



Township of Chatsworth

Special Council Meeting Agenda

Wednesday January 31, 2018

@ 9:00 a.m.

1) CALL TO ORDER

2) OPENING CEREMONIES

3) ADOPTION OF AGENDA

4) DISCLOSURE OF PECUNIARY INTEREST

5) PRELIMINARY BUDGET REVIEW -

5.1 Preliminary Operating and Capital Budget

6) ADJOURNMENT

2018 Capital Budget

2018 Capital Budget				BUDGET	FUNDING SOURCES							
PAGE	DEPARTMENT	PROJECT NAME	PROJECT #		TOTAL COST	2017	2018					
				PREVIOUSLY APPROVED (Reserves)		RESERVES	RESERVE FUNDS	GRANTS	DEBT	TAXATION	UNFUNDED	CHECK
2	OPERATIONS	CONCESSION 8 PAVING	2018-01	325,000	-	245,948	-	79,052	-	-	-	-
3	OPERATIONS	SIDEROAD 10 PAVING	2018-02	330,000	-	124,975	205,025	-	-	-	-	-
4	OPERATIONS	TOWER HILL DRAINAGE	2018-03	50,000	-	50,000	-	-	-	-	-	-
5	OPERATIONS	BRIDGE - STRUCTURE 12	2018-04	505,000	450,000	(399,500)	-	454,500	-	-	-	-
6	OPERATIONS	BRIDGE PROJECT #2	2018-05	480,000	-	480,000	-	-	-	-	-	-
7	OPERATIONS	BRIDGE APPROACH/SIGNAGE/IMPROVEMENTS	2018-06	100,000	100,000	-	-	-	-	-	-	-
8	OPERATIONS	SANDER BOX/SNOWPLOW RETRO FIT FOR THE F2	2018-07	15,000	-	-	-	-	-	15,000	-	-
9	OPERATIONS	SNOWPLOW	2018-08	235,000	-	235,000	-	-	-	-	-	-
10	OPERATIONS	GRADER ROLLER	2018-09	22,000	-	-	-	-	-	22,000	-	-
11	OPERATIONS	MOLD REMOVAL / OFFICE REHAB - SULLIVAN SH	2018-10	30,000	30,000	-	-	-	-	-	-	-
12	OPERATIONS	SHOP IMPROVEMENTS (HOLLAND&SULLIVAN)	2018-11	12,000	-	12,000	-	-	-	-	-	-
13	ADMINISTRATION	TOWNSHIP OFFICE FLOORING	2018-12	34,000	20,000	14,000	-	-	-	-	-	-
14	ADMINISTRATION	COMPUTER REPLACEMENT	2018-13	20,000	-	20,000	-	-	-	-	-	-
15	COUNCIL	TV MONITORS FOR COUNCIL CHAMBERS*	2018-14	2,500	-	-	-	-	-	2,500	-	-
16	FIRE	BUNKER GEAR*	2018-15	6,110	-	6,110	-	-	-	-	-	-
17	FIRE	SCBA CYLINDARS*	2018-16	5,630	-	5,630	-	-	-	-	-	-
18	FIRE	STORAGE SHED - FIRE HALL	2018-17	4,070	-	-	-	-	-	4,070	-	-
19	FIRE	LAPTOP - CHIEF*	2018-18	1,530	-	1,530	-	-	-	-	-	-
20	FIRE	PORTABLE RADIOS*	2018-19	2,035	-	2,035	-	-	-	-	-	-
21	ENVIRONMENTAL	SCALE HOUSE - SULLIVAN LANDFILL	2018-20	30,000	-	30,000	-	-	-	-	-	-
22	ENVIRONMENTAL	TRANSFER STATION - SULLIVAN	2018-21	150,000	-	150,000	-	-	-	-	-	-
23	ENVIRONMENTAL	MARKDALE LANDFILL CAPITAL PURCHASES	2018-22	561,350	-	-	-	-	561,350	-	-	-
24	RECREATION	RETAINING WALL - WF PLAYGROUND	2018-23	20,000	-	-	20,000	-	-	-	-	-
25	RECREATION	BLEACHERS - CHATSWORTH BALL DIAMOND*	2018-24	8,000	-	8,000	-	-	-	-	-	-
26	RECREATION	CHATSWORTH ARENA DEMOLITION	2018-25	400,000	-	-	-	-	400,000	-	-	-
				\$ 3,349,225	\$ 600,000	\$ 985,728	\$ 225,025	\$ 533,552	\$ 961,350	\$ 43,570	\$ -	\$ -

* No Further Detail Included

PROJECT NAME: CONCESSION 8 PAVING	PROJECT STAGE: 1ST CAPITAL REVIEW
PROJECT #:	PROJECT TYPE: CORRECTIVE ACTION
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$
0	100	BUDGET REQUEST:	\$ 325,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 325,000

PROJECT DESCRIPTION:

The Con. 8 project consists of paving from Sideroad 6 to Sideroad 7 and from Sideroad 7 to North of Mooresburg (Approximatly 3.3 km) with 55mm of HL4. There is also a primary hydro line crossing that will need to be raised as part of the project.

PROJECT BACKGROUND:

The Con. 8 project started in 2017 that did not include the two identified extras and were not approved by Council. The project currently sits at 89.4% of the approved budget from 2017. There is also a hydro line crossing that will need to be evated as part of the project.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

Originally this portion of road was to remain as gravel.

CONCLUSIONS AND RECOMMENDATIONS:

Due to the number of comments from the public (delegation to Council) and the traffic counts (AADT of 160-180) it is staffs recommendation to move forward with the project

BUDGET	<u>Budget Request by Cost Type</u>	<u>Vendor (If Known)</u>	<u>Previously Approved</u>	<u>2018</u>	<u>TOTAL</u>	<u>Notes</u>
		Contractors			\$ 300,000	\$ 300,000
	Engineering			\$ 25,000	\$ 25,000	
	Machinery & Equipment				\$ -	
	Materials				\$ -	
	Total Budget Request		\$ -	\$ 325,000	\$ 325,000	
	<u>Funding Sources</u>	<u>Description</u>	<u>Previously Approved</u>	<u>2018</u>	<u>TOTAL</u>	
	Reserves			\$ 245,948	\$ 245,948	
	Reserve Funds				\$ -	
	Grants	OCIF Funding		\$ 79,052	\$ 79,052	
	Debt				\$ -	
	Taxation				\$ -	
	Unfunded				\$ -	
	Requested Funding Source		\$ -	\$ 325,000	\$ 325,000	

PROJECT NAME: SIDEROAD 10 PAVING	PROJECT STAGE: 2ND SEASON
PROJECT #: 5667	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective: Infrastructure Renewal and Development
GROWTH	RENEWAL	PREVIOUSLY APPROVED: \$ -
0	100	BUDGET REQUEST: \$ 330,000
		TOTAL PROJECTED BUDGET (ALL YEARS) \$ 330,000

PROJECT DESCRIPTION:

The Sideroad 10 and Perdue Road project started in 2017. The approved paving of Perdue road was completed on schedule but the paving on Sideroad 10 is a carry-over to 2018.

PROJECT BACKGROUND:

There was a couple factors that delayed the project. The first one was the tree removal and it was completed in the winter of 2017. The second was a culvert replacement that is scheduled for the spring of 2018. The other additional work was cutting down of the intersection of Sideroad 10 and East Back Line for safety reasons. Currently this project sits at 115.8% of the original Council approved project. When this project is complete it will be double the original engineered estimated cost.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

Original project approved by Council in 2017.

CONCLUSIONS AND RECOMMENDATIONS:

I would be staffs recommendation to proceed with the culvert replacement and paving of Sideroad 10 with 55mm of HL4.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes	Account	
	Contractors	WSP			\$ 250,000	\$ 250,000	Replace and Improve Culvert	01-5667-7370
Culvert Replacement				\$ 40,000	\$ 40,000	01-5667-7370		
Engineering				\$ 40,000	\$ 40,000	01-5667-7371		
Machinery & Equipment					\$ -			
Materials					\$ -			
Total Budget Request			\$ -	\$ 330,000	\$ 330,000			
Funding Sources	Description	Previously Approved	2018	TOTAL				
Reserves	Roads Reserves		\$ 124,975	\$ 124,975			01-0100-2515	
Reserve Funds	Gas Tax		\$ 205,025	\$ 205,025				
Grants				\$ -				
Debt				\$ -				
Taxation				\$ -				
Unfunded				\$ -				
Requested Funding Source		\$ -	\$ 330,000	\$ 330,000				

PROJECT NAME: TOWER HILL DRAINAGE PROJECT STAGE:
 PROJECT #: PROJECT TYPE:
 DEPARTMENT: MANAGER:
 SUB-DEPARTMENT: ESTIMATED START DATE:
 BUDGET CYCLE: ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	100	BUDGET REQUEST:	\$ 50,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 50,000

PROJECT DESCRIPTION:

The Tower Hill project started about 10 years ago with the cutting of the hill to reduce the grade on Massie Road, East of Con. 3A. The current proposal is to correct an erosion and drainage issue for the adjacent landowner.

PROJECT BACKGROUND:

There was an onsite meeting with an Engineering firm to discuss options to rectify an erosion and drainage issue. There was also several phone conversations with the adjacent landowner about the past and future plans. At this time there is no concrete plans and an onsite meeting with the landowner is in the near future. The estimated Engineering cost is only an estimate without any decision on a solution.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

N/A

CONCLUSIONS AND RECOMMENDATIONS:

It would be staffs recommendation to proceed with the site meetings between the Engineer and the Landowner. The final plan will be brought back to Council before moving forward.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
	Contractors			\$ 42,500	\$ 42,500	01-5663-7370
Engineering			\$ 7,500	\$ 7,500	01-5663-7371	
Machinery & Equipment			\$ -	\$ -		
Materials			\$ -	\$ -		
Total Budget Request			\$ -	\$ 50,000	\$ 50,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves			\$ 50,000	\$ 50,000	01-0100-2515	
Reserve Funds			\$ -	\$ -		
Grants			\$ -	\$ -		
Debt			\$ -	\$ -		
Taxation			\$ -	\$ -		
Unfunded			\$ -	\$ -		
Requested Funding Source			\$ -	\$ 50,000	\$ 50,000	

PROJECT NAME: BRIDGE - STRUCTURE 12	PROJECT STAGE:	2ND CAPITAL REVIEW
PROJECT #:	PROJECT TYPE:	STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER:	JAMIE MORGAN
SUB-DEPARTMENT: ROADS	ESTIMATED START DATE:	
BUDGET CYCLE: 2018	ESTIMATED END DATE:	

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ 450,000
0	100	BUDGET REQUEST:	\$ 55,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 505,000

PROJECT DESCRIPTION:

The Structure 12 project is the replace of a bridge on Elder Lane.

PROJECT BACKGROUND:

There is currently an OCIF application for the replacement of structure 12 in 2018. Structure 12 is the only access for residents that live on Elder Lane (3 residential properties). This structure is also used for farming machinery, emergency services and road maintenance equipment and has an inadequate width and load limit.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

The most cost effective approach will be brought back to Council.

CONCLUSIONS AND RECOMMENDATIONS:

It is staffs recommendation to move forward with the relacement of Structure 12.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes	Account
	Contractors		\$ 400,000	\$ 55,000	\$ 455,000		01-5664-7370
Engineering		\$ 50,000	\$ -	\$ 50,000		01-5664-7371	
Machinery & Equipment				\$ -			
Materials				\$ -			
Total Budget Request		\$ 450,000	\$ 55,000	\$ 505,000			
Funding Sources	Description	Previously Approved	2018	TOTAL			
Reserves		\$ 450,000	\$ (399,500)	\$ 50,500		01-0100-2515	
Reserve Funds				\$ -			
Grants			\$ 454,500	\$ 454,500			
Debt				\$ -			
Taxation				\$ -			
Unfunded				\$ -			
Requested Funding Source		\$ 450,000.00	\$ 55,000.00	\$ 505,000.00			

PROJECT NAME:	BRIDGE PROJECT #2	PROJECT STAGE:	INITIAL REQUEST
PROJECT #:	BRIDGE PROJECT #2	PROJECT TYPE:	STAND ALONE
DEPARTMENT:	OPERATIONS	MANAGER:	JAMIE MORGAN
SUB-DEPARTMENT:	ROADS	ESTIMATED START DATE:	
BUDGET CYCLE:	2018	ESTIMATED END DATE:	

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	100	BUDGET REQUEST:	\$ 480,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 480,000

PROJECT DESCRIPTION:

The Bridge Project #2 is 2 (two) more options for Council to consider for 2108.

PROJECT BACKGROUND:

In the 2017 Bridge Inspection Report the order of replacement and repairs were prioritised by BM Ross. In the event that the funding is approved for the replacement of Structure 12 (Elder Lane), Staff has considered two additional project for consideration. These are not in any special order of preference but are grouped for costing. Option 1 (one) is the replacement of Structure 32 (Con 12 and South Sideroad 6) at the cost of \$455,000. Option 2 (two) is the repairs to Structure 25 (Sideroad 3) at \$141,000, repairs to Structure 29 (Sideroad 3) at \$141,000 and repairs to Structure 9 (Hamilton Road) at \$198,000. The total for Option 2 (two) is \$480,000.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Accounts
	Contractors				\$ 480,000	\$ 480,000
Engineering					\$ -	
Machinery & Equipment					\$ -	
Materials					\$ -	
Total Budget Request			\$ -	\$ 480,000	\$ 480,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves			\$ 480,000	\$ 480,000	01-0100-2515	
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ -	\$ 480,000.00	\$ 480,000.00		

PROJECT NAME: BRIDGE APPROACH/SIGNAGE/IMPROVEMENTS	PROJECT STAGE: PREVIOUSLY APPROVED
PROJECT #:	PROJECT TYPE: ONGOING
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROAD	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ 100,000
50	50	BUDGET REQUEST:	\$ -
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 100,000

PROJECT DESCRIPTION:

Bridge Approach/Signage/Improvements are generally safety related. These include proper signage of bridges, guiderail and drainhole repairs.

PROJECT BACKGROUND:

Through the biannual inspections the inspectors identify possible improvements for public safety.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

N/A

CONCLUSIONS AND RECOMMENDATIONS:

The majority of the work can be complete with current staff. The engineering firm who conducted the inspections will make recommendations for proper signage and identify locations that require other safety upgrades.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors		\$ 75,000		\$ 75,000	01-5662-7370
Engineering		\$ 25,000		\$ 25,000	01-5662-7371	
Machinery & Equipment				\$ -		
Materials				\$ -		
Total Budget Request		\$ 100,000	\$ -	\$ 100,000		
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves		\$ 100,000		\$ 100,000	01-0100-2515	
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ 100,000	\$ -	\$ 100,000		

PROJECT NAME: SANDER BOX/SNOWPLOW RETRO FIT FOR THE F250	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS / WINTER CONTROL	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
100	0	BUDGET REQUEST:	\$ 15,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 15,000

PROJECT DESCRIPTION:

This project consists of retrofitting the F250 with a snowplow harness (plow currently owned) and a sander box for parking lots and narrow streets.

PROJECT BACKGROUND:

The F250 was originally purchased with the intention of having it fitted with a snowplow. The truck is currently used by the winter patrollers and regular maintenance staff during the daytime working hours. Patrollers use the F550 for plowing parking lots and narrow streets with no ability to sand/salt when plowing is completed. It is the intention of Public Works to outfit the F250 with a snowplow harness and purchase a sander unit for the truck box.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

It is staffs recommendation to move forward with this project to improve efficiencies for winter maintenance. Since it is a new capital asset, as opposed to a replacement, it should be funded from taxation.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors					\$ -
Engineering					\$ -	
Machinery & Equipment				\$ 15,000	\$ 15,000	01-5702-7600
Materials					\$ -	
Total Budget Request			\$ -	\$ 15,000	\$ 15,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves					\$ -	
Reserve Funds					\$ -	
Grants					\$ -	
Debt					\$ -	
Taxation				\$ 15,000	\$ 15,000	
Unfunded					\$ -	
Requested Funding Source			\$ -	\$ 15,000	\$ 15,000	

PROJECT NAME: SNOWPLOW	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS / WINTER CONTROL	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	100	BUDGET REQUEST:	\$ 235,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 235,000

PROJECT DESCRIPTION:

Life cycle fleet replacement of a snowplow.

PROJECT BACKGROUND:

As part of the life cycle replacement of equipment it has been identified by staff to replace an ageing snowplow. The fleet currently consists of 6 (six) tandem snowplows (1 (one) used as a spare), 5 (five) graders and 1 (one) 3 ton plow with no sanding capacities. It has also been identified that it would be more efficient to plow the smaller urban areas like Chatsworth and Williamsford with a single axel plow that is still heavy enough to complete snow removal on township roads. This truck would see a small costs savings but still have a purpose in year round work. It was noted in a past Council Meeting at the climbing repair costs.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

I would be staffs recommendation to replace one of the ageing tandem snowplows with a new single axel snowplow as part of the life cycle replacement.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors					\$ -
Engineering					\$ -	
Machinery & Equipment				\$ 235,000	\$ 235,000	01-5702-7650
Materials					\$ -	
Total Budget Request			\$ -	\$ 235,000	\$ 235,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves			\$ 235,000	\$ 235,000	01-0100-2514	
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source			\$ -	\$ 235,000	\$ 235,000	

PROJECT NAME: GRADER ROLLER	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
100	0	BUDGET REQUEST:	\$ 22,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 22,000

PROJECT DESCRIPTION:

This project is to retrofit one of the newer graders with a roller. The roller is designed to pack the gravel during routine maintenance of gravel roads. This process reduces the amount of grading required by holding the gravel to the desired grade for a longer duration. In turn this reduces maintenance costs over the long term.

PROJECT BACKGROUND:

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS

The majority of Townships and Municipalities are ordering these attachments when the graders are purchased. When the grader is retired the roller will remain in the fleet and be assign to a new piece of equipment that does not currently have the roller attachment. It is recommended that this be funded from taxation as it represents a new asset and not a replacement

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors				\$ -	
Engineering				\$ -		
Machinery & Equipment				\$ 22,000	\$ 22,000	01-5702-7600
Materials				\$ -		
Total Budget Request			\$ -	\$ 22,000	\$ 22,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves				\$ -		
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ 22,000	\$ 22,000	
Unfunded				\$ -		
Requested Funding Source			\$ -	\$ 22,000	\$ 22,000	

PROJECT NAME: MOLD REMOVAL / OFFICE REHAB - SULLIVAN SHOP	PROJECT STAGE: 2ND BUDGET REVIEW
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS - SULLIVAN	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ 30,000
0	100	BUDGET REQUEST:	\$ -
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 30,000

PROJECT DESCRIPTION:

This project is a carry-over from 2017. It is the removal of the walls, ceiling tiles, flooring, lighting and possibly windows.

PROJECT BACKGROUND:

It was an identified health and safety issue from the previous year with the leaking roof. The roof was replaced in 2016 and the office renovation approved in the 2017 budget. Changing scope of the project has delayed it until 2018.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

It is staff recommendation that the project moves forward in 2018.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors			\$ 30,000		\$ 30,000
Engineering				\$ -		
Machinery & Equipment				\$ -		
Materials				\$ -		
	Total Budget Request		\$ 30,000	\$ -	\$ 30,000	
	Funding Sources	Description	Previously Approved	2018	TOTAL	
	Reserves		\$ 30,000		\$ 30,000	01-0100-2520
	Reserve Funds				\$ -	
	Grants				\$ -	
	Debt				\$ -	
	Taxation				\$ -	
	Unfunded				\$ -	
	Requested Funding Source		\$ 30,000	\$ -	\$ 30,000	

PROJECT NAME: SHOP IMPROVEMENTS (HOLLAND&SULLIVAN)	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: OPERATIONS	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: ROADS (SULLIVAN/HOLLAND)	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	100	BUDGET REQUEST:	\$ 12,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 12,000

PROJECT DESCRIPTION:

Replacement of small garage door on the Sullivan shop and the replacement of floor drain grating.

PROJECT BACKGROUND:

The garage door replacement is required as it is now used as part of the operations. Previously it was not utilized because of condition. The floor grating for both shops is a carry over from 2017 and are near completion.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

It is staffs recommendation to move forward with the garage door replacement.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
	Contractors	FLOOR GRATES/GARAGE DOOR			\$ 12,000	\$ 12,000
Engineering	\$ -					
Machinery & Equipment	\$ -					
Materials	\$ -					
Total Budget Request					\$ -	\$ 12,000
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves				\$ 12,000	\$ 12,000	01-0100-2520
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ -	\$ 12,000	\$ 12,000		

PROJECT NAME: TOWNSHIP OFFICE FLOORING	PROJECT STAGE: 2ND BUDGET
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: ADMINISTRATION	MANAGER: PATTY SINNAMON
SUB-DEPARTMENT: N/A	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ 20,000
0	100	BUDGET REQUEST:	\$ 14,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 34,000

PROJECT DESCRIPTION:

Upstairs - Carpet / Tile: \$18,000
Downstairs - Carpet/Tile: \$16,000

PROJECT BACKGROUND:

Replace carpet in administration building - carpet is threadbare in upper level, causing safety hazards for trips and falls. Walls to be painted in upper level.

OBJECTIVES & OUTCOMES:

Reduce risk of hazard,

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

This project was included (upper level) in 2017 budget. Staff will be seeking out additional pricing and contractors to reduce the cost from what was presented in 2017.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Accounts
	Contractors			\$ 20,000	\$ 14,000	\$ 34,000
Engineering					\$ -	
Machinery & Equipment					\$ -	
Materials					\$ -	
Total Budget Request			\$ 20,000	\$ 14,000	\$ 34,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves		\$ 20,000	\$ 14,000	\$ 34,000	01-0100-2502	
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ 20,000	\$ 14,000	\$ 34,000		

PROJECT NAME: COMPUTER REPLACEMENT	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: ADMINISTRATION/ROADS	MANAGER: PATTY SINNAMON
SUB-DEPARTMENT: ALL SUB-DEPARTMENTS	ESTIMATED START DATE: following budget approval
BUDGET CYCLE: 2018	ESTIMATED END DATE: June, 2018

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
10	90	BUDGET REQUEST:	\$ 20,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 20,000

PROJECT DESCRIPTION:

Replacement of Computer Workstations for various Township staff in Administration and Roads Department.

PROJECT BACKGROUND:

The Township has successfully managed its IT assets through regular maintenance and maintaining a replacement schedule. 5 Computers have been identified as needing to be replaced (ie. in excess of 4 years old). Previously we were on a replacement scheduled of every 3 years we have extended this replacement to every 5 years.

OBJECTIVES & OUTCOMES:

To maintain the Township's IT assets

ALTERNATIVES CONSIDERED:

None

CONCLUSIONS AND RECOMMENDATIONS:

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Account
	Contractors				\$ -	
Engineering				\$ -		
Machinery & Equipment				\$ 20,000	\$ 20,000	01-5300-7337
Materials				\$ -		
Total Budget Request			\$ -	\$ 20,000	\$ 20,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves			\$ 20,000	\$ 20,000		01-0100-2502
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source			\$ -	\$ 20,000	\$ 20,000	

PROJECT NAME: STORAGE SHED - FIRE HALL	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: FIRE	MANAGER: MIKE GIVENS
SUB-DEPARTMENT: N/A	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
100	0	BUDGET REQUEST:	\$ 4,070
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 4,070

PROJECT DESCRIPTION:

Request is for a 10' x 12' storage shed to be constructed. This will create more space for storage of equipment and materials

PROJECT BACKGROUND:

OBJECTIVES & OUTCOMES:

More room to facilitate equipment and material storage

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

Recommend to fund from taxation for new asset.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
		Contractors				\$ -
	Engineering				\$ -	
	Machinery & Equipment				\$ -	
	Materials			\$ 4,070	\$ 4,070	01-5411-7600
	Total Budget Request		\$ -	\$ 4,070	\$ 4,070	
	Funding Sources	Description	Previously Approved	2018	TOTAL	
	Reserves				\$ -	
	Reserve Funds				\$ -	
	Grants				\$ -	
	Debt				\$ -	
	Taxation			\$ 4,070	\$ 4,070	
	Unfunded				\$ -	
	Requested Funding Source		\$ -	\$ 4,070	\$ 4,070	

PROJECT NAME: SCALE HOUSE - SULLIVAN LANDFILL	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: ENVIRONMENTAL	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: SULLIVAN LANDFILL	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	100	BUDGET REQUEST:	\$ 30,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 30,000

PROJECT DESCRIPTION:

Replacement of the existing scalehouse along with the rebuild of the scales and site works.

PROJECT BACKGROUND:

The existing scalehouse is in need of replacement for the employee working conditions. There is also a need to improve sitelines for the landfill operations.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
		Contractors			\$ 30,000	\$ 30,000
	Engineering				\$ -	
	Machinery & Equipment				\$ -	
	Materials				\$ -	
	Total Budget Request		\$ -	\$ 30,000	\$ 30,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
	Reserves		\$ 30,000	\$ 30,000		01-0100-2504
	Reserve Funds			\$ -		
	Grants			\$ -		
	Debt			\$ -		
	Taxation			\$ -		
	Unfunded			\$ -		
	Requested Funding Source		\$ -	\$ 30,000	\$ 30,000	

PROJECT NAME: TRANSFER STATION - SULLIVAN	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: ENVIRONMENTAL	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: LANDFILL - SULLIVAN	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
50	50	BUDGET REQUEST:	\$ 150,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 150,000

PROJECT DESCRIPTION:

Construction of a new transfer station at the Sullivan Landfill.

PROJECT BACKGROUND:

As part of the shared services with Grey Highlands it is proposed to turn the Sullivan Landfill into a transfer station as Cell B nears capacity. The construction would start in the spring of 2018 and would be operational by September 2018. The design and layout will commence upon approval of the new model presented to Council in 2018.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

It would be staffs recommendation to move forward with the transfer station along with the scalehouse project.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Accounts
	Contractors				\$ 150,000	\$ 150,000
Engineering					\$ -	
Machinery & Equipment					\$ -	
Materials					\$ -	
Total Budget Request			\$ -	\$ 150,000	\$ 150,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves			\$ 150,000	\$ 150,000	01-0100-2504	
Reserve Funds				\$ -		
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		no room in landfill reserve
Unfunded				\$ -		
Requested Funding Source			\$ -	\$ 150,000	\$ 150,000	

PROJECT NAME: MARKDALE LANDFILL CAPITAL PURCHASES	PROJECT STAGE:
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: ENVIRONMENTAL	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: MARKDALE LANDFILL	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ 321,350
100	0	BUDGET REQUEST:	\$ 240,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 561,350

PROJECT DESCRIPTION:

Joint project between Grey Highlands and Chatsworth. Included in costs landfill cover plates, recycling area upgrades, 3 - 8 x10 rolloff bins, landfill compactor, roll off truck. .

PROJECT BACKGROUND:

In 2016 a loader was purchased in the amount of \$122,000, this amount is currently funded from the roads reserve to be repaid back, an amount of \$20,000 has been budgeted in 2018 for repayment.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
	Contractors				\$ -	
Engineering				\$ -		
Machinery & Equipment		\$ 321,350	\$ 240,000	\$ 561,350		
Materials				\$ -		
Total Budget Request		\$ 321,350	\$ 240,000	\$ 561,350		
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves				\$ -		
Reserve Funds				\$ -		
Grants				\$ -		
Debt		\$ 321,350	\$ 240,000	\$ 561,350	Borrow Reserves/debenture	
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ 321,350	\$ 240,000	\$ 561,350		

PROJECT NAME: RETAINING WALL - WF PLAYGROUND

PROJECT STAGE: ADDED REQUIREMENT

PROJECT #:

PROJECT TYPE: REQUIRED FOR COMPLETION

DEPARTMENT: RECREATION

MANAGER: JAMIE MORGAN

SUB-DEPARTMENT: PARKS

ESTIMATED START DATE:

BUDGET CYCLE: 2018

ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
100	0	BUDGET REQUEST:	\$ 20,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 20,000

PROJECT DESCRIPTION:

The playground equipment was installed in 2017 and there is site works that need to be completed as part of the project.

PROJECT BACKGROUND:

As part of the completion of the playground there are site works needed for safety. There is a retaining wall that needs to be constructed along with the addition of draining pipe, drainage stone and the fibre product that was already approved by Council (fibre is not included in the costs provided).

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

The Playground equipment has already been installed and this would provided a safe playing area and equipment.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
	Contractors				\$ 20,000	\$ 20,000
Engineering					\$ -	
Machinery & Equipment					\$ -	
Materials					\$ -	
Total Budget Request			\$ -	\$ 20,000	\$ 20,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves				\$ -		
Reserve Funds	Parkland Dedication Fund		\$ 20,000	\$ 20,000		Parkland Dedication Reserve
Grants				\$ -		
Debt				\$ -		
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source		\$ -	\$ 20,000	\$ 20,000		

PROJECT NAME: CHATSWORTH ARENA DEMOLITION	PROJECT STAGE: INITIAL REQUEST
PROJECT #:	PROJECT TYPE: STAND ALONE
DEPARTMENT: RECREATION	MANAGER: JAMIE MORGAN
SUB-DEPARTMENT: CHATSWORTH COMMUNITY CENTRE	ESTIMATED START DATE:
BUDGET CYCLE: 2018	ESTIMATED END DATE:

Major Initiative		Strategic Objective:	
GROWTH	RENEWAL	PREVIOUSLY APPROVED:	\$ -
0	0	BUDGET REQUEST:	\$ 400,000
		TOTAL PROJECTED BUDGET (ALL YEARS)	\$ 400,000

PROJECT DESCRIPTION:

Proposed demolition of the Chatsworth Community Center.

PROJECT BACKGROUND:

The Chatsworth Community Center was closed in September of 2017. Preliminary costs for the demolition have been discussed but no official number has been received. Staff is looking for direction on this project before moving forward.

OBJECTIVES & OUTCOMES:

ALTERNATIVES CONSIDERED:

CONCLUSIONS AND RECOMMENDATIONS:

It is staffs intention to get direction from Council on the future use of the property.

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Previously Approved	2018	TOTAL	Notes
	Contractors				\$ 400,000	\$ 400,000
Engineering					\$ -	
Machinery & Equipment					\$ -	
Materials					\$ -	
Total Budget Request			\$ -	\$ 400,000	\$ 400,000	
Funding Sources	Description	Previously Approved	2018	TOTAL		
Reserves				\$ -		
Reserve Funds				\$ -		
Grants				\$ -		
Debt			\$ 400,000	\$ 400,000		??
Taxation				\$ -		
Unfunded				\$ -		
Requested Funding Source			\$ -	\$ 400,000	\$ 400,000	