Reserve			
Development Charges ^{Note A}		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	17,500	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				17,500	17,500				
					-				
					-				
					-				
Total Cost	-	-	-	17,500	17,500	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

This proposed project is for the painting of the Parks shed including the roof which was acquired in 1973 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor the roof panels on the green shed have not been replaced or painted previously. It is recommended that this project be completed in the same year as the painting of the Puslinch Community Centre roof (see the PCC Capital Budget Sheet) and the painting of the green shed roof (see the Parks Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

23 Brock Rd - Green Shed (behind the Optimist Recreation Centre)

4 - Project Description

Paint roof panels to extend roof life and repaint all siding and trim to match the colours of the Optimist Recreation Centre. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Parks Infrastructure Enhancement Discretionary Reserve	10,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	10,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases <small>Note B</small>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				10,000	10,000				
					-				
					-				
					-				
Total Cost	-	-	-	10,000	10,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department	Parks
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Kabota Lawnmower
Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

<p>Replacement of the current 2005 Kabota lawnmower. This lawnmower was purchased used in 2009 at a cost of \$8,640. The repairs and maintenance expenses on the lawnmower from 2014 to 2017 amounted to \$4,773 as outlined below: 2014 - \$2,118; 2015 - \$932; 2016 - \$743; 2017 - \$981 year to date.</p> <p>This lawnmower is used 5 days per week, 8 hours per day for approximately six months of the year. It is the only lawnmower that the Township owns. Effective 2017, the Township no longer pays a rental fee to Parks staff for the use of a lawnmower or tractor, therefore, this will result in operating budget savings of \$3,020 as noted in Section 7 below.</p> <p>The equipment rental fees/tractor rental fees averaged an amount of \$3,020 from 2014 to 2016 as outlined below: 2014 - \$2,337; 2015 - \$2,337; 2016 - \$4,387; 2017 - nil.</p> <p>Report FIN-2017-029 provides further details of the current costs of contracting Parks services out versus the in-house costs.</p> <p>Township staff explored the option of keeping the existing machine but purchasing a new front mower deck. Based on the quote received, this would be at a cost of approximately \$4,500. It has been indicated that because of the year of the machine, the new deck may not fit on the 2005 lawnmower. Township staff note that the front deck of the lawnmower must be replaced as it does not currently provide an even cut (cuts on an angle).</p>

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

All parks and Township owned properties in sub-divisions.

4 - Project Description

Lawnmower is on a 10 year replacement cycle. It is past its replacement lifecycle as it has been utilized for 12 years. The number of hours on the lawnmower as of August 2017 is 2,757 hours.

It is recommended that this lawnmower be replaced in 2018 as it is past its replacement lifecycle and because of the reasons indicated in the "Purpose" section above. The Township's fleet management policy indicates the following:

Fleet will be replaced upon consideration of a combination of the following criteria:

- The odometer reading is approaching 180,000 kilometers.
- The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmowers, tractors and other small vehicles that do not have an odometer tracking mileage.
- The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy.
- The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Parks Equipment Replacement	30,000	Project # and Description in DC	
Discretionary Reserve			
Development Charges	Note A	Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	30,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Lawnmower Replacement				30,000	30,000				
					-				
					-				
					-				
Total Cost	-	-	-	30,000	30,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

Incremental Revenues	2018	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs	- 3,020			
Total Incr. Exp./ (Rev.)	- 3,020	-		
Decrease of \$3,020 in equipment rental fees as discussed in Section 2 above in operating account number 01-0110-4205.				

TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET

Department **Puslinch Community Centre**

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)
Project Title - Building Maintenance
Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)
Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

The Building Condition Assessment Report for the Puslinch Community Centre indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2020 at a cost of \$100,000 (p. 1-5 of 1-17).

This proposed project is for the painting of the PCC roofing panels. This building was acquired in 1983 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the painting of the Municipal Office project (see the Municipal Office Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)
23 Brock Rd - Puslinch Community Centre Roof

4 - Project Description
Paint roof panels and metal facer. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy	
Gas Tax	
Aggregate Levy	
In Lieu of Parkland	

Additional information related to DC's

Puslinch Community Centre Facility Improvement Discretionary Reserve	11,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	11,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases <small>Note B</small>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				11,000	11,000				
					-				
					-				
					-				
Total Cost	-	-	-	11,000	11,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

Incremental Revenues	2018	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Drainage, Sub-Base, Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 124, 125A amounting to 3.5 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016. Drainage and sub-base repairs in 2018 and full paving in 2019.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Victoria Road between Wellington Road 36 and Aberfoyle Pit #2.

4 - Project Description

Traffic control, replace 6 cross culverts, removal of 2500m³ of sub-base and replace with virgin material and geotextile material, repave trenches with 50mm of HL4 asphalt. Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection.

5 - Capital Funding for 2018 Expenditures

Tax Levy	47,744
Gas Tax	220,000
Aggregate Levy	
In Lieu of Parkland	
Discretionary Reserve	
Development Charges <small>Note</small>	69,420
OCIF Formula Funding	107,836
Total Funding	445,000

Additional information related to DC's

Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Year in DC Study	2019-2023
% of DC Funding allowed in DC	15.6%
Service Area in DC	Roads and Related Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				445,000	445,000	415,000			
					-				
					-				
					-				
Total Cost	-	-	-	445,000	445,000	415,000	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 66 amounting to repaving of 1.2 kms of roadway as identified for improvement in 2020 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

It is recommended that this project be completed in 2018 and in conjunction with Forestell Road between Wellington Road 35 to Sideroad 10 North (Asset No. 68 and 69) in order to gain cost savings and efficiencies.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 32 and Roszell Road.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	145,000	Additional information related to DC's Project # and Description in DC 26 - Provision for Future Road Projects (p. 5-6) Year in DC Study 2019-2023 % of DC Funding allowed in DC 15.6% Service Area in DC Roads and Related Services	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund ^{Note A}			
Other (grants)			
Total Funding	145,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				145,000	145,000				
					-				
					-				
					-				
Total Cost	-	-	-	145,000	145,000	-	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH

2018 CAPITAL BUDGET

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 68, 69 amounting to repaving of 2 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 35 to Sideroad 10 North

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	230,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund ^{Note A}			
Other (grants)			
Total Funding	230,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 57 and 58 amounting to repaving of 2.1 kms of roadway as identified for improvement in 2018 (Asset No. 58) and 2019 (Asset No. 57) in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 4 between Wellington Road 35 and Sideroad 10N.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2018 Expenditures

Tax Levy	130,000	Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	100,000		
DC Reserve Fund ^{Note A}		Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Other (grants)		Year in DC Study	2019-2023
Total Funding	230,000	% of DC Funding allowed in DC	15.6%
		Service Area in DC	Roads and Related Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

2019 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$6,000			\$6,000
		Structural Firefighter Ensemble	No		\$5,682				\$5,682
		Satellite Station Building	No		\$690,000				\$690,000
		Satellite Station Equipment	No		\$51,750				\$51,750
		Thermal Imaging Camera	No			\$10,300			\$10,300
		Fire Equip.	Yes		\$10,000				\$10,000
		Fire Vehicle Replac.	Yes		\$50,000				\$50,000
General Government									
	Corporate								
		Computer Equipment	No		\$10,000				\$10,000
		Server	No			\$25,000			\$25,000
		Corp. IT Software	Yes		\$5,000				\$5,000
		Corp. IT Hardware	Yes		\$2,500				\$2,500
	Finance								
		2019 Development Charges Background Study	No		\$1,550		\$13,950		\$15,500
	Municipal Office								
		Air Balancing Study & Recommission HVAC	No		\$8,400	\$2,100			\$10,500
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500			\$231,000
		Heat Recovery Unit in Municipal Offices	No		\$4,000	\$1,000			\$5,000
		Corp. Office Repairs	Yes		\$25,000				\$25,000
		Corp. Accessibility	Yes		\$5,000				\$5,000
		New Flooring - Council Chambers and Clerks Areas	No		\$10,000				\$10,000
Parks and Recreation									
	ORC								
		ORC Equip.	Yes		\$5,000				\$5,000
		ORC Fac. Improv.	Yes		\$10,000				\$10,000
	Parks								
		Parks Infrastr.	Yes		\$25,000				\$25,000
		Parks Equip.	Yes		\$5,000				\$5,000
	PCC								

2019 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
		Exterior Hall Lighting	No		\$5,000			\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Aberfoyle Sidewalks	No	\$10,000	\$90,000			\$100,000
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1 -35 to Sideroad 20	No		\$253,000			\$253,000
		Concession 2- Sideroad 10 to 32	No		\$233,400			\$233,400
		Traffic Calming - Streetscaping Morriston - Phase 2	No		\$84,400		\$15,600	\$100,000
		Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$107,836	\$22,424		\$284,740	\$415,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
Grand Total				\$127,836	\$1,815,106	\$409,900	\$314,290	\$2,667,132

**2020 Capital
Plan Summary**

Project Cost Service	Department	Capital Project	Reserve Contribu tion	Funding Type		Discretionary_Reserve s	Restricted_ Reserves	Grand Total
				Grant	Levy			
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Rescue 35 Truck	No			\$360,000		\$360,000
		SCBA Cylinders	No			\$12,000		\$12,000
		Structural Firefighter Ensemble	No		\$0			\$0
		Extrication Equipment	No			\$52,500		\$52,500
		Watercraft	No			\$6,000		\$6,000
		Self Contained Breathing Apparatus	No			\$144,550		\$144,550
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Microsoft Office License Upgrades	No			\$15,000		\$15,000
	Municipal Office							
		Arc Flash Study	No		\$6,000	\$1,500		\$7,500
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000
		Replacement of John Wood Electric 48 USG Hot Water Tank	No		\$4,000	\$1,000		\$5,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							

2020 Capital
Plan Summary

Project Cost Service	Department	Capital Project	Funding Type				Grand Total
			Reserve Contribu tion	Grant	Levy	Discretionary_ Reserve s	
		ORC Equip.	Yes		\$5,000		\$5,000
		ORC Fac. Improv.	Yes		\$10,000		\$10,000
	Parks						
		Pickup Truck - Trsfr from PW	No			\$0	\$0
		Consistent Signage Design	No		\$10,000		\$10,000
		Parks Infrastr.	Yes		\$25,000		\$25,000
		Parks Equip.	Yes		\$5,000		\$5,000
	PCC						
		Arc Flash Study	No		\$5,000		\$5,000
		Kitchen Renovation	No	\$10,000		\$90,000	\$100,000
		PCC Equip.	Yes		\$5,000		\$5,000
		PCC Fac. Improv.	Yes		\$10,000		\$10,000
Public Works							
	Public Works						
		Backhoe	No			\$125,000	\$125,000
		Bridge and Culvert Inspections	No		\$7,500		\$7,500
		Concession 2- 2A to Sideroad 20	No		\$218,289		\$519,300
		Concession 7- McLean Rd to Concession 2A	No	\$169,421	\$39,479		\$208,900
		Tandem Dump Truck- 302	No			\$250,000	\$250,000
		Concession 2A - Concession 2 to Concession 7	No		\$102,500		\$102,500
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$20,000		\$20,000
		Public Works Replace. and Restorat.	Yes		\$25,000		\$25,000
		Public Works Equip.	Yes		\$50,000		\$50,000
		Dump Truck - 1 Ton - 305	No			\$100,000	\$100,000
		Pickup Truck- Director - 1/2 Ton	No			\$35,000	\$35,000
Grand Total				\$189,421	\$760,768	\$1,314,050	\$2,565,250

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$11,824			\$11,824
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Pay Equity Study	No		\$13,500	\$1,500		\$15,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Power Distribution Equipment (feeder)	No		\$16,000	\$4,000		\$20,000
		Office renovation/expansion including	No	\$10,000	\$105,500	\$115,500		\$231,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Phase 1 of Parks Master Plan	No	\$881,120	\$249,449	\$50,000	\$175,000	\$1,355,569
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Bridlepath	No	\$169,421	\$109,099		\$51,480	\$330,000
		Tandem Dump Truck- 301	No			\$250,000		\$250,000
		Traffic Count Study	No		\$10,000		\$15,000	\$25,000
		Fox Run Dr to County Rd 46	No		\$63,000			\$63,000
		Leslie Rd West - Watson Rd South to N	No		\$80,000		\$220,000	\$300,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal D	No		\$16,000			\$16,000
		Little's Bridge - 0003	No		\$25,000			\$25,000
Grand Total				\$1,060,541	\$954,372	\$431,500	\$461,480	\$2,907,893

2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$19,500		\$19,500
		Structural Firefighter Ensemble	No		\$12,060			\$12,060
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Office renovation/expansion including ac	No	\$10,000	\$140,150	\$80,850		\$231,000
		Furnace, Condenser Units, HVAC distribut	No		\$24,000	\$6,000		\$30,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parking Lot & Associated Enhancements (No		\$61,000		\$239,000		\$300,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 2 of Parks Master Plan	No	\$578,477	\$186,103	\$50,000	\$60,000	\$874,580
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000

2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Grader- 501	No			\$350,000		\$350,000
		Watson Rd- 36 to Leslie Rd	No		\$105,000		\$110,000	\$215,000
		Watson Rd - Leslie Rd to 4057 Watson Rd	No		\$17,400		\$110,000	\$127,400
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Gilmour Culvert- 2009	No		\$84,400		\$15,600	\$100,000
		Little's Bridge - 0003	No	\$169,421	\$252,579		\$78,000	\$500,000
Grand Total				\$818,898	\$1,076,692	\$745,350	\$373,600	\$3,014,540

2023 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Building									
	Building								
		Tablet	No			\$9,000		\$9,000	
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$9,000		\$9,000	
		Structural Firefighter Ensemble	No		\$15,380			\$15,380	
		Fire Equip.	Yes		\$10,000			\$10,000	
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000	
General Government									
	Corporate								
		Computer Equipment	No		\$10,000			\$10,000	
		Corp. IT Software	Yes		\$5,000			\$5,000	
		Corp. IT Hardware	Yes		\$2,500			\$2,500	
	Finance								
		Asset Management Plan and Policy Updates	No		\$10,000			\$10,000	
	Municipal Office								
		Office renovation/expansion including accessibility	No	\$10,000	\$140,150	\$80,850		\$231,000	
		Corp. Office Repairs	Yes		\$25,000			\$25,000	
		Corp. Accessibility	Yes		\$5,000			\$5,000	
Parks and Recreation									
	ORC								
		ORC Equip.	Yes		\$5,000			\$5,000	
		ORC Fac. Improv.	Yes		\$10,000			\$10,000	
	Parks								
		Parks Infrastr.	Yes		\$25,000			\$25,000	
		Parks Equip.	Yes		\$5,000			\$5,000	

2023 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
	PCC								
		PCC Equip.	Yes		\$5,000			\$5,000	
		PCC Fac. Improv.	Yes		\$10,000			\$10,000	
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No		\$7,500			\$7,500	
		Concession 4- Sideroad 10 to 32	No		\$230,000		\$220,000	\$450,000	
		Maple Leaf Lane	No		\$38,655		\$7,145	\$45,800	
		Mason Crt	No		\$32,156		\$5,944	\$38,100	
		McLean Rd E and Winer Rd	No	\$169,421	\$138,639		\$56,940	\$365,000	
		Single Axle Dump Truck-303	No			\$225,000		\$225,000	
		Transportation Master Plan	No		\$10,000		\$15,000	\$25,000	
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000	
		Public Works Equip.	Yes		\$50,000			\$50,000	
		Moyer's Bridge - 0004	No		\$25,000			\$25,000	
Grand Total					\$179,421	\$889,981	\$323,850	\$305,028	\$1,698,280

2024 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Building									
	Building								
		Pickup Truck - Mid-Size	No			\$33,000		\$33,000	
Fire and Rescue									
	Fire and Rescue								
		Structural Firefighter Ensemble	No		\$15,685			\$15,685	
		Pickup Truck - Mid-Size	No			\$23,050		\$23,050	
		Fire Equip.	Yes		\$10,000			\$10,000	
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000	
General Government									
	Corporate								
		Computer Equipment	No		\$10,000			\$10,000	
		Server	No			\$25,000		\$25,000	
		Corp. IT Software	Yes		\$5,000			\$5,000	
		Corp. IT Hardware	Yes		\$2,500			\$2,500	
	Finance								
		2024 Development Charges Background Study	No		\$1,550		\$13,950	\$15,500	
	Municipal Office								
		Window and Door Replacement Program	No		\$80,000	\$20,000		\$100,000	
		Gas Fired Infra-Red Heaters in Public Works Area	No		\$5,400	\$600		\$6,000	
		UV Pure Water Treatment System	No		\$8,000	\$2,000		\$10,000	
		Metal Roofing Panels	No		\$100,000	\$25,000		\$125,000	
		Corp. Office Repairs	Yes		\$25,000			\$25,000	
		Corp. Accessibility	Yes		\$5,000			\$5,000	
		Exterior Panel/Siding Painting	No		\$20,000	\$5,000		\$25,000	
Parks and Recreation									
	ORC								
		ORC Equip.	Yes		\$10,000			\$10,000	

2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Replacement of Sanitary Pumps and Control System	No		\$5,000			\$5,000
		Replacement of UV Pure Water Treatment System	No		\$7,500			\$7,500
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 4- Hwy 6 to 35	No		\$170,000		\$220,000	\$390,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Gilmour Culvert- 2009	No	\$169,421	\$252,579		\$78,000	\$500,000
		Moyer's Bridge - 0004	No		\$500,000			\$500,000
Grand Total				\$169,421	\$1,420,714	\$133,650	\$311,950	\$2,035,735

2025 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant			
Building							
	Building						
		Septic Inspections	No			\$6,000	\$6,000
Fire and Rescue							
	Fire and Rescue						
		Defibrillators	No		\$6,000	\$15,000	\$21,000
		Fire Master Plan	No		\$17,600	\$26,400	\$44,000
		Pump 31 Truck	No			\$468,000	\$468,000
		SCBA Cylinders	No			\$7,500	\$7,500
		Structural Firefighter Ensemble	No		\$19,200		\$19,200
		Fire Equip.	Yes		\$10,000		\$10,000
		Fire Vehicle Replac.	Yes		\$50,000		\$50,000
General Government							
	Corporate						
		Community Based Strategic Plan	No		\$16,500	\$13,500	\$30,000
		Computer Equipment	No		\$10,000		\$10,000
		Corp. IT Software	Yes		\$5,000		\$5,000
		Corp. IT Hardware	Yes		\$2,500		\$2,500
	Municipal Office						
		Corp. Office Repairs	Yes		\$25,000		\$25,000
		Corp. Accessibility	Yes		\$5,000		\$5,000
Parks and Recreation							
	ORC						
		ORC Equip.	Yes		\$10,000		\$10,000
		ORC Fac. Improv.	Yes		\$10,000		\$10,000
	Parks						
		Pickup Truck - Trsfr from PW	No			\$0	\$0
		Parks Infrastr.	Yes		\$25,000		\$25,000

2025 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Recreation and Parks Master Plan	No		\$23,000		\$27,000	\$50,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Church and Victoria Street	No		\$50,000			\$50,000
		Gore Road - Valens Road to Concession 7	No		\$227,880		\$42,120	\$270,000
		Watson Rd - Wellington Road 34 to Wellington Road 36	No	\$169,421	\$330,579			\$500,000
		Watson Rd- Maltby to Arkell	No		\$185,120		\$294,880	\$480,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Pickup truck-Staff - 3/4 Ton	No			\$52,000		\$52,000
		Pickup Truck- Director - 1/2 Ton	No			\$35,000		\$35,000
Grand Total				\$169,421	\$1,130,879	\$583,500	\$403,900	\$2,287,700

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$10,712			\$10,712
		Portable Pump	No			\$15,000		\$15,000
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		Floor Scrubber	No			\$8,000		\$8,000
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Improvements to Tennis Courts	No			\$10,000		\$10,000
		Playground area at Boreham Park	No	\$10,000		\$85,000	\$5,000	\$100,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Rebalancing of HVAC system	No		\$5,000			\$5,000

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Replacement of Rheem Hot Water Tank	No		\$5,000			\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1- Sideroad 10 to Wellington Rd 35	No	\$169,421	\$85,579			\$255,000
		Gore Rd-Sideroad 20 to Valens Rd	No		\$145,000		\$220,000	\$365,000
		Leslie Rd West- Victoria Rd South to East limit	No		\$544,380		\$100,620	\$645,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells	No		\$7,000			\$7,000
Grand Total				\$179,421	\$1,052,671	\$128,500	\$325,620	\$1,686,212

2027 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$0			\$0
		Structural Firefighter Ensemble	No			\$13,655			\$13,655
		Fire Equip.	Yes			\$10,000			\$10,000
		Fire Vehicle Replac.	Yes			\$50,000			\$50,000
General Government									
	Corporate								
		Computer Equipment	No			\$10,000			\$10,000
		Corp. IT Software	Yes			\$5,000			\$5,000
		Corp. IT Hardware	Yes			\$2,500			\$2,500
	Municipal Office								
		Corp. Office Repairs	Yes			\$25,000			\$25,000
		Corp. Accessibility	Yes			\$5,000			\$5,000
Parks and Recreation									
	ORC								
		ORC Equip.	Yes			\$5,000			\$5,000
		ORC Fac. Improv.	Yes			\$10,000			\$10,000
	Parks								
		Parks Infrastr.	Yes			\$25,000			\$25,000
		Parks Equip.	Yes			\$5,000			\$5,000
	PCC								
		PCC Equip.	Yes			\$5,000			\$5,000
		PCC Fac. Improv.	Yes			\$10,000			\$10,000
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No			\$7,500			\$7,500
		Public Works Replace. and Restorat.	Yes			\$25,000			\$25,000
		Public Works Equip.	Yes			\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Si	No			\$415,000			\$415,000

2027 Capital Plan Summary

Project Cost					Funding Type			
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
		Sideroad 20 North - Wellington Road 34 to Forestell Road	No		\$316,500		\$58,500	\$375,000
		Roszell Road - Townline Road to Forestell Road	No		\$67,500		\$220,000	\$287,500
		Maltby Road - Victoria Road to Watson Road	No	\$169,421	\$93,079			\$262,500
Grand Total				\$169,421	\$1,155,734	\$250,000	\$278,500	\$1,853,655

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Building														
	Septic Inspections						\$6,000	\$6,000				\$6,000	\$6,000	
	Tablet				\$9,000					\$9,000				
	Pickup Truck - Mid-Size										\$33,000			
Building Total					\$9,000		\$6,000	\$6,000		\$9,000	\$33,000	\$6,000	\$6,000	

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Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Fire and Rescue													
Defibrillators											\$21,000		
Fire Master Plan											\$44,000		
Pump 31 Body Work and Paint Job				\$9,813									
Pump 31 Truck											\$468,000		
Rescue 35 Truck						\$360,000							
SCBA Cylinders					\$6,000	\$12,000	\$4,500	\$19,500	\$9,000		\$7,500	\$4,500	\$0
Structural Firefighter Ensemble				\$15,105	\$5,682	\$0	\$11,824	\$12,060	\$15,380	\$15,685	\$19,200	\$10,712	\$13,655
Satellite Station Building				\$375,000	\$690,000								
Satellite Station Equipment					\$51,750								
Extrication Equipment						\$52,500							
Watercraft						\$6,000							
Self Contained Breathing Apparatus						\$144,550							
Thermal Imaging Camera					\$10,300								
Portable Pump												\$15,000	
Pickup Truck - Mid-Size										\$23,050			
Fire Equip.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Fire Vehicle Replac.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Truck Cap Enclosure and Cargo Sliding Truck Bed				\$4,859									
New Storage Cabinetry Set and additional				\$4,611									
Fire and Rescue Total				\$469,388	\$823,732	\$635,050	\$76,324	\$91,560	\$84,380	\$98,735	\$619,700	\$90,212	\$73,655

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Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate														
	Community Based Strategic Plan											\$30,000		
	Computer Equipment				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Destination Marketing/Branding (Logo)		\$15,000											
	IT Software Upgrade	\$99,268												
	Pay Equity Study							\$15,000						
	Server					\$25,000					\$25,000			
	Municipal Drinking Water Well System - Feasibility Study			\$94,300										
	Corp. IT Software				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Corp. IT Hardware				\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
	Municipal Class Environmental Assessment - Municipal Water and Wastewater				\$350,000									
	NSERC CRC Application - Advancement of Groundwater Multi-Level System Technologies				\$10,000									
	Microsoft Office License Upgrades						\$15,000							
Corporate Total		\$99,268	\$15,000	\$94,300	\$377,500	\$42,500	\$32,500	\$32,500	\$17,500	\$17,500	\$42,500	\$47,500	\$17,500	\$17,500

Projects by Year

Project Cost													
	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Finance													
2019 Development Charges Background Study					\$15,500								
2024 Development Charges Background Study										\$15,500			
Asset Management Plan Revamp				\$40,000									
Asset Management Plan and Policy Updates									\$10,000				
Finance Total				\$40,000	\$15,500				\$10,000	\$15,500			

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Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Municipal Office														
	Air Balancing Study & Recommission HVAC					\$10,500								
	Arc Flash Study						\$7,500							
	Power Distribution Equipment (feeders, panels, main disconnect switch)							\$20,000						
	Window and Door Replacement Program										\$100,000			
	Office renovation/expansion including accessibility					\$231,000	\$231,000	\$231,000	\$231,000	\$231,000				
	Heat Recovery Unit in Municipal Offices					\$5,000								
	Furnace, Condenser Units, HVAC distribution ductwork, Damper Control System in Municipal Offices								\$30,000					
	Gas Fired Infra-Red Heaters in Public Works Area										\$6,000			
	UV Pure Water Treatment System										\$10,000			
	Metal Roofing Panels										\$125,000			
	Replacement of John Wood Electric 48 USG Hot Water Tank						\$5,000							
	Corp. Office Repairs				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Corp. Accessibility				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Meeting Room and New Flooring				\$10,000									
	New Flooring - Council Chambers and Clerks Areas					\$10,000								
	Roof Painting				\$17,500									
	Exterior Panel/Siding Painting										\$25,000			
Municipal Office Total					\$57,500	\$286,500	\$273,500	\$281,000	\$291,000	\$261,000	\$296,000	\$30,000	\$30,000	\$30,000

Projects by Year

Project Cost													
	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ORC													
Floor Scrubber												\$8,000	
ORC Equip.				\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$5,000	\$5,000
ORC Fac. Improv.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
ORC Total				\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$23,000	\$15,000

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Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Parks														
	Parking Lot & Associated Enhancements (curbing,								\$300,000					
	Pickup Truck - Trsfr from PW						\$0					\$0		
	Kabota Lawnmower				\$30,000									
	Consistent Signage Design						\$10,000							
	Improvements to Tennis Courts												\$10,000	
	Playground area at Boreham Park												\$100,000	
	Parks Infrastr.				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Parks Equip.				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Painting of Shed Roof & Sides				\$10,000									
	Phase 1 of Parks Master Plan							\$1,355,569						
	Phase 2 of Parks Master Plan								\$874,580					
Parks Total					\$70,000	\$30,000	\$40,000	\$1,385,569	\$1,204,580	\$30,000	\$30,000	\$30,000	\$140,000	\$30,000

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Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
PCC														
	Arc Flash Study						\$5,000							
	Exterior Hall Lighting					\$5,000								
	Kitchen Renovation						\$100,000							
	Rebalancing of HVAC system												\$5,000	
	Recreation and Parks Master Plan											\$50,000		
	Replacement of Sanitary Pumps and Control										\$5,000			
	Replacement of UV Pure Water Treatment System										\$7,500			
	Replacement of Rheem Hot Water Tank												\$5,000	
	PCC Equip.				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	PCC Fac. Improv.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Roof Painting				\$11,000									
PCC Total					\$26,000	\$20,000	\$120,000	\$15,000	\$15,000	\$15,000	\$27,500	\$65,000	\$25,000	\$15,000

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Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works														
	Aberfoyle Sidewalks					\$100,000								
	Backhoe						\$125,000							
	Bridge and Culvert Inspections				\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	Bridlepath							\$330,000						
	Church and Victoria Street											\$50,000		
	Concession 1 -35 to Sideroad 20					\$253,000								
	Concession 2- 2A to Sideroad 20						\$519,300							
	Concession 2- Sideroad 10 to 32					\$233,400								
	Concession 4- 35 to Sideroad 10				\$230,000									
	Concession 4- Hwy 6 to 35										\$390,000			
	Concession 4- Sideroad 10 to 32									\$450,000				
	Concession 7- McLean Rd to Concession 2A						\$208,900							
	Forestell Rd- 32 to Roszell Rd				\$145,000									
	Gore Road - Valens Road to Concession 7											\$270,000		
	Grader- 501								\$350,000					
	Maple Leaf Lane									\$45,800				
	Mason Crt									\$38,100				
	McLean Rd E and Winer Rd									\$365,000				
	Single Axle Dump Truck-303									\$225,000				
	Tandem Dump Truck- 301							\$250,000						
	Tandem Dump Truck- 302						\$250,000							
	Traffic Count Study							\$25,000						
	Transportation Master Plan									\$25,000				
	Watson Rd - Wellington Road 34 to Wellington Road 36											\$500,000		
	Watson Rd- Maltby to Arkell											\$480,000		
	Traffic Calming - Streetscaping Morriston - Phase 2					\$100,000								
	Fox Run Dr to County Rd 46							\$63,000						
	Concession 1- Sideroad 10 to Wellington Rd 35												\$255,000	
	Gore Rd-Sideroad 20 to Valens Rd												\$365,000	
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)				\$445,000	\$415,000								
	Watson Rd- 36 to Leslie Rd								\$215,000					
	Watson Rd - Leslie Rd to 4057 Watson Rd.								\$127,400					
	Concession 2A - Concession 2 to Concession 7						\$102,500							
	Leslie Rd West - Watson Rd South to Mountsberg						\$20,000	\$300,000						
	Leslie Rd West- Victoria Rd South to East limit												\$645,000	
	Public Works Replace. and Restorat.				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Public Works Equip.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Gilmour Culvert- 2009								\$100,000		\$500,000			
	Carroll Pond & Lescic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)							\$16,000						
	Carroll Pond & Lescic Jassal Municipal Drain - Sediment Survey on Cells 1, 2 and 3												\$7,000	
	Carroll Pond & Lescic Jassal Municipal Drain - Based on results of Sediment Survey													\$415,000
	Pickup truck-Staff - 3/4 Ton											\$52,000		
	Dump Truck - 1 Ton - 305						\$100,000							

Schedule B to Report FIN-2017-029

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works	Single Axle Dump Truck- 304					\$250,000								\$250,000
	Pickup Truck- Director - 1/2 Ton						\$35,000					\$35,000		
	Forestell Rd- 35 to Sideroad 10 North				\$230,000									
	Sideroad 20 North - Wellington Road 34 to Forestell Road													\$375,000
	Roszell Road - Townline Road to Forestell Road													\$287,500
	Maltby Road - Victoria Road to Watson Road													\$262,500
	Little's Bridge - 0003							\$25,000	\$500,000					
	Moyer's Bridge - 0004									\$25,000	\$500,000			
	Public Works Total				\$1,132,500	\$1,433,900	\$1,443,200	\$1,091,500	\$1,374,900	\$1,256,400	\$1,472,500	\$1,469,500	\$1,354,500	\$1,672,500
		\$99,268	\$15,000	\$94,300	\$2,196,888	\$2,667,132	\$2,565,250	\$2,907,893	\$3,014,540	\$1,698,280	\$2,035,735	\$2,287,700	\$1,686,212	\$1,853,655

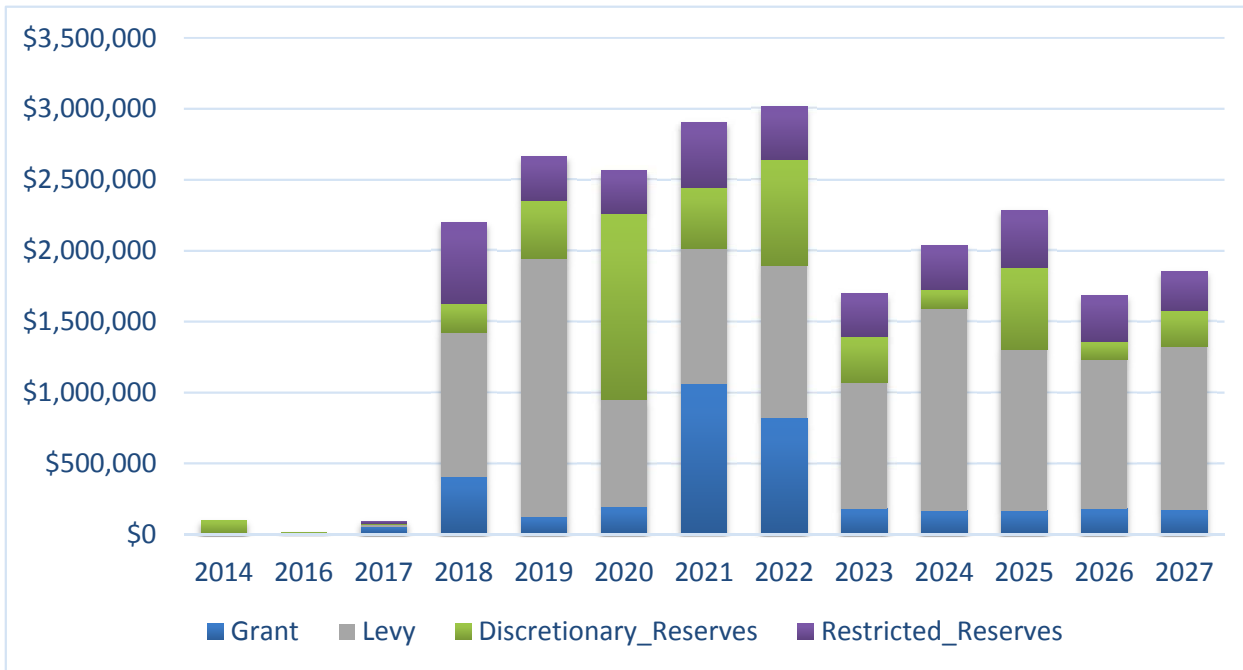
	Back to Index																												
Department	Description	Year	Asset ID	Transfer	Current Mileage	Current Hours	Lifecy cle	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037		
Fire	Pump 32	2012	5040		30,449	1,344	20															300							
Fire	American LaFrance Quint	2003	FIR16-002		55,667	2,314	25											500											
Fire	Rescue 35	2000	5035		84,061	4,444	20			360																			
Fire	Pump 31	2005	5031		77,446	2,861	20								468														
Fire	Tanker 38	2007	5038		28,443	1,827	25															360							
Fire	Tanker 37	2010	7006		23,933	922	20	Pump 31 and Tanker 37 Combination in 2025 or earlier in accordance with Report FIR-2016-003																					
Fire	Pickup truck - 1/2 ton - Note A	2013	FIR17-003	from Building	140,803	N/A	7							23							23								
Public Works	Tandem Dump	2013-301	8016		74,804	2,570	8				250								250							250			
Public Works	Tandem Dump	2012-302	8014		96,095	3,506	8			250								250							250				
Public Works	Plow truck-303 single axle	2015-303	8017		31,032	1,097	8						225								225								
Public Works	Single Axle Dump	2011-304	8013		77,523	2,705	8		250								250							250					
Public Works	Dump Truck - 1 ton	2008-305	7003		102,534	N/A	12			100												100							
Public Works	Pickup truck - Director - 1/2 ton	2015-04	8019	to Parks	42,610	N/A	5			35					35					35				35					
Public Works	Pickup truck - Staff - 3/4 ton	2017	7009		4,198	N/A	8								52								52						
Public Works	Backhoe	2008-06	8001		N/A	4,475	12			125												125							
Public Works	Grader	2000-502	8003		N/A	7,580	20-25	Elimination of one Grader in accordance with August 21, 2017 Special Council Meeting.																					
Public Works	Grader	1999-501	8002		N/A	10,446	20-25					350																	
Public Works	Brush Chipper	2015	8018		N/A	70	5,000	Lifecycle of 5,000 hours. Usage depends on staff hours available for forestry operations.																					
Building	Pickup truck - Mid-Size	2016	7005B	to Fire	15,515	N/A	7							33							33								
ORC	Olympia Ice Machine	2017			N/A	N/A	25																						
ORC	Floor Scrubber	2016	4060		N/A	N/A	10									8									8				
Parks	Lawn Tractor	2005	7007		N/A	2,757	10	30										30											
Parks	Pickup truck - Staff - 1/2 ton	2011-04	7008	from Public Works	125,958	N/A	5			PW tfr					PW tfr					PW tfr					PW tfr				
	Total							30	250	870	250	350	225	56	555	8	250	780	250	35	281	885	52	0	285	258	250		
Note A - Funded by the Fire Development Charge (DC) Restricted Reserve in 2017 for the intercorporate transfer of the 2013 Building Vehicle to Fire & Rescue. The DC Act specifies that rolling stock purchased utilizing DC funds must have a useful life of at least seven years.																													

Schedule D to Report FIN-2017-029

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Capital Summary - Funding Sources by Year

	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Grant													
Corporate	\$0	\$7,500	\$56,250	\$262,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Finance	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$881,120	\$639,477	\$0	\$0	\$0	\$10,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$107,836	\$117,836	\$169,421	\$169,421	\$169,421	\$169,421	\$169,421	\$169,421	\$169,421	\$169,421
Municipal Office	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0
Grant Total	\$0	\$7,500	\$56,250	\$402,336	\$127,836	\$189,421	\$1,060,541	\$818,898	\$179,421	\$169,421	\$169,421	\$179,421	\$169,421
Levy													
Corporate	\$0	\$0	\$10,313	\$115,000	\$17,500	\$17,500	\$31,000	\$17,500	\$17,500	\$17,500	\$34,000	\$17,500	\$17,500
Finance	\$0	\$0	\$0	\$8,000	\$1,550	\$0	\$0	\$0	\$10,000	\$1,550	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$175,105	\$807,432	\$60,000	\$71,824	\$72,060	\$75,380	\$75,685	\$102,800	\$70,712	\$73,655
ORC	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000
Parks	\$0	\$0	\$0	\$30,000	\$30,000	\$40,000	\$279,449	\$216,103	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PCC	\$0	\$0	\$0	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$27,500	\$38,000	\$25,000	\$15,000
Public Works	\$0	\$0	\$0	\$635,244	\$765,724	\$462,768	\$385,599	\$541,879	\$556,951	\$1,005,079	\$876,079	\$864,459	\$974,579
Municipal Office	\$0	\$0	\$0	\$30,000	\$157,900	\$145,500	\$151,500	\$194,150	\$170,150	\$243,400	\$30,000	\$30,000	\$30,000
Levy Total	\$0	\$0	\$10,313	\$1,023,349	\$1,815,106	\$760,768	\$954,372	\$1,076,692	\$889,981	\$1,420,714	\$1,130,879	\$1,052,671	\$1,155,734
Discretionary_Reserves													
Building	\$0	\$0	\$0	\$9,000	\$0	\$6,000	\$6,000	\$0	\$9,000	\$33,000	\$6,000	\$6,000	\$0
Corporate	\$99,268	\$7,500	\$10,617	\$0	\$25,000	\$15,000	\$1,500	\$0	\$0	\$25,000	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$14,424	\$16,300	\$575,050	\$4,500	\$19,500	\$9,000	\$23,050	\$490,500	\$19,500	\$0
ORC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0
Parks	\$0	\$0	\$0	\$40,000	\$0	\$0	\$50,000	\$289,000	\$0	\$0	\$0	\$95,000	\$0
PCC	\$0	\$0	\$0	\$11,000	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$100,000	\$250,000	\$510,000	\$250,000	\$350,000	\$225,000	\$0	\$87,000	\$0	\$250,000
Municipal Office	\$0	\$0	\$0	\$27,500	\$118,600	\$118,000	\$119,500	\$86,850	\$80,850	\$52,600	\$0	\$0	\$0
Discretionary_Reserves Total	\$99,268	\$7,500	\$10,617	\$201,924	\$409,900	\$1,314,050	\$431,500	\$745,350	\$323,850	\$133,650	\$583,500	\$128,500	\$250,000
Restricted_Reserves													
Corporate	\$0	\$0	\$17,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0
Finance	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$279,859	\$0	\$0	\$0	\$0	\$0	\$0	\$26,400	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$60,000	\$0	\$0	\$0	\$5,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0
Public Works	\$0	\$0	\$0	\$289,420	\$300,340	\$301,011	\$286,480	\$313,600	\$305,028	\$298,000	\$337,000	\$320,620	\$278,500
Restricted_Reserves Total	\$0	\$0	\$17,120	\$569,279	\$314,290	\$301,011	\$461,480	\$373,600	\$305,028	\$311,950	\$403,900	\$325,620	\$278,500
Grand Total	\$99,268	\$15,000	\$94,300	\$2,196,888	\$2,667,132	\$2,565,250	\$2,907,893	\$3,014,540	\$1,698,280	\$2,035,735	\$2,287,700	\$1,686,212	\$1,853,655

[Back to Index](#)**Capital Summary - Funding Sources by Year Graph**

2018 Proposed Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	377,500	115,000	-	-	-	262,500
Municipal Office	57,500	30,000	-	27,500	-	-
Finance	40,000	8,000	-	-	-	32,000
Building	9,000	-	-	9,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,132,500	635,244	220,000	100,000	69,420	107,836
Fire and Rescue	469,388	175,105	-	14,424	279,859	-
Parks	70,000	30,000	-	40,000	-	-
ORC	15,000	15,000	-	-	-	-
PCC	26,000	15,000	-	11,000	-	-
Total	2,196,888	1,023,349	220,000	201,924	349,279	402,336

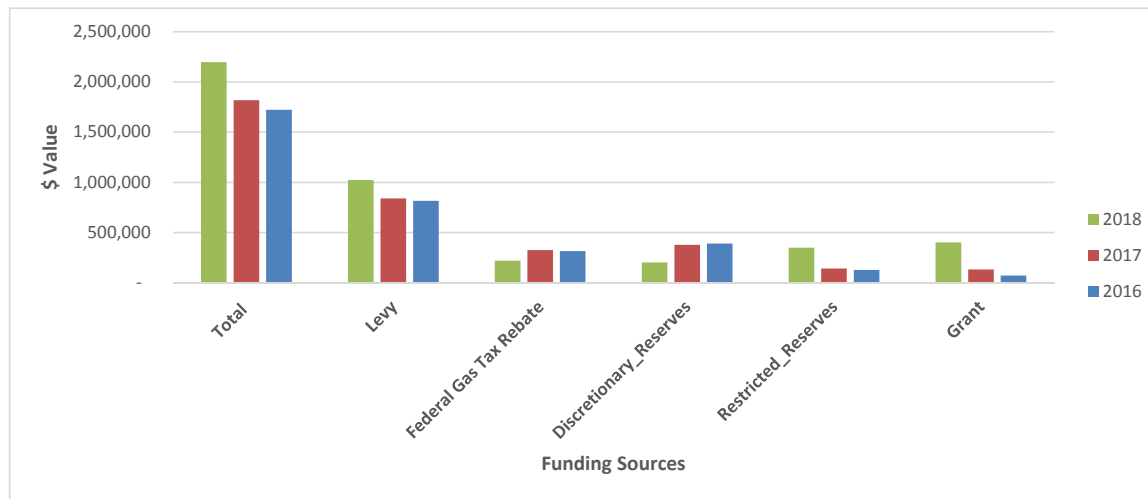
2017 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	131,680	57,813	-	9,180	8,438	56,250
Finance	10,000	10,000	-	-	-	-
Building	35,000	-	-	35,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,303,200	585,898	325,000	206,500	109,980	75,822
Fire and Rescue	153,489	79,655	-	50,784	23,050	-
Parks	30,000	30,000	-	-	-	-
ORC	91,500	15,000	-	76,500	-	-
PCC	15,000	15,000	-	-	-	-
Badenoch	47,500	47,500	-	-	-	-
Total	1,817,369	840,866	325,000	377,964	141,468	132,072

2016 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	107,600	50,100	-	50,000	-	7,500
Finance	25,000	25,000	-	-	-	-
Building	-	-	-	-	-	-
Planning	80,000	72,800	-	-	7,200	-
Public Works	1,134,100	631,358	315,000	100,000	44,864	42,878
Fire and Rescue	310,712	10,712	-	225,000	75,000	-
Parks	-	-	-	-	-	-
ORC	-	-	-	-	-	-
PCC	54,000	16,000	-	16,189	-	21,811
Badenoch	10,000	10,000	-	-	-	-
Total	1,721,412	815,970	315,000	391,189	127,064	72,189

2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons



2018 Proposed Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate			377,500	42,500	32,500	32,500	17,500	17,500	42,500	47,500	17,500	17,500
Municipal Office			57,500	286,500	273,500	281,000	291,000	261,000	296,000	30,000	30,000	30,000
Finance			40,000	15,500	-	-	-	10,000	15,500	-	-	-
Building			9,000	-	6,000	6,000	-	9,000	33,000	6,000	6,000	-
Planning			-	-	-	-	-	-	-	-	-	-
Public Works			1,132,500	1,433,900	1,443,200	1,091,500	1,374,900	1,256,400	1,472,500	1,469,500	1,354,500	1,672,500
Fire and Rescue			469,388	823,732	635,050	76,324	91,560	84,380	98,735	619,700	90,212	73,655
Parks			70,000	30,000	40,000	1,385,569	1,204,580	30,000	30,000	30,000	140,000	30,000
ORC			15,000	15,000	15,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000
PCC			26,000	20,000	120,000	15,000	15,000	15,000	27,500	65,000	25,000	15,000
Total	1,721,412	1,817,369	2,196,888	2,667,132	2,565,250	2,907,893	3,014,540	1,698,280	2,035,735	2,287,700	1,686,212	1,853,655
Change from previous year	-	95,957	379,519	470,244	(101,882)	342,643	106,647	(1,316,260)	337,455	251,965	(601,488)	167,443
10 year total												22,913,285
yearly average												2,291,328

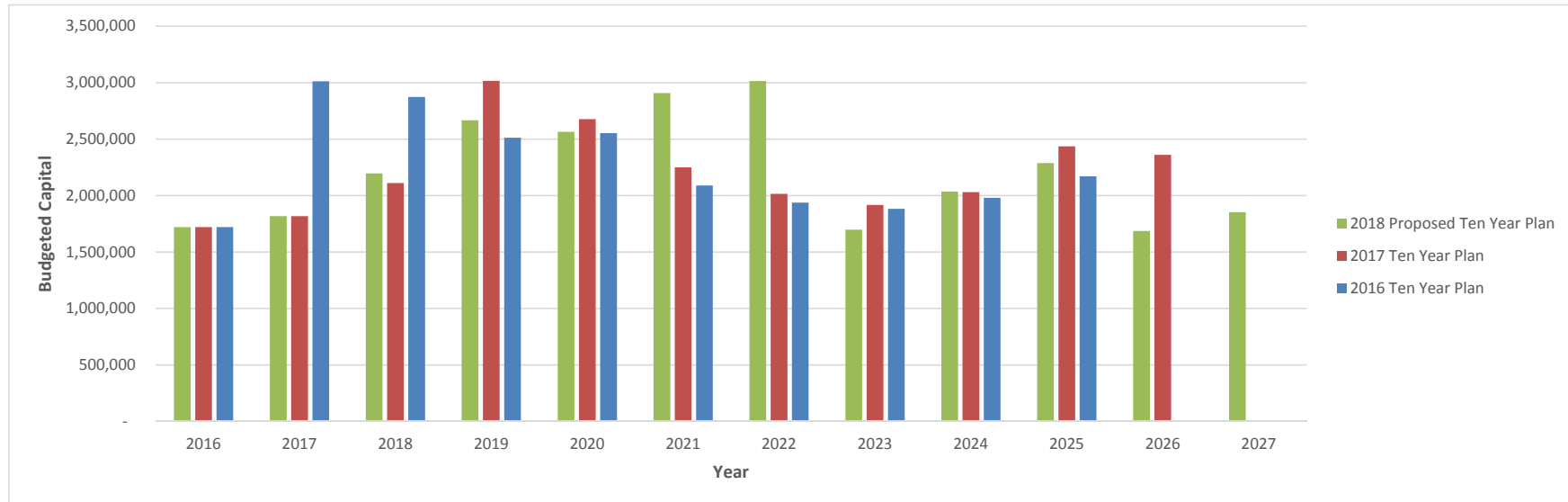
2017 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate		131,680	105,000	331,500	328,500	351,000	346,000	336,000	326,000	115,000	85,000	
Finance		10,000	10,000	15,500	0	0	0	10,000	15,500	0	0	
Building		35,000	0	0	6,000	6,000	35,000	0	0	0	33,000	
Planning		0	0	0	0	0	0	0	0	0	0	
Public Works		1,303,200	1,297,500	1,481,300	1,313,200	1,336,500	1,342,500	1,306,400	1,397,500	1,492,500	1,844,500	
Fire and Rescue		153,489	448,930	813,124	695,050	136,324	172,560	144,380	158,735	658,700	150,212	
Parks		30,000	90,000	310,000	170,000	360,000	60,000	60,000	60,000	60,000	170,000	
ORC		91,500	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	38,000	
PCC		15,000	130,000	35,000	135,000	30,000	30,000	30,000	42,500	80,000	40,000	
Badenoch		47,500	0	0	0	0	0	0	0	0	0	
Total	1,721,412	1,817,369	2,111,430	3,016,424	2,677,750	2,249,824	2,016,060	1,916,780	2,030,235	2,436,200	2,360,712	0
Change from previous year		95,957	294,061	904,994	-338,674	-427,926	-233,764	-99,280	113,455	405,965	-75,488	
10 year total												22,632,784
yearly average												2,263,278

2016 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate	107,600	95,000	95,000	321,500	368,500	336,000	356,000	306,000	316,000	105,000		
Finance	25,000	10,000	10,000	17,113	-	-	-	-	-	-		
Building	-	-	35,000	-	-	-	-	-	-	-	33,000	
Planning	80,000	-	-	-	-	-	-	-	-	-		
Public Works	1,134,100	1,897,800	1,345,400	1,636,600	1,305,500	1,346,300	1,307,500	1,311,400	1,377,500	1,162,500		
Fire and Rescue	310,712	481,924	820,072	132,182	504,842	136,891	154,460	145,880	135,685	689,890		
Parks	-	340,000	400,000	310,000	60,000	60,000	60,000	60,000	60,000	60,000		
ORC	-	110,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000		
PCC	54,000	30,000	130,000	35,000	135,000	30,000	30,000	30,000	47,500	90,000		
Badenoch	10,000	47,500	7,500	30,000	150,000	150,000	-	-	13,500	-		
Total	1,721,412	3,012,224	2,872,972	2,512,395	2,553,842	2,089,191	1,937,960	1,883,280	1,980,185	2,170,390		-
Change from previous year		1,290,812	(139,252)	(360,577)	41,447	(464,651)	(151,231)	(54,680)	96,905	190,205		-
								10 year total		22,733,851		-
								yearly average		2,273,385		-

2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans





REPORT REC-2017-009

TO: Mayor and Members of Council

FROM: Don Creed, Director of Public Works/Parks

MEETING DATE: June 28, 2017

SUBJECT: Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing
Our File: R06REC

RECOMMENDATIONS

That Report REC-2017-009- regarding Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing be received.

DISCUSSION

Background

In 2014 and 2015, the Township of Puslinch undertook, with the assistance of its consultant Monteith Brown Planning Consultants a project to research, develop and produce a fiscally responsible Master Plan document for recreation, parks, open space and trails including their respective services and facilities.

The Master Plan engaged the community, municipal representatives, and other stakeholders throughout the process to gain an understanding of the broad range of leisure interest and to raise awareness for the Master Plan and the recreation and park opportunities that are available within the Township.

Throughout the body of the Recreation and Parks Master Plan, recommendations were identified at the end of each subsection or topic area.

The Master Plan contained 49 recommendations which have been divided into three (3) categories including:

- Service Delivery;
- Facility Needs; and
- Parks, Open Space.

The Master Plan also included an Implementation Strategy which indicated priority, timing and any considerations including potential operating and capital costs.

On May 20, 2015, Council passed Resolution No. 2015-213, stating that Council:

....adopt in principle the 2015 Township of Puslinch Recreation and Parks Master Plan prepared by Monteith Brown dated May 20, 2015 attached as Schedule "A" to report REC-2015-004; and

That Council consider any recommendations made in the 2015 Township of Puslinch Recreation and Parks Master Plan which contain budget implications during the 2016 Budget process.

On October 2015, Phase 1 of the Park Master Plan was launched (*recommendation No. 32 in the Recreation and Parks Master Plan*). The purpose of Phase 1 of the Puslinch Community Centre Park Master Plan was to more closely examine options for the site informed by public input. The design of the park has changed as new features have been added over time. Designing the expansion provides an ideal opportunity to examine the functionality of the entire park, such as the potential relocation of the playground and/or the re-purposing of the ball diamond to other uses.

The draft concept plans were presented by municipal staff to the Township's Recreation Committee on November 17, 2015 for initial review and based on comments received from the Committee, were revised prior to presentation to the public. On November 26, 2015, a public open house was held at the Optimist Recreation Centre to present the draft concept plans to interested residents and stakeholders. The concept plans and display panels were also posted on the Township's website from late November 2015 to January 31, 2016, during which comments were welcomed by the Township.

The Parks Master Plan (Phase 1) was presented to Council by the Township's Consultant, Monteith Brown Planning Consultants on March 16, 2016. By Council Resolution 2016-115: Council received the presentation from Mr. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants regarding the Puslinch Community Centre Park Master Plan (Phase 1).

On July 21, 2016, Council directed staff to have the consultants prepare, for their consideration, a Concept Plan and costing that:

- Includes a Lit Ball Diamond
- The addition of a 9x9 soccer field
- The addition of a 11x11 soccer field
- Accessible playground area
- Removal of the Horseshoe Pits
- Removal of the cement block building(booth)
- No splash pad
- Tennis courts remaining where they are currently located
- Horse paddock and pull track remaining where they are currently located
- Consideration for the Fall Fair requirements

The new concept plan and costing was presented to Council by the Director of Public Works and Parks on February 24, 2017. By Council Resolution 2017-057: Council received the presentation from the Director of Public Works and Parks and directed staff to to have the consultants prepare, for their consideration, a Phasing and Implementation Plan including all associated costs.

Purpose

The purpose of this report is to provide Council with the Phasing and Implementation Plan and a summary of approximate cost for the pre-construction and construction of the Phasing Plan.

FINANCIAL IMPLICATIONS

As noted in the report.

APPLICABLE LEGISLATION AND REQUIREMENTS

None.

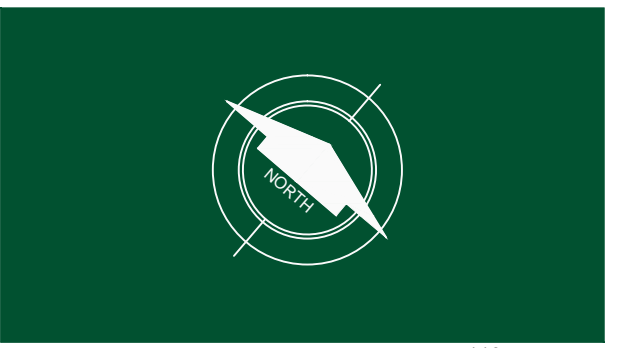
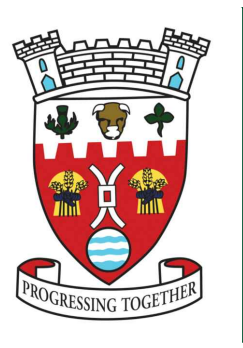
ATTACHMENTS

Schedule A	Phasing Plan
Schedule B	Phase 1 Costs
Schedule C	Phase 2 Costs



PUSLINCH PARK

LANDSCAPE MASTER PLAN



Puslinch Community Centre Park - Phase 1 Cost Estimate (March 15, 2017)

Item	Description	Unit	Qty	Unit Rate	Item Total	Section Totals
A	Division 1 Requirements: Bonding					
1.0	Bonding	ls		lump sum	\$ 15,000.00	
2.0	Mobilization / Demobilization	ls		lump sum	\$ 5,000.00	
3.0	Site Preparations (Removals / Demolition / Construction Fencing)	ls		lump sum	\$ 10,000.00	
						\$ 30,000.00
B	Site Servicing					
1.0	Electrical					
1.0	Electrical Servicing Conductors & Connections	ls	1	\$ 35,000.00	\$ 35,000.00	
2.0	Electrical: Parking Lot & Road Light Poles & Fixtures	e.a.	10	\$ 7,500.00	\$ 75,000.00	
3.0	Electrical: Light Fixtures in Shade Structures	ea	1	\$ 3,000.00	\$ 3,000.00	
2.0	Storm Drainage Systems					
1.0	CBs / MHs / SWM Pond / LID features	ls	1	\$ 35,000.00	\$ 35,000.00	
						\$ 148,000.00
C	Grading Works					
1.0	Rough Grade / Topsoil (Replace, Spread and Fine Grade)	ls	1	\$ 75,000.00	\$ 75,000.00	
						\$ 75,000.00
D	Paving / Hard Surfacing					
1.0	Granular Parking Lot	m2	3075	\$ 25.00	\$ 76,875.00	
2.0	Asphalt Walkways	m2	1410	\$ 46.00	\$ 64,860.00	
3.0	Portable Bleacher & Picnic Shelter Concrete Pads	m2	365	\$ 85.00	\$ 31,025.00	
4.0	150mm h.t. Concrete Curb (parking lot ends)	lm	225	\$ 100.00	\$ 22,500.00	
5.0	Concrete Bumper Blocks (parking lot)	ea	68	\$ 75.00	\$ 5,100.00	
						\$ 200,360.00
E	Sports Facilities Items / Fencing					
1.0	Senior Soccer Field with Lights (incl. goals & end fencing)	e.a.	1	\$ 180,000.00	\$ 180,000.00	
2.0	Baseball Diamond with Lights (incl. fencing)	ls	1	\$ 200,000.00	\$ 200,000.00	
						\$ 380,000.00
F	Soft Landscape					
1.0	Deciduous Trees (60mm cal.)	e.a.	98	\$ 380.00	\$ 37,240.00	
2.0	Edge Management Planting (naturalization)	Allow	1	Allowance	\$ 25,000.00	
3.0	Sod	m2	15600	\$ 3.75	\$ 58,500.00	
4.0	Seed	m2	4300	\$ 2.50	\$ 10,750.00	
						\$ 131,490.00
G	Site Furnishings					
1.0	Backless Benches (along walkways - incl. concrete pad)	e.a.	4	\$ 2,200.00	\$ 8,800.00	
2.0	Litter Receptacles	e.a.	2	\$ 1,900.00	\$ 3,800.00	
3.0	Recycling Containers	e.a.	2	\$ 1,900.00	\$ 3,800.00	
4.0	Picnic Tables (at Picnic Shelter)	e.a.	6	\$ 4,200.00	\$ 25,200.00	
5.0	Portable Bleachers (at soccer field & baseball diamond)	e.a.	5	\$ 8,900.00	\$ 44,500.00	
6.0	Players Benches (21'-0")	e.a.	8	\$ 1,200.00	\$ 9,600.00	
7.0	Signage (accessible parking lot / roadway / trail)	e.a.	30	\$ 500.00	\$ 15,000.00	
						\$ 110,700.00
H	Built Forms					
1.0	Picnic Shelter	ls	1	\$ 35,000.00	\$ 35,000.00	
2.0	Picnic Shelter Footings	e.a.	6	\$ 1,500.00	\$ 9,000.00	
						\$ 44,000.00
ESTIMATED PHASE 1 PARK CONSTRUCTION COST					\$	1,119,550.00
Permit & Testing Allowance					\$	15,000.00
10% contingency					\$	111,955.00
TOTAL ESTIMATED PARK CONSTRUCTION COST					\$	1,246,505.00

Puslinch Community Centre Park - Phase 1 Cost Estimate (March 15, 2017)

Item	Description	Unit	Qty	Unit Rate	Item Total	Section Totals
CONSULTING FEES						
1.0	Landscape Architectural Consulting Fees - incl. Civil and Electrical (8% of Construction Estimate)	ls	1	\$ 89,564.00	\$ 89,564.00	
2.0	OLS Surveying Fees	ls	1	\$ 12,000.00	\$ 12,000.00	
3.0	Geotechnical Investigation Fees	ls	1	\$ 7,500.00	\$ 7,500.00	
					\$	109,064.00

Puslinch Community Centre Park - Phase 2 Cost Estimate (March 15, 2017)

Item	Description	Unit	Qty	Unit Rate	Item Total	Section Totals
A Division 1 Requirements: Bonding						
1.0	Bonding	ls		lump sum	\$ 9,000.00	
2.0	Mobilization / Demobilization	ls		lump sum	\$ 5,000.00	
3.0	Site Preparations (Removals / Demolition / Fencing)	ls		lump sum	\$ 35,000.00	
						\$ 49,000.00
B Site Servicing						
1.0 Electrical						
1.0	Electrical Servicing Conductors & Connections	ls	1	\$ 25,000.00	\$ 25,000.00	
2.0	Electrical: Pedestrian Light Poles & Fixtures	e.a.	12	\$ 5,500.00	\$ 66,000.00	
3.0	Electrical: Light Fixtures in Shade Structures	ea	1	\$ 3,000.00	\$ 3,000.00	
2.0 Storm Drainage Systems						
1.0	CBs / MHs / SWM Pond / LID features	ls	1	\$ 65,000.00	\$ 65,000.00	
						\$ 159,000.00
C Grading Works						
1.0	Rough Grade/Topsoil (Replace, Spread & Fine Grade)	ls	1	\$ 20,000.00	\$ 20,000.00	
						\$ 20,000.00
D Paving / Hard Surfacing						
1.0	Asphalt Walkways	m2	1000	\$ 46.00	\$ 46,000.00	
2.0	Concrete Paving at Activity Hub	m2	230	\$ 85.00	\$ 19,550.00	
3.0	Playground Curbing	lm	100	\$ 100.00	\$ 10,000.00	
4.0	Playground Wood Fiber Safety Surfacing	m2	475	\$ 50.00	\$ 23,750.00	
						\$ 99,300.00
E Sports Facilities Items / Fencing						
1.0	9v9 Soccer Field (incl. goals)	e.a.	1	\$ 50,000.00	\$ 50,000.00	
2.0	Tractor Pull Area	e.a.	1	\$ 35,000.00	\$ 35,000.00	
3.0	Riding Coral (Horse Paddock)	e.a.	1	\$ 25,000.00	\$ 25,000.00	
						\$ 110,000.00
F Soft Landscape						
1.0	Deciduous Trees (60mm cal.)	e.a.	34	\$ 380.00	\$ 12,920.00	
2.0	Shrub Area Allowance	Allow	1	Allowance	\$ 15,000.00	
3.0	Sod	m2	6200	\$ 3.75	\$ 23,250.00	
4.0	Seed	m2	1950	\$ 2.50	\$ 4,875.00	
						\$ 56,045.00
G Site Furnishings						
1.0	Backless Benches at Playground (incl. concrete pad)	e.a.	8	\$ 2,200.00	\$ 17,600.00	
2.0	Litter Receptacles	e.a.	4	\$ 1,900.00	\$ 7,600.00	
3.0	Recycling Containers	e.a.	4	\$ 1,900.00	\$ 7,600.00	
4.0	Portable Bleachers for Tractor Pull Area	e.a.	4	\$ 8,900.00	\$ 35,600.00	
						\$ 68,400.00
H Built Forms						
1.0	Play Equipment & Swings	ls	1	\$ 95,000.00	\$ 95,000.00	

Schedule H to Report FIN-2017-029

2.0	Play Area Gazebo	ls	1	\$ 50,000.00	\$ 50,000.00
3.0	Play Area Gazebo Footings	e.a.	6	\$ 1,500.00	\$ 9,000.00
					\$ 154,000.00

ESTIMATED PHASE 2 PARK CONSTRUCTION COST					\$ 715,745.00
Permit & Testing Allowance					\$ 25,000.00
10% contingency					\$ 71,574.50

TOTAL ESTIMATED PARK COST					\$ 812,319.50
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CONSULTING FEES					
1.0	Landscape Architectural Consulting Fees - incl. Civil and Electrical (8% of Construction Estimate)	ls	1	\$ 57,259.60	\$ 57,259.60
2.0	Geotechnical Investigation Fees	ls	1	\$ 5,000.00	\$ 5,000.00
					\$ 62,259.60

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Kabota Lawnmower

Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of the current 2005 Kabota lawnmower. This lawnmower was purchased used in 2009 at a cost of \$8,640. The repairs and maintenance expenses on the lawnmower from 2014 to 2017 amounted to \$4,773 as outlined below:

2014 - \$2,118; 2015 - \$932; 2016 - \$743; 2017 - \$981 year to date.

This lawnmower is used 5 days per week, 8 hours per day for approximately six months of the year. It is the only lawnmower that the Township owns. Effective 2017, the Township no longer pays a rental fee to Parks staff for the use of a lawnmower or tractor, therefore, this will result in operating budget savings of \$3,020 as noted in Section 7 below.

The equipment rental fees/tractor rental fees averaged an amount of \$3,020 from 2014 to 2016 as outlined below:

2014 - \$2,337; 2015 - \$2,337; 2016 - \$4,387; 2017 - nil.

Report FIN-2017-029 provides further details of the current costs of contracting Parks services out versus the in-house costs.

Township staff explored the option of keeping the existing machine but purchasing a new front mower deck. Based on the quote received, this would be at a cost of approximately \$4,500. It has been indicated that because of the year of the machine, the new deck may not fit on the 2005 lawnmower. Township staff note that the front deck of the lawnmower must be replaced as it does not currently provide an even cut (cuts on an angle).

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

All parks and Township owned properties in sub-divisions.

4 - Project Description

Lawnmower is on a 10 year replacement cycle. It is past its replacement lifecycle as it has been utilized for 12 years. The number of hours on the lawnmower as of August 2017 is 2,757 hours.

It is recommended that this lawnmower be replaced in 2018 as it is past its replacement lifecycle and because of the reasons indicated in the "Purpose" section above. The Township's fleet management policy indicates the following:

Fleet will be replaced upon consideration of a combination of the following criteria:

- The odometer reading is approaching 180,000 kilometers.
- The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmowers, tractors and other small vehicles that do not have an odometer tracking mileage.
- The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy.
- The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Parks Equipment Replacement	30,000		
Discretionary Reserve		Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	30,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Lawnmower Replacement				30,000	30,000				
					-				
					-				
					-				
Total Cost	-	-	-	30,000	30,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	- 3,020			
Total Incr. Exp./ (Rev.)	- 3,020	-		

Decrease of \$3,020 in equipment rental fees as discussed in Section 2 above in operating account number 01-0110-4205.

TOWNSHIP OF PUSLINCH 2015 OPERATING BUDGET

2015 REQUESTED BASE BUDGET INCREASES

Department

Public Works

Priority

1

1 - Purpose of Expenditure

To hire one (1) FT operator on a contract basis for a 2 year trial period. This position would be a 50/50 split between the Public Works and the Parks Department. In the 2014 operating budget, staff provided a Base Budget Increase form for the hiring of one (1) additional FT seasonal winter operator.

2 - Need

This position is in combination with one of the existing FT seasonal positions in Public Works. Current practice is to hire a student for grass cutting in the Parks Department, student leaves position at the end of August, FT Public Works staff are required to fill this role. This practice restricts the type of work activities for the remaining Public Works staff.

3 - Benefit of the Investment

Provide better service to the park areas such as tree trimming, playground areas and building maintenance. Contracted services such as spring lawn rolling and turf damage repairs can be completed with Township staff. Eliminates the hiring process for PT summer and one winter staff. There would be one extra staff available to Public Works starting in November to deal with any early winter events.

4 - Risk Assessment

Status quo

5 - Financial Impact

One-time request for 2015 Budget only?

No

Revenues Earned/Reserves Utilized

		Revenues	Reserves	Balance in Reserves (as applicable)
01-0110-4320	Parks Contract Services Savings	\$2,000		
01-0030-4001	FT seasonal wages available from Public Works	\$17,687		
01-0030-4001	PT seasonal wages available from Public Works	\$10,612		
01-0110-4001	PT wages available from Parks	\$13,656		
01-0030-4101/4103	PT benefits available from Public Works	\$3,300		
01-0110-4101/4103	PT benefits available from Parks	\$1,592	N/A	N/A
Total Revenues/Reserves		\$48,847	\$0	\$0

Expenses Incurred

01-0030-4000	FT wages Public Works	\$24,502
01-0110-4000	FT wages Parks	\$24,502
01-0030-4101/4103	FT benefits Public Works	\$3,075
01-0110-4101/4103	FT benefits Parks	\$3,075
Total Expenses		\$55,155
Net Expense/(Revenue)		\$6,310

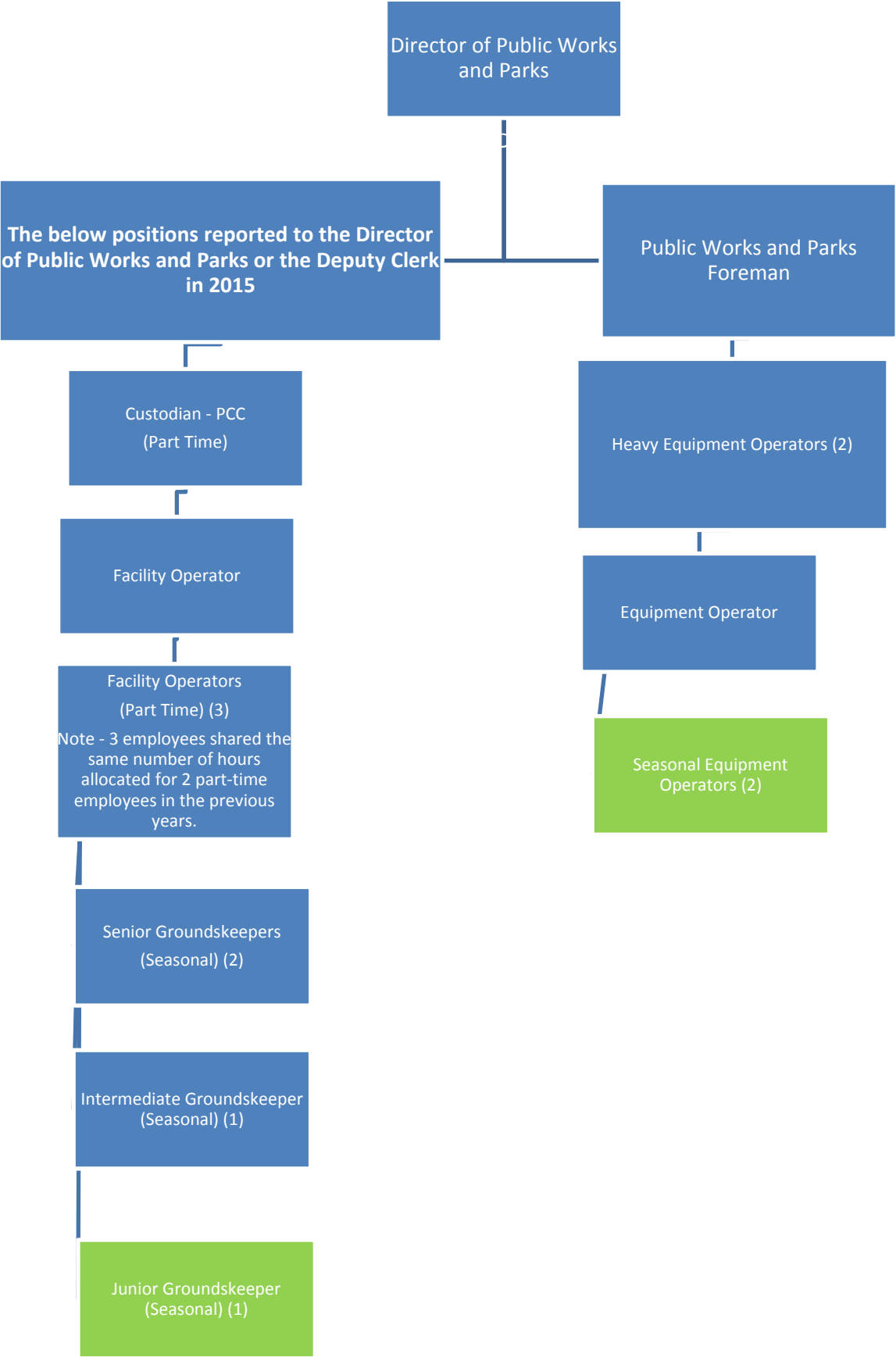
Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Schedule K.1 – Organization Chart – Public Works, Facilities and Parks – 2015 and 2016

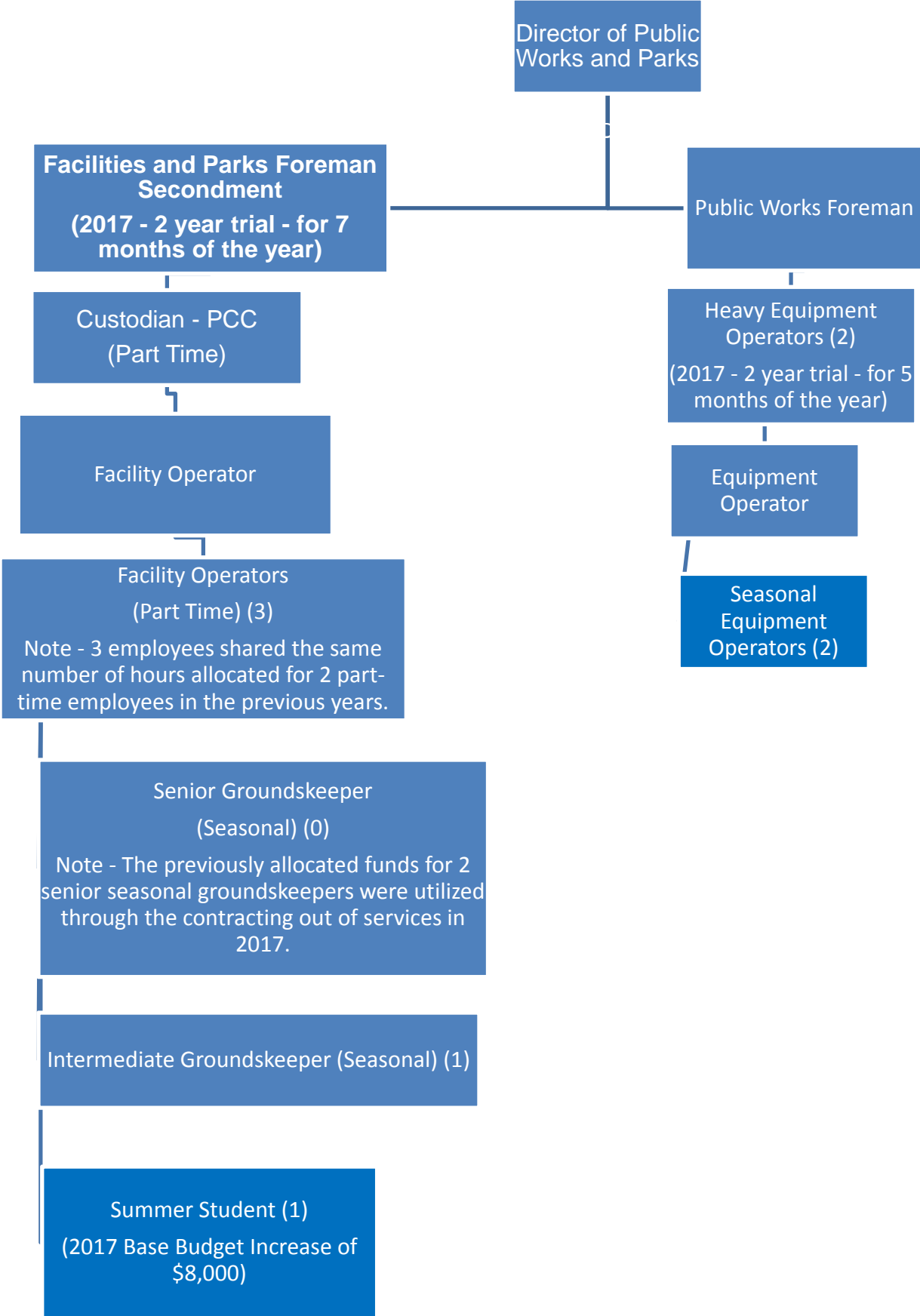
FT Public Works and Parks Operator

Base Budget Increase – Add 1 FT 50% Public Works and 50% Parks for a two-year contract (no benefits).

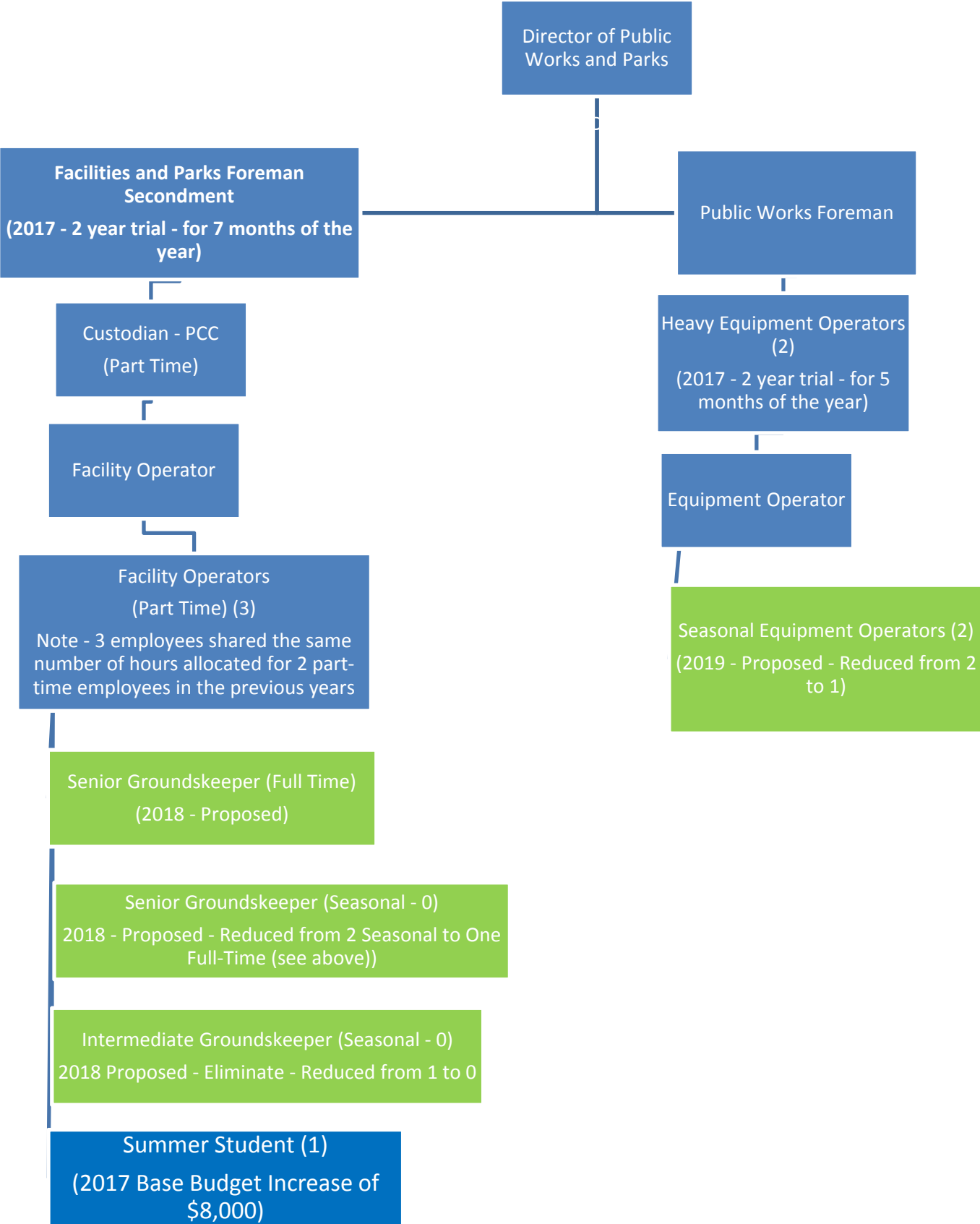
Note – This position was not filled as recruitment efforts were not successful. Therefore, the Township hired one seasonal equipment operator and one seasonal junior groundskeeper.



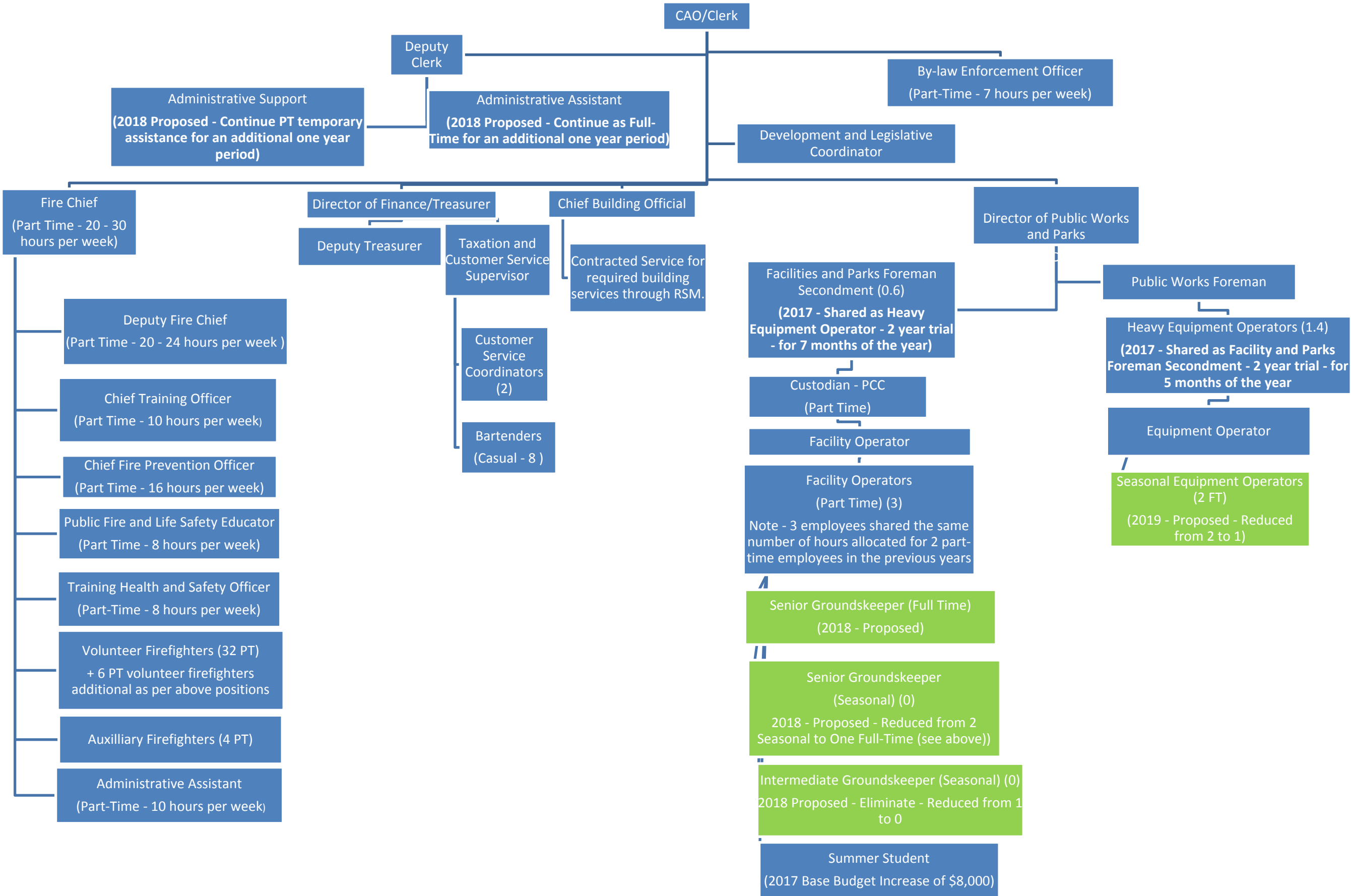
Schedule K.2 – Organization Chart – Public Works, Facilities and Parks – 2017



Schedule K.3 – Organization Chart – Public Works, Facilities and Parks – 2018 Proposed



Schedule K.4 – Township of Puslinch Corporate Organization Chart – 2018 Proposed



Schedule L - Analysis of Parks Services Options 1, 2, and 3

Description	Option 1 - Status Quo	Option 2 - Increase Contract Services	Option 3 - 2018 Proposed	Notes
FT Wages - Parks	N/A	N/A	\$41,496	
FT Benefits - Parks	N/A	N/A	\$16,558	
Seasonal Wages - Public Works	N/A	N/A	(\$18,529)	The proposed full-time permanent position has Public Works duties during the winter season resulting in a decrease of one seasonal equipment operator, these savings should be included in this analysis.
PT Benefits - Public Works	N/A	N/A	(\$1,702)	See above
WSIB Benefits - Public Works	N/A	N/A	(\$566)	See above
PT Wages - Parks	\$20,338	N/A	N/A	1. Intermediate Groundskeeper at 40 hours per week for 22 weeks. 2. Senior Groundskeeper at 14 hours per week for 22 weeks.
PT Wages - Parks	N/A	\$17,556		1.) Baseball diamond dragging, playground and trail maintenance, forestry operations, weekly garbage pick-up, landscaping/flower planters 2.) Senior Groundskeeper at 40 hours per week for 22 weeks.
PT Wages - Parks	N/A	N/A	\$7,114	Although this amount was budgeted in Public Works in 2017, the wages were utilized for the maintenance of the Township's Parks. It is recommended that this be budgeted in Parks in 2018.
PT Benefits - Parks	\$1,867	\$1,612	\$669	
WSIB Benefits	\$620	\$535	\$217	
PT Wages – Public Works (Summer Student)	\$7,114	N/A	N/A	Although this amount was budgeted in Public Works in 2017, the wages were utilized for the maintenance of the Township's Parks. It is recommended that this be budgeted in Parks in 2018.
PT Benefits – Public Works	\$870	N/A	N/A	See above
Fuel	\$2,200	N/A	\$2,200	
Equipment Maintenance and Supplies	\$4,500	N/A	\$4,500	
Equipment Maintenance and Supplies Operational Savings	(\$3,020)	N/A	(\$3,020)	Should Council consider keeping parks services in-house, replacing the 2005 lawn mower in 2018 results in operational savings of \$3,020 in the Equipment Maintenance and Supplies Account No. 01-0110-4205 as the Township no longer rents a lawnmower or tractor from staff. See the Capital Budget Sheet attached as Schedule I to this Report.
Vehicle Maintenance	\$500	N/A	\$500	
Mileage	\$500	N/A	\$500	
Vehicle Depreciation	\$3,500	N/A	\$3,500	Cost of Vehicle Replacement / Useful Life = \$35,000/10 years
Lawnmower Depreciation	\$3,000	N/A	\$3,000	Cost of Lawnmower Replacement / Useful Life = \$30,000/10 years
Contractor	\$4,000	\$4,000	Removed - to be completed in-house	Fertilizing, aerating, and rolling - soccer fields and baseball diamonds
Contractor	\$2,592	\$2,592	\$2,592	Bi-weekly cutting and trimming of the Fox Run Subdivision - \$216/cut * 12 weeks
Contractor	N/A	\$46,440	N/A	Cutting and trimming of the following properties once per week at 22 cuts per season: 1.) Puslinch Community Centre 2.) Morriston Meadows Park 3.) Badenoch Soccer Field 4.) Old Morriston Ball Park 5.) Calvary Baptist Church Soccer Fields – this cost may be eliminated based on the results of the Fee Reduction/Waiver Policy. 6.) Boreham Park in Arkell 7.) Municipal Office
Contractor	N/A	\$6,600	N/A	Aberfoyle Creek Subdivision

Schedule L - Analysis of Parks Services Options 1, 2, and 3

Description	Option 1 - Status Quo	Option 2 - Increase Contract Services	Option 3 - 2018 Proposed	Notes
Contractor	N/A	\$1,920	N/A	Morrison Streetscaping
Contractor	\$7,304	N/A - Included above	Removed - to be completed in-house	\$332/cut * 22 weeks Weekly cutting and trimming - Soccer Fields at Calvary Baptist Church in Arkell. In 2016 this was completed by staff in-house. Contracted out in 2017 due to staff vacancies. This cost may be eliminated based on the results of the Fee Reduction/Waiver Policy.
Contractor	\$4,488	N/A - Included above	Removed - to be completed in-house	\$204 per cut * 22 weeks Weekly cutting and trimming - Boreham Park in Arkell. In 2016 this was completed by staff in-house. Contracted out in 2017 due to staff vacancies.
Thrive Landscapes	\$10,500	\$10,500	\$10,500	\$1,750 per month * 6 months 1.) Millennium Garden - Weed and edge beds; weedwack garden and walkway edges; deadhead perennials; blow walkways; remove litter. 2.) Municipal Office and Firehall Gardens – Weed garden beds and river rock beds; prune shrubs; blow walkways; remove litter.
Gerald Warner	\$624	\$624	\$624	Historical Park grass cutting - 2014 - \$640; 2015 - \$660; 2016 - \$570 - Average = \$624
Total	\$71,497	\$92,379	\$70,153	

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 063-2017

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its regular meeting held on September 20, 2017.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Regular meeting held on September 20, 2017 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF SEPTEMBER, 2017.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk