

# Committee of the Whole Working Session

## November 16, 2021

- 2022 Budget
- Department Summary Presentations



# Presentation Agenda

- Budget Book Navigation
- Department Budget Highlights Overview
  - Council & CAO Portfolio
  - GM Corporate Service Portfolio
  - GM of Infrastructure Portfolio

# Draft 2022 Budget Book Navigation

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- Operating Summary by Category & Dept (Pg. 14-15)
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# Draft 2022 Budget Book Navigation

## Department Performance Plans (Pg. 45-256)

- Overview: Key Initiatives. Budget Highlights, Measures
- Operating Budget Financial Summary
- Service Enhancement Request (SER) Summary
  - Individual SERs
- Capital Project Summary
  - Capital Project Sheets



# Council & Council Admin

Net Operating	Pg.	2021 Budget	2022 Budget	\$ Change	% Change
Council	48	\$490,592	\$503,452	\$12,860	2.62%
Council Admin	49	\$417,949	\$375,837	(\$42,112)	-10.08%
<b>Total</b>		<b>\$908,541</b>	<b>\$879,289</b>	<b>(\$29,252)</b>	<b>-3.22%</b>

## Financial Highlights

### Council:

- Adjustments to align with administrative expenses and telephone and communication trends
- Incremental wage step increases, benefit costs, and COLA \$11K

### Council Admin:

- Grants/Donations one-time 2021 funding removal – Alliston Out of the Cold (\$40K)

# Council & Council Admin

	<b>2021</b>	<b>2022</b>		<b>%</b>
	<b>Budget</b>	<b>Budget</b>	<b>\$ Change</b>	<b>Change</b>
6605 - GRANTS/DON ARTS CULTURE & TOURISM	75,000	75,000	0	<b>0.00%</b>
6610 - GRANTS/DON BANTING LEGACY	21,156	21,648	492	<b>2.33%</b>
6615 - GRANTS/DON BIA CONTRIBUTION	10,000	10,000	0	<b>0.00%</b>
6625 - GRANTS/DON COMMUNITY EVENTS	30,500	30,500	0	<b>0.00%</b>
6630 - GRANTS/DON GOOD SHEPHARD FOOD BANK	28,800	28,800	0	<b>0.00%</b>
6640 - GRANTS/DON MATTHEW HOUSE HOSPICE DON	20,240	20,564	324	<b>1.60%</b>
6641 - GIBSON CENTRE	40,000	40,000	0	<b>0.00%</b>
6650 - GRANTS/DON SCHOLARSHIP	29,000	29,000	0	<b>0.00%</b>
6655 - GRANTS/DON GRANTS & DONATIONS	77,000	37,000	(40,000)	<b>-51.95%</b>
	<b>331,696</b>	<b>292,512</b>	<b>(39,184)</b>	

# Committees

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Committees	50	\$17,507	\$18,591	\$1,084	6.19%

## Financial Highlights

- Revenues:
  - \$13K increase for reserve funding for the implementation of Beeton Heritage District study.
- Expenses:
  - Professional Services increased \$25K for the implementation of Beeton Heritage District study.
  - Salaries and Benefits decreased (\$11K) related to position reallocations.

# CAO

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
CAO	53	\$461,084	\$449,989	(\$11,096)	-2.41%

## Financial Highlights

- Administration Expenses reduction in leadership training, conferences and other office expenses.
- Regular cola, experience step progressions and benefit adjustments.



# Economic Development

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Eco. Development	55	\$145,573	\$167,486	\$21,913	15.05%

## Financial Highlights

Revenue increased \$21K

- Misc. Revenues: Decreased \$15K for Temporary Patio Program fees.
- Reserve Funding: Increased \$36K (Economic Development County Grant Reserve)
  - Temporary Patio Program
  - Economic Resiliency Strategy and Recovery (SER)
  - Signage Projects

Expense increased \$42K

- Contracted Services : Increased \$47K
  - Completion of Signage Projects \$40K
  - Mayors Breakfast \$7K
- Profession fees: Decreased \$10K Diversification Project no longer being undertaken

# Economic Development-SER Summary

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2022

Request Details					Operating Expenses				Non-Taxation Funding		
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Profess. Services	All Other	Total	Fees & Charges	Reserves	Total
<b>CAO</b>											
ECONOMIC DEV	ED-2022-01	COVID-19 Economic Resiliency and Recovery Strategy	Service Enhancement Request (SER)	1	High	25,000	-	25,000	-	25,000	25,000
<b>CAO Sub-Total</b>						<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Grand Total</b>						<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>

# Communications

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Communications	63	\$304,972	\$303,769	(\$1,203)	-0.39%

## Financial Highlights

Expenses Decreased \$1.2K

- Salaries and Benefits decreased (\$4K)
  - Delayed recruitment
  - Regular cola, experience progressions and benefit adj.
- Administration Expenses increased by \$3K
  - Purchase of video equipment

# Fire & Rescue

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Fire and Rescue	69	\$3,205,269	\$3,319,381	\$114,112	3.56%

## Financial Highlights

- Administration Expenses decreased (\$47K) reduction in training, conferences and office expenses. Re-allocation of \$15K for materials and supplies to cost of service delivery.
- Contracted Services increased by \$21K for Fire Dispatch Fees/911 CERB/RMS
- Fleet Distributed Costs increased by \$19K (Insurance)
- Corporate Facilities Distributions increased by \$13K for fire station maintenance
- Facility Expenses for Utilities and Insurance increased by \$20K
- Legal has a minor increase of \$2.5K
- Reserve Contributions increased by \$36K
  - New capital projects as per Policy \$19K
  - Vehicle asset replacement annual contribution \$17K
- Salaries and Benefits increased by \$37K for step progressions, COLA and benefits

# Fire & Rescue - Capital Requests



## 2022 Capital Project List



<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><i>ES-Fire</i></b>			
Fire-2022-01	Training Site	30,000	30,000
Fire-2022-02	Recruits-Personnel Protective Equipment	87,300	87,300
Fire-2022-03	Firefighter Personal Protective Equipment	55,275	55,275
Fire-2022-04	Fire Rescue Equipment - Replacement	36,000	36,000
Fire-2022-05**	Fire Large Apparatus Replacement-Stn #1	500,000	500,000
Fire-2022-06	Respiratory Protection Fit Testing	21,500	21,500
<b>Total</b>		<b>730,075</b>	<b>730,075</b>

# Fire & Rescue – 2022 Capital Requests

Project #	Title	2022 Expense	2023 Expense	2024 Expense	Project Total	DC Reserves	Asset Repl Reserve	Debt	Funding Total
<b><i>ES-Fire</i></b>									
Fire-2022-05**	Fire Large Apparatus Replacement-Stn #1	500,000	1,200,000		1,700,000	200,000		1,200,000	1,400,000
<b><i>Sub-Total ES-Fire- Multi Year Projects</i></b>		<b>500,000</b>	<b>1,200,000</b>	<b>0</b>	<b>1,700,000</b>	<b>200,000</b>	<b>0</b>	<b>1,200,000</b>	<b>1,400,000</b>



# Conservation Authorities

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Conservation Authorities	83	\$405,578	\$416,080	\$10,502	2.59%

## Financial Highlights:

- NVCA increased a net \$10.1K or 2.74%
  - General Levy contribution increased \$10.5K or 3.01%
  - Capital Levy contribution decreased (\$435) or (2.27%)
- LSRCA increased a net \$387 or 1.07%
  - General Levy contribution increased \$90 or 0.46%
  - Capital Levy contribution increased \$297 or 1.81%

# Library

Net Operating	Pg.	2021 Budget	2022 Budget	\$ Change	% Change
Library Services	84	\$1,658,752	\$1,817,026	\$159,143	9.54%

## Financial Highlights - Library Grant: increased \$159K

- \$118K of this increase is for salaries:
  - The Pay Equity payout is a big reason for salary increases; in the past, the Pay Equity portion of the PLOG was not allocated to a reserve. This will change going forward.
  - Rehiring 11 pages; this will result in some regular staff being able to cut back on a few hours.
  - 3 months of 2 staff going from part-time to full-time have been allocated.
- The total benefit increase of \$17K is consistent with Township increases.
- The remaining \$25K is for operational cost increases.
- The COLA for Unionized staff has been kept at the 2021 rate in the Collective Agreement, which was 1.7%. We do not have a confirmed percentage increase at this time because our Collective Agreement will be renegotiated in March of 2022.

Department Distributions: decreased \$24K

- Minor capital work completed in 2021.



# Police Service Board (PSB) & Policing

Net Operating	Pg.	2021 Budget	2022 Budget	\$ Change	% Change
PSB	85	\$0	\$0	\$0	0.00%
Policing	86	\$5,937,344	\$5,952,174	\$14,830	0.25%
<b>Total</b>		<b>\$5,937,344</b>	<b>\$5,952,174</b>	<b>\$14,830</b>	<b>0.25%</b>

## Financial Highlights

### Police Service Board (PSB):

- Other Source Revenues increased \$20K
- Administration Expense: Increased \$7K due to attendance at conferences
- Cost of Service Delivery: Increase \$13K due to the purchase of equipment

### Policing Contract:

- The 2022 OPP policing statement increased by \$10K or 0.16%
- Provincial Offences Revenues (POA) reflects a \$5K decrease in volume.

# GM Corporate Services

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
GM Corp. Services	91	\$534,182	\$417,358	(\$116,824)	-21.87%

## Financial Highlights

- Administrative Expenses:
  - \$9K decrease in furniture cost in anticipation to move to new Town Hall
- Salaries and Benefits: Decreased \$107K
  - Reallocation 1 FTE for the Business Systems Analyst to the IT Department
  - Remaining balance consistent with COLA & benefit increases

# Administration

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Administration	98	\$1,969,125	\$2,150,330	\$181,205	9.20%

## Financial Highlights

- Revenue: Increased \$204K
  - \$210K Reserve Funding for election.
  - (\$6K) decrease due to decrease in business activity.
- Salaries & Benefits: Increased \$147K
  - SER: Election Assistant position \$54K.
  - Regular cola, step progressions and benefit adjustments.
- Administration Expense: Increased \$73K
  - Increase in postage \$19.5K due to voter letter distribution,
  - Office Expenses \$18K due to Ballot purchases.
  - Technology \$21K due to investments in working alone technology, online voter registry, and upgrades to technology to meet streaming and coordination.
  - Licensing \$16K for voting list and FOI Assist.
- Cost of Service Delivery: Increased \$113K
  - Election software and tabulators \$92K
  - Marketing and advertising \$16K
- Department Distributions: Increased \$39K
  - Increase in cost of fleet operations.

# Administration - SER Summary

Request Details					Operating Expenses			Non-Taxation Funding			Taxation
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Benefits	Admin Expenses	Total	Reserves	Misc.	Total	Cal. \$
<b>ADMINISTRATION</b>											
GENERAL	ADM-2022-001	Elections Assistant	Service Enhancement Request (SER)	High	54,380	1,220	55,600	-	-	-	55,600
<b>ADMINISTRATION Sub-Total</b>					<b>54,380</b>	<b>1,220</b>	<b>55,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,600</b>
<b>Grand Total</b>					<b>54,380</b>	<b>1,220</b>	<b>55,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,600</b>

# Financial Services

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Financial Services	105	\$430,884	\$449,868	\$18,984	4.41%

## Financial Highlights

Revenue decreased (\$140K):

- Reserve Funding: Decreased (\$189K) due to funds used to offset consulting costs for completed projects and for funds to offset retirement benefits.
- Other Revenues: Increased \$50K due to penalties and interest (COVID deferrals no longer available) and interest income due to increasing interest rates.

Expenses Decreased (\$121K):

- Salaries and benefits decreased (\$56K)
  - Retirement benefits
  - Regular cola, step progressions and benefit adjustments
- Cost of Service Delivery: Increased \$20K due to insurance deductible costs.
- Professional Services: Decreased (\$82K) due project completions - COA.
- Administration: Reduced \$10K due to continued remote learning & 2020 one-time cost elimination.

# Finance - SER Summary

Request Details					Operating Expenses			Non-Tax Funding		Taxation
Department	Change Request Number	Project Name	Type	Corp Priority	Profess. Services	Admin Expenses	Total	Reserves	Total	Cal. \$
<b>FINANCE</b>										
PURCHASING	FIN-2022-001	Paramount Software Enhancement	Service Enhancement Request (SER)	High	30,550	21,450	52,000	38,790	38,790	13,210
<b>FINANCE Sub-Total</b>					<b>30,550</b>	<b>21,450</b>	<b>52,000</b>	<b>38,790</b>	<b>38,790</b>	<b>13,210</b>
<b>Grand Total</b>					<b>30,550</b>	<b>21,450</b>	<b>52,000</b>	<b>38,790</b>	<b>38,790</b>	<b>13,210</b>

# Human Resources

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Human Resources	114	\$1,176,066	\$1,140,345	(\$35,720)	-3.04%

## Financial Highlights

- Salaries and Wages Reduced \$19K
  - Reduction in WSIB costs.
    - Regular cola, step progressions and benefit adjustments.
- Administration Expense: Reduced \$15K
  - Licensing - transition to new HR software

# Information Technology

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Information Technology	119	\$1,099,871	\$1,313,255	\$213,384	19.40%

## Financial Highlights

- Salaries and Benefits: Increased \$153K
  - Reallocation of Business Systems Analyst from Corporate Services
  - Regular cola, step progressions and benefit adjustments
- Administration Expenses: Increased \$57K
  - Licensing - First time annual costs for Cityworks PLL and regular cost increases.
  - Training due to investment in support of changing environment
- Facility Expenses: Increased \$10K
  - Backup internet service for the new Town Hall.
  - Insurance increase.
- Professional services: Decreased (\$19K)
  - Completion of the Security review & risk assessment



# Information Technology - SER Summary

Request Details					Operating Expenses			Taxation
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Benefits	Contracted Servies	Total	Cal. \$
<b>INFORMATION TECHNOLOGY</b>								
GENERAL	IT-2022-001	Senior IT Technician	Service Enhancement Request (SER)	High	7,922	-	7,922	7,922
GENERAL	IT-2022-002	IT Summer Student - 2022 Only	Service Enhancement Request (SER)	High	13,343	-	13,343	13,343
<b>INFORMATION TECHNOLOGY Sub-Total</b>					<b>21,265</b>	<b>-</b>	<b>21,265</b>	<b>21,265</b>
<b>Grand Total</b>					<b>21,265</b>	<b>-</b>	<b>21,265</b>	<b>21,265</b>

# Information Technology - Capital Requests

## 2022 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><i>Information Technology</i></b>			
IT-2022-001	2022 Purchase of Replacement Workstation Computers	105,000	105,000
<b><i>Total Information Technology</i></b>		<b>105,000</b>	<b>105,000</b>

# Corporate Transactions

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Corporate Transactions	125	\$1,706,678	\$2,130,222	\$423,544	24.82%

## Financial Highlights

Revenue Decreased (\$364K): Reserve Funding

- COVID-19 funding to offset dedicated contract staff has decreased due to contract completion in March 2022.
- Tax Rate Stabilization reserve was used in offset lower than anticipated assessment growth for 2021.

Expenditures Increased \$60K:

- Salaries & Benefits: Decreased (\$256K):
  - Four contract positions to support COVID-19 requirements complete March 2022.
  - Salary gapping adjustment of \$100K to better reflect current trends
- Reserve Contributions: Increased \$287K to address capital funding requirements.
- Cost of Service Delivery: Increased \$30K to reflect cleaning materials and supplies for COVID-19.

# Taxation

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Taxation	127	\$39,270,791	\$39,270,791	\$0	0.00%

## Financial Highlights

Revenue and Expenses increased by \$20K due to increased BIA cost of operations.

# GM Infrastructure and Development

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
GM Infra/Dev.	129	\$136,656	\$129,777	(\$6,879)	-5.03%

## Financial Highlights

- Administration Expenses decreased \$11K
  - \$10K reduction in office equipment purchases and \$1K other minor adjustments.
- Salaries & Benefits increased \$4K
  - Step progressions, COLA and benefit adjustments.

# Recreation, Parks, and Corporate Facilities

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Recreation	137	\$4,434,401	\$3,963,736	(\$470,665)	-10.61%
Parks	140	\$1,628,258	\$1,799,087	\$170,828	10.49%
Corporate Facilities	149	\$598,246	\$1,321,027	\$722,781	120.82%
<b>Total</b>		<b>\$6,660,905</b>	<b>\$7,083,850</b>	<b>\$422,944</b>	<b>6.35%</b>

## Recreation Financial Highlights

Revenue remained consistent at \$3.3M

- User Fees and Charges: Increased \$246K due to lifting COVID restrictions.
- Reserve Funding: Decreased (\$270K):
  - COVID funding reduction due to volumes returning to pre-COVID levels
- Grants/Donations: Increased \$20K for summer student funding.

Expenses Decreased (\$468K)

- Administration Expenses decreased (\$56K) due to reduced staff development costs.
- Cost of Service Delivery increased \$43K due to increased cost of materials/supplies
- Salaries and Wages decreased (\$2M) due to position reallocation from Recreation to respective departments.
- Department Distributions increased \$1.5M to reflect direct costs attributable to the service area.

# Parks, Recreation & Culture / Buildings & Property

## Parks Financial Highlights

Revenue Increased \$181K:

- User Fees and Charges: Increased \$171K due to lifting COVID restrictions and anticipated full season of permits.
- Grants/Donations: \$20K for summer student funding.

Expenses Increased \$352K:

- Contracted Services increased \$68K due to contract price escalations, new parks coming online in 2021, and the Woodlot and Trail development in the Belterra Subdivision
- Salaries and Wages increased \$168K due to position reallocation from Recreation.
- Department Distributions increased \$116M to reflect direct costs attributable to this service area.

## Corporate Facilities Financial Highlights

Expenses Increased \$724K:

- Contracted Services increased \$320K due to contract price escalations for facility asset management and preventative maintenance.
- Facility Expenses decreased (\$132K) from a reallocation to contracted services.
- Salaries and Wages increased \$2M due to position reallocation from Recreation.
- Department Distributions increased \$1.6M to reflect direct costs being allocated to the correct service area.

# Recreation - SER Summary

Request Details					Operating Expenses			Non-Taxation Funding			Taxation
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Benefits	All Other	Total	Fees & Charges	Reserves	Total	Cal. \$
<b>RECREATION</b>											
TCFC	PRC-2022-008	Summer Camp Increase	Service Enhancement Request	High	26,176	300	26,476	35,520	-	35,520	(9,044)
<b>RECREATION Sub-Total</b>					<b>26,176</b>	<b>300</b>	<b>26,476</b>	<b>35,520</b>	<b>-</b>	<b>35,520</b>	<b>(9,044)</b>
<b>Grand Total</b>					<b>26,176</b>	<b>300</b>	<b>26,476</b>	<b>35,520</b>	<b>-</b>	<b>35,520</b>	<b>(9,044)</b>



# Corporate Facilities - SER Summary

Request Details					Operating Expenses					Taxation	Capital	
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Benefits	Contracted Services	Admin Expenses	All Other	Total	Cal. \$	Exp. \$	Ref. #
<b>CORPORATE FACILITIES</b>												
CORPORATE	PRC-2022-001	Building Maintenance Tech - Town Hall	Service Enhancement Request (SER)	High	29,220	-	6,315	680	36,215	36,215	69,450	FAC-2022-001
CORPORATE	PRC-2022-003	Town Hall - Creation of Operating Budget	Service Enhancement Request (SER)	High	-	47,295	-	82,545	129,840	129,840	-	
GENERAL	PRC-2022-013	FT - Facility Operator I	Service Enhancement Request (SER)	High	(178)	-	-	-	(178)	(178)	-	
<b>CORPORATE FACILITIES Sub-Total</b>					<b>29,042</b>	<b>47,295</b>	<b>6,315</b>	<b>83,225</b>	<b>165,877</b>	<b>165,877</b>	<b>69,450</b>	
<b>Grand Total</b>					<b>29,042</b>	<b>47,295</b>	<b>6,315</b>	<b>83,225</b>	<b>165,877</b>	<b>165,877</b>	<b>69,450</b>	

# Parks - Capital Requests

## 2022 Capital Project List

Project #	Title	2022 Expense	2022 Revenue
<b><i>Parks</i></b>			
14121.1	Addn Funding - Belterra Park Development - Dog off Leash and Woodlot Trails	840,000	840,000
18048.1	Addn Funding - Riverdale Park - Lions Pavilion Replacement	177,000	177,000
PARKS-2022-001	Parks Operations - 20 Foot Galvanized Trailer	18,000	18,000
PARKS-2022-002	5 Ton Dump Trailer	20,000	20,000
PARKS-2022-003	Falkner Park - Pathway Connection and Park Lighting	128,000	128,000
PARKS-2022-004	Environmental Clean-up - Boyne River	90,000	90,000
<b><i>Sub-Total Parks</i></b>		<b>1,273,000</b>	<b>1,273,000</b>

# Corporate Facilities - Capital Requests

## 2022 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><i>Corporate Facilities</i></b>			
19052.1	Addn Funding - Fire Station #3 Expansion and Renovations	1,400,000	1,400,000
20028.1	Addn Funding - NTRC - Board reskinning Pad 1	15,000	15,000
FAC-2022-001	New 2500 Cargo Van - Building Maintenance Tech	69,450	69,450
FAC-2022-002	Accessibility Upgrade Program	25,000	25,000
FAC-2022-003	Security Systems Upgrade	35,000	35,000
FAC-2022-004	Facility Re-Keying Program	25,000	25,000
FAC-2022-005	Health & Safety Identified Issues	20,000	20,000
FAC-2022-006	Riverdale Park - Splash Pad Shade Structure	93,000	93,000
FAC-2022-007	NTRC - Building Science Investigation	55,000	55,000
FAC-2022-008	Depot #2 - Salt Dome Roof Replacement	163,500	163,500
FAC-2022-009	TCFC - New Roof Top Unit	42,500	42,500
<b><i>Sub-Total Corporate Facilities</i></b>		<b>1,943,450</b>	<b>1,943,450</b>

# Engineering

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Engineering	169	\$806,014	\$1,062,882	\$256,868	31.87%

## Financial Highlights

Revenue decreased (\$304K):

- Decrease (\$249K) for subdivision applications due to water allocation availability
- Reserve Funding decreased (\$55K) which reflects a reduction in project funding for completed consulting projects for DC Background Study Costing and Engineering Standard study.

Expenditures decreased (\$47K):

- Administration expenses decreased (\$13K) for training costs and office expenses
- Contracted services increased \$20K for traffic calming projects
- Professional services decreased (\$63K):
  - Completion of DC Project Costing and Engineering Standards Study
- Salaries and Benefits increased by \$4K
  - Step progressions, COLA and benefit adjustments
- Service Enhancement Request for Capital Project Manger for Water and Wastewater Capital Projects. Position would be managed by Engineering and funded by Water and Wastewater.

# Engineering – 2022 Capital Requests

## 2022 Capital Project List



<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><u>Engineering</u></b>			
21012.1**	Groundwater Well Optimization and Expansion - Phase 2 Construction	1,300,000	1,300,000
21013.1	Beattie Bridge Utility Relocations - Water and Wastewater Forcemain	1,640,600	1,640,600
21055.1**	7th Line Road Improvements - Construction	318,000	318,000
ENG 2022-001	2022 Municipal Structures Inventory and Inspection Update	65,000	65,000
ENG 2022-002	McKelvey Pump Upgrades	1,384,600	1,384,600
ENG 2022-003**	Maple Lane PS Rehabilitation Project	280,500	280,500
ENG 2022-004	2022 Road Improvement Program - Design	517,000	517,000
ENG 2022-005	Master Servicing Study in support of MCR	450,000	450,000
ENG 2022-006	12th Line Bridge #12004 Replacement	4,319,000	4,319,000
ENG 2022-007	14th Line Bridge Repair #12001	132,000	132,000
ENG 2022-008**	AWWTP - Clarifiers Rehabilitation	480,400	480,400
ENG 2022-009**	RWWTP - Biosolid Storage Expansion	368,640	368,640
<b>Sub-Total Engineering</b>		<b>11,255,740</b>	<b>11,255,740</b>

# Engineering – Multi-Year Capital Requests

Project #	Title	2021 Expense	2022 Expense	2023 Expense	Project Total
<b><i>Engineering</i></b>					
2021-21011	Hillcrest Well and Pumping Station Improvements - Phase 3 - Detailed Design and Construction	905,900	2,117,100		3,023,000
2021-21055	7th Line Road Improvements - SR10 to SR15 - Utility Relocation and Road Construction	598,000	5,902,000		6,818,000
21055.1	Addn Funding-7th Line Road Improvements - SR10 to SR15 - Utility Relocation and Road Construction		318,000		
2021-21015	Dayfoot St Reconstruction	9,366,000	9,425,000	2,075,000	20,866,000
21012.1**	Groundwater Well Optimization and Expansion - Phase 2 Construction		1,300,000	2,096,700	3,396,700
ENG 2022-003	Maple Lane PS Rehabilitation Project		280,500	4,171,200	4,451,700
ENG 2022-008	AWWTP - Clarifiers Rehabilitation		480,400	6,858,000	7,338,400
ENG 2022-009	RWWTP - Biosolid Storage Expansion		368,640	3,686,400	4,055,040
<b><i>Sub-Total Engineering - Multi Year Projects</i></b>		<b>10,869,900</b>	<b>20,191,640</b>	<b>18,887,300</b>	<b>49,948,840</b>

# Engineering – Service Enhancement Request

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2022

Request Details						Operating Expenses				Non-Taxation		Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Admin Expenses	All Other	Total	Reserve s	Total	Cal. \$
<b>ENG-2022-01 - Additional Project Manager, Capital</b>												
WASTEWATER	ENG-2022-01	Additional Project Manager, Capital	Service Enhancement Request (SER)	1	Medium	37,024	-	-	37,024	9,256	9,256	27,768
WATER	ENG-2022-01	Additional Project Manager, Capital	Service Enhancement Request (SER)	1	Medium	37,024	6,415	180	43,619	9,256	9,256	34,363
<b>ENG-2022-01 - Additional Project Manager, Capital Sub-Total</b>						<b>74,048</b>	<b>6,415</b>	<b>180</b>	<b>80,643</b>	<b>18,512</b>	<b>18,512</b>	<b>62,131</b>
<b>Grand Total</b>						<b>74,048</b>	<b>6,415</b>	<b>180</b>	<b>80,643</b>	<b>18,512</b>	<b>18,512</b>	<b>62,131</b>



# Planning & Building Standards

Net Operating	Pg.	2021 Budget	2022 Budget	\$ Change	% Change
Planning & Bld Std	199	\$375,308	\$452,410	\$77,102	20.54%

[Financial Highlights](#)

Revenues increased \$75K:

- Planning Branch is anticipating a decrease in application fees (\$25K)
- Building Branch is projecting 28% (\$79K) decrease in budgeted revenues
- Reserve Contributions increased by \$174K:
  - Bill 124 transfer for the Building Standards Branch increase \$121K
  - Parking Study funding \$105K and reduction for Cannabis By-law funding

Expenses increased \$152K:

- Administration expenses decreased by (\$14K) for training costs
- Grants and donations increased \$50K for increased CIP funding per SER request
- Profession services increased \$140K:
  - Parking Study consulting \$150K reduction for cannabis By-law consulting
  - Legal fees increased by \$10K
- Salaries & Benefits increased (\$25K)
  - Policy Planning Manager Position was re-aligned to a Senior Planner position.
  - SER is included for a level increase for the Senior Planner positions to assist in the recruitment of new staff



# Planning & Bld Std - SER Summary

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2022

Request Details							Operating Expenses				Non-Taxation		Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Profess. Services	All Other	Total	Reserves	Total	Cal. \$	
<b>PLANNING</b>													
POLICY	PL-2022-01	Community Improvement Plan Grant Funding	Service Enhancement Request (SER)	2	High	-	-	50,000	50,000	-	-	50,000	
GENERAL	PL-2022-02	Town-Wide Parking Study	Service Enhancement Request (SER)	1	High	-	-	-	-	105,000	105,000	(105,000)	
POLICY	PL-2022-02	Town-Wide Parking Study	Service Enhancement Request (SER)	1	High	-	150,000	-	150,000	-	-	150,000	
DEVELOPMENT	PL-2022-03	Senior Planner	Service Enhancement Request (SER)	1	High	13,044	-	-	13,044	-	-	13,044	
POLICY	PL-2022-03	Senior Planner	Service Enhancement Request (SER)	1	High	3,930	-	-	3,930	-	-	3,930	
<b>PLANNING Sub-Total</b>						<b>16,975</b>	<b>150,000</b>	<b>50,000</b>	<b>216,975</b>	<b>105,000</b>	<b>105,000</b>	<b>111,975</b>	
<b>Grand Total</b>						<b>16,975</b>	<b>150,000</b>	<b>50,000</b>	<b>216,975</b>	<b>105,000</b>	<b>105,000</b>	<b>111,975</b>	

# Transportation

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Transportation	211	\$11,143,495	\$11,230,737	\$87,242	0.78%

## Financial Highlights

Revenues increased by \$23K:

- OMAFRA Grant for Drainage Superintendent increased \$31K
- Reserve transfers have decreased by (\$19K)
  - Decrease in funding for Forestry (\$47K) and project funding (\$22k)
  - Increase Storm Water funding \$50K
- User fees were reduced due to Garbage Tag and Blue Bin revenues related to the changes in County Waste Management Bins

Expenditures increased by \$110K:

- Administration Expenses decreased (\$25K)
  - Training and conferences (\$21K) and other minor adjustments (\$4K)
- Contracted Services increased \$277K:
  - SER \$190K Guiderail maintenance program as per MSII recommendations
  - SER for \$50K Storm Water Management Pond clean out
  - SER for \$50K Transit services

# Transportation

## Financial Highlights: Continued...

- Cost of Service Delivery increased \$32K:
  - Fleet costs increased \$115K increased fuel and insurance costs and increase in number of fleet units
  - Increase in roads operating costs \$17K which was offset by a reduction in requirements for materials (\$75k) and equipment rental (\$25k)
- Department distributions increased by \$325K for an increase in distributed fleet costs to user departments
- Facility expenses increased \$100K:
  - Parking lot leases increase \$27K to align with signed lease obligations
  - Insurance increase \$58K and utilities \$15K
- Financing charges decreased (\$32K)
  - Debt retirement savings of (\$138K)
  - Offset by Year 2-Honeywell Savings Adjustment reduced by \$106K
- Profession services decreased (\$10K) for legal fees
- Reserve Contributions decrease (\$95K):
  - Vehicle Replacement Reserve Transfer decreased by (\$359K)
  - Transfers as per Reserve Policy for new capital projects \$264K
- Salaries and Benefits \$189K for Step Progressions, COLA and Benefits.

# Transportation- SER Summary

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2022

Request Details					Operating Expenses			Non-Taxation Funding			Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Contracted Servies	Total	Fees & Charges	Reserves	Total	Cal. \$
<b>TRANSPORTATION</b>											
ROW	PW-2022-05	Guiderail Maintenance	Service Enhancement Request (SER)	1	High	190,000	190,000	-	-	-	190,000
STORM	PW-2022-07	Stormwater Management	Service Enhancement Request (SER)	1	High	50,000	50,000	-	50,000	50,000	-
TRANSIT	PW-2022-09	Transit Enhancement	Service Enhancement Request (SER)			50,000	50,000	-	-	-	50,000
<b>TRANSPORTATION Sub-Total</b>						<b>290,000</b>	<b>290,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>240,000</b>
<b>Grand Total</b>						<b>290,000</b>	<b>290,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>240,000</b>

# Transportation - Capital Requests

## 2022 Capital Project List



<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><u>Transportation-Roads</u></b>			
Roads-2022-01	Gravel Road Upgrade Program	400,000	400,000
Roads-2022-02	11th Line Road Rehabilitation	400,000	400,000
<b><u>Transportation-Fleet</u></b>			
FLEET-2022-01	Tandem Axel Truck - REPL 1226	450,000	450,000
FLEET-2022-02	Van - Medium - REPL 13126	60,000	60,000
FLEET-2022-03	Van - Medium - REPL 14141	40,000	40,000
FLEET-2022-04	Sidewalk Tractor - Heavy - REPL 13222	190,000	190,000
FLEET-2022-05	Pickup - Light - REPL 16159	48,000	48,000
FLEET-2022-06	Road Sweeper - REPL 1103	450,000	450,000
FLEET-2022-07	Mower - Medium - REPL 12110	44,000	44,000
FLEET-2022-08	Pickup- Medium - REPL 14140	70,000	70,000
FLEET-2022-09	Hatch Back Car - REPL Pick-Up 14142	26,000	26,000
<b>Total</b>		<b>2,178,000</b>	<b>2,178,000</b>

# Environmental

<b>Net Operating</b>	<b>Pg.</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
W&WW Revenue	215	\$18,979,973	\$20,557,871	\$1,577,898	8.31%
W&WW Expense	215	\$18,979,973	\$20,557,871	\$1,577,898	8.31%
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

## Financial Highlights

Revenue Increased \$1.6M:

- User Fees and Charges: Increased \$1.3M due to the following:
  - The Q1 impact of 2021 rates effective April 2021, \$44K
  - Anticipated growth consumption, \$1M
  - A 6% increase in rates \$189K
- Other Revenue: Decreased (\$52K) – user fee volume adjustments
- Reserve Funding: Increased \$348K due to NTIS pipeline debenture commitment.

# Environmental

## Financial Highlights: continued..

Expenditures increased \$1.6M:

- Contracted Services: Decreased (\$148K) to reflect commitment to preventative maintenance in recent years.
- Cost of Service Delivery: Increased \$242K
  - Purchase of water increase \$265K due to rate increases.
  - Chemicals \$38K due to increased use and cost increases.
  - R&M decrease \$73K to offset cost increases from efficiencies gained through implementation of maintenance management system.
- Facility Expenses: Increased \$122K for increases in utility costs, insurance and property taxes.
- Financing Expenses: Increased \$553K relating to the NTIS pipeline debenture.
- Professional Fees: Increased \$32.5K to address H&S compliance, and design concerns and facility improvements.
- Salaries increased \$115K:
  - SER: Capital Project Manager \$74K and CMMS Coordinator \$86K
  - Salary gapping increase of \$100K
  - The balance is a result COLA, progressions, benefits etc.
- Reserve Contributions: Tfrs to asset replacement increased \$618K

# Environmental - SER Summary

Request Details					Operating Expenses					Non-Taxation Funding			Taxation
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Benefits	Profess. Services	Admin Expenses	All Other	Total	Reserves	Misc.	Total	Cal. \$
<b>ENVIRONMENTAL</b>													
WATER	ENV-2022-002	Consulting Services Operating Budget Increase	Service Enhancement Request (SER)	High	-	32,500	-	-	32,500	-	-	-	32,500
MAINTENANCE	ENV-2022-001	CMMS Coordinator	Service Enhancement Request (SER)	High	85,864	-	4,200	-	90,064	-	-	-	90,064
WATER / WASTEWATER	ENG-2022-01	Additional Project Manager, Capital	Service Enhancement Request (SER)	High	74,048	-	6,415	180	80,643	18,512	-	18,512	62,131
<b>ENVIRONMENTAL Sub-Total</b>					<b>159,912</b>	<b>32,500</b>	<b>10,615</b>	<b>180</b>	<b>203,207</b>	<b>18,512</b>	<b>-</b>	<b>18,512</b>	<b>184,695</b>
<b>Grand Total</b>					<b>159,912</b>	<b>32,500</b>	<b>10,615</b>	<b>180</b>	<b>203,207</b>	<b>18,512</b>	<b>-</b>	<b>18,512</b>	<b>184,695</b>



# Environmental- Capital Requests

## 2022 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2022 Expense</b>	<b>2022 Revenue</b>
<b><i>Environmental</i></b>			
Water-2022-001	Roof Repairs	25,000	25,000
Water-2022-002	Pipeline Control upgrades	60,000	60,000
Water-2022-003	Alliston Well #6 Back up Power Electrical Upgrades	40,000	40,000
Water-2022-004	Well Pump Control Upgrades 4,5,6,7 & 8	70,000	70,000
Wastewater-2022-001	Water Tank	40,000	40,000
Wastewater-2022-002	Tottenham Mill Street Pump Replacement	60,000	60,000
Wastewater-2022-003	PLC Upgrades	55,000	55,000
<b><i>Sub-Total Environmental</i></b>		<b>350,000</b>	<b>350,000</b>