

MUNICIPAL BUDGET

2020 DRAFT

ANDRE MORIN





2020 Budget Index

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TO: Acting Mayor Luna and Members of Council
FROM: Brent Kittmer, CAO/Clerk
DEPARTMENT: Administration
DATE: November 26, 2019
SUBJECT: **2020 Draft Operating and Capital Budget – CAO Message**

Council,

Reflecting back, 2019 was yet again successful year for the Town of St. Marys. Throughout the year a significant number of Council's strategic priorities were implemented or advanced. This work was completed within a responsible operating budget and within a capital budget that focused on community building and infrastructure rehabilitation.

Looking forward to 2020, Administration's approach to developing the draft budget was different than in a typical year. Council will recall that in late 2018 and early 2019 the Minister of Finance was strongly encouraging municipalities to find a minimum of 4% in budget improvements to reduce long term costs. It is commonly assumed that this pressure from the province is to ensure municipalities are prepared for funding cuts in 2020 and beyond. In response, Council directed staff to complete a service delivery review as a proactive step to develop strategies to manage the impact of expected funding cuts from the province.

One of the major undertakings in 2019 was the accomplishment of Council's direction through a comprehensive line by line review of the existing budget, programs, and service levels. Through this review, staff were able to identify in excess of 200 recommendations that would result in positive budget impacts while still closely maintaining historic levels of service across the corporation.

For 2020, one of the primary focuses of staff will be implementing the key directives of Council resulting from the service delivery review. The draft capital and operating budget is one of the key documents to implement those directives through efficiencies in operations, minor service reductions, and new revenues through fee increases. Where applicable, senior staff were directed to budget for the changes that Council approved. The draft budget has been developed contemplating the various fee changes and service level adjustments that senior staff felt could be implemented in the short term with little to no lead time.

In addition to implementing the key directives out of the service review, it is staff's intention to continue to advance Council's strategies and priorities within the established operating budget. Ultimately, it is Administration's goal to table a budget that is responsible, and achieves the following goals:

- Service levels are maintained, unless direction from Council has been received otherwise;
- Variable costs are responsible, reflect the 3-year average, and are adjusted for known increases or decreases;
- Full delivery of approved services and programs, with a target of 98 – 100% budget expenditure at year end;
- A capital budget that reflects the principles of good asset management, and presents projects based on condition inspections, health and safety, within the fiscal year so as to avoid deferral of approved projects into future years.

Overall, I believe that staff have achieved the budget direction that was given to them and have developed a responsible budget. As tabled, the 2020 budget requires an additional \$367,000 to balance the budget. \$125,000 of this increase is projected to come from assessment growth and \$95,000 has been shifted from

increased wheelie bin fees. This leaves **\$147,000** to be raised through a net tax levy increase of **1.2%**. The total municipal burden on an average house is expected to increase by approx. **2.51%**.

In the following pages Mr. Morin has provided detail on the significant revenue and cost changes contained in the budget. Mr. Morin will also outline strategies that are being taken in the 2020 budget to help reduce the impact of future funding cuts from the Province.

A question that I know Council is curious about is whether or not the service review has produced any quantifiable budget impact. Overall, the goal of the service review was to find a minimum of a 4% reduction to the Town controlled portion of the 2019 tax levy, or a positive budget impact of \$381,718. At this point in time, Mr. Morin is projecting that the efforts taken by Council and staff through the review will have a total positive budget impact between \$223,000 and \$300,000 in 2020.

As we move through the budget process staff is prepared to report back on any item as requested by Council. Staff respectfully asks that all requests for a report back be made by resolution of Council to ensure that each request is tracked and completed.

Brent Kittmer
CAO/Clerk

2020 Budget Summary
Updated February 18, 2020

A summary of the entire 2020 budget by department and by revenue/expense category can be found in section 2.0. The department budget details can be found in section 5.0.

Tax Levy

As shown below, the total 2020 tax levy is expected to increase by **3.55%**; when adjusted for 2019 new assessment growth, the net levy increase is **1.94%**. A major reason for a lower tax levy increase in 2020 is a shift in relation to the waste bin (wheelie bin) revenue of approximately \$95,000 from the tax base to solid waste revenue. As such, the total municipal burden in 2020 on an average residential dwelling is expected to increase by **2.90%**; details below

TOWN OF ST. MARYS
2020 DRAFT BUDGET
Draft - As at February 18, 2020

	2019	2020	Increase
Total Tax Levy	12,191,575	12,624,654	3.55%
Estimated 2019 Growth	192,619		
Adjusted Tax Levy	12,384,194	12,624,654	1.94%

DRAFT - TOTAL MUNICIPAL BURDEN ON RESIDENTIAL DWELLING

¹ Avg. Municipal Tax - Residential Dwelling	3,396.00	3,467.00	2.09%
² Water	417.00	425.00	1.92%
² Wastewater	436.00	447.00	2.52%
Wheelie Bin	93.00	129.00	38.71%
Total Municipal Burden	4,342.00	4,468.00	2.90%
³ Education Tax	439.00	427.00	-2.73%
TOTAL	4,781.00	4,895.00	2.38%

¹ *Municipal Tax only (does not include education tax)*

² *Based on average use of 13 cubic meters per month*

³ *Education rates prescribed by Province*

Revenue

The major change in the estimated revenue is derived from increased fees, charges, and program revenue. As part of the internal efficiency review, a number of fee changes are being implemented in 2020 to better reflect our service delivery; the largest revenue increase, already mentioned above, is the increase to wheelie bin rates.

Expenditures

The largest expenditure within the 2020 budget is salaries, wages, and benefits. Most of the increase is in the form of cost of living increases, job step increases, and programming changes. It is worth noting that a new WSIB rate model will be introduced in 2020; overall, the impact to St. Marys in 2020 is a slight decrease, but some departments will be adversely affected: namely, Childcare (\$30,000), Library (\$10,000), and Museum (\$2,500). A comparison of total budgeted hours has been provided below:

**Town of St. Marys
Hours by Home Department
2020 Budget**

	2020				2019				Change				
	Full Time	Part Time	OT	Total	Full Time	Part Time	OT	Total	Full Time	Part Time	OT	Total	
Arena	12,220	5,184	554	17,958	14,300	2,544	668	17,512	(2,080)	2,640	(114)	446	
Aquatics	5,460	14,075	260	19,795	5,460	13,780	260	19,500	-	295	-	295	
Building and Planning	5,980	0	160	6,140	5,980	714	160	6,854	-	(714)	-	(714)	Eliminate part-time position
Corporate Communications	3,640	1,092	56	4,788	3,640	665	56	4,361	-	427	-	427	
Corporate Services	7,540	0	-	7,540	7,540	168	-	7,708	-	(168)	-	(168)	
Crossing Guards	-	1,195	-	1,195	-	1,605	-	1,605	-	(410)	-	(410)	Reduce 1 crossing guard
EcDev	1,820	2,075	47	3,942	1,820	1,760	60	3,640	-	315	(13)	302	
Early Learning Services	28,860	16,307	325	45,492	28,860	14,311	325	43,496	0	1,996	0	1,996	Increase admin time in 2019, programming changes
Facilities	3,900	1,040	60	5,000	3,900	-	60	3,960	-	1,040	-	1,040	Change service contract to in-house resources
Finance	7,300	-	30	7,330	7,300	-	35	7,335	-	-	(5)	(5)	
Fire	1,820	4,260	-	6,080	1,820	4,427	-	6,247	-	(167)	-	(167)	
HR	3,900	1,134	0	5,034	3,900	1,092	-	4,992	-	42	-	42	
IT & GIS	3,900	-	69	3,969	3,900	-	27	3,927	-	-	42	42	
Library and Adult Learning	5,460	11,550	30	17,040	5,460	10,611	30	16,101	-	939	-	939	
Museum	1,820	2,992	67	4,879	1,820	2,992	84	4,896	-	-	(17)	(17)	
Public Works	26,000	3,397	1,194	30,591	26,000	3,067	1,194	30,261	-	330	(0)	330	
Recreation Admin	3,900	-	-	3,900	3,900	-	-	3,900	-	-	-	-	
Recreation Youth	1,820	4,339	64	6,223	1,820	3,439	14	5,273	-	900	50	950	Increased Programming
Senior Services	7,540	3,536	115	11,191	7,540	3,536	75	11,151	-	-	40	40	
	132,880	72,176	3,031	208,087	134,960	64,711	3,048	202,719	-2,080	7,465	-17	5,368	

Another expenditure to note is Other Transfers; namely our transfers to external partners. The changes in provincial funding models has impacted agencies like the Health Unit, Spruce Lodge, Social Services, and Emergency Medical Services; all of which, the Town pays a proportionate share of. Increases amount to approximately \$75,000 in 2020, but the impact is expected to be greater in 2021.

Transfer to (from) Reserves

The net transfer to (from) reserves from the operating budget will increase by \$57,000. Most of the reserve transfers are to place funding aside for future capital use and the increase to the capital reserve in 2020 will be \$97,000 (5%).



DEPARTMENTS TAX LEVY & SELF FUNDED 2020

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
CONSOLIDATED DEPARTMENTS				
TAX LEVY FUNDED				
CORPORATE SERVICES				
CORPORATE ADMINISTRATION	540,892	565,080	(24,188)	(4.3%)
INFORMATION TECHNOLOGY	210,792	209,279	1,513	0.7%
COMMUNICATION, HERITAGE, ECONOMIC	459,650	450,043	9,607	2.1%
MUSEUM	106,687	99,511	7,176	7.2%
TOTAL CORPORATE SERVICES	1,318,021	1,323,913	(5,892)	(0.4%)
COMMUNITY SERVICES				
RECREATION	547,139	542,668	4,471	0.8%
CHILDCARE	220,601	228,927	(8,326)	(3.6%)
HOME SUPPORT	18,614	-	18,614	- %
TOTAL COMMUNITY SERVICES	786,354	771,595	14,759	1.9%
FINANCE				
TAXATION	(12,295,198)	(12,731,779)	436,581	(3.4%)
COUNCIL	148,186	143,347	4,839	3.4%
EXTERNAL TRANSFERS	1,532,522	1,657,736	(125,214)	(7.6%)
POLICE	1,159,289	1,147,600	11,689	1.0%
TREASURY	2,732,763	2,845,617	(112,854)	(4.0%)
TOTAL FINANCE	(6,722,438)	(6,937,479)	215,041	(3.1%)
FIRE	415,288	566,251	(150,963)	(26.7%)
HR & BENEFIT ADMIN	330,926	334,847	(3,921)	(1.2%)
LIBRARY & ADULT LEARNING	387,466	431,975	(44,509)	(10.3%)
PUBLIC WORKS				
PUBLIC WORKS OPERATIONS	1,786,625	1,710,984	75,641	4.4%
FLEET	-	-	-	- %
TOTAL PUBLIC WORKS	1,786,625	1,710,984	75,641	4.4%
DEVELOPMENT				
BUILDING & PROPERTY STANDARDS	280,703	275,491	5,212	1.9%
FACILITIES	1,417,055	1,522,423	(105,368)	(6.9%)
TOTAL DEVELOPMENT	1,697,758	1,797,914	(100,156)	(5.6%)
TOTAL TAX LEVY FUNDED	-	-	-	- %
SELF FUNDED				
LANDFILL	-	-	-	- %
WASTEWATER	-	-	-	- %
WATER	-	-	-	- %
TOTAL SELF FUNDED	-	-	-	- %
TOTAL CONSOLIDATED DEPARTMENTS	-	-	-	- %
TOTAL CONSOLIDATED DEPARTMENTS	-	-	-	- %



CONSOLIDATED - TAX LEVY & SELF FUNDED 2020

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
TAX LEVY				
TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
TOTAL TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
REVENUE				
DONATIONS	(34,500)	(43,700)	9,200	26.7%
FEES, CHARGES & PROGRAM REVENUE	(2,365,205)	(2,615,837)	250,632	10.6%
GRANTS	(1,204,767)	(1,185,825)	(18,942)	(1.6%)
INTERNAL (REVENUE) EXPENSE	(27,310)	(37,218)	9,908	36.3%
INVESTMENT INCOME	(131,000)	(165,000)	34,000	26.0%
RENT ICE	(484,000)	(402,000)	(82,000)	(16.9%)
RENT & LEASES	(121,912)	(131,708)	9,796	8.0%
REVENUE FROM MUNICIPALITIES	(612,075)	(690,136)	78,061	12.8%
SALES	(220,700)	(231,300)	10,600	4.8%
TAXATION SUPPLEMENTAL REVENUE	(272,625)	(276,125)	3,500	1.3%
TOTAL REVENUE	(5,474,094)	(5,778,849)	304,755	5.6%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	99,900	85,450	14,450	14.5%
ASSESSMENT SERVICES (MPAC)	95,000	96,000	(1,000)	(1.1%)
COMMUNICATIONS	136,000	127,500	8,500	6.3%
CONFERENCES, SEMINARS & TRAINING	96,493	107,100	(10,607)	(11.0%)
CONTRACTED SERVICES	1,102,594	1,135,586	(32,992)	(3.0%)
DEBENTURE PAYMENT	954,001	954,001	-	- %
FOOD COSTS	190,000	199,000	(9,000)	(4.7%)
FUEL/OIL	95,100	92,100	3,000	3.2%
INSURANCE	259,269	230,660	28,609	11.0%
MATERIALS & SERVICES	551,630	556,095	(4,465)	(0.8%)
POLICING CONTRACT	1,037,634	1,065,700	(28,066)	(2.7%)
OTHER TRANSFERS	1,658,522	1,726,767	(68,245)	(4.1%)
PROFESSIONAL FEES	139,700	125,200	14,500	10.4%
PROGRAM EXPENSE	170,200	219,113	(48,913)	(28.7%)
RECYCLING CONTRACT	174,500	180,000	(5,500)	(3.2%)
REPAIRS & MAINTENANCE	384,404	490,912	(106,508)	(27.7%)
SALARIES, WAGES & BENEFITS	6,936,959	7,180,559	(243,600)	(3.5%)
SAND & SALT	199,500	260,000	(60,500)	(30.3%)
SUPPLIES	153,900	154,426	(526)	(0.3%)
TAXATION EXPENSE	169,000	169,000	-	- %
UTILITIES	610,190	570,500	39,690	6.5%
COST ALLOCATION	-	-	-	- %
TOTAL EXPENSE	15,214,496	15,725,669	(511,173)	(3.4%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	2,451,171	2,677,834	(226,663)	(9.2%)
TOTAL RESERVE TRANSFERS	2,451,171	2,677,834	(226,663)	(9.2%)
TOTAL	-	-	-	- %

CONSOLIDATED - TAX LEVY FUNDED 2020

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
TAX LEVY				
TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
TOTAL TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
REVENUE				
DONATIONS	(34,500)	(43,700)	9,200	26.7%
FEES, CHARGES & PROGRAM REVENUE	(2,365,205)	(2,615,837)	250,632	10.6%
GRANTS	(1,204,767)	(1,185,825)	(18,942)	(1.6%)
INTERNAL (REVENUE) EXPENSE	(27,310)	(37,218)	9,908	36.3%
INVESTMENT INCOME	(131,000)	(165,000)	34,000	26.0%
RENT ICE	(484,000)	(402,000)	(82,000)	(16.9%)
RENT & LEASES	(121,912)	(131,708)	9,796	8.0%
REVENUE FROM MUNICIPALITIES	(612,075)	(690,136)	78,061	12.8%
SALES	(220,700)	(231,300)	10,600	4.8%
TAXATION SUPPLEMENTAL REVENUE	(272,625)	(276,125)	3,500	1.3%
TOTAL REVENUE	(5,474,094)	(5,778,849)	304,755	5.6%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	99,900	85,450	14,450	14.5%
ASSESSMENT SERVICES (MPAC)	95,000	96,000	(1,000)	(1.1%)
COMMUNICATIONS	136,000	127,500	8,500	6.3%
CONFERENCES, SEMINARS & TRAINING	96,493	107,100	(10,607)	(11.0%)
CONTRACTED SERVICES	1,102,594	1,135,586	(32,992)	(3.0%)
DEBENTURE PAYMENT	954,001	954,001	-	- %
FOOD COSTS	190,000	199,000	(9,000)	(4.7%)
FUEL/OIL	95,100	92,100	3,000	3.2%
INSURANCE	259,269	230,660	28,609	11.0%
MATERIALS & SERVICES	551,630	556,095	(4,465)	(0.8%)
POLICING CONTRACT	1,037,634	1,065,700	(28,066)	(2.7%)
OTHER TRANSFERS	1,658,522	1,726,767	(68,245)	(4.1%)
PROFESSIONAL FEES	139,700	125,200	14,500	10.4%
PROGRAM EXPENSE	170,200	219,113	(48,913)	(28.7%)
RECYCLING CONTRACT	174,500	180,000	(5,500)	(3.2%)
REPAIRS & MAINTENANCE	384,404	490,912	(106,508)	(27.7%)
SALARIES, WAGES & BENEFITS	6,936,959	7,180,559	(243,600)	(3.5%)
SAND & SALT	199,500	260,000	(60,500)	(30.3%)
SUPPLIES	153,900	154,426	(526)	(0.3%)
TAXATION EXPENSE	169,000	169,000	-	- %
UTILITIES	610,190	570,500	39,690	6.5%
COST ALLOCATION	-	-	-	- %
TOTAL EXPENSE	15,214,496	15,725,669	(511,173)	(3.4%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	2,451,171	2,677,834	(226,663)	(9.2%)
TOTAL RESERVE TRANSFERS	2,451,171	2,677,834	(226,663)	(9.2%)
TOTAL	-	-	-	- %

**CONSOLIDATED - SELF FUNDED
2020**

	2019	2020	\$	%
	Budget	Budget	Levy Impact	Levy Impact
			Fav (Unfav)	Fav (Unfav)
LANDFILL, WASTEWATER & WATER				
REVENUE				
GRANTS	(16,630)	-	(16,630)	(100.0%)
INTERNAL (REVENUE) EXPENSE	27,310	37,218	(9,908)	(36.3%)
LANDFILL & DIVERSION REVENUE	(379,000)	(393,000)	14,000	3.7%
WATER & SEWER REVENUE	(3,363,478)	(3,544,224)	180,746	5.4%
TOTAL REVENUE	(3,731,798)	(3,900,006)	168,208	4.5%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	4,000	2,500	1,500	37.5%
COMMUNICATIONS	2,000	-	2,000	100.0%
CONFERENCES, SEMINARS & TRAINING	7,500	6,000	1,500	20.0%
CONTRACTED SERVICES	1,284,398	1,321,094	(36,696)	(2.9%)
DEBENTURE PAYMENT	400,240	360,474	39,766	9.9%
FUEL/OIL	15,000	15,000	-	- %
INSURANCE	26,000	23,398	2,602	10.0%
MATERIALS & SERVICES	116,200	116,250	(50)	- %
PROFESSIONAL FEES	55,500	48,000	7,500	13.5%
REPAIRS & MAINTENANCE	78,000	78,000	-	- %
SALARIES, WAGES & BENEFITS	440,976	514,286	(73,310)	(16.6%)
SUPPLIES	3,800	2,300	1,500	39.5%
UTILITIES	362,450	357,200	5,250	1.4%
TOTAL EXPENSE	2,796,064	2,844,502	(48,438)	(1.7%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	935,734	1,055,504	(119,770)	(12.8%)
TOTAL RESERVE TRANSFERS	935,734	1,055,504	(119,770)	(12.8%)
TOTAL	-	-	-	- %

Town of St. Marys
2020 BUDGET
Reserves & Reserve Funds

Reserves and Reserve Funds	JANUARY TO DECEMBER, 2020					Closing Balance
	Open Bal Projected	Transfer		Other		
		In Operating	Out Operating		Capital	
Total Reserves:						
WORKING FUNDS:						
01-0800-3004 Tax Stabilization	443,902					443,902
01-0800-3005 Working Funds {surplus}	774,279	10,000	(50,000)			734,279
01-0800-3007 Reserve for Insurance Claims {insurance claims deductible}	50,000					50,000
Sub-Total: Working Funds	1,268,181	10,000	(50,000)	-	-	1,228,181
CURRENT PURPOSES:						
01-0800-3008 Health Care Benefit	53,271		(20,000)			33,271
01-0800-3046 Curling Club {per agree - R&M and capital}	25,885	3,500				29,385
01-0800-3050 Library {LS / major library facility repairs}	117,615	2,687				120,302
01-0800-3054 Museum Donations {bequest}	23,649					23,649
01-0800-3055 Museum {archiving fixtures}	25,000					25,000
01-0800-3062 Home Support {surplus from past - draw down with capital purchases}	46,002					46,002
01-0800-3065 Daycare {to cover health & safety issues}	22,844					22,844
01-0800-3075 Reserve for Friendship Centre {special projects}	3,770					3,770
01-0800-3090 Municipal Facilities starting 2018 allocation for unknown repairs	90,000	90,000				180,000
Cemetery Reserve	-	2,500				2,500
Sub-Total: Current Purposes	408,036	98,687	(20,000)	-	-	486,723
CAPITAL PURPOSES:						
01-0800-3006 Information Technology {future server replacement}	-					-
01-0800-3010 Reserve for Municipal Facilities {remainder - school sale proceeds}	172,789					172,789
01-0800-3012 General Capital Reserve	1,724,093	1,649,178		(1,154,150)		2,219,121
01-0800-3015 Equipment Replacement {vehicle/heavy equipment}	846,223	217,000		(310,000)		753,223
01-0800-3020 Fire equipment {heavy equipment}						-
01-0800-3026 Roads Capital {road projects}	1,253,410	500,000		(872,000)		881,410
01-0800-3027 Storm Water	22,549			(50,000)		(27,451)

Town of St. Marys
2020 BUDGET
Reserves & Reserve Funds

Reserves and Reserve Funds	JANUARY TO DECEMBER, 2020					Closing Balance
	Open Bal Projected	Transfer			Other	
		In Operating	Out Operating	Capital		
01-0800-3030 Water <i>{operations & capital}</i>	660,099	851,556	(198,856)	(106,040)		1,206,759
01-0800-3035 Waste water <i>{operations & capital}</i>	445,735	373,160	(136,998)	(151,000)		530,897
01-0800-3040 Landfill site <i>{expansion}</i>	44,092	166,642		(420,000)		(209,266)
01-0800-3045 Reserve for Recreation <i>{future repairs}</i>	311,624					311,624
01-0800-3048 Reserve for Skate Park <i>{construction costs}</i>	1,486					1,486
01-0800-3070 Grand Trunk Trail <i>{trail improvements}</i>	11,105					11,105
01-0800-3071 Sparling Bush <i>{storm bush mtnce}</i>						-
01-0800-3085 Revitalization <i>{economic development}</i>						-
01-0800-3081 Industrial Land <i>{storm bush mtnce}</i>	242,238					242,238
Police Capital	-	85,000				85,000
Sub-Total: Capital Purposes	5,735,443.00	3,842,536	(335,854)	(3,063,190)	-	6,178,935
TOTAL RESERVES	7,411,660.00	3,951,223	(405,854)	(3,063,190)	-	7,893,839
Total Reserve Funds:						
DISCRETIONARY FUNDS - PUC:						
Fund 51	PUC Fund Balance	3,565,625				3,582,023
	Investment Income				62,398	
	Transfer to/from General Fund		(46,000)			
Sub-Total: Discretionary Funds - PUC		3,565,625.00	-	(46,000)	-	3,582,023
OBLIGATORY FUNDS:						
Fund 30	Cemetery Perpetual Care	544,527				554,527
	Sales				10,000	
	Transfers to/from General Fund					
Fund 32	Library Trust Fund	51,263				52,160
	Investment Income				897	
	Donations					
	Transfers to/from General Fund					
Fund 54	DC Fund Balance	1,257,763				1,177,774
	DC Charges				350,000	
	Investment Income				22,011	
	Transfers to/from General Fund			(452,000)		
Fund 55	Parkland Fund Balance	124,228				126,402
	Land Levies					
	Investment Income				2,174	
	Transfers to/from General Fund					
	Fire Equipment Balance	(126,287)				(12,497)
	Transfers from General Fund					
	Investment Income				(2,210)	
	Transfers to/from General Fund		278,000	(133,000)	(29,000)	

Town of St. Marys
2020 BUDGET
Reserves & Reserve Funds

Reserves and Reserve Funds		JANUARY TO DECEMBER, 2020					Closing Balance
		Open Bal Projected	Transfer			Other	
			In Operating	Out Operating	Capital		
	OCIF Balance	283,009					388,910
	Provincial Grant					283,999	
	Investment Income					4,902	
	Transfers to/from General Fund				(183,000)		
	Other Main St.	-					-
	Provincial Grant						
	Investment Income						
	Transfers to/from General Fund						
Fund 62	Prov Gas Tax Fund Balance	133,355					165,689
	Provincial Grants					110,000	
	Investment Income					2,334	
	Transfers to/from General Fund			(80,000)			
Fund 63	Fed Gas Tax Fund Balance	731,848					814,440
	Federal Grants					440,785	
	Investment Income					12,807	
	Transfers to/from General Fund				(371,000)		
Sub-Total: Obligatory Funds		2,999,706	278,000	(213,000)	(1,035,000)	1,237,699	3,267,405
TOTAL RESERVES FUNDS		6,565,331	278,000	(259,000)	(1,035,000)	1,300,097	6,849,428
TOTAL RESERVES & RESERVE FUNDS		13,976,991	4,229,223	(664,854)	(4,098,190)	1,300,097	14,743,267

**TOWN OF ST. MARYS
2020 BUDGET**

CAPITAL RESERVE CONTINUITY - 2020 - 2029

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Reserve - General Capital (3012)										
Opening Balance	1,724,093	2,219,121	1,957,559	1,006,997	1,328,435	1,953,873	2,308,311	2,715,749	2,560,187	1,694,625
Budget Allocation	1,649,178	1,349,178	1,049,178	739,178	899,178	899,178	899,178	899,178	899,178	899,178
Trf to Capital	-1,154,150	-1,610,740	-1,999,740	-417,740	-273,740	-544,740	-491,740	-1,054,740	-1,764,740	-1,454,740
Ending Balance	2,219,121	1,957,559	1,006,997	1,328,435	1,953,873	2,308,311	2,715,749	2,560,187	1,694,625	1,139,063
PW Equipment Reserve (3015)										
Opening Balance	846,223	753,223	703,223	655,223	339,223	171,223	268,223	210,223	422,223	639,223
Budget Allocation	217,000	217,000	217,000	217,000	217,000	217,000	217,000	217,000	217,000	217,000
Trf to Capital	-310,000	-267,000	-265,000	-533,000	-385,000	-120,000	-275,000	-5,000	0	0
Ending Balance	753,223	703,223	655,223	339,223	171,223	268,223	210,223	422,223	639,223	856,223
Fire Equip (3020)										
Opening Balance	-126,287	-10,287	-396,287	-256,287	-169,287	-113,287	-61,287	53,713	187,713	-192,287
Budget Allocation	278,000	278,000	278,000	278,000	278,000	278,000	278,000	278,000	278,000	278,000
Trf to Operating	-133,000	-133,000	-133,000	-133,000	-133,000	-133,000	-133,000	-133,000	-133,000	-133,000
Trf to Capital	-29,000	-531,000	-5,000	-58,000	-89,000	-93,000	-30,000	-11,000	-525,000	0
Ending Balance	-10,287	-396,287	-256,287	-169,287	-113,287	-61,287	53,713	187,713	-192,287	-47,287
Reserve - Landfill (3040)										
Opening Balance	44,092	-209,266	-216,266	-71,266	75,734	224,734	100,734	178,734	358,734	540,734
Budget Allocation	166,642	168,000	170,000	172,000	174,000	176,000	178,000	180,000	182,000	184,000
Trf to Capital	-420,000	-175,000	-25,000	-25,000	-25,000	-300,000	-100,000	0	0	0
Ending Balance	-209,266	-216,266	-71,266	75,734	224,734	100,734	178,734	358,734	540,734	724,734
Reserve - Roads (3026)										
Opening	1,253,410	881,410	311,410	916,410	1,472,410	1,858,410	2,352,410	2,549,410	2,918,410	3,712,410
Budget Allocation	500,000	750,000	1,000,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Trf to Capital	-872,000	-1,320,000	-395,000	-694,000	-864,000	-756,000	-1,053,000	-881,000	-456,000	-155,000
Ending Balance	881,410	311,410	916,410	1,472,410	1,858,410	2,352,410	2,549,410	2,918,410	3,712,410	4,807,410
Reserve - Storm (3027)										
Opening Balance	22,549	-27,451	22,549	122,549	2,549	2,549	2,549	2,549	2,549	2,549
Budget Allocation		50,000	100,000	160,000						
Trf to Capital	-50,000	0	0	-280,000	0	0	0	0	0	0
Ending Balance	-27,451	22,549	122,549	2,549	2,549	2,549	2,549	2,549	2,549	2,549

**TOWN OF ST. MARYS
2020 BUDGET
CAPITAL RESERVE CONTINUITY - 2020 - 2029**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Gas Tax (Fund 63)										
Opening Balance	731,848	801,633	560,462	841,283	721,139	606,995	694,468	684,941	975,224	967,506
Funding	440,785	460,821	460,821	480,856	480,856	490,473	490,473	500,283	500,283	510,288
Trf to Capital	-371,000	-701,992	-180,000	-601,000	-595,000	-403,000	-500,000	-210,000	-508,000	0
Ending Balance	801,633	560,462	841,283	721,139	606,995	694,468	684,941	975,224	967,506	1,477,795
OCIF (Fund 55)										
Opening Balance	283,009	384,008	0	0	0	0	0	0	0	0
Funding	283,999									
Trf to Capital	-183,000	-384,008	0	0	0	0	0	0	0	0
Ending Balance	384,008	0	0	0	0	0	0	0	0	0

TOWN OF ST MARYS

2020 BUDGET

DEBT SCHEDULE

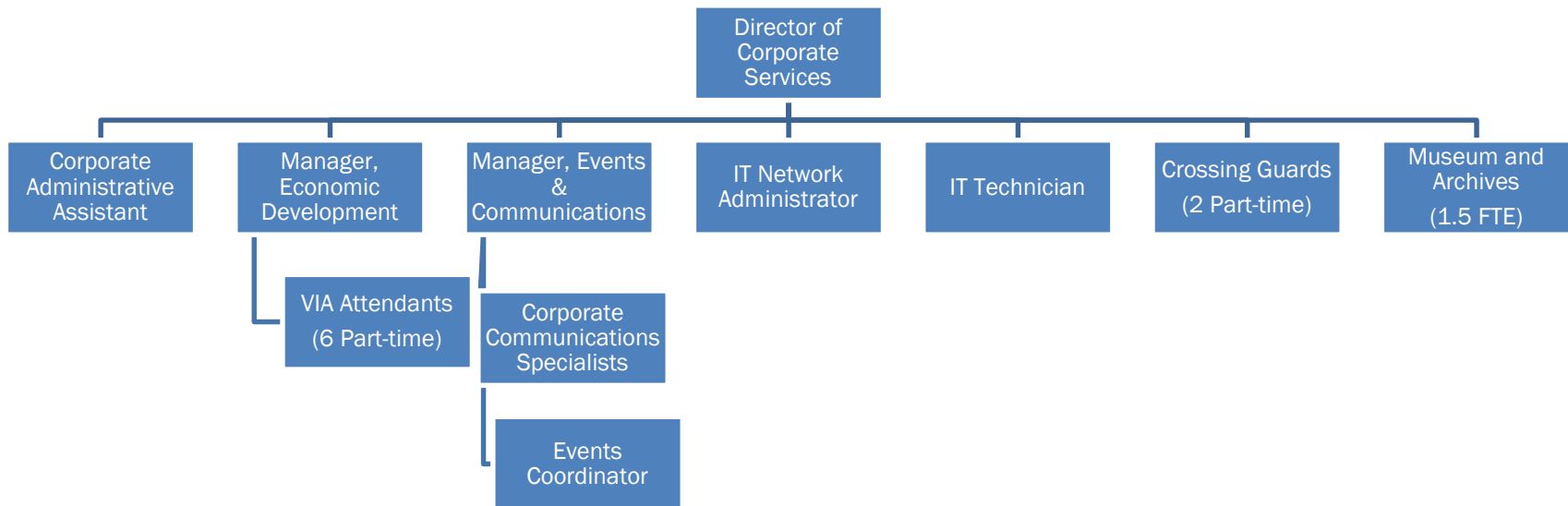
PUC RESERVE FUND - FUND 51			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ref	No.	Name														
GRAND TOTAL - ANNUAL DEBT PAYMENTS			1,359,052.69	1,474,996.93	1,359,861.68	1,573,937.28	1,573,937.28	1,573,937.28	1,573,937.28	1,618,186.10	1,618,186.02	1,105,572.53	624,603.38	624,603.38	624,603.38	624,603.32

Town of St. Marys

2020 Operating Budget Overview

Corporate Services Department

Corporate Services



Service Delivery



Corporate Services encompasses a wide range of divisions that serve both internal and external patrons.

The Corporate Services Department staff is located within four Town facilities;

- Town Hall
- Municipal Operations Centre (MOC)
- Museum
- Train Station

Service Delivery



Corporate Communications & Events:

The Corporate Communications & Events team delivers proactive and frequent communications through multiple channels to encourage engagement with internal and external stakeholders. The team also plans and executes annual and one-time events that showcase St. Marys to residents and visitors.

Responsibilities include:

- Advertising
- Branding
- Copywriting, editing, proofreading
- Event planning
- Internal communications
- Issues management
- Media relations
- Publication design and production
- Photography
- Social media
- Web content development

Service Delivery



Economic Development, Tourism & VIA Operations:

Facilitates and implements economic development and tourism strategies to encourage business growth and visitor attraction.

Responsibilities Include:

- Participate as a key partner with the St. Marys BIA, Perth County, Invest Stratford, Chamber of Commerce, Stratford Tourism, Regional Tourism Organization Four (RTO4), Stratford Festival, Tourism Ontario, Destination Ontario, Canadian Baseball Hall of Fame & Museum and Four County Labour Board
- Execute marketing strategies to promote St. Marys as a tourist destination for all seasons
- Partner on events that draw an external audience to St. Marys
- VIA operations including staff management and accounting
- Business retention & recruitment, development of entrepreneurship, workforce development, and a business community network
- Ensuring the Town is a welcoming community to visitors and newcomers to the area, and overall vitality of our downtown.

Service Delivery



Technology/GIS:

The IT Department is responsible for managing the organization's hardware, software and physical communication needs. It also provides a source of guidance for technology issues for staff and associated organizations. Key service areas also include Town-wide mapping and municipal consent applications.

Responsible for the following:

- 90 desktop computers
- 105 desk phones and 39 mobile phones
- 8+ Software programs (installation, updates, troubleshooting)
- Responsible for 600+ network nodes (anything that plugs into the Town network), including:
 - 6 Debit machines
 - 23 managed, Layer 3 switches
 - 15 photocopiers/printers (network connected), plus an additional 15+ personal printers
 - 25 Wi-Fi Access Points
 - Internet of things (60+ unclassified network attached devices)
- IT Infrastructure (Servers, Fibre, Switches, Security, Licencing)
- Printing of oversized material (maps, signs, etc.)

Service Delivery



Museum and Archives:

Archives and Research Services

- Caring for, organizing, and in some cases digitizing: municipal records (council minutes, assessment records, by-laws, etc.) back to the 1860s, 4,000+ historic photographs, 75+ family funds, records from 55+ businesses, schools and organizations, original and microfilm newspapers back to the 1850s.
- Use of archival resources to respond to internal and external information requests, specifically genealogy, property information, historic events, municipal records.

Collections Management

- Caring for the more than 10,000 artifacts in the collection, evaluating and accessioning incoming artifacts

Exhibits

- Research, design and implementation of new exhibits to promote return visitors and exhibit-based events and programming
- Design and installation of annual exhibits in Richard Holt Military Gallery, Citizens of St. Marys Gallery, Technology Gallery
- 2-4 major exhibits annually in south exhibit rooms
- Ongoing research, updating and artifact rotation for all other exhibit spaces

On-Site Programs and Events

- Curriculum-based educational programs for area students, adult lecture series, family-friendly public events.
- Average of 12 events annually (includes seminars, exhibit launches and/or special events)
- Average of 40-50 school programs annually
- Donations, making recommendations to the public regarding the care of their personal artifacts.

5.0 7

Heritage and Culture:

- The Town of St. Marys remains dedicated to fostering an active, accessible, and vibrant cultural scene
- The Town has a wealth of properties that are of cultural heritage value or interest including 47 individually designated properties and one Heritage Conservation District (HCD)
- The Town supports owners of heritage designated properties located in the Central Commercial Area and/or Heritage Conservation District by providing two (2) financial programs:
 - Designated Heritage Property Grant Program
 - Façade Improvement Program

Service Delivery



Crossing Guards:

The Town provides safe crossing for school children at the following locations:

- James Street North at Egan Street
- Egan Street at Holy Name of Mary Catholic School
- Peel Street at Holy Name of Mary Catholic School
- James Street South at Maxwell Street

Crossing Guard coverage is provided by:

- Two Town Employees
- 1 contracted Great Lakes Commissionaire.

2019 Success Stories



- The successful execution of annual municipal events (Heritage Festival, Winter Lights, FM96 Breakfast Broadcast, Canada Day, Doors Open) and new additions (Murdoch Mysteries viewing party, 20 on the Trestle series including Nuit Blanche).
- Improved marketing and positioning of the PRC by completing a communications audit, redeveloping social media templates, and implementing a semi-annual survey.
- Town Instagram account created, with 894 followers.
- Corporate Wayfinding Signage Strategy adopted. Sourcing grant funding for implementation of the strategy.
- Partnered with VIA Rail Canada on the implementation of St. Marys first public Electronic Vehicle Charging Station.
- Success of Museum’s HEROES Exhibit which looks at the history of the St. Marys fire department, some of the tools they use and examines some of the devastating fires which have taken place in St. Marys.
- A number of key recommendations from the Corporate Communications Plan were advanced:
 - Updated the corporate logo, social media, and branding guidelines.
 - Website upgrades for “Recreation & Leisure” and “Discover our Town” pages.
- Facilitated two Murdoch Mysteries filming shoots in downtown St. Marys, and formalized film partnership packages.

2019 Success Stories



- Revitalised photography for promotional purposes in anticipation of needing to run more digital campaigns in 2020.
- The Museum was successful in its 65th anniversary “\$65 for 65” fundraising campaign.
- Museum Curator was invited to present at the Ontario Museum Association annual conference.
- Adopted a Culture and Tourism Strategy. Implemented the following key recommendations:
 - Developed “beautiful moments” advertising campaign to align with economic development and tourism.
 - Launched Driftscape to promote heritage tourism marketing.
 - Promoted existing cultural/community events
- A number of IT projects were successfully completed:
 - Replacement of Wireless Access points throughout all Town buildings resulting in increased Wi-Fi accessibility and speed for the general public.
 - Replacement and upgrade of 21 Network Switches (all data and communication pass through these switches)
 - Roll out of new cell phone program

2020 Challenges



- Staff transitions within the Corporate Communications & Marketing team due to maternity leaves.
- Using digital advertising and cutting back on some elements of print advertising to lower Corporate Communications & Marketing budget while still successfully promoting Town events and tourism.
- Maintaining a successful BIA for our downtown.
- Successfully communicating the launch of a transportation network with the County and the City of Stratford.
- Effectively working with external committees to combine the Stonetown Heritage Festival and Homecoming into one event.
- IT Challenges
 - Facilitating Fire Hall move to MOC as efficiently as possible, and bringing the new building's IT online.
 - Windows 7 and Server 2008 retirement

2020 Opportunities



- Public Art Committee formed, refining terms of reference and advancing implementation of public art.
- Continue to build upon strong partnerships in Stratford by:
 - Developing a formal day tripping program, complete with marketing through the Stratford Tourism alliance.
 - Leverage influencer programs
 - Leveraging Stratford Festival Marketing Department to plan 2020 advertising opportunities for St. Marys.
- Continue to explore working with RT04 and leverage their expertise:
 - Work on a plan to enhance our content marketing through a digital campaign using Instagram and Facebook
 - Encourage downtown businesses to explore the digital streets funding
- Implement key recommendations from the Culture and Tourism Strategy.
- Continue to implement communications-related aspects of the PRC Business Plan.
- Advancing strategies to position culture, events and tourism as the key economic driver by:
 - Installing a Town map board for the Lind Sportsplex.
 - Combining Homecoming 2020 and Heritage Festivals.
 - Launching Nuit Blanche as a standalone event in the downtown core.
 - Identity promotion of St. Marys attractions.
 - Developing seasonal taglines and marketing campaigns.
 - Creating a Downtown and community revitalization plan to inform the Community Improvement Plan.
 - Exploring tourism displays in the downtown core.

2020 Opportunities



- Revising the Museum Strategic plan within Council's tourism vision of focusing on the arts, cultural heritage, and history in the making.
- Implementation of all Corporate Services recommendations as approved in the Core Services Review.
- Continued IT training/communication for staff to realize their importance in our security measures
- Bring all municipal IT needs under a singular umbrella that should lead to cost savings/efficiencies and in doing so, reduce the risk of rogue devices infecting the infrastructure
- Implementing redundant fibre circuit

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

CORPORATE ADMINISTRATION

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(15,250)	(15,250)	-	- %
INTERNAL (REVENUE) EXPENSE	18,475	24,475	(6,000)	(32.5%)
TOTAL REVENUE	3,225	9,225	(6,000)	(186.0%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	3,000	3,000	-	- %
CONFERENCES, SEMINARS & TRAINING	10,000	19,000	(9,000)	(90.0%)
MATERIALS & SERVICES	17,400	17,400	-	- %
PROFESSIONAL FEES	62,500	57,500	5,000	8.0%
SALARIES, WAGES & BENEFITS	433,767	446,955	(13,188)	(3.0%)
SUPPLIES	11,000	12,000	(1,000)	(9.1%)
TOTAL EXPENSE	537,667	555,855	(18,188)	(3.4%)
TOTAL	540,892	565,080	(24,188)	(4.5%)

Internal Expense

- Relates to software and IT support, charged internally from IT department

Conferences, Seminars & Training

- \$10,000 added for corporate training



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

INFORMATION TECHNOLOGY

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
INTERNAL (REVENUE) EXPENSE	(155,574)	(162,310)	6,736	4.3%
RENT & LEASES	(16,212)	(17,208)	996	6.1%
TOTAL REVENUE	(171,786)	(179,518)	7,732	4.5%
EXPENSE				
COMMUNICATIONS	127,600	122,600	5,000	3.9%
CONFERENCES, SEMINARS & TRAINING	500	-	500	100.0%
CONTRACTED SERVICES	35,000	35,000	-	- %
MATERIALS & SERVICES	108,149	117,149	(9,000)	(8.3%)
REPAIRS & MAINTENANCE	13,000	13,000	-	- %
SALARIES, WAGES & BENEFITS	98,329	101,048	(2,719)	(2.8%)
TOTAL EXPENSE	382,578	388,797	(6,219)	(1.6%)
TOTAL	210,792	209,279	1,513	0.7%

Internal Revenue

- Charges to corporate departments for software and IT support

Materials & Services

- Increase for added corporate and security software

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(50,400)	(51,400)	1,000	2.0%
GRANTS	(3,000)	(3,000)	-	- %
TOTAL REVENUE	(53,400)	(54,400)	1,000	1.9%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	67,800	59,300	8,500	12.5%
CONTRACTED SERVICES	26,500	26,000	500	1.9%
MATERIALS & SERVICES	48,050	35,150	12,900	26.8%
PROFESSIONAL FEES	5,000	5,000	-	- %
PROGRAM EXPENSE	5,000	4,500	500	10.0%
SALARIES, WAGES & BENEFITS	360,450	374,243	(13,793)	(3.8%)
SUPPLIES	250	250	-	- %
TOTAL EXPENSE	513,050	504,443	8,607	1.7%
TOTAL	459,650	450,043	9,607	2.1%

Advertising, Marketing & Promotion

- Decrease based on changing advertising media

Materials & Services

- Changes due to reduction in memberships and re-allocation of software costs to IT department

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

MUSEUM

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	(12,000)	(15,000)	3,000	25.0%
FEES, CHARGES & PROGRAM REVENUE	(14,050)	(14,700)	650	4.6%
GRANTS	(23,810)	(28,810)	5,000	21.0%
INTERNAL (REVENUE) EXPENSE	925	925	-	- %
TOTAL REVENUE	(48,935)	(57,585)	8,650	17.7%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	3,900	3,500	400	10.3%
CONFERENCES, SEMINARS & TRAINING	1,600	-	1,600	100.0%
CONTRACTED SERVICES	400	200	200	50.0%
MATERIALS & SERVICES	13,575	12,250	1,325	9.8%
PROFESSIONAL FEES	1,000	1,000	-	- %
PROGRAM EXPENSE	1,200	1,200	-	- %
SALARIES, WAGES & BENEFITS	132,947	137,946	(4,999)	(3.8%)
SUPPLIES	1,000	1,000	-	- %
TOTAL EXPENSE	155,622	157,096	(1,474)	(0.9%)
TOTAL	106,687	99,511	7,176	6.7%

Donations

- Increased based on historical trending

Grants

- Increase in estimated Federal funding

Conferences, Seminars & Training

- Training costs efficiencies through consolidation within the Corporate Services Department

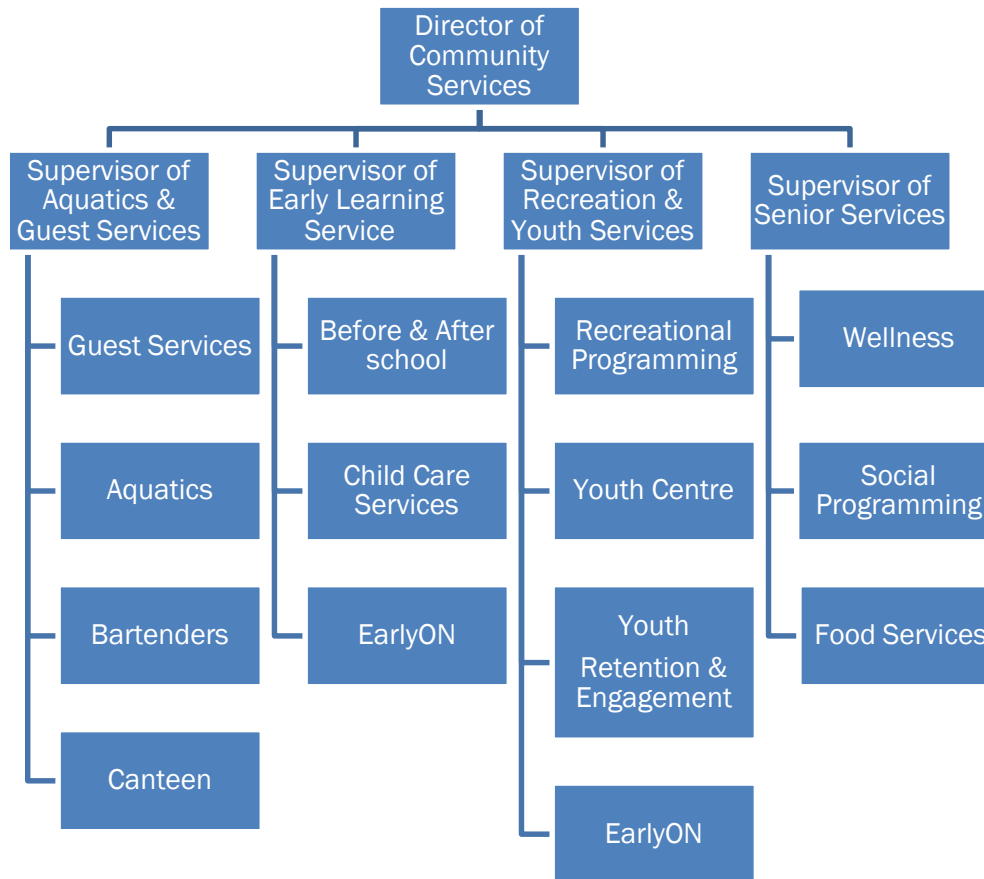


Town of St. Marys

2020 Operating Budget Overview

Community Services

Community Services



Community Services



St. Marys Community Services Department works closely with community partners to reflect resident needs in order to provide a choice of active, creative and passive recreational opportunities. St. Marys wants to ensure that all residents are living their best lives.

“Where the Community Comes Together”

(PRC tag line—Launched October 2018)

Our Commitment to Service



The Pyramid Recreation Centre Culture of Excellence:

The employees of Community Services will be a group of highly competent and accountable individuals. We will work with integrity, focus on our residents and collaborate to generate results that are in the public's best interest.

Values include:

- Competent
- Results Oriented
- Accountable
- Collaborative, Communicative and Team Focused
- Empathetic Community Focused

Staff will take every opportunity to serve our customers with **HEART**:

- Helpful
- Empathetic
- Able
- Responsive
- Trustworthy

Service Delivery – Aquatics Services



Aquatics programs include:

- Group and private swimming lessons for all ages, Aquafit classes, lane swim, baby and me and/or tyke time, family time and public swims. Our main pool rental is with the Middlesex swim club. They coach a youth swim team and a Masters swim team. Throughout the week they practice 16 hours and host 3-4 swim meets annually. Our seasonal quarry is open 10 weeks in the summer, offering swimming lessons, public swims, water running, paddleboard classes and rentals.
 - Swimming lessons statistics:
 - 2014 – 1,363 participants
 - 2015 – 1,517 participants
 - 2016 – 1,395 participants
 - 2017 – 1,447 participants
 - 2018 - 1,659 participants
 - Summer Outdoor usage at the quarry:
 - 2014 – 6,274 participants
 - 2015 – 8,367 participants
 - 2016 – 10,768 participants
 - 2017 – 10,192 participants
 - 2018 – 10,475 participants
 - 2019 - 18,881 participants

Service Delivery – Early Learning Services



The Town of St. Marys has provided childcare since 1976. Our services are led by registered Early Childhood Educators and licensed by the Ministry of Education. The Child Care Centre is licensed for 132 children (Holy Name Site) and 56 children (Little Falls Program).

Programs include:

- Infant Program
- Toddler Program
- Preschool Program
- Half Day Nursery School
- Before and After School Programs
- Full Day Kindergarten– for P.A. Days, March Break and Summer Break

Our Early Childhood Educators are registered with the College of Early Childhood Educators and are certified in First Aid and CPR. Just as the children are continuously learning and growing, so are our educators! Throughout the year, all staff participate in regular professional learning sessions to remain knowledgeable of current learning theory and Ministry of Education updates.

Service Delivery – Youth Services



We're committed to providing St. Marys and area youth with a safe and inclusive space to socialize and build positive relationships. Our goal is to encourage, develop and reinforce positive play.

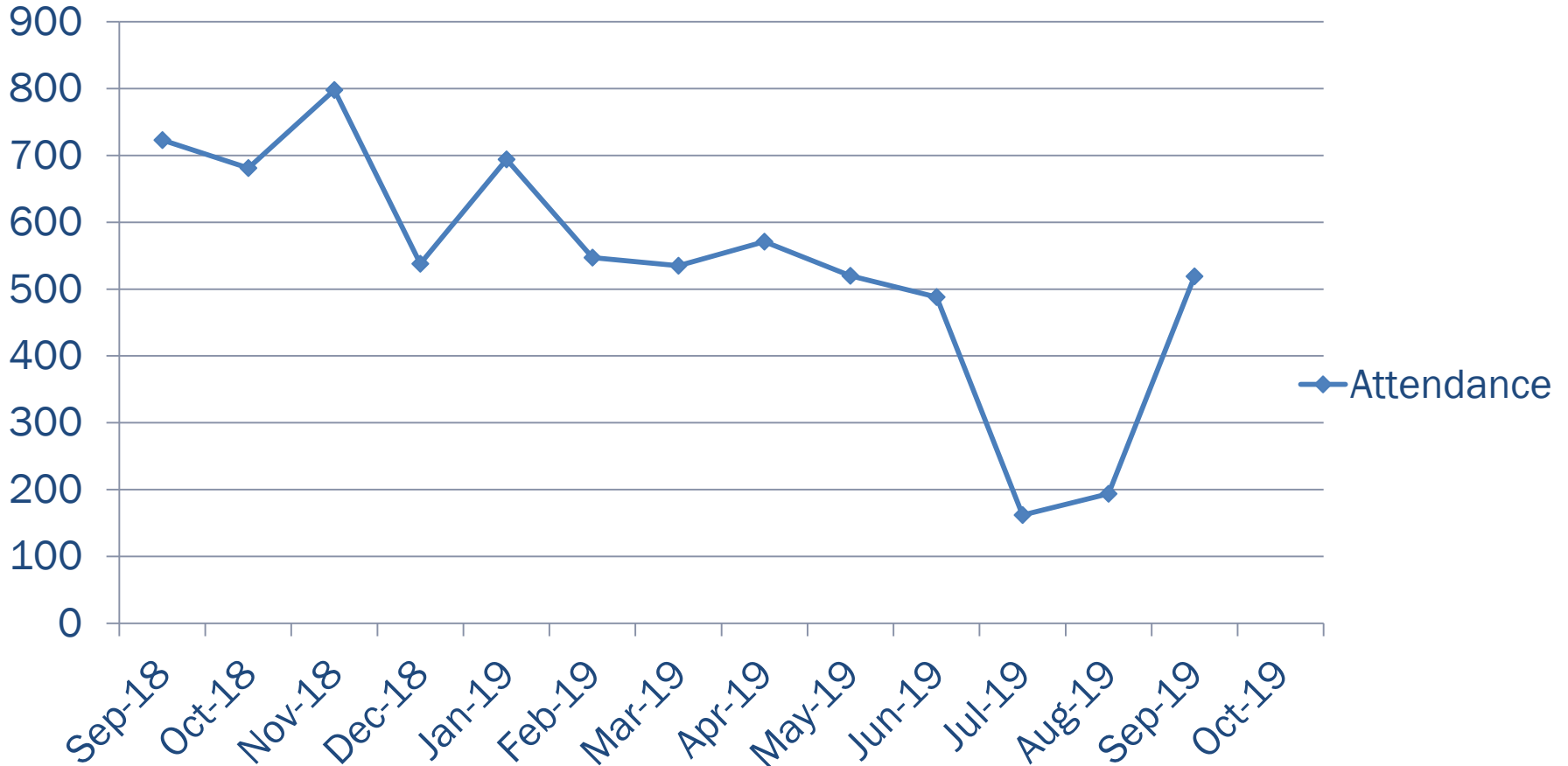
Two program areas:

- Youth Centre – United Way funding is received for this program. Programs include drop in Hang Time, Dodge Ball, cooking for kids, Red Cross courses, crafts and special events (ex: New Years Eve).
- Youth Retention/Council – Youth retention achieved through Perth4Youth projects and the Municipal Youth Engagement initiative. Our new Youth Council will help give youth a voice in the community and help push it towards obtaining the 'Youth Friendly Community' designation from Parks and Recreation Ontario.

Service Delivery – Youth Services Continued



Attendance at the Youth Centre



*Please note the summer months are lower at the Youth Centre as the hours are reduced to allow staff to run day camps and additional youth programs.

Service Delivery - Recreation



- Recreation programs include:

- Ball Hockey
- Soccer Stars
- Hip Hop Dance
- Home Alone Courses
- Kicks
- Intro to Dance
- Babysitting courses
- Birthday Parties

- Summer programs include:

- Camp PRC
- Tennis Camp
- Kitchen Camp

- Adult Recreation programs include:

- Badminton
- Volleyball
- Dodgeball Archery
- First Aid Courses
- Smart Serve/Safe Food Courses

Service Delivery – Senior Services



The Friendship Centre is the home of the Senior Services department. The Senior Services department offers a variety of recreation, leisure, health and wellness and community support services to community members 50+ as well as those recovering from illness or injury and varying abilities.

The two core programs offered by the Senior Services department include:

- **The Friendship Centre** – The Friendship Centre’s programs are funded in part by the Seniors Active Living Grant, annual membership fees, program fees, fundraising and donations. Everyone 50 years or older is welcome to take part in the membership advantage program, however anyone 18 + is welcome to attend programs
- **St. Marys Home Support Services** is the Community Support Services provider for St. Marys and Area. The Services’ major funders are the South West Local Health Integration Network, client and program fees, fundraising, donations and municipal support. Programs and services support older adults, people recovering from illness or injury and community members with varying abilities to live independently.

2019 Success Stories



- Successfully completed PRC Core Services Review. Next steps will be the implementation of approved recommendations.
- Expanded the Swim to Survive Plus program adding an additional school; successful grant received for transporting the children to this program.
- Streamlining private lesson process, now online.
- Hosted two major events: Stars on Ice with the St. Marys Healthcare Foundation Gala on the Rock Rink, and The Montreal Canadiens Alumni vs. St. Marys Lincolns Alumni game.
- Quarry admission increased 26% over 2018 revenue (excludes Stand Up Paddleboard (SUP) class revenue as they moved locations). This was the busiest summer on record for the quarry with 18,881 attending.
- Quarry canteen sales increased 51% over 2018 revenue (includes SUP class revenue).
- Partnership with the London Synchro Club.
- Successfully completed the Ontario Health Teams Self Assessment and received a formal invitation to submit the full application. Application was completed in October 2019 and the Ministry site visit was completed in October 2019. Notification of successful applicants will be following later in 2019 or early 2020.
- Received special funding through the Seniors Active Living Centre's grant to support capital costs for the PRC Kitchen walk-in fridge and freezer.
- Entered into agreement with the Community Support Services Network (CSSN) through data and networking agreements, and shared client records; continue to partner in this program.
- Staff completed the first step in training for High Five Principals of Health Aging.

2019 Success Stories Continued



- Applied for and were successfully selected to administer the EarlyON program for St. Marys.
- Tied in external sporting groups to one point of contact.
- Invested in new electronic equipment for the Youth Centre through donations and grocery tape returns.
- Camp PRC had another successful summer.
- Added two weeks to kitchen camp to respond to demand.
- Changed the layout of the Youth Centre to keep the room feeling new for youth.
- Developed a partnership with Sportball to provide service in St Marys.
- Second year of partnership with Trestle Fitness to deliver Hockey Camp.
- Recreation/Youth Services were successful in various grants totaling \$25k.
- Youth Centre participation rate is 25.5% of youth in the community.
- Birthday parties grew in popularity, bookings having doubled from 2018-2019.
- Successfully ran cooking for kids program; over 100 youth attended. Taught them how to cook and basic budgeting.
- New departmental SOP's were created for Recreation, Youth and Canteen.

2020 Challenges



- Middlesex Swim Club is experiencing a reduction of swimmers and has reduced their hours.
- Aquatic daytime staff retention.
- Having enough Child Care supply staff to cover existing needs.
- Changes to the Ontario Healthcare System.
- Balancing administrative requirements and customer needs/expectations.
- Senior Services is seeing an increase in the number of users as the community ages. The need to offer varied levels of recreational programs to accommodate varying abilities.
- Engaging older youth at the Youth Centre.
- The roll out of some core service recommendations – i.e. price increases, changes to some programs and policies changes.
- Cost management strategies to reduce the cost to operate the Child Care Centre.

2020 Opportunities



- Implementation of all PRC recommendations as approved in the Core Service review.
- Lifeguard-in-training program to develop next year alongside of the advanced aquatics incentive.
- Point of Sale (POS) system for the quarry.
- Partnership with inflatables company for inflatable park at the quarry. Program to begin summer 2020.
- Partnership with the London Scuba Diving Centre to offer diving programs in the Aquatics Centre and Quarry locations.
- Partner with various providers within the St. Marys area that will further enhance the Friendship Centre as a community hub.
- Leveraging various technologies to support efficiencies within the PRC.
- The EarlyON program.
- Running a cross-promotion program amongst all external sporting groups to try increase attendance and members.
- Continuing the conversation with Council and the Library Board via the ADHOC Committee for the Space and Services Needs.
- Funding opportunities through various agencies.

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

RECREATION

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	(18,000)	(24,000)	6,000	33.3%
FEES, CHARGES & PROGRAM REVENUE	(406,500)	(466,000)	59,500	14.6%
GRANTS	(42,700)	(46,700)	4,000	9.4%
INTERNAL (REVENUE) EXPENSE	23,000	17,300	5,700	24.8%
RENT & LEASES	(85,700)	(91,000)	5,300	6.2%
SALES	(220,700)	(231,300)	10,600	4.8%
TOTAL REVENUE	(750,600)	(841,700)	91,100	12.1%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	15,000	11,000	4,000	26.7%
CONFERENCES, SEMINARS & TRAINING	7,550	7,300	250	3.3%
CONTRACTED SERVICES	39,419	52,000	(12,581)	(31.9%)
FOOD COSTS	79,000	91,000	(12,000)	(15.2%)
INSURANCE	10,500	10,365	135	1.3%
MATERIALS & SERVICES	30,810	28,310	2,500	8.1%
PROFESSIONAL FEES	3,000	3,000	-	- %
PROGRAM EXPENSE	60,000	64,000	(4,000)	(6.7%)
REPAIRS & MAINTENANCE	11,500	10,500	1,000	8.7%
SALARIES, WAGES & BENEFITS	922,460	998,043	(75,583)	(8.2%)
SUPPLIES	80,500	79,850	650	0.8%
UTILITIES	38,000	29,000	9,000	23.7%
TOTAL EXPENSE	1,297,739	1,384,368	(86,629)	(6.7%)
TOTAL	547,139	542,668	4,471	0.8%

Donations

- Increase donations for Friendship Centre
- Increase funding from United Way for Youth Services

Fees, Charges & Program Revenue

- Various fee increases
- Increased attendance at Quarry



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

RECREATION

Rent & Leases

- Fee changes at pyramid centre

Sales

- Increased sales from increased attendance at Quarry

Contracted Services

- Reflects the changes in the agreement with Canadian Baseball Hall of Fame

Food Costs

- Increased based on historical trending and program attendance

Salaries, Wages & Benefits

- New position within Youth Services
- Added part-time hours based on programming needs

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

CHILDCARE

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(1,003,660)	(1,058,177)	54,517	5.4%
INTERNAL (REVENUE) EXPENSE	7,650	7,405	245	3.2%
REVENUE FROM MUNICIPALITIES	(219,000)	(267,400)	48,400	22.1%
TOTAL REVENUE	(1,215,010)	(1,318,172)	103,162	8.5%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	500	500	50.0%
CONFERENCES, SEMINARS & TRAINING	2,000	2,000	-	- %
CONTRACTED SERVICES	4,000	3,000	1,000	25.0%
FOOD COSTS	55,000	55,000	-	- %
MATERIALS & SERVICES	7,900	6,900	1,000	12.7%
PROFESSIONAL FEES	1,100	1,000	100	9.1%
PROGRAM EXPENSE	52,500	52,500	-	- %
REPAIRS & MAINTENANCE	1,500	1,500	-	- %
SALARIES, WAGES & BENEFITS	1,309,111	1,423,199	(114,088)	(8.7%)
SUPPLIES	1,500	1,500	-	- %
COST ALLOCATION	-	-	-	- %
TOTAL EXPENSE	1,435,611	1,547,099	(111,488)	(7.8%)
TOTAL	220,601	228,927	(8,326)	(3.8%)

Fees, Charges & Program Revenue

- Fee increases
- Changes in ELC programs

Revenue from Municipalities

- Based on current licensed children
- Adjusted for staff hours

Salaries, Wages & Benefits

- WSIB increased due to new funding model - \$30,000 impact on Childcare budget
- Increased staff hours for program needs
- Adjustments for COLA and step increases

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

HOME SUPPORT

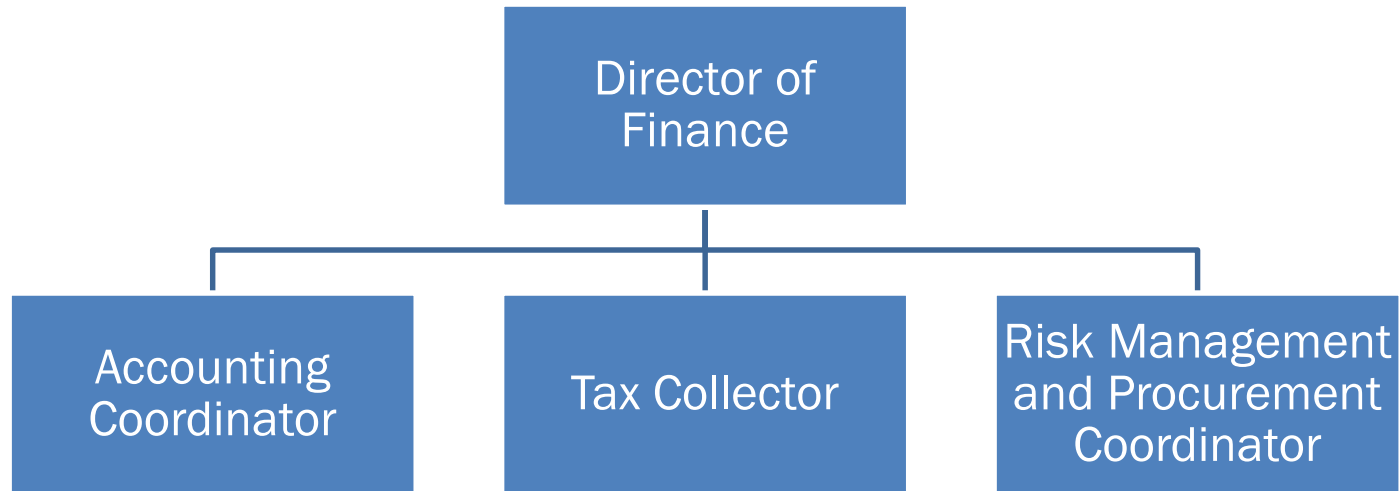
	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	(500)	(1,000)	500	100.0%
FEES, CHARGES & PROGRAM REVENUE	(85,500)	(87,500)	2,000	2.3%
GRANTS	(427,020)	(427,020)	-	- %
INTERNAL (REVENUE) EXPENSE	(3,700)	-	(3,700)	(100.0%)
TOTAL REVENUE	(516,720)	(515,520)	(1,200)	(0.2%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	2,500	1,000	1,500	60.0%
CONFERENCES, SEMINARS & TRAINING	8,000	10,000	(2,000)	(25.0%)
CONTRACTED SERVICES	174,531	176,031	(1,500)	(0.9%)
FOOD COSTS	56,000	53,000	3,000	5.4%
INSURANCE	7,550	3,000	4,550	60.3%
MATERIALS & SERVICES	5,700	5,875	(175)	(3.1%)
PROFESSIONAL FEES	4,000	3,200	800	20.0%
PROGRAM EXPENSE	18,500	13,913	4,587	24.8%
SALARIES, WAGES & BENEFITS	255,053	246,001	9,052	3.5%
SUPPLIES	3,500	3,500	-	- %
TOTAL EXPENSE	535,334	515,520	19,814	3.7%
TOTAL	18,614	-	18,614	100.0%

Town of St. Marys

2020 Operating Budget Overview

Finance Department

Finance Department



Service Delivery



Overview:

The responsibility of the Finance Department is to manage the financial affairs of the Municipality.

The financial well-being of the Town is ensured by providing

- Financial management information to Council, municipal staff, the public and other governments
- Developing corporate financial processes, policies and procedures
- Reducing financial risk to the Municipality by complying with legislated requirements such as the Municipal Act, Ministry of Finance and Canada Revenue Agency
- Monitoring of the assessment base, write-offs and new property tax levies for impact on forecasting and budgeting.

Service Delivery



The Finance Department is tasked with a number of responsibilities including

- Preparation of the operating and capital budgets
- Processing of accounts receivable and accounts payable
- Financial services and support to operational departments
- Maintain corporate accounting systems and financial records
- Annual financial reporting from audited financial statements to reporting to various government bodies
- Property tax billing, collection and tax roll adjustments
- Treasury functions of cash flow, investment and borrowing, purchasing and risk management
- Administer parking ticket collection system
- Financial services to public: payments & inquiries, Commissioner services, marriage licensing.

2019 Success Stories



- Successful transition of new Director of Finance/Treasurer with Finance Team.
- Greater focus on assessment based management of the tax roll.
- Consolidated Fees By-Law for 2020 prepared in conjunction with SMT and Finance Team for Council review.
- Continued attention and due diligence on risk management, maintaining reduced insurance claims.
- Continued success in vendor enrollment in electronic transfer payments. More vendors being paid by EFT than cheque, saving on processing costs (cheques, envelopes and postage).
- Preparation and presentation of Fiscal Health report as part of the 2020 pre-budget planning

2020 Challenges



- Roll-out of new legislation from the Province affecting development charges and sources of municipal funding.
- Asset Management Action Plan and long term financial strategy to achieve the action plan.
- Balancing the current capital financing needs with long term financial sustainability
- Increasing shift of municipal property tax burden onto the residential tax class

2020 Opportunities



- Working with SMT and Council to create an Expenditure Benchmarking Policy, by identifying a group of comparable municipalities.
- Creating a reserve policy to guide reserve and reserve fund objectives and goals.
- Procurement Policy being updated to ensure best practices in place.
- Modernization of property tax billing & collection (emailing of tax bills, increased online payment options)
- Pro-active assessment management to mitigate tax shifts to the residential class and to ensure full realization of property tax revenue.



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

TAXATION

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
TAX LEVY				
TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
TOTAL TAX LEVY	(12,191,573)	(12,624,654)	433,081	3.6%
REVENUE				
TAXATION SUPPLEMENTAL REVENUE	(272,625)	(276,125)	3,500	1.3%
TOTAL REVENUE	(272,625)	(276,125)	3,500	1.3%
EXPENSE				
TAXATION EXPENSE	169,000	169,000	-	- %
TOTAL EXPENSE	169,000	169,000	-	- %
TOTAL	(12,295,198)	(12,731,779)	436,581	3.6%



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

COUNCIL

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
EXPENSE				
COMMUNICATIONS	5,000	2,500	2,500	50.0%
CONFERENCES, SEMINARS & TRAINING	4,000	6,000	(2,000)	(50.0%)
MATERIALS & SERVICES	1,500	1,500	-	- %
SALARIES, WAGES & BENEFITS	137,686	133,347	4,339	3.2%
TOTAL EXPENSE	148,186	143,347	4,839	3.3%
TOTAL	148,186	143,347	4,839	3.3%

Communications

- Reduction from 2019 one-time cost of communication equipment

Salaries, Wages & Benefits

- Reduction to reflect actual - 2019 increase was over estimated to reflect changes to the 1/3 exemption

DEPARTMENTAL - TAX LEVY FUNDED
2020

EXTERNAL TRANSFERS

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
EXPENSE				
OTHER TRANSFERS	1,658,522	1,726,767	(68,245)	(4.1%)
TOTAL EXPENSE	1,658,522	1,726,767	(68,245)	(4.1%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	(126,000)	(69,031)	(56,969)	(45.2%)
TOTAL RESERVE TRANSFERS	(126,000)	(69,031)	(56,969)	(45.2%)
TOTAL	1,532,522	1,657,736	(125,214)	(8.2%)

External Organization	2019 Actual	2020 Budget	Diff \$	Diff %	2021 Estimate
Revenue:					
Provincial Gas Tax - Mobility Transit	80,000	80,000	0	0.00%	80,000
PUC Reserve - Community Grants	46,000	46,000	0	0.00%	46,000
	126,000	126,000	0	0.00%	126,000
Expenditures:					
¹ Conservation Authority	88,756	130,544	41,788	47.08%	173,500
Mobility Transit	96,521	96,851	330	0.34%	97,188
Public Health Services	133,787	144,971	11,184	8.36%	198,458
Ambulance Services	538,367	537,346	-1,021	-0.19%	550,468
Spruce Lodge	98,923	106,229	7,306	7.39%	115,670
General Assistance	128,776	118,612	-10,164	-7.89%	122,170
Housing Services	410,749	413,333	2,584	0.63%	425,733
Child Care Services	66,643	72,881	6,238	9.36%	75,067
Community Grants	50,000	60,000	10,000	20.00%	60,000
Community Grants - Application based	46,000	46,000	0	0.00%	46,000
² Transfer to Reserve		56,969	56,969		
	1,658,522	1,783,736	125,214	7.55%	1,864,254



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

EXTERNAL TRANSFERS

NET	1,532,522	1,657,736	125,214	8.17%	1,738,254
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¹ 2020 - Added \$50,000 for Capital Levy, previously in Capital budget funded through reserves

¹ 2021 - Estimated \$98,500 Operating levy plus \$75,000 Capital Levy

² Transfer to reserve (Tax Stabilization) in 2020 to mitigate 2021 estimated increases

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

POLICE

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(7,000)	(7,000)	-	- %
GRANTS	(7,000)	(7,000)	-	- %
TOTAL REVENUE	(14,000)	(14,000)	-	- %
EXPENSE				
CONFERENCES, SEMINARS & TRAINING	500	500	-	- %
CONTRACTED SERVICES	400	400	-	- %
MATERIALS & SERVICES	1,000	1,000	-	- %
POLICING CONTRACT	1,037,634	1,065,700	(28,066)	(2.7%)
SALARIES, WAGES & BENEFITS	7,000	7,000	-	- %
SUPPLIES	2,000	2,000	-	- %
TOTAL EXPENSE	1,048,534	1,076,600	(28,066)	(2.7%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	124,755	85,000	39,755	31.9%
TOTAL RESERVE TRANSFERS	124,755	85,000	39,755	31.9%
TOTAL	1,159,289	1,147,600	11,689	1.0%

Policing Contract

- Draft 2020 budget provided by Stratford Police

Transfer to Reserve

- Reduction in repayment of Tax Equalization Reserve (used in 2019 for one-time costs)
- Current transfer to reserve to fund future police capital

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

TREASURY

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(103,300)	(105,200)	1,900	1.8%
GRANTS	(548,622)	(529,600)	(19,022)	(3.5%)
INTERNAL (REVENUE) EXPENSE	(93,819)	(95,819)	2,000	2.1%
INVESTMENT INCOME	(125,000)	(154,000)	29,000	23.2%
REVENUE FROM MUNICIPALITIES	(20,000)	(20,000)	-	- %
TOTAL REVENUE	(890,741)	(904,619)	13,878	1.6%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	750	250	25.0%
ASSESSMENT SERVICES (MPAC)	95,000	96,000	(1,000)	(1.1%)
CONFERENCES, SEMINARS & TRAINING	1,658	3,900	(2,242)	(135.2%)
CONTRACTED SERVICES	25,000	65,850	(40,850)	(163.4%)
DEBENTURE PAYMENT	954,001	954,001	-	- %
INSURANCE	84,000	83,595	405	0.5%
MATERIALS & SERVICES	13,985	15,425	(1,440)	(10.3%)
PROFESSIONAL FEES	22,000	25,500	(3,500)	(15.9%)
SALARIES, WAGES & BENEFITS	357,682	360,037	(2,355)	(0.7%)
SUPPLIES	7,000	7,000	-	- %
TOTAL EXPENSE	1,561,326	1,612,058	(50,732)	(3.2%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	2,062,178	2,138,178	(76,000)	(3.7%)
TOTAL RESERVE TRANSFERS	2,062,178	2,138,178	(76,000)	(3.7%)
TOTAL	2,732,763	2,845,617	(112,854)	(4.1%)

Grants

- Reduction in one-time grants for Cannabis funding

Investment Income

- Adjusted to match expected investment returns and cash flow estimates

Contracted Services

- One-time costs included for Community Safety Plan (\$27,000) and Transportation (\$15,000) projects



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

TREASURY

Transfer to Reserve

- Increased capital transfer by 5% (\$97,000) per assessment management plan to reduce annual contribution gap
- Net Budget adjustment of -\$21,000 - budget adjustment and transfer to fire reserve transfer

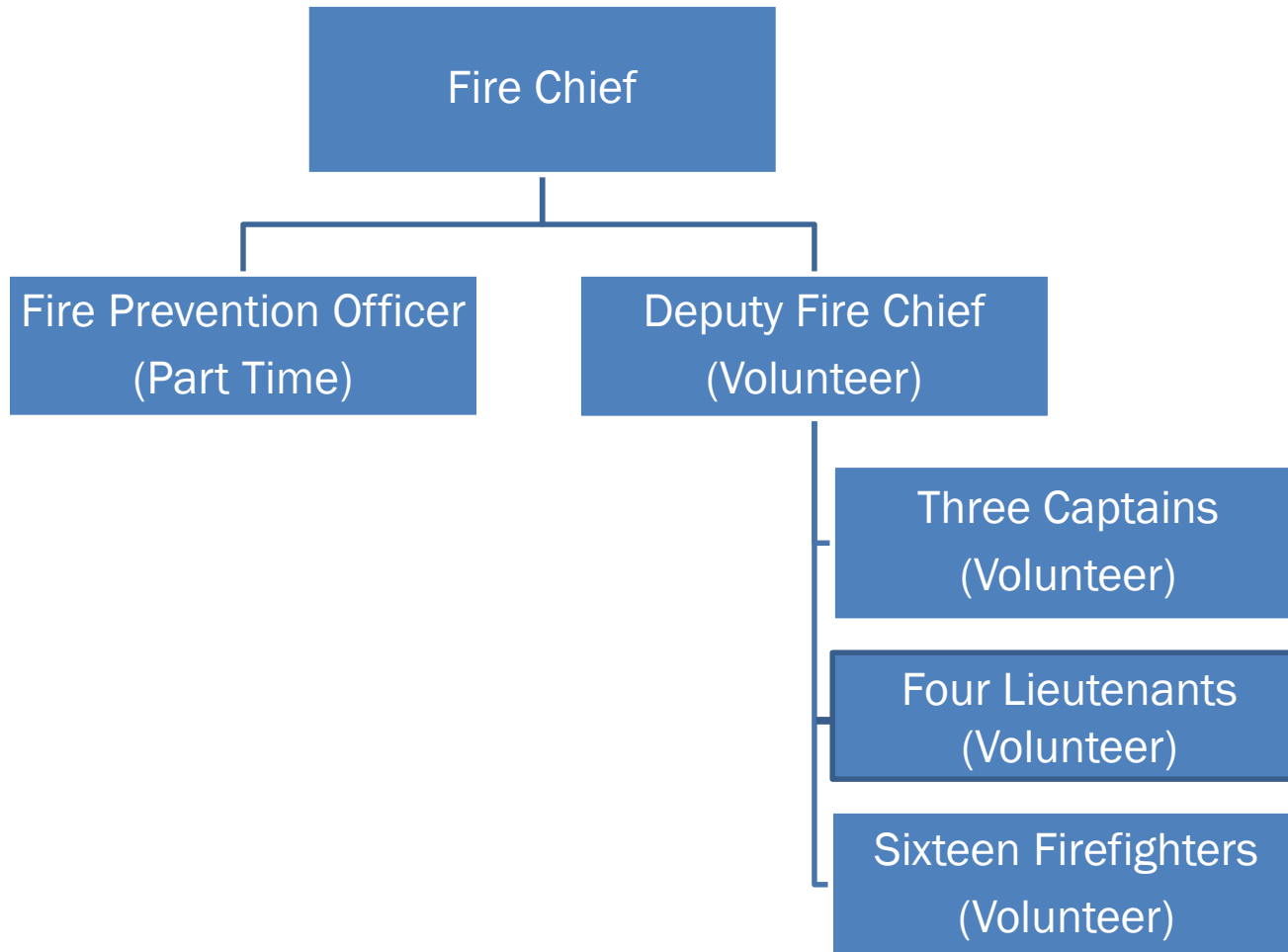


Town of St. Marys

2020 Operating Budget Overview

Fire Department

Fire Department



Service Delivery



Service Area:

The Fire Department services an area of 170 square kilometers. Perth South area is approximately 157.2 square kilometers. St. Marys is approximately 12.8 square kilometers

Firefighting:

Firefighting is the act of attempting to prevent the spread of and extinguish significant unwanted fires in buildings, vehicles, woodlands, etc. A firefighter suppresses fires to protect lives, property and the environment. Firefighters typically undergo a high degree of technical training.

Administrative Functions for Fire Department Services

Responsibilities include providing general and confidential administrative support to the Fire Chief; managing the department's records and communications functions; coordinating various administrative and staff functions/work loads; assisting the department's budgeting and purchasing activities, As a member of the department's management team, coordinates activities with other City, County, Regional departments and the general public; supervises assigned staff; performs other duties as assigned.

Fire Cause Determination and Investigations

The fire origin and cause must always be investigated to determine if the fire was accidental or caused by arson. Fire Marshal's Office investigators or private insurance company investigators may be called upon for their expertise in determining a cause.

Service Delivery



Hazardous Material Incidents:

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal. Our community is at risk if a chemical is used unsafely or released in harmful amounts into the environment where we live, work or play.

Extrication Services:

Vehicle extrication is the process of removing a vehicle from around a person who has been involved in a motor vehicle accident, when conventional means of exit are impossible or inadvisable. A delicate approach is needed to minimize injury to the victim during the extrication.

Fire Prevention Services:

The major goals of fire inspections include the following:

To raise the public's awareness of fire safety considerations in their immediate surroundings.
To identify fire hazards that must be eliminated for a safer environment, to record inspection information for inclusion in the public record, and to verify the proper functioning & maintenance of installed fire protection systems and other building fire protection equipment.

2019 Success Stories



- The St. Marys Fire Master Plan was created and approved.
- The St. Marys Fire Department Community Report was created.
- Fire Department Regulating By-law was approved.
- E-One HP 75 Aerial ladder truck was purchased.
- 12 Fire Department personnel completed an Advanced Auto Extrication course.
- Four firefighters were promoted to the rank of Lieutenant.
- 95% of all firefighters are currently Standard First Aid/CPR C and AED qualified. One firefighter completed the Emergency Medical Responder course.
- Three firefighters completed their Fire Service Instructor course.
- 33 buildings in Town have installed Lock Boxes.

2019 Success Stories



St. Marys Fire Department has responded to 114 emergency responses as of 01 November 2019.

Year 2019	Responses	Automatic Alarms - No Fires		Motor Vehicle Collisions		Other Pre-Fire Conditions		Fires		Carbon monoxide Alarms		Lift Assits		Unauthorised Open Air Burning		Medical Responses		Water & Ice Rescue	
		Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls	Percentage of calls
Jan	22 Responses	8	36%	2	9%	4	18%	4	18%	3	14%	1	5%	0	0%	0	0%	0	0%
Feb	6 Responses	1	19%	0	0%	0	0%	2	3%	3	5%	0	0%	0	0%	0	0%	0	0%
Mar	6 Responses	1	17%	1	17%	1	17%	1	17%	1	17%	0	0%	0	0%	1	17%	0	0%
Apr	12 Responses	5	42%	3	25%	2	16%	1	8%	1	8%	0	0%	0	0%	0	0%	0	0%
May	6 Responses	2	33%	2	33%	0	0%	1	17%	0	0%	0	0%	1	17%	0	0%	0	0%
Jun	10 Responses	5	50%	0	0%	1	10%	0	0%	0	0%	0	0%	3	30%	1	10%	0	0%
Jul	17 Responses	6	35%	1	5%	2	12%	6	35%	0	0%	0	0%	2	12%	0	0%	0	0%
Aug	17 Responses	9	53%	0	0%	1	5%	1	5%	1	5%	1	5%	3	17%	0	0%	0	0%
Sep	12 Responses	6	50%	1	9%	3	27%	1	9%	0	0%	1	9%	0	0%	0	0%	0	0%
Oct	7 Responses	2	28%	3	42%	1	14%	0	0%	0	0%	0	0%	1	14%	0	0%	0	0%
Nov	Responses																		
Dec	Responses																		
Total	Responses	45	39%	13	11%	15	13%	17	14%	9	7%	3	2%	10	9%	2	2%	0	0%

2019 Success Stories



- St. Marys Chief Fire Prevention Officer was hired on the 2nd January 2018. From the 2nd of January 2018 until the 1st of November 2019 he has completed the following :
 - 80 Requests
 - 16 Complaints
 - 252 Routine
 - 11 Licensing
 - 82 Follow up
 - 11 Safety Concerns
 - 16 Fire Drills
 - 10 Fire Works Inspections
 - 10 school inspections.
- CFPO initiated the Lock Box program. Organized the Annual “Door to Door Campaign, Smoke & CO Alarm Survey, Fire Prevention & CO Awareness Public Education programs.

2020 Challenges



- Challenge of equipment replacement with limited funding availability.
- Preparing to relocate and store vehicles and rescue equipment during construction of the Fire Hall.
- Maintain Fire Department administration and Fire Prevention & Public Education programs during construction.
- To achieve goals as identified in the 2019 Fire Master Plan.
- Fire Chief to coordinate Firefighter and Fire Officer training requirements with the Stratford Fire Department Training Officer and/or the Rural Fire Services of Oxford County.
- Difficulty in arranging training to accommodate volunteer firefighters' schedules.

2020 Opportunities



- The Ice Water Rescue course is scheduled in Jan/Feb 2020, and the Swift Water training will be conducted in the Spring of 2020.
- Senior Officers to guide and mentor Lieutenants for Fire Officer Development. Plan to prepare Fire Officers for promotion to Captain and Deputy Fire Chief positions due to retirement & resignations.
- Firefighters and Officers that are qualified NFPA 1021 Fire Officer Level I will have to be course loaded on the NFPA 1021 Fire Officer Level II course. This is for advancement to become a Deputy Fire Chief.
- To continue to purchase and upgrade fire rescue equipment so that firefighters are able to provide the highest levels of fire service to the citizens of St. Marys and Perth South.
- To continue excellent Public Education, Fire Prevention and Inspection programs that have already been established.

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

FIRE OPERATIONS

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	-	(2,500)	2,500	- %
FEES, CHARGES & PROGRAM REVENUE	(12,800)	(6,500)	(6,300)	(49.2%)
INTERNAL (REVENUE) EXPENSE	5,480	5,004	476	8.7%
REVENUE FROM MUNICIPALITIES	(159,839)	(160,000)	161	0.1%
TOTAL REVENUE	(167,159)	(163,996)	(3,163)	(1.9%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	1,000	-	- %
CONFERENCES, SEMINARS & TRAINING	7,862	7,500	362	4.6%
CONTRACTED SERVICES	13,930	13,930	-	- %
FUEL/OIL	4,000	4,000	-	- %
INSURANCE	14,579	7,322	7,257	49.8%
MATERIALS & SERVICES	13,400	13,700	(300)	(2.2%)
REPAIRS & MAINTENANCE	35,000	35,000	-	- %
SALARIES, WAGES & BENEFITS	363,976	367,945	(3,969)	(1.1%)
SUPPLIES	1,700	1,850	(150)	(8.8%)
TOTAL EXPENSE	455,447	452,247	3,200	0.7%
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	127,000	278,000	(151,000)	(118.9%)
TOTAL RESERVE TRANSFERS	127,000	278,000	(151,000)	(118.9%)
TOTAL	415,288	566,251	(150,963)	(36.4%)

Fees, Charges, & Program Revenue

- Decreased based on historical revenue trend

Insurance

- Reallocation of Insurance expense

Transfer to Reserve

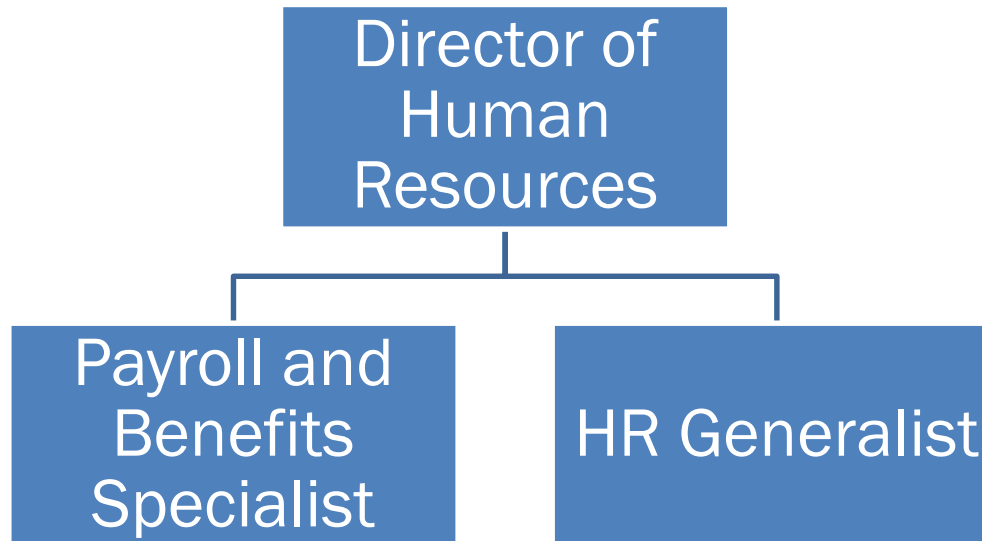
- Increased by \$18,000 to meet the capital annual contribution required in capital plan
- Increased by \$133,000 to fund Fire Hall renovation

Town of St. Marys

2020 Operating Budget Overview

Human Resources

Human Resources



Service Delivery



Corporate Health, Safety and Wellness

Health and safety programs have specific laws and regulations that must be complied with. Wellness programs are different due to not being legislated. Health, Safety and Wellness promotion does not just benefit the Team Member. Corporations with healthy and safe staff are productive workplaces that retain employees.

- Joint Occupational Health and Safety committees (departmental and steering)
- Workplace inspection, investigation and reporting of accidents/incidents
- Physical and mental health and safety promotion

Performance Management

A process where managers/supervisors and Team Members work together to plan, monitor and review a Team Member's work objectives and overall contribution to the Town. By addressing concerns as they surface, Team Members have the opportunity to correct performance issues before they become serious. Additionally, coaching and supporting management as they work through staff issues.

- Annual Performance Appraisals
- Mid-Year Check-ins

Service Delivery



Human Resources Planning

Linking the human resource needs and the strategic direction of the Town to ensure staffing is sufficient, qualified, and competent to achieve the desired level of service delivery each department requires:

- Staffing Reviews
- Business Continuity Plan
- Training and Development Plan
- Tailored Recruitment & Selection strategies

Team Member Engagement and Retention

Team Member engagement demonstrates the commitment and energy that individuals bring to work and is a key indicator of their involvement and dedication to the Town. Staff who are engaged are more productive, content and more likely to be loyal to the Town.

- STEAM Committee (St Marys Employees and Management)
- Team Member Recognition Program
- Engagement Surveys

Service Delivery



Training and Development

Employee training and development is a shared responsibility between human resources, management and the individual employee. The Town strives to provide the right resources and an environment that recognizes and supports employee growth and development.

- Tuition and Reimbursement program
- Corporate directed training

Compensation Administration

Administering the direct and indirect (vacation, benefits, pension etc.) compensation to Team Members for the work they perform while ensuring compliance with federal/provincial regulations.

- Annual Cost of Living Adjustment (COLA) and performance step increases
- Early Learning Wage Enhancement Funding and Program Assistant funding
- Pay Equity Compliance, Job Evaluation and External Market Surveys
- Total Compensation Memos

2019 Success Stories



Staff Engagement

- Organized a Team Member Engagement Survey following up on the previous survey in 2015.
- Improved Info HR training matrix to better track completed and future training requirements for all Team Members.
- Revised the Team Member Handbook to reflect current practices and made it a more usable document for all staff to access relevant information about workplace policies/procedures.
- Facilitated annual staff engagement events (i.e. Mayor/CAO BBQ, United Way Campaign activities, Christmas party).

Youth Engagement

- Spoke at an employer panel at DCVI, educating grade 11 and 12 students about careers in small towns.
- Attended a career fair in Stratford promoting municipal careers that students can access through various pathways.

Recruitment

- Successfully filled several key roles.

Policy Creation and Training

- Created and rolled out new policies covering topics such as Performance Management, Team Member Code of Conduct, Health and Safety, Work References, Work Reductions and Shift Premium.
- Regular policy reviews with the Senior Leadership Team at monthly meetings.

Legislative Compliance

- Ministry of Labour's Ergonomics Initiative:
 - Created a new policy and workplace inspection tool to address ergonomics in the workplace.
 - Facilitated training for JHSC members, supervisors and front line workers.

5.4 6

2020 Challenges



- Balance the expectations and needs of multiple departments.
- Create ways to overcome barriers and support departmental and corporate training needs.
- Increase awareness of mental health issues and develop suitable work plans/accommodations that balance the needs of the Town and the Team members.
- Ensure adequate levels of staffing across the organization. Create new strategies to ensure traditionally “hard to fill” positions are adequately filled.
- Retain high performing Team Members as the employment landscape continues to change i.e. current labour market shortage and upcoming Baby Boomer retirement.

2020 Opportunities



- Create and support Team Member working groups to analyze and conduct root cause analysis of the 2019 Team Member Engagement survey.
- Formal review of the Job Evaluation system to ensure compliance with the Pay Equity Act.
- Modernize administrative processes such as electronic T4 distribution.
- Strengthen external partnerships with community groups such as Community Living, Partners in Employment and local secondary/post secondary schools etc. as a way to support staff while giving individuals in the community opportunities to gain valuable work experience.
- Review Health and Safety program components to identify areas that can help improve the Town's experience rating in the new WSIB rate framework.
- Simplify the Performance Management tools for some part-time and casual.
- Continue to provide opportunities for staff to engage in career development. This will include facilitating training sessions as well as encouraging management to coach and support staff to engage in self directed learning and development.

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

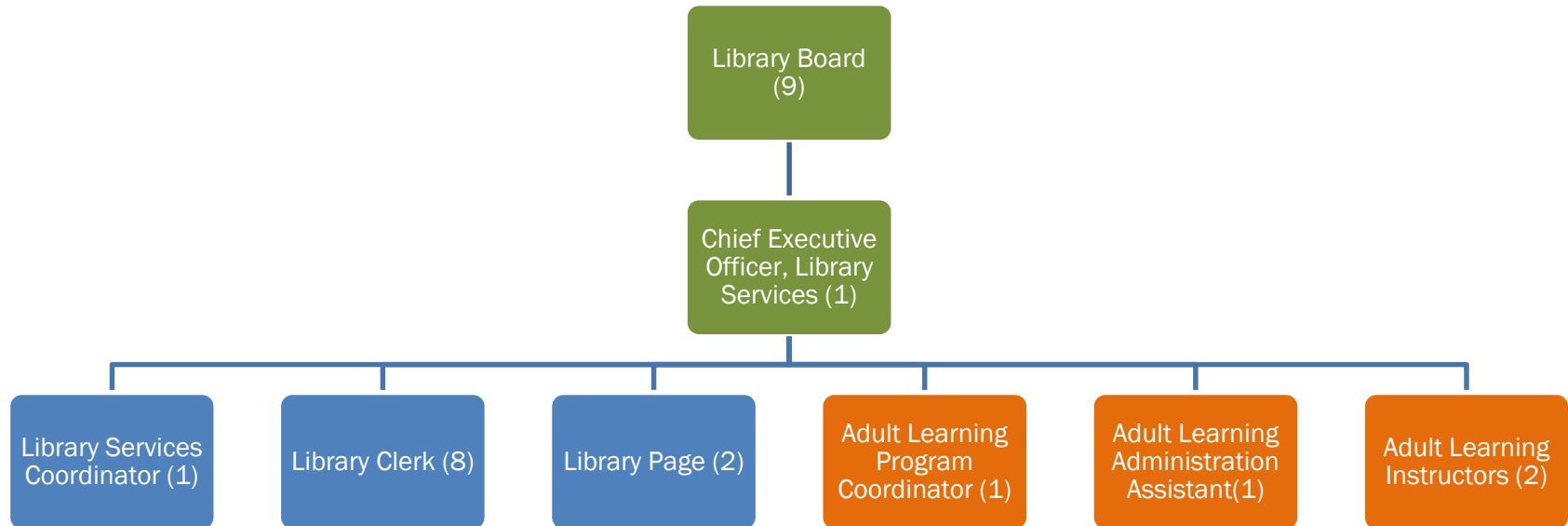
HR & ADMIN

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
INTERNAL (REVENUE) EXPENSE	10,000	5,500	4,500	45.0%
TOTAL REVENUE	10,000	5,500	4,500	45.0%
EXPENSE				
CONFERENCES, SEMINARS & TRAINING	16,460	12,800	3,660	22.2%
CONTRACTED SERVICES	47,324	33,950	13,374	28.3%
MATERIALS & SERVICES	27,450	27,100	350	1.3%
PROFESSIONAL FEES	3,000	3,000	-	- %
SALARIES, WAGES & BENEFITS	265,452	270,997	(5,545)	(2.1%)
SUPPLIES	1,500	1,500	-	- %
TOTAL EXPENSE	361,186	349,347	11,839	3.3%
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	(40,260)	(20,000)	(20,260)	(50.3%)
TOTAL RESERVE TRANSFERS	(40,260)	(20,000)	(20,260)	(50.3%)
TOTAL	330,926	334,847	(3,921)	(1.2%)

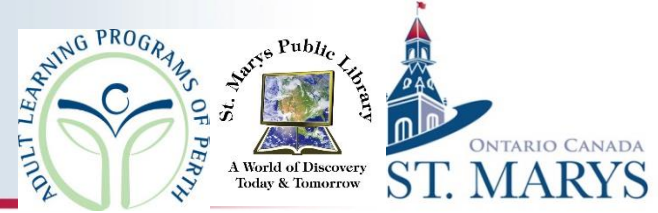
St. Marys Public Library

2020 Operating Budget Overview

Library and Adult Learning



Library and Adult Learning

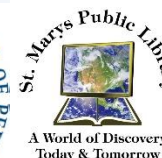


- To provide free and equitable access to library services
- To preserve and promote universal access to a broad range of knowledge, experience, information and ideas
- To maintain a welcoming and supportive environment
- To extend access to global information beyond the physical Library walls



The Adult Learning Programs of Perth are community-based agency funded by the Ministry of Training, Colleges, and Universities. We provide service to anyone 19 years of age or older, currently not enrolled in any credit program, who wants to improve their essential skills, such as reading, writing, numeracy, computer and document use or to work toward receiving their Grade 12 equivalency (GED)

Library Statistics 2019



Library Use	2019 (As of October)
Active Patrons	2,457
Items circulated (Print & Online)	80,424
Program Attendance	6,764
Public Computer Usage (hours)	8,303
Number of Visits	45,729
Database usage	44,846
Average unique daily usage of Wi-Fi**	30 users per day

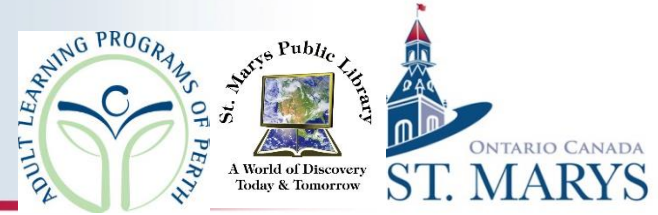
**A unique user is a new user/device on the network each day, who may access Wi-Fi more than once, but is only counted once

Achievements of 2019



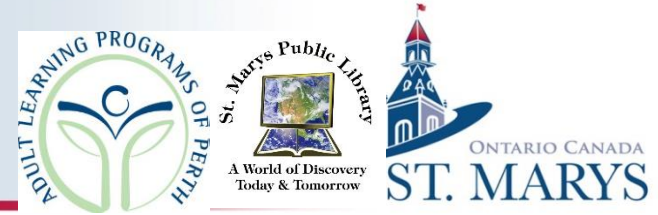
- Breaking down barriers to access, driving inclusion
 - Community Enhancements
 - Aquatics pass
 - Parks Pass
 - Seed Library
 - Drag Queen Story Time
 - S.A.D Lamps
 - Facilities Enhancements
 - New circulation desk designed and installed
 - Accessible walkway paved
 - Public Access Computers redesigned with IT support
 - Public Access Computer Upgrades (new equipment with accessibility components on 2 computers)
 - Wi-Fi Hubs fully integrated with statistics capabilities

Achievements of 2019



- Expanding access to technologies
 - Kanopy/Streaming access
 - Launched Makerspace
 - Increased database availability
 - Re-imagined Public Access Computer services
 - Replaced all Public Access Computer technologies including outfitting 2 accessible keyboard
 - CollectionHQ tool to enhance/elevate St. Marys collection

Achievements of 2019



- Advocating for the Community, Reimagining Services
 - ILLO Reductions/SOLS budget cuts
 - Round table with Ministry of Heritage, Sport, Tourism, and Culture
 - Re-imagined ILLO/Intra Library Loan Services
- Accreditation Complete
 - Developed key plans to guide staff in programs, marketing, technology and advertising

2020 Opportunities



- Continued partnership with the PRC
 - Continuing the Aquatics Pass program
 - Partnership with the PRC/Youth Centre and EarlyON program
- Implementation of the PCIN Intra-loan courier system
- Leveraging technologies to enhance efficiencies within the library
- Continuing the conversation with Council and Library Board on the ADHOC Committee for the Space and Service Needs
- Expanding non-traditional circulation items to meet the needs of the community
- Begin discussions to develop and implement a new strategic plan
- Expand school visits and community outreach
- Develop partnerships with individual classes to entice educational instructors to bring classes to the Library
- Develop programs that target and appeal to youth
- Explore funding opportunities through various agencies to enhance library service
- Explore opportunities to expand the Makerspace technologies

Challenges leading into 2020 Budget



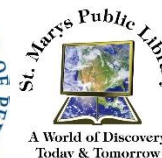
- Funding cuts from the Province to SOLS
 - ILLO courier service no longer runs in the Province
 - Costs incurred for the PCIN membership expense includes transit costs for couriered materials
- Increases due to WSIB and Staffing costs
 - Costs for WSIB increased drastically for the Library budget
 - Staff increases due to COLA, Step increases and enrollment in OMERS
- Increases due to revenue alignment
 - Library budget now reflects accurately projected revenue generations for 2020
- Small increase in expenses due to inflation
 - A small portion of the budget is due to inflation costs for purchasing materials (newspapers/magazines, database subscriptions)

Library Budget Breakdown 2020



- Staffing expenses
 - \$28,283; 7.35% increase
- Revenue alignment
 - \$15,245 reduction in anticipated revenue; 3.96%
- Inflation/expense increases
 - \$2,028; 0.53%
- Total: \$45,556 increase resulting in 11.84% for Library budget

Adult Learning Statistics



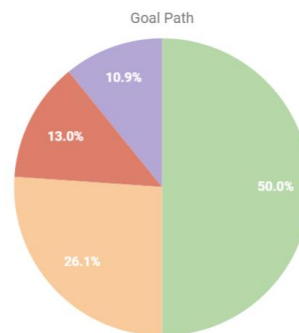
Location People are Travelling From	Percentage of People	Users by number (out of 50)***
St. Marys	38%	19
Stratford	34%	17
Perth East + South	8%	4
Perth West + North	2%	1
Outside Perth	18%	9

***This number is based on mid-year results

Adult Learning at a Glance



- Business year runs from April 1st to March 31st
- 2 Locations: St. Marys, and Conestoga College in Stratford
- Staff assist with GED, Digital Technology, and other Essential Skills training
- Learners have 5 Goal Paths to decide on that Staff assist with
 - Employment
 - Secondary School Credit
 - Post Secondary
 - Apprenticeship
 - Independence



Employment – 50%
Post Secondary – 26.1%
Secondary School Credit – 0%
Apprenticeship – 13.0%
Independence – 10.9%

Adult Learning Cont'd



- Adult Learning has a target of 79 Learners Served each year
 - Served means a learner has been assessed, received instruction and has attained a standardized ministry milestone
 - 66% of the learners were served in St. Marys
 - 34% of the learners were served in Stratford
 - At the Mid-Year Report, 50 Learners have been served

Highest Level of Education

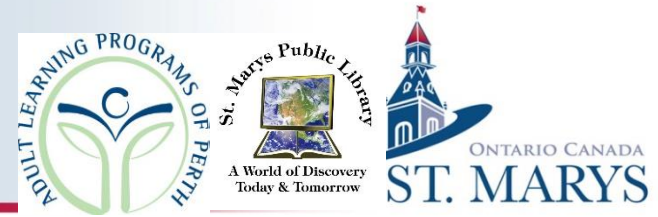
	Apr - Oct 2019
Grade 0-8	13%
Grade 9 -11	35%
Grade 12 & OAC	28%
Some post-secondary	4%
Trade Certificate	0%
College Diploma	17%
University Degree	2%
Post Grad	0%

Achievements of 2019



- Organized learner materials and worked on streamlining how materials are used to effectively help and guide learners to reach their ultimate goal
- Created an inner-office digital resource that allows more than one instructor the ability to review and assess learner goals and needs, regardless of the learner's location
 - This allows the sharing of ideas and knowledge between instructors to the benefit of the learner
- Focus on creating meaningful and supportive relationships with the learners to ease learner expectations
 - Resulted in significant Centre changes due to job realignment
- Continue to focus on opening files and having learners achieve appropriate milestones on a regular basis

Achievements of 2019



- 49 Learners served (106% YTD of Target)
- 90% of learners complete at least 1 milestone (150% YTD target)
- Service quality remains high with a 7.60 rating against a 6.00 target
- Newspaper article – two new learners registered for Digital Tech shortly after the article appeared
- Informal partnerships established with Little Falls and Holy Name schools to allow engagement with parents via school communication channels (letters and email) and School council meetings

2020 Opportunities



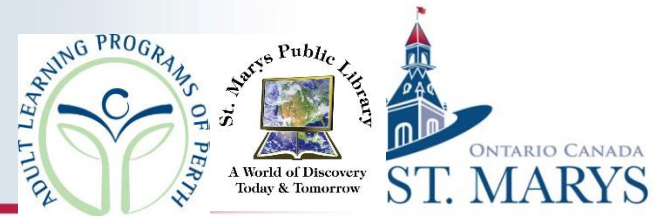
- We are hoping to find workshops throughout 2020 that are geared towards upgrading our knowledge base for Adult Learning.
- We are looking into what other LBS services offer as pop-up courses and determining if they will fit our learners as well
- Continue to be open to evolving and changing to suit the needs of the community
- Pop up at the PRC – Adult Learning sessions to take place within the PRC from 12th November 2019 (Tuesday mornings) – pilot to engage with local school parents
- Working with local employers to offer professional development for employees to develop Math and Literacy skills for the workplace
- Outreach network to extend to include Tuesday evenings and Saturday mornings at the PRC, engaging with Ice/Swimming parents
- Promotional opportunities
 - New Instagram account established for ALPP
 - Newspaper advertising campaign to take place early December/mid January
 - New pop up poster to be created for PRC sessions targeting parents directly
 - All advertising material to be circulated amongst parents of LF and HN schools
 - Website update to be pursued in December

Challenges leading into 2020 Budget



- Increases due to WSIB costs
 - Costs for WSIB increased drastically for the Library budget
- Funding uncertainties
 - With the Provincial climate, current landscapes suggest funding will continue at a 0% increase for the foreseeable future
 - Government focus is on Unemployment services and not LBS
- Potential struggles if employment services change within Perth County
- Meeting the needs of the community with the budgetary restrictions/limited funding/volunteer support
 - The number of learners requiring one-on-one support, challenges exist with volunteer recruitment
- Struggles with Conestoga location opened limited hours and limited communication between the locations
- Low provincial unemployment rate (less than 4%) could provide a challenge for referrals from Partners in Employment or other EO providers, currently responsible for 35% of existing caseload
- Transportation remains an issue for learners, coupled with winter conditions a potential threat to new learners could exist to those unable to drive

Adult Learning Budget Breakdown 2020



- Staffing costs

- Traditionally Council has covered the HCSA and COLA for the Adult Learning Department
- This year, the Library Board is instead requesting Council support in covering the increased in WSIB
- Total funding request: \$2,408

Thank-you



Questions or Comments?



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

LIBRARY

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	(4,000)	(1,200)	(2,800)	(70.0%)
FEES, CHARGES & PROGRAM REVENUE	(13,675)	(10,400)	(3,275)	(23.9%)
GRANTS	(25,000)	(15,830)	(9,170)	(36.7%)
INTERNAL (REVENUE) EXPENSE	9,030	11,294	(2,264)	(25.1%)
REVENUE FROM MUNICIPALITIES	(63,736)	(63,736)	-	- %
TOTAL REVENUE	(97,381)	(79,872)	(17,509)	(18.0%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	1,000	-	- %
CONFERENCES, SEMINARS & TRAINING	5,500	5,500	-	- %
CONTRACTED SERVICES	18,000	17,250	750	4.2%
MATERIALS & SERVICES	51,131	51,422	(291)	(0.6%)
PROFESSIONAL FEES	600	600	-	- %
PROGRAM EXPENSE	3,000	3,000	-	- %
REPAIRS & MAINTENANCE	4,400	3,000	1,400	31.8%
SALARIES, WAGES & BENEFITS	392,718	421,001	(28,283)	(7.2%)
SUPPLIES	2,500	4,500	(2,000)	(80.0%)
TOTAL EXPENSE	478,849	507,273	(28,424)	(5.9%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	3,300	2,687	613	18.6%
TOTAL RESERVE TRANSFERS	3,300	2,687	613	18.6%
TOTAL	384,768	430,088	(45,320)	(11.8%)

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

ADULT LEARNING

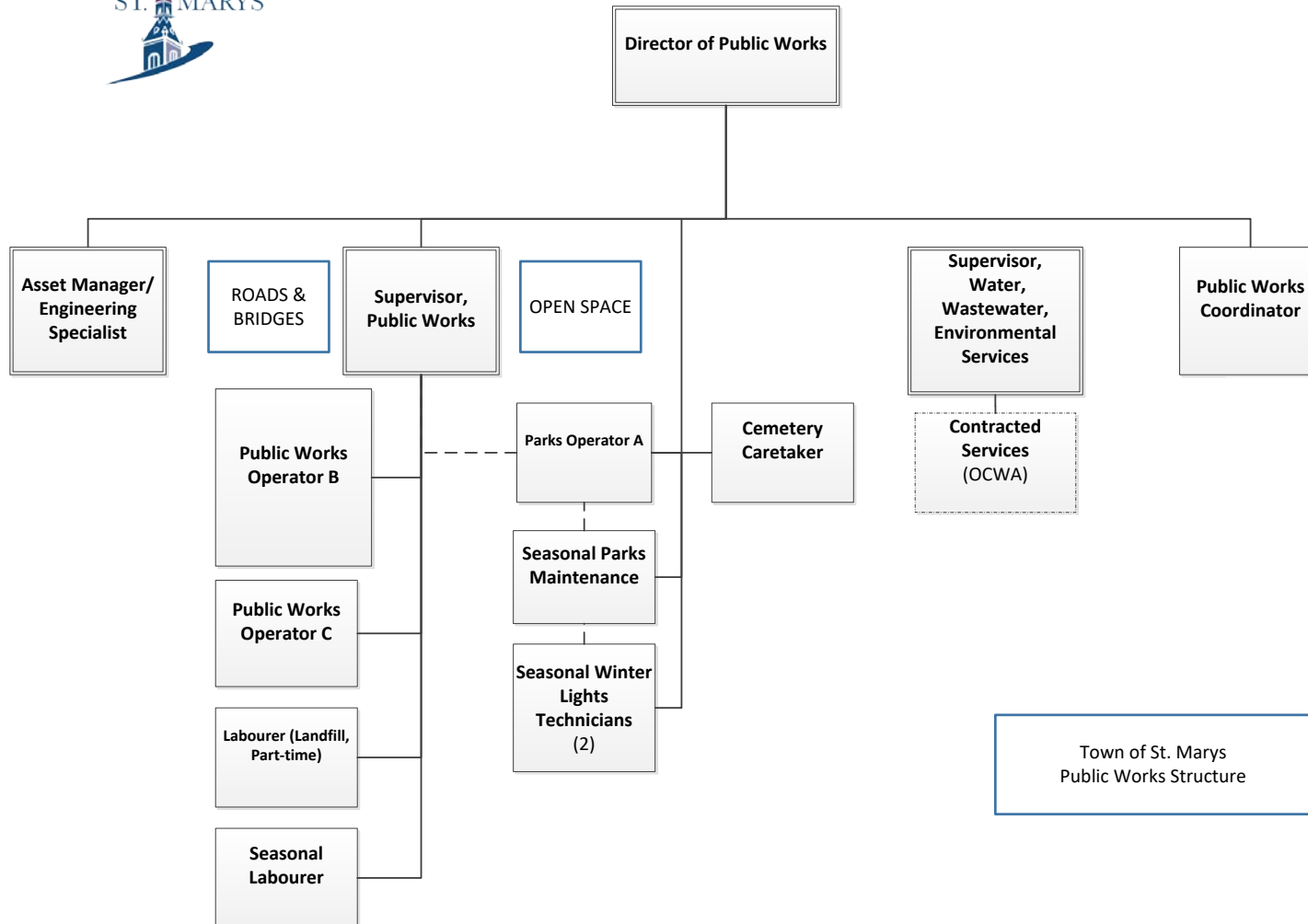
	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEEs, CHARGES & PROGRAM REVENUE	(12,432)	(12,432)	-	- %
GRANTS	(127,615)	(127,865)	250	0.2%
INTERNAL (REVENUE) EXPENSE	-	3,264	(3,264)	- %
TOTAL REVENUE	(140,047)	(137,033)	(3,014)	(2.2%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	1,500	(500)	(50.0%)
COMMUNICATIONS	1,400	1,400	-	- %
CONFERENCES, SEMINARS & TRAINING	1,463	2,250	(787)	(53.8%)
MATERIALS & SERVICES	12,480	17,899	(5,419)	(43.4%)
PROFESSIONAL FEES	2,000	1,000	1,000	50.0%
SALARIES, WAGES & BENEFITS	117,604	107,995	9,609	8.2%
SUPPLIES	3,900	4,676	(776)	(19.9%)
UTILITIES	2,200	2,200	-	- %
TOTAL EXPENSE	142,047	138,920	3,127	2.2%
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	698	-	698	100.0%
TOTAL RESERVE TRANSFERS	698	-	698	100.0%
TOTAL	2,698	1,887	811	30.1%

Town of St. Marys

2020 Operating Budget Overview

PUBLIC WORKS

Public Works



Public Works Service Delivery

Environmental Services - Overview



The Public Works Department is responsible for managing the municipal infrastructure. Areas of responsibility include the following:

Wastewater Collection and Treatment (WWTP)

- Wastewater collection (sanitary pipes) and Waste Water Treatment Plant (WWTP)

Potable Water treatment and distribution

- Wells & Pumping, Storage (tower & reservoir) and Distribution (watermains)

Storm Water Management

- Storm water collection via catch basins, major and minor outlets (pipes and overland routes)
- Storm Water Management Pond Management, quality control & maintenance
- Inspection and maintenance of floodwall, millrace, dam and by-pass gates

Solid Waste Collection, Management & Landfill

- Diversion programs
 - Recycling, metal, House Hazardous Waste and
 - Curbside Yard waste & Drop off Depot
 - Management of solid waste collection
- Landfill Operations
 - Solid Waste Compaction & Cell Management

Public Works Service Delivery

Environmental Services – Water & Waste Water



Water and Waste Water and Treatment:

The Town contracts the Ontario Clean Water Agency (OCWA) to operate and maintain the water supply & distribution systems as well as the wastewater collection & treatment.

Water System:	Sanitary System:
57 km of water mains	52 km of gravity sewers
600 distribution valves,	3 km of force main sewers
2,800 service connections	700 sanitary maintenance holes
3 Water Supply Wells 1 municipal booster pump	2,760 service connections
1 – 1820m ³ water storage tower 1 – 1600m ³ water Reservoir	3 Sanitary Lift pumping stations
Wells output - 3,300 cubic metres per day production on average	One wastewater treatment plant with an average capacity of 5,560 cubic metres, 3,850 cubic metres per day treated on average

Public Works Service Delivery

Environmental Services – Landfill



Landfill Operations:

- The Town of St. Marys owns and operates an engineered landfill site.
- The Town is partnered with Bluewater Recycling Association (BRA) to provide curbside collections for waste and recycling.
- The landfill site charges tipping fees for waste received into the site.
- Staff compact and cover waste material daily
- The site is regulated by the Ministry of Environment and Climate Change
 - Site operations have to conform to specifications contained with the Certificate of Approval
- The Town also offers yard waste drop-off at the Municipal Operations Centre located at 408 James Street South
 - Material is transported to the landfill site by public works staff.
- Landfill offers the following diversion programs at no charge:
 - Recycling Materials
 - Household Hazardous Waste
 - Wood Waste, Leaf & Yard Waste
 - Electronic Waste

Public Works Service Delivery

Environmental Services – Storm Water



- Public works inspects, performs maintenance of all storm water collection, storage and outlet points.
- System Highlights
 - Approx. 48km storm pipe
 - 305 manhole structures
 - Approx. 1200+ Catch Basins
 - 7 Storm Water Management ponds

Public Works Service Delivery

Roads & Sidewalks



Roads and Sidewalks:

The Public Works Department maintains a total of 56,478 meters of (centerline) road year round. The department oversees the construction and maintenance of roads, sidewalks and some parking areas within the Town of St. Marys.

- 56 kilometers of road.
 - Consist of: asphalt (75%), surface treated (22%), gravel (2%), and concrete (1%)
 - Maintenance of approximately 1,000 street lights
 - Winter Operations: The Town has its own internal experienced day crew in charge of snow removal and sanding/salting.
 - Road repairs of milling and paving/hot mix application starts in the spring and carries through until winter.
 - Class 4 & 5 Roads
 - Weekly Inspections of Queen St. & James St.
 - Monthly Inspections of all other roads in St. Marys
- 45 kilometers of sidewalk
 - Sidewalk inspections & repairs begin in the spring and are completed by early summer.
- 700 Regulatory road signs
 - Annual reflectivity testing required

Public Works Service Delivery

Roads & Sidewalks



Roads and Sidewalks – Minimum Maintenance Standards

The Public Works Department maintains roads to provincially adopted standards

- O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Summary – Highlights:

- Roads – Classification of 4 & 5 Roads
 - Signs, potholes, cracks, obstructions/debris, bridge deck spalls, roadway surface discontinuity
 - Weekly inspections of Queen St. & James St.
 - Monthly inspections of all other roads in St. Marys
- Roads Winter Operations:
 - Class 4 Road, 8cm snow accumulation over 16hrs
 - Class 5 Road, 10cm snow accumulation over 24hrs
- Sidewalks
 - Annual Inspections & repairs begin in the spring and are completed by early summer.
 - Panel Deflections of 19mm are treated with marking paint immediately
 - Defects are either panel replacement or ground down to match adjacent panels
- Maintenance of approximately 1,000 Street Lights
 - Approx. 650 Cobra head & Approx. 350 Decorative
 - Repairs are batched and completed bi-monthly
 - Annual Inspection required, town has legacy relay system to inspect street lights during regular operational hours

Public Works Service Delivery

Parks, Trails, Cemetery and Forestry



Parks and Cemetery:

The Parks Department maintains:

- Open space park lands
 - contract administration of turf maintenance
 - cemetery ground maintenance
 - Garbage pickup service for public receptacles
- Cemetery
 - Interment management
 - cremations & full burials, columbarium
 - interment right sales & recording keeping
- Trails – approximately 18km
 - Occupiers inspections & grooming
 - Winter maintenance for trails acting as pedestrian connecting links
- Forestry programs
 - tree removals, stump removals, trimming, planting
 - contract administration of some service elements
- Winter Light Program
 - repairs, set up, and take down of winter lights, creation of new displays

Public Works Service Delivery Engineering , AMP & Capital Projects



Engineering:

- Asset Management Plan (AMP)
 - Working to ensure Town's AMP meets new regulatory requirements
 - Development of Strategic Asset Management Policy and levels of service
 - Develop lifecycle events for assets and assist with long term financial planning
 - Maintenance and Ongoing Development
 - Asset disposals & replacement records, assist with capital planning process for all Town assets, and continuously improve condition values for all asset categories
- Capital Projects
 - Project management of capital projects for horizontal infrastructure
- Bridge Assets
 - 6 Bridges, 2 pedestrian bridges, 3 large culverts
 - Bi-annual OSIM Inspections, Annual spring maintenance of all bridges
- Development – (Subdivisions and Site Plan)
 - Technical liaison for new development
 - Ensure Town engineering design guidelines and best practices are followed
 - Oversight of developers during construction, ensure developer meets technical obligations of subdivision agreements and responsible for coordination of infrastructure assumption 5.6 10

Public Works - 2019 Success Stories



St. George St. N Reconstruction

- Full Road reconstruction design completed between Queen St. E and Timms Lane
- Includes replacement of 100+ year old water main

Shovel Ready Road Projects

- Wellington St.
 - Full road reconstruction design complete between Wellington St. Bridge and Park St.
 - Design available for funding applications
- Egan Ave
 - Full road reconstruction design complete between James St. and Wellington St.
 - Ready for development partnership sharing for construction costs

James St. Pedestrian Crossover

- Installation of Type 2 Level B Pedestrian Crossing
- Service level increase to 24x7 with annual operational savings of labour costs

Water Storage Reservoir Construction

- Construction and commissioning of 1600m³ water storage reservoir.

Financial Plans Completed

- Adopted Water and Waste Water System Financial Sustainability Plans.

Public Works - 2019 Success Stories



Contracted Snow Removal Reduction

- Successful Internalization of some contracted service due to lack of vendors
- Functions were able to be absorbed by existing staff & equipment

Cemetery Funding & Budget

- Rate review complete
- New self funded rate structure approved
- Service should be self funding within 5 years

Quadro Last Mile Fiber Project

- Assist Quadro for utility location for last mile fiber project
- Town had to provide increased locate and engineering support to facilitate project

Forestry Management – Contracted Service Reduction

- Internalization of stump removal service, stump grinder attachment included in 2019 Capital

Landfill

- EA Assessment approvals pending fall submission of 2019
- Green Committee researched and recommended new waste diversion programs

Water St. Culvert Repairs - Ongoing

- Gas main relocation completed in 2019
- Final completion Spring of 2020

Public Works - 2020 Challenges



Landfill Expansion Environmental Assessment (EA)

- Finalization of EA submission to MOECC
- Environmental Compliance Approval works on hold until EA Approval received
- Long term improvements initiatives to site operations not viable with current interim approval

Waste Water Treatment Plant (WWTP)

- Waste Water financial plan finalization completed 2019
- Balance of rates, capital upgrade replacements in contrast to observed plant loadings and budget capacity for additional debentures.
- Standardization of Industrial Surcharge agreements
- Staff to complete WWTP status report of current remaining capacity and remaining required capital works
- Additional Inflow and Infiltration works planned for 2020, overall goal of WWTP hydraulic reduction

Asset Management Plan

- Further expansion of dataset to include additional granular detail of municipal facilities
- Asset Management Service level policy development to assist with capital planning

Public Works - 2020 Challenges



Contracted Snow Removal

- Further internalization of contracted service due to lack of vendors
- Insurance costs have increased for private removal companies to complete services for public organizations and have generally increased beyond the point of profitability
- Operational budget reduction

Solid Waste Management & Waste Diversion Initiatives

- Uncertainties in recycled material process and sale costs expected in 2020 and beyond
- Budget short falls from recycling programs previously funded from tax
- All solid waste diversion initiatives transferred to single fee under user pay self funded model
- Self funded model will allow for greater insight to operational costs of all solid waste management programs

Sparling Bush Management

- Updated Sparling Bush Management Plan
- Pilot project to control invasive species without chemical application
- Installation of improved trail access & signage from Sparling

2020 Opportunities



Roads – Shoulder Maintenance

- Reduction on reliance of contracted services
- Grader attachment on Parks Tractor being used for gravel recovery of open ditch areas
- Recycled Asphalt application to gravel surface sections to improve surface service level and reliance on dust control application

Road Assessment

- 2014 Assessment to be updated
- Town has adopted additional capital spending and increased maintenance activities
- Study will determine if current practices and funding are sufficient

Active Transportation Network Plan Development

- Work with Green Committee to review current trail and pedestrian networks,
- Identify and recommend development of connecting links
- Review expansion of network in contrast to expected development
- Preliminary work completed in recreation master plan

2020 Opportunities



Egan Ave reconstruction

- Projected development partnership for road reconstruction of Egan Ave from James St. to Wellington St.

Street Sweeper Capital Replacement

- Scheduled end of life replacement of existing Street Sweeper
- Opportunity to research newer equipment with reduced operational costs than existing
- Equipment life cycle analysis template created

Landfill

- Review of current cover management practices for optimization through additional equipment purchase
- Overall goal to determine if additional space can be reclaimed by changing operation practices moving forward

Church St. Bridge – Capital Works

- Complete replacement of Parapet walls and Bridge deck repairs
- Alterations of sidewalk approaches for sidewalk tractor winter maintenance access
- Replacement of steel hand rail
- Works detailed in bi-annual bridge inspection reports,
- Last of downtown core bridges to have significant upgrades since 2016

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

PUBLIC WORKS OPERATIONS

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(365,088)	(500,078)	134,990	37.0%
INTERNAL (REVENUE) EXPENSE	435,013	436,513	(1,500)	(0.3%)
INVESTMENT INCOME	(6,000)	(11,000)	5,000	83.3%
REVENUE FROM MUNICIPALITIES	(114,000)	(143,000)	29,000	25.4%
TOTAL REVENUE	(50,075)	(217,565)	167,490	334.5%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	500	500	-	- %
COMMUNICATIONS	2,000	1,000	1,000	50.0%
CONFERENCES, SEMINARS & TRAINING	18,000	19,750	(1,750)	(9.7%)
CONTRACTED SERVICES	463,500	482,775	(19,275)	(4.2%)
INSURANCE	60,440	41,024	19,416	32.1%
MATERIALS & SERVICES	56,200	61,115	(4,915)	(8.7%)
PROFESSIONAL FEES	12,000	5,500	6,500	54.2%
RECYCLING CONTRACT	174,500	180,000	(5,500)	(3.2%)
REPAIRS & MAINTENANCE	23,000	23,500	(500)	(2.2%)
SALARIES, WAGES & BENEFITS	758,610	789,435	(30,825)	(4.1%)
SAND & SALT	199,500	260,000	(60,500)	(30.3%)
SUPPLIES	2,800	2,300	500	17.9%
UTILITIES	65,650	59,150	6,500	9.9%
TOTAL EXPENSE	1,836,700	1,926,049	(89,349)	(4.9%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	-	2,500	(2,500)	- %
TOTAL RESERVE TRANSFERS	-	2,500	(2,500)	- %
TOTAL	1,786,625	1,710,984	75,641	4.2%

Fees, Charges, & Program Revenue

- Wheelie Bin fee changes - approx. \$96,000
- Wheelie Bin adjustments for historical trends and growth
- Cemetery revenue increase to reflect 3 year average and fee changes

Revenue from Municipalities

- Due to increased costs for salt, our direct billing to municipal partners will increase

Contracted Services



**DEPARTMENTAL - TAX LEVY FUNDED
2020**

PUBLIC WORKS OPERATIONS

- Various contract increases

Sand & Salt

- Large increase in contract price of sand and salt for 2020

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

FLEET

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
INTERNAL (REVENUE) EXPENSE	(362,950)	(369,450)	6,500	1.8%
REVENUE FROM MUNICIPALITIES	(35,500)	(36,000)	500	1.4%
TOTAL REVENUE	(398,450)	(405,450)	7,000	1.8%
EXPENSE				
FUEL/OIL	91,100	88,100	3,000	3.3%
INSURANCE	8,000	8,588	(588)	(7.4%)
MATERIALS & SERVICES	28,750	30,850	(2,100)	(7.3%)
REPAIRS & MAINTENANCE	64,600	60,912	3,688	5.7%
TOTAL EXPENSE	192,450	188,450	4,000	2.1%
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	206,000	217,000	(11,000)	(5.3%)
TOTAL RESERVE TRANSFERS	206,000	217,000	(11,000)	(5.3%)
TOTAL	-	-	-	- %

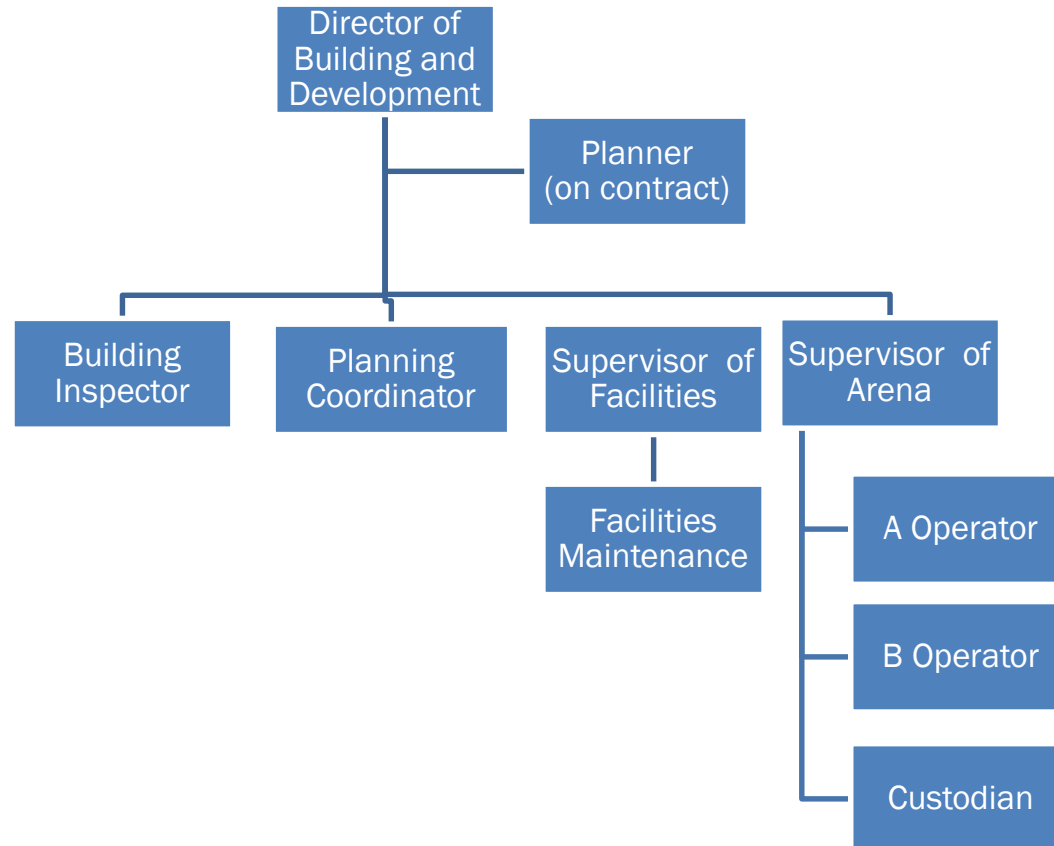


Town of St. Marys

2020 Operating Budget Overview

Building and Development

Building and Development



Service Delivery



Building

The Building Division issues permits for the construction, renovation, demolition and certain changes in use of buildings. We ensure the buildings where we live, work and play are safe.

Property Standards

Deals with property standards on a written complaint basis. Conducts property visits, issues orders as required.

Animal Control

Receives complaints from the public, primarily stray cats or wild animals with health issues, such as raccoons. Most issues are handled via a third party service and the St Marys Veterinary Clinic.

Service Delivery



Planning / Development

The Planning and Development Division is the champion of the Town's Official Plan and Zoning bylaw. We are also the first point of contact for plans of subdivision; site plan agreements; and are responsible for facilitating the process for all planning applications.

Facilities

The Facilities Division builds and maintains municipal buildings, play grounds, and sports fields, ensuring all facilities meet the required legislative standards. Establishes and administers both operating and capital budgets

Service Delivery



of Recreation Facilities

- 5 ball diamonds (does not including Teddy's Field)
- 10 soccer fields
- 4 tennis courts/2 pickle ball courts
- 8 public playgrounds & 1 school playground
- 2 splash pads
- 2 quarries (swimming and fishing)
- 1 dog park

#Facilities

- 33 buildings including pavilions, sheds and gazebos. Also includes Child Care Centre and sheds, McDonald House and Junction Station.

2019 Success Stories



Building

- Issued permits for 53 dwelling units
 - 3yr avg. 42.3
 - 5yr avg. 42
 - 10yr avg. 40.4
- \$18.8mil in construction value

Property Standards

- Most compliance achieved by initial contact with property owner
- All compliance was gained without issuing orders

Animal Control

- Dealing with wildlife on private property

2019 Success Stories



Planning / Development

- Nearing completion of the Official Plan
- Developing strategies on attainable housing
 - Accessory units
 - Financial incentives

Facilities

- Finished the Old Water Tower, Town Hall & Library window project
- 23 Capital Projects for a total of \$1.241 Million, (including Tower & Windows)
 - 14 completed for a total of \$1.059 Million –
 - Not completed or on hold: walkways at Cadzow & Museum, Cemetery washroom, Library wall, Tint Aquatic windows, PRC generator.
- 23 Operational Projects (under \$5,000)
 - 18 completed for a total of \$72,000

2020 Challenges



Building

- How to encourage construction of secondary dwelling units in order to meet Council's objectives.
- Changing Legislation

Property Standards

- Expectations of neighboring property owners
- Secondary focus (primary focus is building & planning)

Animal Control

- Developing a better system

2020 Challenges



Planning / Development:

- Changing Legislation
- Completion of the Official Plan
- How to encourage attainable dwellings in order to meet Council's objectives.

Facilities

- Asset Management Plan
- Projects not planned for
- How to maximize existing resources to the best of our abilities and get others on board

2020 Opportunities



Building

- Being a leader in Reduction of Red Tape
- Changing Legislation

Property Standards

- Keep working with residents on “both sides of the fence”

Animal Control

- Achieve a more efficient process for vacation coverage of Animal Control Officer.

Planning / Development

- Being a leader in Reduction of Red Tape
- Changing Legislation

Facilities

- How to maximize existing resources to the best of our abilities
- Improvement of service to patrons and staff

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

BUILDING & PROPERTY STANDARDS

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(209,750)	(203,200)	(6,550)	(3.1%)
INTERNAL (REVENUE) EXPENSE	65,160	64,681	479	0.7%
TOTAL REVENUE	(144,590)	(138,519)	(6,071)	(4.2%)
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	2,200	2,400	(200)	(9.1%)
CONFERENCES, SEMINARS & TRAINING	3,000	4,500	(1,500)	(50.0%)
CONTRACTED SERVICES	45,000	50,000	(5,000)	(11.1%)
MATERIALS & SERVICES	11,550	9,000	2,550	22.1%
PROFESSIONAL FEES	23,500	18,900	4,600	19.6%
PROGRAM EXPENSE	30,000	80,000	(50,000)	(166.7%)
SALARIES, WAGES & BENEFITS	304,043	294,210	9,833	3.2%
SUPPLIES	6,000	5,000	1,000	16.7%
TOTAL EXPENSE	425,293	464,010	(38,717)	(9.1%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	-	(50,000)	50,000	- %
TOTAL RESERVE TRANSFERS	-	(50,000)	50,000	- %
TOTAL	280,703	275,491	5,212	1.9%

Program Expense

- \$50,000 included in the 2020 budget for Attainable Housing initiatives, fully funded by reserves

**DEPARTMENTAL - TAX LEVY FUNDED
2020**

FACILITIES

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
FEES, CHARGES & PROGRAM REVENUE	(65,800)	(78,000)	12,200	18.5%
INTERNAL (REVENUE) EXPENSE	14,000	14,000	-	- %
RENT ICE	(484,000)	(402,000)	(82,000)	(16.9%)
RENT & LEASES	(20,000)	(23,500)	3,500	17.5%
TOTAL REVENUE	(555,800)	(489,500)	(66,300)	(11.9%)
EXPENSE				
CONFERENCES, SEMINARS & TRAINING	8,400	6,100	2,300	27.4%
CONTRACTED SERVICES	209,590	179,200	30,390	14.5%
INSURANCE	74,200	76,766	(2,566)	(3.5%)
MATERIALS & SERVICES	102,600	104,050	(1,450)	(1.4%)
REPAIRS & MAINTENANCE	231,404	343,500	(112,096)	(48.4%)
SALARIES, WAGES & BENEFITS	720,071	701,157	18,914	2.6%
SUPPLIES	28,750	27,500	1,250	4.3%
UTILITIES	504,340	480,150	24,190	4.8%
TOTAL EXPENSE	1,879,355	1,918,423	(39,068)	(2.1%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	93,500	93,500	-	- %
TOTAL RESERVE TRANSFERS	93,500	93,500	-	- %
TOTAL	1,417,055	1,522,423	(105,368)	(7.4%)

Fees, Charges, & Program Revenue

- Increase in Baseball revenue due to changes in agreement with Canadian Baseball Hall of Fame

Rent Ice

- Revenue adjusted down based on historical trending

Contracted Services

- Change is service at PRC, snow removal to be performed with internal resources

Repairs & Maintenance

- PRC maintenance increases as part of life cycle replacements
- Adjustments based on historical spending average
- Includes one-time environmental assessment for Junction Station - \$15,000

**DEPARTMENTAL - SELF FUNDED
2020**

LANDFILL

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
INTERNAL (REVENUE) EXPENSE	(106,540)	(101,540)	(5,000)	(4.7%)
LANDFILL & DIVERSION REVENUE	(379,000)	(393,000)	14,000	3.7%
TOTAL REVENUE	(485,540)	(494,540)	9,000	1.9%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,000	500	500	50.0%
COMMUNICATIONS	2,000	-	2,000	100.0%
CONFERENCES, SEMINARS & TRAINING	2,500	2,000	500	20.0%
CONTRACTED SERVICES	55,000	70,000	(15,000)	(27.3%)
DEBENTURE PAYMENT	49,125	53,940	(4,815)	(9.8%)
FUEL/OIL	15,000	15,000	-	- %
MATERIALS & SERVICES	15,700	16,000	(300)	(1.9%)
PROFESSIONAL FEES	30,000	25,000	5,000	16.7%
REPAIRS & MAINTENANCE	6,000	1,000	5,000	83.3%
SALARIES, WAGES & BENEFITS	137,197	140,658	(3,461)	(2.5%)
SUPPLIES	300	300	-	- %
UTILITIES	3,750	3,500	250	6.7%
TOTAL EXPENSE	317,572	327,898	(10,326)	(3.3%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	167,968	166,642	1,326	0.8%
TOTAL RESERVE TRANSFERS	167,968	166,642	1,326	0.8%
TOTAL	-	-	-	- %

Landfill & Diversion Revenue

- Increase in tipping fees
- new diversion programs

Contracted Services

- Increase to allow for better site management

Professional Fees

- Efficiencies in operations and revised contract

Repairs & Maintenance

- \$5,000 moved to Fleet, now part of internal transfers



**DEPARTMENTAL - SELF FUNDED
2020**

LANDFILL

Transfer to Reserve

- Self funded; operating surplus/deficit allocated to reserve

**DEPARTMENTAL - SELF FUNDED
2020**

WASTEWATER

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
INTERNAL (REVENUE) EXPENSE	51,120	51,120	-	- %
WATER & SEWER REVENUE	(1,689,147)	(1,786,075)	96,928	5.7%
TOTAL REVENUE	(1,638,027)	(1,734,955)	96,928	5.9%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,500	1,000	500	33.3%
CONFERENCES, SEMINARS & TRAINING	2,000	2,000	-	- %
CONTRACTED SERVICES	680,656	691,415	(10,759)	(1.6%)
DEBENTURE PAYMENT	260,376	260,374	2	- %
INSURANCE	14,000	3,689	10,311	73.7%
MATERIALS & SERVICES	56,500	56,500	-	- %
PROFESSIONAL FEES	21,000	16,000	5,000	23.8%
REPAIRS & MAINTENANCE	33,500	33,500	-	- %
SALARIES, WAGES & BENEFITS	151,890	186,815	(34,925)	(23.0%)
UTILITIES	252,500	247,500	5,000	2.0%
TOTAL EXPENSE	1,473,922	1,498,793	(24,871)	(1.7%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	164,105	236,162	(72,057)	(43.9%)
TOTAL RESERVE TRANSFERS	164,105	236,162	(72,057)	(43.9%)
TOTAL	-	-	-	- %

Water & Sewer Revenue

- Fee increases and growth estimates

Transfer to Reserve

- Self funded; operating surplus/deficit allocated to reserve

**DEPARTMENTAL - SELF FUNDED
2020**

WATER

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
GRANTS	(16,630)	-	(16,630)	(100.0%)
INTERNAL (REVENUE) EXPENSE	82,730	87,638	(4,908)	(5.9%)
WATER & SEWER REVENUE	(1,674,331)	(1,758,149)	83,818	5.0%
TOTAL REVENUE	(1,608,231)	(1,670,511)	62,280	3.9%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	1,500	1,000	500	33.3%
CONFERENCES, SEMINARS & TRAINING	3,000	2,000	1,000	33.3%
CONTRACTED SERVICES	548,742	559,679	(10,937)	(2.0%)
DEBENTURE PAYMENT	90,739	46,160	44,579	49.1%
INSURANCE	12,000	19,709	(7,709)	(64.2%)
MATERIALS & SERVICES	44,000	43,750	250	0.6%
PROFESSIONAL FEES	4,500	7,000	(2,500)	(55.6%)
REPAIRS & MAINTENANCE	38,500	43,500	(5,000)	(13.0%)
SALARIES, WAGES & BENEFITS	151,889	186,813	(34,924)	(23.0%)
SUPPLIES	3,500	2,000	1,500	42.9%
UTILITIES	106,200	106,200	-	- %
TOTAL EXPENSE	1,004,570	1,017,811	(13,241)	(1.3%)
RESERVE TRANSFERS				
TRANSFER TO (FROM) RESERVES	603,661	652,700	(49,039)	(8.1%)
TOTAL RESERVE TRANSFERS	603,661	652,700	(49,039)	(8.1%)
TOTAL	-	-	-	- %

Grants

- No Water Protection funding estimated for 2020

Water & Sewer Revenue

- Fee increases and growth estimates

Debenture Payment

- Water well debt full paid in 2019



**DEPARTMENTAL - SELF FUNDED
2020**

WATER

Transfer to Reserve

- Self funded; operating surplus/deficit allocated to reserve

2020 Capital Budget Summary

	Project	Department	Pre - Budget Approval	Budget	REVENUE SOURCE													
					RESERVES								Development Charges	Other	Long Term Debt	Grant - Provincial	Grant - Federal	
					Reserve - Gen Capital	Reserve - Roads	Reserve - Water	Reserve - Wastewater	Reserve - Storm	Reserve - Landfill	Reserve - Fire	Reserve Equipment						
1	Exterior Overhead Doors - MOC	Facilities	Y	\$50,000	\$50,000													
2	Carbon Monoxide Detectors - MOC	Facilities		\$10,000	\$10,000													
3	Walkway Replacement - MOC	Facilities		\$9,000	\$9,000													
4	Wash Bay Wall Cladding - MOC	Facilities	Y	\$5,000	\$5,000													
5	Interlocking Brick Replacement - VIA Station	Facilities	Y	\$10,000	\$10,000													
6	Court Walkway - Tennis Court	Facilities		\$13,000	\$13,000													
7	Exterior Steel Window Replacement - Lind Sportsplex	Facilities		\$17,000	\$17,000													
8	Balcony & Retaining Wall Reparging - Lind Sportsplex	Facilities	Y	\$7,000	\$7,000													
9	Ceramic Tile Replacement - Lind Sportsplex	Facilities		\$8,000	\$8,000													
10	Elevator Assessment - Library	Facilities		\$7,000	\$7,000													
11	Church Street Stair Repairs - Town Hall	Facilities	Y	\$12,000	\$12,000													
12	Building Assessment - Town Hall	Facilities		\$6,000	\$6,000													
13	Donor Sign - Cadzow Pavillion	Facilities		\$10,000	\$10,000													
14	Foundation Pointing - Museum Woodshop	Facilities		\$10,000	\$10,000													
15	Barn Window Repairs - Museum Barn	Facilities		\$5,000	\$5,000													
16	Exterior Walls Parging - Museum Woodshop	Facilities		\$8,000	\$8,000													
17	Barn Door Replacement - Museum	Facilities		\$5,000	\$5,000													
18	Lind Park Retaining Wall Pointing - 33 Church St S	Facilities	Y	\$20,000	\$20,000													
19	Fencing Completion - Dog Park	Facilities		\$20,000	\$20,000													
20	65 mm Hose - Fire Hall	Fire		\$5,000								\$5,000						
21	Portable Pump - Fire Hall	Fire		\$6,500								\$6,500						
22	Portable Generator - Fire Hall	Fire		\$2,500								\$2,500						
23	Foam Pump - Fire Hall	Fire	Y	\$15,000								\$15,000						
24	IT Security Audit	IT	Y	\$15,000	\$15,000													
25	Office 365 Migration	IT		\$17,000	\$17,000													
26	Microphone Battery Replacement - Council Chambers	IT		\$3,000	\$3,000													
27	J40 - Sweeper	Fleet	Y	\$310,000								\$310,000						
28	Flats Sidewalk - Emily Street to Flats Parking Lot	Roads		\$25,000		\$25,000												
29	Road Assessment Study	Roads		\$60,000		\$60,000												
30	Elizabeth and Waterloo Street Reconstruction Design	Roads		\$50,000		\$50,000												
31	Annual Resurfacing	Roads		\$160,000		\$160,000												
32	Egan Ave Reconstruction	Roads	Y	\$1,487,000		\$451,000	\$19,000						\$315,000	\$702,000				
33	Church Street South Railing	Roads	Y	\$25,000		\$25,000												
34	Municipal Tree Inventory	Roads		\$8,000		\$8,000												
35	Sparling Bush Rehabilitation	Public Works		\$25,000	\$25,000													
36	Church Street Bridge	Roads	Y	\$371,000														\$371,000
37	Dam Repairs	PW	Y	\$233,000				\$50,000									\$183,000	
38	Water Valve Program	Water		\$15,000		\$15,000												
39	Water Tower Inspection & Maintenance Victoria Street	Water		\$25,000		\$25,000												
40	Sanitary Inflow & Infiltration Program	Wastewater	Y	\$100,000			\$66,000						\$34,000					
41	Water Pollution Control Plant Clarifier Rake Painting	Wastewater		\$20,000			\$20,000											
42	Water Pollution Control Plant , Waste Activated Sludge Splitter Box Replacement	Wastewater		\$30,000			\$30,000											
43	Sewage Pumping Station Condition Assessments	Wastewater		\$10,000			\$10,000											
44	General Sanitary Sewer Funds	Wastewater		\$25,000			\$25,000											
45	Landfill Approvals	Landfill		\$200,000						\$200,000								
46	Landfill Environmental Assessment	Landfill		\$220,000						\$220,000								
47	James Street North Watermain Upgrade	Water		\$145,040		\$47,040							\$98,000					
48	Annual Sidewalk & Concrete Program	Roads		\$93,000		\$93,000												

2020 Capital Budget Summary

	Project	Department	Pre - Budget Approval	Budget	REVENUE SOURCE													
					RESERVES													
					Reserve - Gen Capital	Reserve - Roads	Reserve - Water	Reserve - Wastewater	Reserve - Storm	Reserve - Landfill	Reserve - Fire	Reserve Equipment	Development Charges	Other	Long Term Debt	Grant - Provincial	Grant - Federal	
49	Grand Trunk Trail Staircase	PW		\$110,000	\$110,000													
50	Facility Energy Upgrades - Annual	Facilities		\$50,000	\$50,000													
51	PRC Upgrades	Facilities		\$2,285,000	\$609,410												\$761,590	\$914,000
52	Annual Circulating Collection	Library		\$59,740	\$54,740								\$5,000					
53	Community Transportation	CAO		\$23,000	\$23,000													
54	Computer Replacement - Annual	IT		\$15,000	\$15,000													
55	Fire Hall Expansion	Facilities		\$3,100,000										\$100,000	\$3,000,000			
	TOTAL			\$9,575,780	\$1,154,150	\$872,000	\$106,040	\$151,000	\$50,000	\$420,000	\$29,000	\$310,000	\$452,000	\$802,000	\$3,000,000	\$944,590	\$1,285,000	

**TOWN OF ST. MARYS - 10 YEAR CAPITAL PLAN
10 YEAR CAPITAL EXPENDITURES**

Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Administration	23,000	56,000	29,000	0	0	0	0	29,000	0	0
IT	50,000	23,000	26,000	16,000	66,000	57,000	107,000	17,000	18,000	118,000
Fire	29,000	531,000	5,000	58,000	89,000	93,000	30,000	11,000	525,000	0
Facilities	5,667,000	1,503,000	1,871,000	306,000	178,000	448,000	330,000	935,000	1,692,000	971,000
Planning	0	0	44,000	55,000	0	0	0	44,000	0	0
Library	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740
Public Works	368,000	0	0	280,000	0	0	0	0	0	0
Fleet	310,000	267,000	265,000	533,000	385,000	120,000	375,000	5,000	0	0
Roads	2,279,000	3,816,000	575,000	1,414,000	1,434,000	1,184,000	2,137,000	2,349,000	964,000	466,000
Water	185,040	211,000	63,000	48,000	83,000	249,000	15,000	15,000	95,000	0
Wastewater	185,000	314,000	4,795,000	25,000	45,000	378,000	0	0	0	0
Landfill	420,000	175,000	25,000	25,000	25,000	300,000	0	0	0	0
	9,575,780	6,955,740	7,757,740	2,819,740	2,364,740	2,888,740	3,053,740	3,464,740	3,353,740	1,614,740

FUNDING SOURCES

Funding Source	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Reserve - General Capital	1,154,150	1,610,740	1,999,740	417,740	273,740	544,740	491,740	1,054,740	1,764,740	1,454,740
Roads Reserve	872,000	1,320,000	395,000	694,000	864,000	756,000	1,053,000	881,000	456,000	155,000
Water Rates	106,040	182,000	63,000	48,000	83,000	289,000	15,000	15,000	95,000	0
Waste Water Rates	151,000	242,000	206,000	25,000	45,000	10,000	0	0	0	0
Ontario Community Infrastructure Grant	183,000	384,008	0	0	0	0	0	0	0	0
Other Grants	1,675,590	1,370,000	0	0	0	0	0	0	0	0
Federal Gas Tax	371,000	701,992	180,000	601,000	595,000	403,000	500,000	210,000	508,000	0
Development Charges	452,000	100,000	643,000	138,000	5,000	5,000	589,000	173,000	5,000	5,000
Developer/Owner/Other	802,000	0	0	0	0	0	0	1,115,000	0	0
Storm Water Reserve	50,000	0	0	280,000	0	0	0	0	0	0
PW Equipment Reserve	310,000	267,000	265,000	533,000	385,000	120,000	275,000	5,000	0	0
Landfill Reserve	420,000	175,000	25,000	25,000	25,000	300,000	100,000	0	0	0
Fire Capital Reserve	29,000	531,000	5,000	58,000	89,000	93,000	30,000	11,000	525,000	0
Debenture	3,000,000	72,000	3,976,000	0	0	368,000	0	0	0	0
	9,575,780	6,955,740	7,757,740	2,819,740	2,364,740	2,888,740	3,053,740	3,464,740	3,353,740	1,614,740

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
1	Admin	Downtown Revitalization Study	-	56,000	-	-	-	-	-	-	-	-
2	Admin	Community Transportation	23,000									
3	Fac	Energy Efficiency Upgrades	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-
4	Fac	General Building Repair (approved 2015 cfwd)	-	-	5,000	-	-	-	-	-	-	-
5	Fac	Interior And Exterior Paint	-	-	-	-	-	10,000	-	-	-	-
6	Fac	Interior And Exterior Paint	-	-	-	-	-	-	-	10,000	-	-
7	Fac	Roof Replacement	-	-	20,000	-	-	-	-	-	-	-
8	Fac	Windows	-	10,000	-	-	-	-	-	-	-	-
9	Fac	Chapel Roof	-	-	-	-	-	-	-	15,000	-	-
10	Fac	Storage Shed	-	-	-	-	-	-	-	-	28,000	-
11	Fac	Carpet	-	-	-	-	-	-	-	24,000	-	-
12	Fac	Elevator Assessment	7,000	-	-	-	-	-	-	-	-	-
13	Fac	Library Basement	-	25,000	-	-	-	-	-	-	-	-
14	Fac	Original Roof (2014)	-	-	-	-	-	-	-	-	-	16,000
15	Fac	Addition Roof (2018)	-	-	-	-	-	-	-	-	-	19,000
16	Fac	Plumbing	-	-	-	-	-	12,000	-	-	-	-
17	Fac	Electrical	-	-	-	-	18,000	-	-	-	-	-
18	Fac	Building Shell	-	8,000	-	-	-	-	-	-	-	-
19	Fac	Stone Stairs (2017)	-	-	-	-	-	-	-	25,000	-	-
20	Fac	Furnace #1 (2013)	-	-	-	-	-	15,000	-	-	-	-
21	Fac	Furnace #2 (2013)	-	-	-	-	-	15,000	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
22	Fac	Furnace #3 (2013)	-	-	-	-	-	15,000	-	-	-	-
23	Fac	Second floor heat unit	-	-	-	-	-	12,000	-	-	-	-
24	Fac	Renovate Washrooms	-	15,000	-	-	-	-	-	-	-	-
25	Fac	Refinish front door	-	-	6,000	-	-	-	-	-	6,000	-
26	Fac	Eaves & Gutter repairs/replacement	-	-	24,000	-	-	-	-	-	-	-
27	Fac	HVAC - Carrier 38TKB060310	-	7,000	-	-	-	-	-	-	-	-
28	Fac	Balcony Reparge/retaining wall	7,000	-	-	-	-	-	-	-	-	-
29	Fac	Ceramic Tile Replacement in foyer	8,000	-	-	-	-	-	-	-	-	-
30	Fac	Exterior Steel Window Replacement	17,000	-	-	-	-	-	-	-	-	-
31	Fac	Painting - concrete ceiling	-	-	12,000	-	-	-	-	12,000	-	-
32	Fac	Furnace #1 Replacement (1997) Carrier	-	-	-	12,000	-	-	-	-	-	-
33	Fac	Furnace #2 Replacement (1997) Carrier	-	-	-	12,000	-	-	-	-	-	-
34	Fac	Windows (1997)	-	50,000	-	-	-	-	-	-	-	-
35	Fac	Plumbing	-	-	-	12,000	-	-	-	-	20,000	-
36	Fac	Electrical- replace disconnect switches	-	-	-	-	-	-	-	33,000	-	-
37	Fac	Electrical- distribution components	-	-	-	-	-	-	-	14,000	-	-
38	Fac	Building Foundation - reparge concrete walls	-	-	-	-	-	12,000	-	-	-	-
39	Fac	Curling Rink Slab - structural study	-	5,000	-	-	-	-	-	-	-	-
40	Fac	Exterior Walls - repairs to block	-	5,000	-	-	-	-	-	-	-	-
41	Fac	Elevator - modernization	-	-	-	85,000	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
42	Fac	Ice Lighting (2014)	-	-	-	-	-	8,000	-	-	-	-
43	Fac	Interior Lights- upgrade to LED	-	9,000	-	-	-	-	-	-	-	-
44	Fac	Floor - vinyl tile - replace	-	-	-	-	-	10,000	-	-	-	-
45	Fac	Floor - rubber flooring- replace	-	-	-	-	-	-	5,000	-	-	-
46	Fac	Floor- exposed concrete - repara	-	-	-	-	-	5,000	-	-	-	-
47	Fac	Exterior Doors - hollow metal	-	-	8,000	-	-	-	-	-	-	-
48	Fac	Kitchen Cabinet - replacement	-	11,000	-	-	-	-	-	-	-	-
49	Fac	Wooden Lockers - replacement	-	-	-	-	-	5,000	-	-	-	-
50	Fac	Metal Ceiling Panels - repaint	-	-	15,000	-	-	-	-	15,000	-	-
51	Fac	Acoustic Ceiling Tiles	-	-	-	5,000	-	-	-	-	5,000	-
52	Fac	Walkways - concrete to building & under balcony	13,000	-	-	9,000	-	-	-	-	-	-
53	Fac	Exterior stairs to balcony - repairs	-	-	-	-	-	-	-	-	-	6,000
54	Fac	Retaining wall - wood - replace	-	-	-	-	12,000	-	-	-	-	-
55	Fac	Lind park Retaining Wall Pointing	20,000	-	-	-	-	-	-	-	-	-
56	Fac	HVAC	-	10,000	-	-	-	-	-	-	-	-
57	Fac	HVAC Unit #1 (2006)	-	-	-	-	-	-	-	80,000	-	-
58	Fac	HVAC Unit #2 (2006)	-	-	-	-	-	-	-	80,000	-	-
59	Fac	CO Detectors (12)	10,000	-	-	-	-	-	-	-	-	-
60	Fac	Reset of Paving stones/concrete entrance	9,000	-	-	-	-	-	-	-	-	-
61	Fac	Standing Seam Metal Roof - replace	-	-	-	-	-	59,000	-	-	-	-
62	Fac	Windows (2006)	-	-	38,000	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
63	Fac	Plumbing (2006)	-	-	-	-	-	-	-	180,000	-	-
64	Fac	Electrical (2006)	-	-	-	-	-	-	-	120,000	-	-
65	Fac	Foundation Wall reparging	-	-	-	-	-	10,000	-	-	-	-
66	Fac	Foundation concrete slab - repairs	-	-	-	-	-	10,000	-	-	-	-
67	Fac	Metal siding - repairs	-	-	8,000	-	-	-	-	-	-	-
68	Fac	Exterior Stone Masonry Veneer - pointing	-	7,000	-	-	-	-	-	-	-	-
69	Fac	Exterior Insulated Finish - repairs	-	7,000	-	-	-	-	-	-	-	-
70	Fac	Lighting (2006)	-	-	-	-	-	-	-	24,000	-	-
71	Fac	Flooring (2006)	-	-	24,000	-	-	-	-	-	-	-
72	Fac	Exterior Overhead Doors- replace	50,000	-	-	-	-	-	-	-	-	-
73	Fac	Gutters & Downspouts - repairs	-	-	5,000	-	-	-	-	-	-	-
74	Fac	Interior Wooden Doors - repairs	-	-	-	-	5,000	-	-	-	-	-
75	Fac	Interior Metal Doors - repairs	-	-	-	-	5,000	-	-	-	-	-
76	Fac	Casework - millwork repairs	-	-	-	-	5,000	-	-	-	-	-
77	Fac	Gypsum Wallboard - repairs	-	-	-	10,000	-	-	-	-	-	-
78	Fac	Concrete Block (interior finish) - repairs	-	-	-	10,000	-	-	-	-	-	-
79	Fac	Concrete Block Washbay - install non -staining membrane	5,000	-	-	-	-	-	-	-	-	-
80	Fac	Carpet - replace	-	-	-	43,000	-	-	-	-	-	-
81	Fac	Floor Vinyl Tile - repairs	-	-	-	-	-	-	5,000	-	-	-
82	Fac	Gypsum Ceiling - repairs	-	-	-	-	-	5,000	-	-	-	-
83	Fac	HVAC Pumps - replace	-	-	18,000	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
84	Fac	Exhaust Fans/Range - replace	-	-	-	-	-	-	-	8,000	-	-
85	Fac	Electrical Transformers (3) - replace	-	-	-	-	-	-	-	15,000	-	-
86	Fac	Upgrade/relamp Fluorescent Fixtures (210)	-	74,000	-	-	-	-	-	-	-	-
87	Fac	Asphalt Roadways(Office Area)	-	42,000	-	-	-	-	-	-	-	-
88	Fac	Asphalt Parking Lots (Office Area)	-	122,000	-	-	-	-	-	-	-	-
89	Fac	Asphalt Parking Lots (Shop Area)	-	-	240,000	-	-	-	-	-	-	-
90	Fac	Exterior LED Wall Packs - repairs	-	-	-	-	-	12,000	-	-	-	-
91	Fac	MOC Parking Lot Paving	-	164,000	240,000	-	-	-	-	-	-	-
92	Fac	Barn Painting	-	-	-	-	-	-	10,000	-	-	-
93	Fac	Barn Windows	5,000	-	-	-	-	-	-	-	-	-
94	Fac	Barn Door Repairs	5,000	-	-	-	-	-	-	-	-	-
95	Fac	Addition (collections storage program)	-	-	700,000	-	-	-	-	-	-	-
96	Fac	Barn Roof	-	-	-	-	-	-	-	8,000	-	-
97	Fac	HotReserve - Water Heater	-	-	5,000	-	-	-	-	-	-	-
98	Fac	Museum Roof	-	-	-	-	-	-	25,000	-	-	-
99	Fac	Museum Sign	-	-	-	-	7,000	-	-	-	-	-
100	Fac	Paint / Ext	-	40,000	-	-	-	-	-	-	-	-
101	Fac	Exterior Walls Parging - Woodshop	8,000	-	-	-	-	-	-	-	-	-
102	Fac	Foundation Pointing - Wooshop	10,000	-	-	-	-	-	-	-	-	-
103	Fac	Replace Windows	-	30,000	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
104	Fac	Workshop Exterior Work (paint, woodwork)	-	-	-	-	6,000	-	-	-	-	-
105	Fac	Workshop Roof	-	-	-	-	-	-	8,000	-	-	-
106	Fac	Painting	-	-	-	-	-	-	40,000	-	-	-
107	Fac	Air Handlers	-	-	-	-	-	5,000	5,000	-	-	-
108	Fac	Council Chambers - Upgrade	-	-	25,000	-	-	-	-	-	-	-
109	Fac	Council Chambers - Replace Carpet council chambers	-	15,000	-	-	-	-	-	-	-	-
110	Fac	Roof Maintenance	-	-	300,000	-	-	-	-	-	-	-
111	Fac	Church Street Stair Repairs	12,000	-	-	-	-	-	-	-	-	-
112	Fac	Building Assessment	6,000	-	-	-	-	-	-	-	-	-
113	Fac	Chimney repairs (2014)	-	-	-	-	-	10,000	-	-	-	-
114	Fac	HVAC units 2 (2016)	-	-	-	-	-	-	9,000	-	-	-
115	Fac	Elevator Replacement (1994)	-	220,000	-	-	-	-	-	-	-	-
116	Fac	Lighting	-	-	-	-	-	-	16,000	-	-	-
117	Fac	Boiler Replacement	-	-	-	-	40,000	-	-	-	-	-
118	Fac	Interior And Exterior Paint	-	-	-	25,000	-	-	-	-	-	-
119	Fac	Roof Replacement	-	-	-	-	-	-	-	75,000	-	-
120	Fac	Window Replacement	-	75,000	-	-	-	-	-	-	-	-
121	Fac	Interlocking Brick Replacement (concrete)	10,000	-	-	-	-	-	-	-	-	-
122	Fac	Fascia & Wood Painting	-	-	-	-	-	-	25,000	-	-	-
123	Fac	PRC Upgrades - ICIP Grant Application	2,285,000	-	-	-	-	-	-	-	-	-
124	Fac	Aquatic Light Retrofit (pool lights)	-	-	-	-	-	25,000	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
125	Fac	Circulation Pool Pump	-	-	-	10,000	-	-	-	-	-	-
126	Fac	Community Centre Flooring - Hall & Entrance	-	-	-	-	-	25,000	-	-	-	-
127	Fac	Community Centre Painting - Hall & Entrance	-	-	-	-	-	34,000	-	-	-	-
128	Fac	Community Centre Painting & Flooring - Hall & Entrance	-	-	-	-	-	34,000	-	-	-	-
129	Fac	Compressor Room - Water Treatment	-	7,000	-	-	-	-	-	7,000	-	-
130	Fac	Cook Exhaust Fans (5)	-	-	-	-	-	-	-	-	-	-
131	Fac	De Dietrich Boiler (2)	-	-	-	-	-	-	-	-	-	-
132	Fac	Dectron (runs pool a/c, heat)	-	-	-	-	-	-	-	10,000	-	-
133	Fac	Engineered Air (4)(air handlers)	-	240,000	-	-	-	-	-	-	-	-
134	Fac	Friendship Centre--Replacement Flooring	-	-	-	-	-	-	45,000	-	-	-
135	Fac	Water Tanks (6)	-	60,000	-	-	-	-	-	-	-	-
136	Fac	PRC Guest Services Desk Rebuild	-	-	-	-	-	-	20,000	-	-	-
137	Fac	Hobart dishwasher	-	-	-	-	-	-	15,000	-	-	-
138	Fac	Hrv1 Cook Heat/Cool	-	10,000	-	-	-	-	-	-	-	-
139	Fac	Ice Re-Surfacer (Zamboni, Olympia)	-	-	85,000	-	-	-	-	-	-	-
140	Fac	John Wood Gas Reserve - Water Heater (CC)	-	-	-	-	5,000	-	-	-	-	-
141	Fac	Lennox Furnace (CC)	-	-	-	-	-	-	6,000	-	-	-
142	Fac	Nobles 20' scrubber	-	-	-	-	-	-	-	20,000	-	-
143	Fac	Olympia Ice Edger	-	-	8,000	-	-	-	-	-	-	-
144	Fac	R.O Water System (ice flooding)	-	-	-	-	-	-	-	10,000	-	-
145	Fac	Replacement Arena Skate Floor	-	-	-	-	-	-	-	100,000	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
146	Fac	Retro Fit Arena Ice Pad Lights--Wiring And Fixtures	-	-	-	-	25,000	15,000	-	-	-	-
147	Fac	RTAC 1	-	-	-	-	-	-	-	-	-	-
148	Fac	RTAC 2	-	-	-	-	-	-	-	-	-	-
149	Fac	RTAC 4 (Roof Top Air Conditioner/Heater)	-	-	-	-	-	10,000	-	-	-	-
150	Fac	RTAC 5	-	-	-	-	-	-	-	-	-	-
151	Fac	RTAC 6	-	-	-	-	-	-	-	-	-	-
152	Fac	Scissor Lift	-	-	-	-	-	-	10,000	-	-	-
153	Fac	Toromont Cimco Dehumidification Unit	-	100,000	-	-	-	-	-	-	-	-
154	Fac	VP1 Armstrong Circulation Pump	-	-	-	-	-	5,000	-	-	-	-
155	Fac	VP2 Armstrong Circulation Pump	-	-	-	-	-	5,000	-	-	-	-
156	Fac	Walkin Cooler (CC)	-	-	-	-	-	-	-	-	-	-
157	Fac	Walkin Cooler (FC)	-	-	-	-	-	-	-	-	-	-
158	Fac	Walkin Freezer (FC)	-	-	-	-	-	-	-	-	-	-
159	Fac	York Air Unit (CC)	-	-	-	-	-	-	30,000	-	-	-
160	Fac	PRC Pool Gouting	-	-	30,000	-	-	-	-	-	-	-
161	Fac	Scoreboard Blue Rink	-	-	-	-	-	-	-	-	-	-
162	Fac	Evaporative Condenser	-	-	-	-	-	-	-	-	-	-
163	Fac	Refrigeration Controls System to replace XP based program	-	-	-	-	-	-	-	-	-	-
164	Fac	Replace exterior sliding doors B & D Entrance	-	-	-	-	-	-	-	-	-	-
165	Fac	Replace Dectron Evaporator Coil	-	-	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
166	Fac	LED conversion lobby lighting	-	-	-	-	-	-	-	-	-	-
167	Fac	Security Access points added - mechanical/pool	-	-	-	-	-	-	-	-	-	-
168	Fac	Pool Shower plumbing replaced	-	-	-	-	-	-	-	-	-	-
169	Fac	Elevator Replacement (2008)	-	-	-	-	-	-	-	-	70,000	-
170	Fac	PRC Pool (2008)	-	-	-	-	-	-	-	-	578,000	-
171	Fac	PRC Ice Equipment (Compressor Room 2008)	-	-	-	-	-	-	-	-	890,000	-
172	Fac	PRC Electrical (2008)	-	-	-	-	-	-	-	-	-	930,000
173	Fac	PRC Ice Pads Protective Netting (2016)	-	-	-	18,000	-	-	-	-	-	-
174	Fac	Roof (?)	-	5,000	-	-	-	-	-	-	-	-
175	Fac	Windows (?)	-	-	-	5,000	-	-	-	-	-	-
176	Fac	Lighting	-	-	5,000	-	-	-	-	-	-	-
177	Fac	Flooring (2016)	-	-	-	-	-	-	6,000	-	-	-
178	Fac	Bowling Lights	-	15,000	-	-	-	-	-	-	-	-
179	Fac	Shingles(2015)	-	-	-	-	-	7,000	-	-	-	-
180	Fac	Cadzow Patio	-	30,000	-	-	-	-	-	-	-	-
181	Fac	Donor Sign	10,000	-	-	-	-	-	-	-	-	-
182	Fac	Pavilion - Door Closer (2018)	-	-	-	-	-	8,000	-	-	-	-
183	Fac	Pavilion - fountain (2018)	-	-	-	-	-	-	-	-	5,000	-
184	Fac	Parking lot paving (2018)	-	-	-	-	-	-	-	-	40,000	-
185	Fac	Finish Fencing	20,000	-	-	-	-	-	-	-	-	-
186	Fac	roof - asphalt shingle	-	10,000	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
187	Fac	Gutters & Downspouts	-	5,000	-	-	-	-	-	-	-	-
188	Fac	siding - aluminum	-	20,000	-	-	-	-	-	-	-	-
189	Fac	Fire Hall Renovation	3,100,000	-	-	-	-	-	-	-	-	-
190	Admin	Development Charge Study	-	-	29,000	-	-	-	-	29,000	-	-
191	IT	IT Equipment Replacement	15,000	23,000	26,000	16,000	66,000	57,000	107,000	17,000	18,000	118,000
192	IT	IT Security Audit	15,000									
193	IT	Office 365 Migration	17,000									
194	IT	Micropohone Battery Replacement	3,000									
195	Library	Annual Circulating Collection Purchase	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740	59,740
196	Library	Library Expansion	-	-	-	-	-	-	-	-	-	-
197	Planning	Zoning By-law	-	-	44,000	-	-	-	-	44,000	-	-
198	Planning	Official Plan	-	-	-	55,000	-	-	-	-	-	-
199	Fire	Air Compressor	-	-	-	-	-	70,000	-	-	-	-
200	Fire	Boots	-	-	-	-	13,000	-	-	-	-	-
201	Fire	Bunker Gear	-	-	-	-	68,000	-	-	-	-	-
202	Fire	Generator	2,500	-	-	-	-	-	-	5,000	-	-
203	Fire	Fire Small Capital - Cut Off Saw, Water Rescue Equipment, Ropes	-	3,000	5,000	-	8,000	-	5,000	3,000	-	-
204	Fire	Helmets	-	-	-	10,000	-	-	-	-	-	-
205	Fire	Pagers	-	-	-	-	-	20,000	-	-	-	-
206	Fire	Portable Pumps	6,500	-	-	5,000	-	-	5,000	-	-	-
207	Fire	Portable Radios	-	-	-	-	-	-	20,000	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
208	Fire	Thermal Imaging Camera	-	-	-	-	-	-	-	-	-	-
209	Fire	Pick-Up Truck New	-	-	-	40,000	-	-	-	-	-	-
210	Fire	Foam Pump	15,000									
211	Fire	Pumper	-	525,000	-	-	-	-	-	-	-	-
212	Fire	Hose 38mm, 65mm, 100mm	5,000	3,000	-	3,000	-	3,000	-	3,000	-	-
213	Fire	Low Pressure Air Bag system	-	-	-	-	-	-	-	-	-	-
214	Fire	Rescue Truck	-	-	-	-	-	-	-	-	525,000	-
215	PW Equipment	L-05 - 2013 Linhai Utility Vehicle	-	7,000	-	-	-	-	-	-	-	-
216	PW Equipment	L-20 - 2014 Dodge pickup	-	-	-	-	35,000	-	-	-	-	-
217	PW Equipment	L-30 - 2011 Chev pickup	-	35,000	-	-	-	-	-	-	-	-
218	PW Equipment	L-40 - 2014 Dodge pickup	-	-	-	-	35,000	-	-	-	-	-
219	PW Equipment	L-50 - 2014 Dodge pickup	-	-	-	-	35,000	-	-	-	-	-
220	PW Equipment	L-60 - Trailer	-	-	10,000	-	-	-	-	-	-	-
221	PW Equipment	J-10 - 2001 JCB backhoe	-	-	-	-	-	120,000	-	-	-	-
222	PW Equipment	J-30 - 2013 Cat Loader	-	-	-	250,000	-	-	-	-	-	-
223	PW Equipment	J-40 - 2000 Sweeper	310,000	-	-	-	-	-	-	-	-	-
224	PW Equipment	J-60 - 2015 Caterpillar	-	-	-	-	110,000	-	-	-	-	-
225	PW Equipment	J-70 - 1986 Caterpillar (landfill compactor)	-	-	-	-	-	-	100,000	-	-	-
226	PW Equipment	J-90 - 2014 Trackless	-	-	-	-	170,000	-	-	-	-	-
227	PW Equipment	T-10 - 2012 Dodge Truck - 1 Tonne W/ Plow	-	-	-	50,000	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
228	PW Equipment	T-20 - 2011 International	-	-	200,000	-	-	-	-	-	-	-
229	PW Equipment	T-30 - 2003 - 2016 Freightliner	-	-	-	-	-	-	225,000	-	-	-
230	PW Equipment	T-40 - 2013 Freightliner	-	-	-	225,000	-	-	-	-	-	-
231	PW Equipment	T-30 - Pavement Edger	-	-	-	8,000	-	-	-	-	-	-
232	PW Equipment	T-60 Sander Applicator (Between T10 & T60)	-	-	5,000	-	-	-	-	5,000	-	-
233	PW Equipment	R-10 - 1999 Vactor	-	225,000	-	-	-	-	-	-	-	-
234	PW Equipment	R-20 - 1991 Chipper	-	-	50,000	-	-	-	-	-	-	-
235	PW Equipment	R-40 - Generator	-	-	-	-	-	-	50,000	-	-	-
236	Roads	Annual Resurfacing Program	160,000	176,000	193,000	213,000	234,000	257,000	283,000	311,000	311,000	311,000
237	Roads	Water St. Culvert Repairs (2018 c/o)	-	403,000	-	-	-	-	-	-	-	-
238	Roads	Wellington St. S (Bridge to Park St.)	-	1,890,000	-	-	-	-	-	-	-	-
239	Water	Wellington St. S (Bridge to Park St.)	-	103,000	-	-	-	-	-	-	-	-
240	Wastewater	Wellington St. S (Bridge to Park St.)	-	9,000	-	-	-	-	-	-	-	-
241	Roads	Egan Ave (James St. N to Wellington St. N)	19,000	-	-	-	-	-	-	-	-	-
242	Roads	Egan Ave (James St. N to Wellington St. N)	1,468,000	-	-	-	-	-	-	-	-	-
243	Roads	Annual Sidewalk / Concrete Program	93,000	102,000	113,000	124,000	136,000	150,000	165,000	182,000	145,000	155,000
244	Roads	Flats Sidewalk Link & Overland Storm Water improves Emily St. south of GTT	25,000	-	-	-	-	-	-	-	-	-
245	Roads	Road Assessment Study	60,000	-	-	-	-	60,000	-	-	-	-
246	Roads	Waterloo St. S (Elgin to Sparling Bush)	40,000	662,000	-	-	-	-	-	-	-	-
247	Water	Waterloo St. S (Elgin to Sparling Bush)	-	-	30,000	-	-	-	-	-	-	-
248	Roads	Elizabeth St. (Brock to Reserve - Waterloo)	10,000	400,000	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
249	Water	Elizabeth St. (Brock to Reserve - Waterloo)	-	-	18,000	-	-	-	-	-	-	-
250	Roads	Wellington St. N (Parkview to Egan)	-	-	56,000	689,000	-	-	-	-	-	-
251	Water	Wellington St. N (Parkview to Egan)	-	-	-	33,000	-	-	-	-	-	-
252	Roads	St. George St. S (Elgin to End)	-	-	26,000	312,000	-	-	-	-	-	-
253	Roads	Wellington St. S. (Park to St. Maria)	-	-	-	46,000	617,000	-	-	-	-	-
254	Water	Wellington St. S. (Park to St. Maria)	-	-	-	-	68,000	-	-	-	-	-
255	Roads	Victoria St. (Thames to End)	-	-	-	30,000	403,000	-	-	-	-	-
256	Roads	Thomas St. (Queen St. to Jones St.)	-	-	-	-	15,000	194,000	-	-	-	-
257	Water	Thomas St. (Queen St. to Jones St.)	-	-	-	-	-	84,000	-	-	-	-
258	Roads	Jones St. (Thomas to Ontario)	-	-	-	-	29,000	388,000	-	-	-	-
259	Water	Jones St. (Thomas to Ontario)	-	-	-	-	-	150,000	-	-	-	-
260	Roads	Elgin St. E. (James to Church) Curb and asphalt	-	-	-	-	-	15,000	135,000	-	-	-
261	Roads	Peel St. S (Queen to King) Curb and asphalt	-	-	-	-	-	-	15,000	210,000	-	-
262	Roads	Emily St. (Thamesview Cresc. to Pump Station)	-	-	-	-	-	-	128,000	1,608,000	-	-
263	Roads	Peel St. N (Station to Egan)	-	-	-	-	-	-	-	38,000	508,000	-
264	Water	Peel St. N (Station to Egan)	-	-	-	-	-	-	-	-	80,000	-
265	Roads	Sarnia GTT Bridge	-	-	124,000	-	-	-	-	-	-	-
266	Roads	Church St. Railing - Paint	25,000	-	-	-	-	-	-	-	-	-
267	Roads	Park Street Bridge	-	55,000	-	-	-	-	-	-	-	-
268	Roads	Tree Inventory	8,000	8,000	8,000	-	-	-	-	-	-	-
269	Public Works	Sparling Bush - Invasive Species Control Pilot Planting project	25,000	-	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
270	Public Works	Grand Trunk Trail Staircase	110,000									
271	Roads	Concrete Recycling A-Gravel Program	-	120,000	-	-	-	120,000	-	-	-	-
272	Roads	Church St. Bridge	371,000	-	-	-	-	-	-	-	-	-
273	Roads	CNR Overpass	-	-	55,000	-	-	-	-	-	-	-
274	Roads	Park Street Extension	-	-	-	-	-	-	1,411,000	-	-	-
275	Public Works	Dam Repairs	108,000	-	-	-	-	-	-	-	-	-
276	Public Works	Dam Repairs	125,000	-	-	-	-	-	-	-	-	-
277	Public Works	Dam Repairs	-	-	-	159,000	-	-	-	-	-	-
278	Public Works	Dam Repairs	-	-	-	41,000	-	-	-	-	-	-
279	Public Works	Dam Repairs	-	-	-	80,000	-	-	-	-	-	-
280	Water	Water - James North Watermain Upgrade	145,040	-	-	-	-	-	-	-	-	-
281	Water	Water Valve Replacement Program	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-
282	Water	Water - Water Tower Maintenance	25,000	-	-	-	-	-	-	-	-	-
283	Wastewater	WWTP - Centrifuge Rebuild	-	-	-	-	45,000	-	-	-	-	-
284	Wastewater	WWTP - General Site Maintenance	25,000	-	-	-	-	-	-	-	-	-
285	Wastewater	Wastewater Collection - Inflow and Infiltration Study	100,000	-	-	-	-	-	-	-	-	-
286	Wastewater	WWTP - Clarifier Painting	20,000	25,000	25,000	25,000	-	-	-	-	-	-
287	Wastewater	WWTP - WASEQ Splitter Box Replacement	30,000	-	-	-	-	-	-	-	-	-
288	Wastewater	Wastewater Collection - SPS Condition Assessment	10,000	-	-	-	-	-	-	-	-	-
289	Wastewater	WWTP - Environmental Assessment	-	195,000	-	-	-	-	-	-	-	-

10 YEAR CAPITAL PLAN

			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Department	Project Short Description	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget	Total Budget
290	Wastewater	WWTP - Electrical System Review	-	13,000	-	-	-	-	-	-	-	-
291	Wastewater	WWTP - Inlet Works, Grit Removal & Admin Building	-	-	4,500,000	-	-	-	-	-	-	-
292	Wastewater	WWTP - Installation of 4th inlet pump	-	-	120,000	-	-	-	-	-	-	-
293	Wastewater	WWTP - RDT & WAS EQ Pump Upgrades	-	-	120,000	-	-	-	-	-	-	-
294	Wastewater	WWTP - Pump Station Rehabilitations	-	72,000	-	-	-	-	-	-	-	-
295	Wastewater	WWTP - Sludge Storage Improvements	-	-	30,000	-	-	-	-	-	-	-
296	Wastewater	WWTP - Environmental Assessment	-	-	-	-	-	170,000	-	-	-	-
297	Wastewater	WWTP - Fourth Inlet Pump Installation	-	-	-	-	-	10,000	-	-	-	-
298	Wastewater	WWTP - Fourth Inlet Pump Installation	-	-	-	-	-	94,000	-	-	-	-
299	Wastewater	WWTP - Pump Replacement Program - RDT & WAS	-	-	-	-	-	104,000	-	-	-	-
300	Water	Waterloo St. S (Elgin to Sparling Bush)	-	58,000	-	-	-	-	-	-	-	-
301	Water	Elizabeth St. (Brock to Reserve - Waterloo)	-	35,000	-	-	-	-	-	-	-	-
302	Landfill	Landfill Expansion Approvals	200,000	175,000	25,000	25,000	25,000	300,000	-	-	-	-
303	Landfill	Landfill Environmental Assessment	220,000	-	-	-	-	-	-	-	-	-
TOTAL			9,575,780	6,955,740	7,757,740	2,819,740	2,364,740	2,888,740	3,053,740	3,464,740	3,353,740	1,614,740

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Exterior Overhead Doors
DEPARTMENT: Facilities **LOCATION:** MOC

PROJECT DETAILS

SCOPE OF THE WORK

Removal of existing and installation of new exterior over head doors wash bay doors and the refurbishing of existing over head doors throughout the MOC Shop.

JUSTIFICATION

There are fourteen (14) insulated steel sectional overhead doors with inset viewing panes at the MOC Shop. Constant maintenance is needed to allow for proper functioning. The purchasing of 2 new Polycarbonate wash bay doors and the purchase of 2 Richards Wilcox Thermatite insulated steel doors and necessary hardware.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	15 years
Lifecycle Costs	\$2500/year
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$50,000
TOTAL	\$50,000
FUNDING	
Reserve - General Capital	\$50,000
TOTAL	\$50,000



COMMENTS

The existing doors in the shop show wear and tear but are in relatively good shape. Purchasing two new doors and using the panels to replace only damaged panels and hardware will extend the life of the existing doors by 10 years. Replace the Wash bay doors with Polycarbonate doors and powder coated hardware as the washbay doors are at end of life. Pre-budget approval will allow work to be completed before Fire Trucks are moved to MOC.

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - Carbon Monoxide Detectors

DEPARTMENT: Facilities **LOCATION:** Municipal Operations Centre Shop

PROJECT DETAILS

SCOPE OF THE WORK

Replace existing CO detectors with new CO Detectors in the MOC shop and parks bays.

JUSTIFICATION

The current CO detectors in the shop area are obsolete and we can no longer buy parts to have them repaired. They are at the end of their useful life and due for replacement.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type Replacement

Estimated Useful Life 10 years

Lifecycle Costs N/A

Impact to Operating Budget None required

Impact to Level of Service Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS

Construction	\$10,000
TOTAL	\$10,000

FUNDING

Reserve - General Capital	\$10,000
TOTAL	\$10,000



COMMENTS

These CO Detectors sense the CO levels in the shop area. When the shop CO levels exceed acceptable levels the detectors activate exhaust fans and vents to introduce clean air into the space.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - MOC Walkway Replacement
DEPARTMENT: Facilities **LOCATION:** Municipal Operations Center

PROJECT DETAILS

SCOPE OF THE WORK

The removal of the existing pavers and subsurface and the installation of concrete.

JUSTIFICATION

The existing stones have sunk and now pose a trip hazard to patrons using the walkway. The removal of existing stones and relaying on existing base would cost \$6000+HST and have the potential to settle due to the base. Removing existing base and setting existing stones on a new base would cost \$12000 +HST. Therefore the concrete is the most economical option.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	40 years
Lifecycle Costs	\$4000 over 40 years
Impact to Operating Budget	None required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$9,000
TOTAL	\$9,000
FUNDING	
Reserve - General Capital	\$9,000
TOTAL	\$9,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Wash Bay Wall Cladding

DEPARTMENT: Facilities **LOCATION:** MOC

PROJECT DETAILS

SCOPE OF THE WORK

Covering of the MOC wash bay concrete block wall with a water resistant material.

JUSTIFICATION

Due to the high frequency of cleaning equipment in the washbay the block walls are significantly stained from spray and run-off. Considerations for a non-stick polyurethane membrane, or covering over the block walls is recommended that is easy to clean and non-staining specific for in the washbay.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type Replacement

Estimated Useful Life 10 years

Lifecycle Costs N/A

Impact to Operating Budget None Required

Impact to Level of Service Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$5,000
TOTAL	\$5,000
FUNDING	
Reserve - General Capital	\$5,000
TOTAL	\$5,000



COMMENTS

Pre-budget approval will allow work to be completed before Fire Trucks are moved to the MOC.

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - Interlocking Brick Replacement

DEPARTMENT: Facilities

LOCATION:

Via Station

PROJECT DETAILS

SCOPE OF THE WORK

The removal of the interlocking brick entrance and replacement with concrete

JUSTIFICATION

The removal of the interlocking brick between the parking lot and the Via Station. Over the past couple of years bricks have crumpled and disintegrated around the walkway in front of the Station. Repairs have occurred the last 2 years. Staff believe the interlocking brick are at the end of their life and need replacement. Concrete will create a safe level surface for patrons to traverse.

PRE- BUDGET APPROVAL

Yes

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	40 years
Lifecycle Costs	\$4000 over 40 years
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$10,000
TOTAL	\$10,000
FUNDING	
Reserve - General Capital	\$10,000
TOTAL	\$10,000



COMMENTS

Pre-budget approval will ensure work is completed before the flowers are planted the week of June 1.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Tennis Court Walkway
DEPARTMENT: Facilities

LOCATION: Tennis Court

PROJECT DETAILS

SCOPE OF THE WORK

Installation of concrete sidewalk between parking lots and tennis court entrances along Water Street boulevard.

JUSTIFICATION

This project will connect the two parking lots giving a solid smooth surface accessible entrance to the tennis courts. Removal of the gravel and installation of concrete will reduce the amount of gravel finding it's way onto the playing surface.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	40 years
Lifecycle Costs	N/A
Impact to Operating Budget	None Required
Impact to Level of Service	Improve

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$13,000
TOTAL	\$13,000
FUNDING	
Reserve - General Capital	\$13,000
TOTAL	\$13,000

Existing Walkway



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Exterior Steel Window Replacement

DEPARTMENT: Facilities

LOCATION:

Lind Sportsplex

PROJECT DETAILS

SCOPE OF THE WORK

Replacement of seven (7) double glazed and one (1) single glazed fixed steel framed exterior windows with eight (8) double glazed windows.

JUSTIFICATION

Condensation issues and significant caulking deterioration are apparent along the second floor lounge exterior windows. Windows are in poor condition and need replacement.

PRE- BUDGET APPROVAL

No

ASSEST MANAGEMENT

Investment Type Replacement

Estimated Useful Life 25 years

Lifecycle Costs N/A

Impact to Operating Budget None Required

Impact to Level of Service Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS

Construction	\$17,000
TOTAL	\$17,000

FUNDING

Reserve - General Capital	\$17,000
TOTAL	\$17,000



COMMENTS

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - Balcony & Retaining Wall Reparing
DEPARTMENT: Facilities **LOCATION:** Lind Sportsplex

PROJECT DETAILS

SCOPE OF THE WORK

Reparing of the concrete balcony area of the Lind Sportsplex and the repairs to the concrete retaining wall by stairs that lead to the cliff jump.

JUSTIFICATION

The reparing of the concrete will reduce/eliminate the degradation of the concrete. This is a maintenance related lifecycle event required for the balcony to reach its estimated useful life. The repairs to the concrete retaining wall will stop the degradation of the concrete that holds the protective railing.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type Repair
Estimated Useful Life 5 years
Lifecycle Costs N/A

Impact to Operating Budget None required
Impact to Level of Service Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$7,000
TOTAL	\$7,000
FUNDING	
Reserve - General Capital	\$7,000
TOTAL	\$7,000



COMMENTS

Pre-budget approval will allow work to be completed before Quarry opens for the season.

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - Ceramic Tile Replacement in Foyer
DEPARTMENT: Facilities **LOCATION:** Lind Sportsplex

PROJECT DETAILS

SCOPE OF THE WORK
 Replacement of the Ceramic tile in the foyer of the Lind Sportsplex.

JUSTIFICATION
 The flooring finish within the foyer and on the treads of the staircase is ceramic tile. Mortar deterioration and individual tile cracking has occurred. The flooring is in poor condition. The 2019 facility condition assessment rated this as a high priority for the facility.

PRE- BUDGET APPROVAL Not approved

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	30 years
Lifecycle Costs	N/A
Impact to Operating Budget	\$2000 every 15 years for grouting & tile repair
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$8,000
TOTAL	\$8,000
FUNDING	
Reserve - General Capital	\$8,000
TOTAL	\$8,000



COMMENTS

Pre budget approval will allow the work to be completed before Quarry opens for the season.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Elevator Assessment
DEPARTMENT: Facilities **LOCATION:** Library

PROJECT DETAILS

SCOPE OF THE WORK

Assessment of the elevator's key equipment such as the car, winch etc. as well as life expectancy, the possibility of putting a full elevator in the shaft.

JUSTIFICATION

The elevator was installed in 1988 during the renovation to add the Children's Section to the Carnegie Library. The assessment will help staff with life expectancy, replacement costs and replacement options. This would supplement with the Library Service Assessment

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	N/A
Lifecycle Costs	N/A
Impact to Operating Budget	None
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Engineering	\$7,000
TOTAL	\$7,000
FUNDING	
Reserve - General Capital	\$7,000
TOTAL	\$7,000



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Church Street Stair Repairs

DEPARTMENT: Facilities **LOCATION:** Town Hall

PROJECT DETAILS

SCOPE OF THE WORK

Repairing of the stone work and pointing of the Church Street Stairs at Town Hall.

JUSTIFICATION

The stair case has taken on significant damage from water and the freezing and thawing of the past winter. Some stones have cracked and the pointing mortar has been deteriorated. If the deterioration continues the stairs will become a safety hazard.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	Repair
Estimated Useful Life	20 years
Lifecycle Costs	N/A
Impact to Operating Budget	No
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$12,000
TOTAL	\$12,000
FUNDING	
Reserve - General Capital	\$12,000
TOTAL	\$12,000



COMMENTS

Pre-budget approval will allow quick repair in 2020 to help reduce damage and cost increase.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Building Assessment
DEPARTMENT: Facilities **LOCATION:** Town Hall

PROJECT DETAILS

SCOPE OF THE WORK

Assessment of the building components and structure to help guide the Asset Management Plan. Visual inspection and assessments completed by a third party architectural/engineering consultant experienced in building condition assessments.

JUSTIFICATION

Town Hall is not only a functional municipal facility but also a heritage designated facility in St. Marys that requires significant investment to maintain. The assessment of the building by an outside party will be a valuable tool to help guide the Asset Management Plan and assist with development of the capital and maintenance plans for Town Hall.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	10
Lifecycle Costs	This study will inform an estimated \$1M of repair and remediation work at Town Hall over the next 10 years.
Impact to Operating Budget	No direct impact but will inform future maintenance priorities and costs
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Engineering	\$6,000
TOTAL	\$6,000
FUNDING	
Reserve - General Capital	\$6,000
TOTAL	\$6,000



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Cadzow Donor Sign
DEPARTMENT: Facilities **LOCATION:** Cadzow Pavilion

PROJECT DETAILS

SCOPE OF THE WORK

Purchase and installation of a Donor Sign for Cadzow Park

JUSTIFICATION

During the construction of Cadzow Park many local companies, service clubs and individuals donated to the construction of the Park. This sign is to recognize the donations of these individuals. The donor sign will be mounted on the Pavilion exterior wall.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	25 years
Lifecycle Costs	\$200 over 5 years
Impact to Operating Budget	None Required
Impact to Level of Service	Improve

STRATEGIC ALIGNMENT Strategic Plan - Pillar A focused parks strategy:
 Initiative - Preserve Cadzow Park as a quiet, residential,
 family-oriented park

BUDGET

COSTS	
Construction	\$10,000
TOTAL	\$10,000
FUNDING	
Reserve - General Capital	\$10,000
TOTAL	\$10,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Museum Woodshop foundation Pointing
DEPARTMENT: Facilities **LOCATION:** Museum Woodshop

PROJECT DETAILS

SCOPE OF THE WORK

Mortar repointing of the Woodshop foundation walls

JUSTIFICATION

The building is supported by limestone and mortar walls, as the topography slope away from the building the foundation walls are exposed. The foundation was last repointed in 1997. Receding mortar and degradation has created gaps/large cracks in the foundation. Pointing is required to stop degradation.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Rehabilitation/repairs
Estimated Useful Life	15 years
Lifecycle Costs	N/A
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$10,000
TOTAL	\$10,000
FUNDING	
Reserve - General Capital	\$10,000
TOTAL	\$10,000



COMMENTS

TOWN OF ST. MARYS

2020 Capital Project

PROJECT # ___ - Museum Barn Window Repairs

DEPARTMENT: Facilities **LOCATION:** Museum Barn

PROJECT DETAILS

SCOPE OF THE WORK

Repairs and painting of the barn windows

JUSTIFICATION

There are four (4) exterior windows within the exterior walls of the building. Wood framed, single glazed units, with operability. The two (2) windows installed on the north side of the building are protected by metal cages. Paint chipping and deterioration of the cages, sills and lintels, were observed. Refurbishment/repairs of all windows are recommended.

PRE- BUDGET APPROVAL

No

ASSEST MANAGEMENT

Investment Type	Rehabilitation/repairs
Estimated Useful Life	5 years
Lifecycle Costs	N/A
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$5,000
TOTAL	\$5,000
FUNDING	
Reserve - General Capital	\$5,000
TOTAL	\$5,000



COMMENTS

TOWN OF ST. MARYS

2020 Capital Project

PROJECT # ___ - Museum Woodshop Exterior Walls Parging
DEPARTMENT: Facilities **LOCATION:** Museum Woodshop

PROJECT DETAILS

SCOPE OF THE WORK

Parging of the Woodshop exterior walls and repainting of exterior walls

JUSTIFICATION

The cladding of the woodworking building is concrete parging (painted) around the perimeter of the building. The parging is presumed to be attached to wood sheathing fastened to the studs. The exterior walls were repainted in 2014 and last reparged in 1997. There are areas where 1-2cm cracks are visible at the corner of the South elevation. Parging of problematic areas is recommended.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Rehabilitation/repairs
Estimated Useful Life	5 years
Lifecycle Costs	N/A
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$8,000
TOTAL	\$8,000
FUNDING	
Reserve - General Capital	\$8,000
TOTAL	\$8,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Museum Barn Door Replacement
DEPARTMENT: Facilities **LOCATION:** Museum

PROJECT DETAILS

SCOPE OF THE WORK
 Removal of existing exterior double doors and replacement with doors on tracks.

JUSTIFICATION
 The existing exterior barn doors that are used for moving large items in and out of the display area have been damaged. The doors do not close properly and allow the elements into the display space. The replacement of the doors with a track system door will make it easier for opening and closing of the doors. The new doors will also make it easier to bring items in and out of the building.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	10- 15 years
Lifecycle Costs	N/A
Impact to Operating Budget	None required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Priority - Maintenance prioritization; Initiative - Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly

BUDGET

COSTS	
Construction	\$5,000
TOTAL	\$5,000
FUNDING	
Reserve - General Capital	\$5,000
TOTAL	\$5,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Lind Park Retaining Wall Pointing
DEPARTMENT: Facilities **LOCATION:** Lind Park

PROJECT DETAILS

SCOPE OF THE WORK

The pointing and repair of the Lind Park Retaining Wall.

JUSTIFICATION

With all limestone structures the mortar becomes loose and dislodges over time due to the limestone absorbing moisture. The Lind Park Retaining Wall has not been pointed in several years and is in need of a lot of work. If this pointing is not performed soon there is a possibility the wall will collapse.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	Repair
Estimated Useful Life	10 years
Lifecycle Costs	N/A
Impact to Operating Budget	None Required
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Plan - Pillar A focused parks strategy:
 Initiative - Continue to seek opportunities to add to its profile.

BUDGET

COSTS	
Construction	\$20,000
TOTAL	\$20,000
FUNDING	
Reserve - General Capital	\$20,000
TOTAL	\$20,000



COMMENTS

Pre-budget approval will allow quick repair in 2020 to help reduce damage and cost increase.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Dog Park Fencing Completion

DEPARTMENT: Facilities **LOCATION:** Dog Park

PROJECT DETAILS

SCOPE OF THE WORK

Replacement of the old fencing at the dog park with new chain link fencing

JUSTIFICATION

When the dog park was created in 2010 the Town used existing fencing to secure the dog off leash area. This fence has aged and degraded. Many small dogs are able to escape the area and this stresses their owners. Sections of fence have been upgraded annually but finishing the fencing work in one year would increase user's happiness with the facility.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	15 years
Lifecycle Costs	\$500 over 15 years
Impact to Operating Budget	None Required
Impact to Level of Service	Improve

STRATEGIC ALIGNMENT Strategic Plan - Pillar A focused parks strategy:
Initiative - Continue to seek opportunities to add to its profile.

BUDGET

COSTS	
Construction	\$20,000
TOTAL	\$20,000
FUNDING	
Reserve - General Capital	\$20,000
TOTAL	\$20,000

Existing Fence



COMMENTS

This project will improve the users experience at the park as smaller dogs will no longer be able to escape the park. In the past this has stressed users as they try to catch up to their dog who is on the other side of the fence.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - 65 mm Hose
DEPARTMENT: 2100 **LOCATION:** Fire Hall

PROJECT DETAILS

SCOPE OF THE WORK

Purchase new hose. This DuraFlow Red hose with aluminum rocker lug couplings .

JUSTIFICATION

Hose is due for replacement as it becomes worn out. Dura hose is made of •Nitrile/PVC through-the-weave rubber covered construction
 •Heat and chemical resistant
 •Raised thick rib construction to aid abrasion resistance
 •1-13/16" Bowl Size
 •450 PSI Kink Test Pressure, 600 PSI Test Pressure, 900 PSI Burst Test Pressure

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type Replacement
Estimated Useful Life 10 years or until it becomes unserviceable
Lifecycle Costs None: Monthly inspection and maintenance is completed. Annual testing is conducted by members of the Fire Department.

Impact to Operating Budget None
Impact to Level of Service Maintain

STRATEGIC ALIGNMENT None
 Any necessary supporting detail from supported plans.

BUDGET

COSTS	
Equipment	\$5,000
TOTAL	\$5,000
FUNDING	
Reserve - Fire Department	\$5,000
TOTAL	\$5,000



COMMENTS

Cost Per Unit \$ Key Hose DuraFlow 2.5"CSA x 50' Red hose with aluminum rocker lug couplings \$304.44
 Cost Per Unit \$ Key Hose DuraFlow 1CSA x 50' Red hose with aluminum rocker lug couplings \$210.78
 2.5" DuraFlow \$304.44 x 10 = 3044.40+HST = \$3440.17
 1.5" DuraFlow \$210.78 x 6 = 1264.68 + HST = \$1429.08

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Portable Pump
DEPARTMENT: 2100 **LOCATION:** Fire Hall

PROJECT DETAILS

SCOPE OF THE WORK

Purchase a new portable pump. This Kohler pump is the most reliable on the market. It is the ideal tool to fill our fire truck, supply our pump truck, or carry water over a long distance. Engine and pump are mounted on a protective frame made of steel with shock absorbers and folding handles.

JUSTIFICATION

The old pump is due for replacement as it has come to the end of its life cycle. •FPF-20HPKHL-2D Kohler 20hp at 3600 RPM, air cooled engine
 •V-Twin cylinder, gasoline engine
 •Electric start
 •6 gallon (22 L) detachable fuel tank
 •C.E.T. single stage centrifugal pump
 •Pump body made from resistant aluminum alloy
 •Bronze impeller
 •Mechanical shaft seal
 •Exhaust priming system, guaranteed up to 20' (6 meters) lift
 •Two 2 1/2" (65 mm) delivery outlets with 1/4-turn ball valve
 •One 4" (100 mm) suction inlet
 •Dimensions: Length: 25 5/8" (650 mm) Width: 20 1/4" (514 mm) Height: 22 1/8" (561 mm)
 •Weight: 190 lbs. (86 kg)

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type Replacement
Estimated Useful Life 10 Years
Lifecycle Costs Annual preventive maintenance \$100

Impact to Operating Budget None
Impact to Level of Service Maintain

STRATEGIC ALIGNMENT None

BUDGET

COSTS	
Equipment	\$6,500
TOTAL	\$6,500
FUNDING	
Reserve Fire Department	\$6,500
TOTAL	\$6,500



COMMENTS

Cost per unit \$5,680 + HST \$738.40 Total \$6,418.40

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Portable Generator
DEPARTMENT: 2100 **LOCATION:** Fire Hall

PROJECT DETAILS

SCOPE OF THE WORK

Purchase a new portable generator. Economical, portable power with traditional Honda durability and performance. Reliable, easy-start Honda GX390 commercial-grade engine. Voltage Selector Switch allows both 120 V and 240 V output, or total generator output to be available through any of the 120 volt outlets, limited only by the capacity of the individual outlet for powering devices with larger wattage requirements. Cold Climate Technology™ aids continuous running in cold weather conditions. 6,500 watts maximum AC output. Honda exclusive Digital Auto Voltage Regulator (DAVR) offers stable power delivery for increased performance. 10 hour continuous running time at 50% load with large 24-litre tank

JUSTIFICATION

The old generator is coming to the end of its life cycle and needs to be replaced. Honda Economy 6500 EG6500CT1
 Generator Type: Brush type
 Maximum AC Output (Watts): 6,500
 AC Voltage Available: 120 / 240
 Maximum Continuous AC Output (Watts): 5,500
 Max. Rated AC Amperage @ 120 V / 240 V : 45.8 / 22.9
 Frequency (Hertz): 60
 Automatic Voltage Regulator: Standard digital (DAVR)
 Common Duplex Receptacle Specifications: 40 amps/120 VAC continuous is available as combined total from these two AC receptacles. Maximum of 20 amps available from each single receptacle.
 High Capacity 120 / 240 VAC Twist Lock Receptacle Specifications: This receptacle will supply 30 amps at 120 VAC continuously. This receptacle will supply 22.9 amps at 240 VAC and 45.8 amps at 120 VAC continuously.

PRE- BUDGET APPROVAL Yes/No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	10 Years
Lifecycle Costs	No life cycle costs associated with this unit. Fire department will conduct after use/monthly inspections. Annual maintenance will be conducted.
Impact to Operating Budget	None
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

BUDGET

COSTS	
Equipment	\$2,500
TOTAL	\$2,500
FUNDING	
Reserve - Fire	\$2,500
TOTAL	\$2,485



COMMENTS

2199 + HST = 2484.87

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Foam Pump
DEPARTMENT: Fire **LOCATION:** Fire Hall

PROJECT DETAILS

SCOPE OF THE WORK

Purchase and install a new Foam Pro 2001 foam pump, associated equipment and labour costs.

JUSTIFICATION

The new E-One aerial ladder truck did not come with a foam pump at the time of purchase. However the vehicle had other foam components installed such as: a 20 Litre foam tank, foam lines, 4 light foam level system. It is vital that the aerial ladder truck have an Class A Foam pump and capabilities to fight fires. Class A foams lower the surface tension of the water, which assists in the wetting and saturation of Class A fuels with water. This aids fire suppression and can prevent re-ignition. Favorable experiences led to its acceptance for fighting other types of class A fires, including structure fires.

Foam Pro 2001 System

Foam Pro 2.5" SS Foam manifold - includes check valve, flow meter sensor, drain port, concentrate injection point, equipped with Victaulic Connections on both ends.

2001 System Rating Placard

Foam Pro Bottom/Top Foam Tank switch

Side mount Foam Tank Switch

Shop Supplies, Miscellaneous parts,

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	20 Years
Lifecycle Costs	No life cycle costs associated with this unit. Fire department will conduct after use/monthly inspections. Annual maintenance will be conducted.
Impact to Operating Budget	None
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

BUDGET

COSTS	
Foam Pump and Install	\$15,000
TOTAL	\$15,000
FUNDING	
Reserve - Fire	\$15,000
TOTAL	\$15,000



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - 3rd Party Security Audit
DEPARTMENT: IT **LOCATION:** Municipality

PROJECT DETAILS

SCOPE OF THE WORK

Invite network security professionals to audit current IT systems. Find vulnerabilities, list suggestions for improvement, create roadmap for IT security.

JUSTIFICATION

Ransomware is constantly evolving and crippling municipalities. No security audit has been performed in the past 10+ years.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type New Acquisition
Estimated Useful Life N/A
Lifecycle Costs N/A

Impact to Operating Budget None
Impact to Level of Service Improve

STRATEGIC ALIGNMENT

BUDGET

COSTS

3rd party Security Audit	\$15,000
TOTAL	\$15,000

FUNDING

Reserve - General Capital	\$15,000
TOTAL	\$15,000



COMMENTS

Cost is for professionals to find issues and suggest remediation.
 Remediation cost is not included and will vary depending on findings/suggestions.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Office 365 Migration
DEPARTMENT: IT **LOCATION:** MOC/User Workstations

PROJECT DETAILS

SCOPE OF THE WORK

Work with 3rd party to setup our environment for Office 365. Migrate all systems to Office 365. Create documentation and train users.

JUSTIFICATION

Staff machines are at various versions of Office.(2010, 2013, 2016). Standardizing machines with Office 365 will ensure all staff are using the same version of software, allow staff to use the latest updated version of Office (auto updates), and allow staff to access new features included with the product. (ex: Microsoft One Drive for business)

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement/New Acquisition
Estimated Useful Life	Indefinite
Lifecycle Costs	Monthly subscription to Maintain access and up to date software.
Impact to Operating Budget	Cost moved to operating with monthly subscription. No longer a capital item once complete
Impact to Level of Service	Improve

STRATEGIC ALIGNMENT

BUDGET

COSTS	
Subscription cost	\$7,000
Consultant, Upgrades, Migration	\$10,000
TOTAL	\$17,000
FUNDING	
Reserve - General Capital	\$17,000
TOTAL	\$17,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Council Chamber Microphone Battery Replacement

DEPARTMENT: IT **LOCATION:** Council Chambers

PROJECT DETAILS

SCOPE OF THE WORK

Purchase new batteries and chargers for Council Chamber microphones. Old units will act as backups/spares

JUSTIFICATION

Existing devices continue to function, but battery capacity is diminishing.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	6 Years
Lifecycle Costs	N/A
Impact to Operating Budget	None
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

BUDGET

COSTS	
Replacement Batteries	\$3,000
TOTAL	\$3,000
FUNDING	
Reserve - General Capital	\$3,000
TOTAL	\$3,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - J40 - Sweeper
DEPARTMENT: Fleet **LOCATION:** Municipal Operations Centre

PROJECT DETAILS

SCOPE OF THE WORK

Replacement and disposal of the Town's existing Elgin Pelican Street Sweeper (2000).

JUSTIFICATION

The existing street sweeper has reached the end of its useful life and is incurring higher maintenance costs and experiencing excessive down time required to maintain the machine. The vehicle is required to complete regular roadway maintenance activities (leaf collection, dust/dirt collection). The equipment is used regularly during the spring and fall. The existing service level will be maintained.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	14
Lifecycle Costs	Regular Brush Replacements: \$23,000 Minor and Major Maintenance: \$58,000
 Impact to Operating Budget	Maintain
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT n/a

BUDGET

COSTS	
Equipment	\$310,000
TOTAL	\$310,000
FUNDING	
Reserve - Equipment	\$310,000
TOTAL	\$310,000



COMMENTS

Staff reviewed various units in 2019 to allow for winter tendering.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Flats Sidewalk
DEPARTMENT: Roads **LOCATION:** Emily Street to Flats Parking Lot

PROJECT DETAILS

SCOPE OF THE WORK

Work includes construction of concrete sidewalk from Emily St. to the Flats Parking Lot walkway. Isolated sidewalk replacement required on Emily St. to match grade.

JUSTIFICATION

The Flats property includes a narrow strip of land on its north end that extends to Emily St. This area is a major storm water overland flow route from Emily St. to the Thames River. The adjacent neighbours have experienced negative impacts of this flow route as the grading at Emily St. does not currently direct all water to the overland flow route. Project would reduce risk of storm water damage to neighbours by creating permanent solid overland flow route for storm water. Sidewalk would provide improved connectivity of the pedestrian sidewalk network to the Flats recreation facilities.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	40
Lifecycle Costs	Sidewalk repairs: \$2,900
Impact to Operating Budget	\$105/yr. in future operating budgets (starting 2021)
Impact to Level of Service	Improve LOS - increase km of hard surface pedestrian sidewalk

STRATEGIC ALIGNMENT Strategic Plan

BUDGET

COSTS	
Construction	\$25,000
TOTAL	\$25,000
FUNDING	
Reserve - Roads	\$25,000
TOTAL	\$25,000



COMMENTS

Project would provide additional options for connectivity between the Grand Trunk Trail and the Flats.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Road Assessment Study
DEPARTMENT: Roads **LOCATION:** Various Locations

PROJECT DETAILS

SCOPE OF THE WORK

Perform an assessment of all roads in Town to determine their condition ratings. The assessment identifies road condition deficiencies and improvement requirements, based on the establishment of pavement condition indices (PCI) for each road section.

JUSTIFICATION

The assessment will provide additional information of the road network for the asset management plan and inform future capital and operating expenditures for preventative maintenance, rehabilitation and replacement of road segments.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Repair/Rehabilitation Study
Estimated Useful Life	5 Years
Lifecycle Costs	The study will inform an estimated \$5.7M in reconstruction, \$1.1M in resurfacing and \$350,000 in surface treatment capital budget costs as well as \$280,000 in asphalt patching and crack sealing operational costs over 5 years
Impact to Operating Budget	No direct impact, will inform future maintenance costs and locations
Impact to Level of Service	Maintain LOS

STRATEGIC ALIGNMENT Strategic Plan, Asset Management Plan

BUDGET

COSTS	
Engineering	\$60,000
TOTAL	\$60,000
FUNDING	
Reserve - Roads	\$60,000
TOTAL	\$60,000



COMMENTS

The last road assessment study was completed in 2014, since then, the conditions have changed and new roads added to the Town's road network. Public Works utilizes software that estimates the condition based on engineering degradation curves but the values need to be confirmed with field measurements. Road assessment studies inform the Town's Capital Plan and maintenance activities.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Elizabeth and Waterloo Street Reconstruction Design
DEPARTMENT: Roads **LOCATION:** Elizabeth and Waterloo Street

PROJECT DETAILS

SCOPE OF THE WORK

Engineering and Design work for future road reconstruction on Elizabeth Street from Brock Street to Waterloo Street and on Waterloo Street from Elgin Street East to Sparling Bush. Proposed construction work includes replacement of road base, new asphalt, concrete curb and gutter, sidewalk, storm sewer and water services. Construction work would occur in a following year.

JUSTIFICATION

Waterloo and Elizabeth Street do not have proper base and are in poor condition. Both were recommended for reconstruction in the Town's most recent Roads Assessment Study. Both streets regularly pond due to poor grading and lack of formal storm sewer infrastructure. Sidewalks do not currently exist, forcing pedestrians to walk on the road.

PRE- BUDGET APPROVAL No

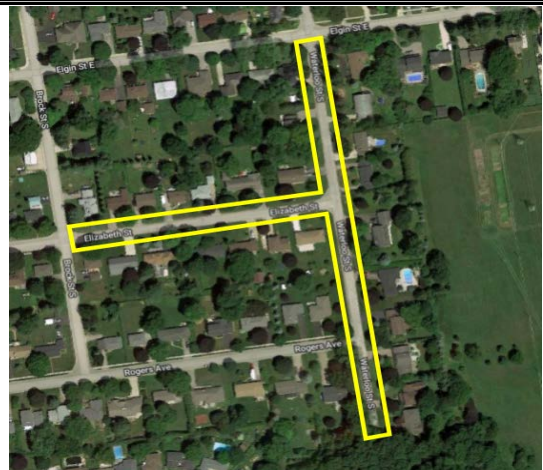
ASSEST MANAGEMENT

Investment Type	Replacement & New Acquisition
Estimated Useful Life	Road Base: 100 yrs., asphalt: 45 yrs., curb & sidewalk: 40 yrs., storm sewer: 100 yrs., water services: 60 yrs.
Lifecycle Costs	Road Base: \$262,000, asphalt: \$263,000, curb & gutter: \$47,000, sidewalk: \$25,000, storm sewer: \$270,000, water services: \$30,000
Impact to Operating Budget	\$0 in 2020. Starting after construction (2022): \$686
Impact to Level of Service	Improved LOS for sidewalk and road network

STRATEGIC ALIGNMENT Strategic Plan (Infrastructure Pillar)

BUDGET

COSTS	
Engineering	\$50,000
TOTAL	\$50,000
FUNDING	
Reserve - Roads	\$50,000
TOTAL	\$50,000



COMMENTS

Projected construction costs associated with construction for this project are estimated at \$1.1M.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Annual Resurfacing Program
DEPARTMENT: Roads **LOCATION:** Various Locations

PROJECT DETAILS

SCOPE OF THE WORK

Resurfacing (a.k.a mill and pave) topcoat asphalt. Exact locations determined in spring prior to tender. Arterial and collector roads are prioritized. Estimated 1 km of road to be mill and paved.

JUSTIFICATION

Important component of road management program. Remediation work verified in 2014 Road Assessment Study and proposed 2020 Road Assessment Study.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Rehabilitation
Estimated Useful Life	15
Lifecycle Costs	This is a maintenance activity to an existing asset. There are no lifecycle costs associated with this maintenance work. The original assets will continue to incur lifecycle costs.
Impact to Operating Budget	0
Impact to Level of Service	Maintain LOS

STRATEGIC ALIGNMENT Strategic Plan (Pillar 1)

BUDGET

COSTS	
Construction	\$160,000
TOTAL	\$160,000
FUNDING	
Reserve - Roads	\$160,000
TOTAL	\$160,000



COMMENTS

Additional information related to the project not captured above.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Egan Ave Reconstruction
DEPARTMENT: Roads **LOCATION:** Egan Ave from Wellington St. to James St.

PROJECT DETAILS

SCOPE OF THE WORK

Work includes reconstruction of Egan Ave from Wellington Street N to James Street N. and Wellington Street N. from Egan Ave to the Grand Trunk Trail. Project includes new storm sewer system, road base, asphalt, concrete curb and gutter, as well as water and sanitary services for proposed development.

JUSTIFICATION

Egan Ave was identified in the 2014 Roads Assessment as in need of reconstruction. It will be subject to increased vehicle and pedestrian traffic in the future as the surrounding neighbourhood develops with proposed residential developments. Timing the Town's investment with a developers servicing works will result in construction cost efficiencies and reduced impact to surrounding residents.

PRE- BUDGET APPROVAL Yes

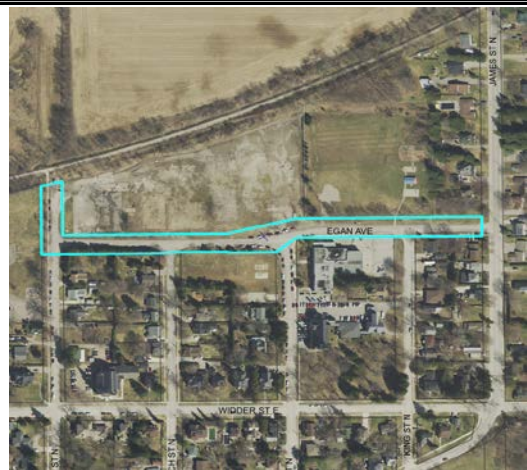
ASSEST MANAGEMENT

Investment Type	Disposal/Replacement/New Acquisition
Estimated Useful Life	Road Base: 100 yrs., asphalt: 50 yrs., curb & sidewalk: 50 yrs., storm sewer: 100 yrs., water services: 50 yrs.
Lifecycle Costs	Road Base: \$284,000, asphalt: \$376,000, curb & gutter: \$60,000, sidewalk: \$25,000, storm sewer: \$276,000, water services: \$18,000, watermain: \$71,000
Impact to Operating Budget	2020: None, 2021: \$580/yr.
Impact to Level of Service	Improve LOS for road and sidewalk networks

STRATEGIC ALIGNMENT Strategic Plan

BUDGET

COSTS	
Engineering	\$89,000
Construction	\$1,398,000
TOTAL	\$1,487,000
FUNDING	
Reserve - Water	\$19,000
Reserve - Roads	\$451,000
Reserve Fd. - Dev Charges	\$315,000
Developer	\$702,000
TOTAL	\$1,487,000



COMMENTS

Project is partially funded by developer, development charges and Town reserves based on applicable split of lot frontage. Work adjacent to school would occur during summer months. Work would not share of work.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Church Street South Railing
DEPARTMENT: Roads **LOCATION:** Church Street South

PROJECT DETAILS

SCOPE OF THE WORK

Refurbishment of railings (paint) and posts (new) along the Church Street South sidewalk.

JUSTIFICATION

Maintenance of an existing asset. The bottoms of the posts have deteriorated (rusted and split) causing considerable safety concerns. Complete replacement of the posts.

PRE- BUDGET APPROVAL Yes

ASSEST MANAGEMENT

Investment Type	Repair
Estimated Useful Life	10
Lifecycle Costs	This is a maintenance activity to an existing asset. There are no lifecycle costs associated with this maintenance work. The original asset will continue to incur lifecycle costs.
Impact to Operating Budget	No impact.
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT Strategic Plan (Infrastructure Pillar)

BUDGET

COSTS	
Materials & Supplies (Paint & Posts)	\$25,000
TOTAL	\$25,000
FUNDING	
Reserve - Roads	\$25,000
TOTAL	\$25,000



COMMENTS

The refurbishment of the railings (painting) can be completed by the Public Works Operators during the winter when outdoor maintenance is not needed. Will remove 5 or so sections at a time to complete the maintenance.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Municipal Tree Inventory
DEPARTMENT: Roads **LOCATION:** Various Locations

PROJECT DETAILS

SCOPE OF THE WORK

Acquire a public tree inventory to determine the number of, location, age and species of Town trees.

JUSTIFICATION

Reduce time spent determining the location of Town and private property trees. Assess the health of the trees to better determine maintenance practices and mitigate liability. Understand species and ages of trees to foster a resilient urban forest against tree disease and severe weather events. To be phased-in over four years equally to align with the quadrant pruning program.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	New Acquisition
Estimated Useful Life	n/a
Lifecycle Costs	N/A

Impact to Operating Budget	Maintain. The study will inform the Town's forestry management program and recommendations may result in increases or decreases to the annual forestry budget.
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Impact to Level of Service	Improve. The goal of the study is to inform the forestry management program and reduce liability associated with forestry related claims.
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STRATEGIC ALIGNMENT Strategic Plan - Pillar 4 - Culture & Recreation; and Forestry Management Plan

BUDGET

COSTS	
Inventory	\$8,000
TOTAL	\$8,000
FUNDING	
Reserve - Roads	\$8,000
TOTAL	\$8,000



COMMENTS

Phase 1 approved in 2019 Capital Budget.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Church Street Bridge

DEPARTMENT: Roads

LOCATION:

Church Street South at Trout Creek

PROJECT DETAILS

SCOPE OF THE WORK

Work includes patching concrete deck and reconstructing masonry parapet walls. Deteriorated metal handrail would be replaced and mounted to side of bridge to allow for wider walkway which would allow more efficient use of sidewalk winter maintenance equipment. Streetlights on parapet walls would be replaced with LED fixtures. Bridge would be closed during construction. Traffic detoured to Wellington Street Bridge.

JUSTIFICATION

OSIM bridge inspections since 2011 have identified concrete spalls in the bridge deck as in need of repair.

PRE- BUDGET APPROVAL

Yes

ASSEST MANAGEMENT

Investment Type

Repair/Rehabilitation

Estimated Useful Life

This is a heritage asset so theoretically will be perpetually

Lifecycle Costs

\$960,000 to replace deck, railings parapet walls and complete abutment repairs in 30 years. Major rehabilitation is likely required at the end of the 100 EUL.

Impact to Operating Budget

No adjustment to annual operating costs.

Impact to Level of Service

Maintain LOS

STRATEGIC ALIGNMENT

Strategic Plan

BUDGET

COSTS	
Construction	\$332,000
Engineering	\$39,000
TOTAL	\$371,000
FUNDING	
Federal Gas Tax	\$371,000
TOTAL	\$371,000



COMMENTS

Parapet walls had guide rail attached during Wellington Bridge construction due to concern over condition of parapet wall and higher risk of vehicle collision from increased traffic volume. Guide rail would be removed after this project to restore heritage aesthetics.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Dam Repairs

DEPARTMENT: Public Works

LOCATION:

Physical location of work/service

PROJECT DETAILS

SCOPE OF THE WORK

Carry over project from 2019. Work includes restoring mortar joints and concrete in the exposed face and crest of the dam.

JUSTIFICATION

The dam structure was built in 1908 and requires restoration work to ensure safe continued operation. Voids in the dam weaken the structural integrity and need to be filled. Eroded sections of the crest of the dam concentrate the flow to isolated sections of concrete and mortar which increases rate of erosion as well as the likelihood of catastrophic failure.

PRE- BUDGET APPROVAL

Yes

ASSEST MANAGEMENT

Investment Type

Repair/Rehabilitation

Estimated Useful Life

30 years

Lifecycle Costs

There are no anticipated lifecycle costs with this work. The dam

Impact to Operating Budget

There is no impact to the operating budget associated with this

Impact to Level of Service

Maintain LOS

STRATEGIC ALIGNMENT

Strategic Plan

BUDGET

COSTS	
Construction	\$200,000
Engineering	\$33,000
TOTAL	\$233,000
FUNDING	
Reserve - Storm	\$50,000
OCIF	\$183,000
TOTAL	\$233,000



COMMENTS

Asset has reached the end of its useful life. Proposed work would extend the useful life of the asset. A small test area was repaired in 2019 to ensure that the project could be completed by sandbagging the back of the dam, avoiding the need to lower the mill pond. A tender for the work was then prepared and released in 2019 for 2020 construction. Further Repairs are planned for the Mill Race Island in 2023.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Water Valve Program
DEPARTMENT: Water **LOCATION:** Various Locations, Water System

PROJECT DETAILS

SCOPE OF THE WORK

Project to consist of the repair and/or replacement of existing water distribution valves ranging in size from 150mm to 300mm. Public Works Department to provide excavation services with Ontario Clean Water Agency to complete repairs and/or replacements.

JUSTIFICATION

With a fully developed valve exercising program implemented throughout Town on annual basis, deficiencies are routinely identified. Valves which are identified as broken or not operable are prioritized for repair and/or replacement. Project ensures that resources are available to address deficiencies once they are identified and that the system is in a fit state of repair in the event of unplanned events or emergencies.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Repair / Replacement / Rehabilitation
Estimated Useful Life	50 Years (depending on service completed)
Lifecycle Costs	Not Applicable (lifecycling costs are negligible until a replacement is required)
Impact to Operating Budget	Not Applicable
Impact to Level of Service	Maintain Level of Service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure
 Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS	
Materials and Supplies	\$15,000
TOTAL	\$15,000
FUNDING	
Reserve - Water	\$15,000
TOTAL	\$15,000



COMMENTS

Project has been an ongoing annual program that is delivered by Town staff that has seen significant improvements to the control network of the water system since its implementation.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Water Tower Inspection & Maintenance

DEPARTMENT: Water

LOCATION:

280 Victoria Street, St. Marys, ON

PROJECT DETAILS

SCOPE OF THE WORK

Project to consist of an internal and external inspection of the elevated water storage tank and its applicable coatings. A Remotely Operated Vehicle (ROV) is proposed to assess the internal condition of the elevated tank as well as any sedimentation levels without the need to take the tank off-line. Inspection to consist of, but not limited to: Fall arrest system and equipment, site works, piping, foundations, vent and screen integrity, concrete condition, etc.

JUSTIFICATION

In 2013, the Town completed its most recent external coating application to the elevated tank. It was inspected again in 2015 as part of the completion of the 2-year warranty period release from the initial works. The elevated tank is recommended by the coatings consultant to be inspected every 5-years to assess coating conditions. The Town's Well Inspection and Maintenance Plan (WIMP) also identifies the inspections of the elevated tower to be completed at this interval.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Rehabilitation (Inspection)
Estimated Useful Life	Five (5) Years
Lifecycle Costs	\$5,000.00 for inspections (Note: this project is a lifecycle cost for the water tower)
Impact to Operating Budget	Not Applicable
Impact to Level of Service	Maintain existing level of service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure

Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS	
Engineering	\$5,000
Construction	\$20,000
TOTAL	\$25,000
FUNDING	
Reserve - Water	\$25,000
TOTAL	\$25,000



COMMENTS

Initial inspection projected to cost approximately \$5,000.00. the remainder is a contingency balance to address known or potential defects.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Sanitary Inflow & Infiltration Program

DEPARTMENT: Wastewater

LOCATION:

Various - Wastewater System

PROJECT DETAILS

SCOPE OF THE WORK

This project is to consist of a variety of activities aimed at identifying and reducing Inflow and Infiltration into the sanitary collection system. Investigative works such as flow monitoring, structure inspections, dye testing, etc. are to be considered and deployed along with restoration efforts, as may be required.

JUSTIFICATION

The Water Pollution Control Plant (WPCP) has been operating at or near 80% of approved capacity for the prior 3-years. As the Town continues to develop and grow, capacity constraints will be encountered. An Inflow and Infiltration program works to remove grey water (i.e. storm water) from the sanitary sewer system to potentially delay any future expansion of the WPCP. Currently, the WPCP treats up to 20% more water than the town processes through the municipal drinking water system indicating I&I contributions.

PRE- BUDGET APPROVAL

Yes

ASSEST MANAGEMENT

Investment Type	Repair / Rehabilitations
Estimated Useful Life	5 Years (Studies), 10-20 years on repairs or rehabilitations
Lifecycle Costs	Not applicable. This project is a lifecycle cost of the sanitary collection system
 Impact to Operating Budget	Not Applicable
Impact to Level of Service	Improve / Maintain

STRATEGIC ALIGNMENT

Strategic Plan - Pillar No. 1 - Infrastructure

Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS	
Engineering	\$40,000
Construction	\$40,000
Materials and Supplies	\$20,000
TOTAL	\$100,000
FUNDING	
Reserve - Wastewater	\$66,000
Reserve Fd. - Dev. Charges	\$34,000
TOTAL	\$100,000



COMMENTS

This project is to build off a strong Inflow and Infiltration program developed and implemented by the town through 2013 - 2015 where numerous investigative works and rehabilitations were undertaken. Pre-Budget approval is sought for this project to ensure investigative works can be coordinated and scheduled to capture the spring melt period where I&I contributors can be more readily identified.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Water Pollution Control Plant, Waste Activated Sludge Splitter Box Replacement
DEPARTMENT: Wastewater **LOCATION:** 309 Thomas Street, St. Marys, ON

PROJECT DETAILS

SCOPE OF THE WORK

This project would see the existing Waste Activated Sludge splitter box at the Water Pollution Control Plant (WPCP) replaced with a stainless steel like model. Project would be completed under the WPCP's Limited Operational Flexibility clause of the Environmental Compliance Approval.

JUSTIFICATION

The existing splitter box at the WPCP has experienced leaks in recent years and is further deteriorating. The unit is also open to the atmosphere while also being exposed to harsh liquids from the sewage treatment plant process.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	Thirty (30) Years
Lifecycle Costs	None - system has no moving or functioning parts that would require ongoing maintenance
 Impact to Operating Budget	Not Applicable
Impact to Level of Service	Maintain level of Service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure
 Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS	
Engineering	\$2,500
Construction	\$27,500
TOTAL	\$30,000
FUNDING	
Reserve - Wastewater	\$30,000
TOTAL	\$30,000



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Sewage Pumping Station Condition Assessments
DEPARTMENT: Wastewater **LOCATION:** Robinson, Queen East & Emily Streets

PROJECT DETAILS

SCOPE OF THE WORK

The Town currently has three (3) Sewage Pumping Stations (SPS) located across the Town as part of the wastewater collection system. This project would complete a full engineering inspection of all three structures to assess the conditions and safety of the structures, and if any restoration efforts are required.

JUSTIFICATION

The SPS are exposed to harsh environments and are prone to deterioration of concrete, metal, etc. Two of the three stations are original to the system dating to the late 1960's and early 1970's with many original components. This project would see the Town stay ahead of deterioration in these structures, maintain safe operating conditions for our contract operating authority and effectively plan and manage the assets into the future.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Rehabilitation (inspection)
Estimated Useful Life	10 Years between inspections
Lifecycle Costs	None - Inspection. This project is a lifecycle event of the Sewage Pumping Stations.
Impact to Operating Budget	Not Applicable
Impact to Level of Service	Maintain level of Service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure
Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS	
Engineering	\$10,000
TOTAL	\$10,000
FUNDING	
Reserve - Wastewater	\$10,000
TOTAL	\$10,000



COMMENTS

This project is year 1 of a 2 year plan. Any remedial actions that would be recommended from the inspections would be investigated and where possible, implemented in year 2 of the plan.

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - General Sanitary Sewer Funds
DEPARTMENT: Wastewater **LOCATION:** Easement A5 - East Side of Thames River

PROJECT DETAILS

SCOPE OF THE WORK

Significant deterioration has occurred along the A5 sanitary easement from Victoria Street to James Street. Project to be phased based on available annual funds to include new ladder rungs, frames and lids on all sanitary manhole structures.

JUSTIFICATION

The sanitary manholes along easement A5 service the James Street South industrial lands, south end residential developments and the landfill leachate collection system. The structures run along the Riverview walkway which has frequent pedestrian traffic. This project will ensure that the frames and lids remain safe given the high traffic area, and ladder rungs replaced for safe egress, when required.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Repair / Rehabilitation
Estimated Useful Life	25 Years
Lifecycle Costs	This project is a lifecycle cost of the manhole structure.

Impact to Operating Budget	Not Applicable
Impact to Level of Service	Maintain level of Service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure
Developing a comprehensive and progressive infrastructure plan.

BUDGET

COSTS

Construction	\$25,000
TOTAL	\$25,000

FUNDING

Reserve - Wastewater	\$25,000
TOTAL	\$25,000



COMMENTS

Project viewed as a multi-year repair / replacement program while working within approved budget for the project year.
Project originally approved in 2019 but was deferred due to higher priority sewer repairs

TOWN OF ST. MARYS
2020 Capital Project

PROJECT # ___ - Landfill Approvals
DEPARTMENT: Landfill **LOCATION:** 1221 Water Street South, St. Marys, ON

PROJECT DETAILS

SCOPE OF THE WORK

Pending successful approval of the Future Solid Waste Disposal Needs Environmental Assessment, Environmental Protection Act and Ontario Water Resources Act requirements, as well as design efforts must be satisfied for the proposed landfill expansion. This project will provide the engineering support required to satisfy those requirements.

JUSTIFICATION

The Town is currently on Notice No. 5 for interim filling approval at the landfill which permits additional filling in excess of original landfill design and approvals while the Environmental Assessment is finalized and the Town is able to design a planned expansion. This project would ensure that the Town is able to carry out design and approval works immediately upon receipt of successful approval of the EA should it be received.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Study
Estimated Useful Life	Forty (40) Years (EA Planning period)
Lifecycle Costs	\$250,000 estimated every 5-7 years for landfill cell development at the Site or \$1,750,000.00 over the EUL. Additionally, depending on results of EA, \$0-\$350,000 would be required for increased general Site Operations and Maintenance, depending on inflation, etc.
Impact to Operating Budget	\$2,500.00 for leachate flushing
Impact to Level of Service	Maintain level of service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Waste Management Plan
 Build a waste management program for community needs

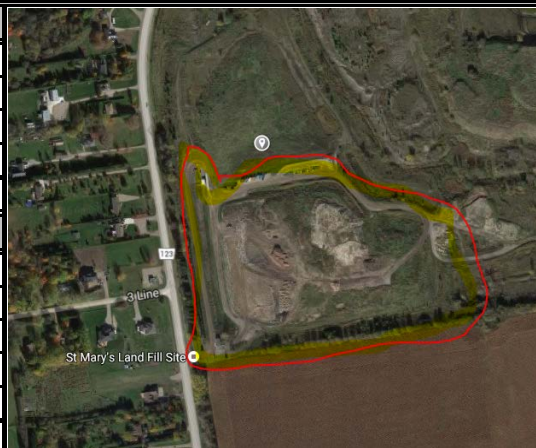
BUDGET

COSTS

Engineering & Approvals	\$200,000
TOTAL	\$200,000

FUNDING

Reserve - Landfill	\$200,000
TOTAL	\$200,000



COMMENTS

This project was approved in 2019, however due to ongoing Environmental Assessment efforts, was not required based on current position. Progress on the EA is ongoing where 2020 is probable for next phase efforts.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Landfill Environmental Assessment
DEPARTMENT: Landfill **LOCATION:** 1221 Water Street South, St. Marys, ON

PROJECT DETAILS

SCOPE OF THE WORK

Work with the Ministry approval agency, consultants and interested parties to finalize the work plan based on received comments and prepare EA for final submission for approval

JUSTIFICATION

Individual Environmental Assessment commenced in 2013 to determine future solid waste management needs. The EA has identified expansion as the preferred alternative. Project is near completion having been submitted for draft review in 2017, and various communications between the Town, consultant and approval agency in 2018 to finalize scope of work needed for final submission for approval

PRE- BUDGET APPROVAL No - Work in Progress from 2019

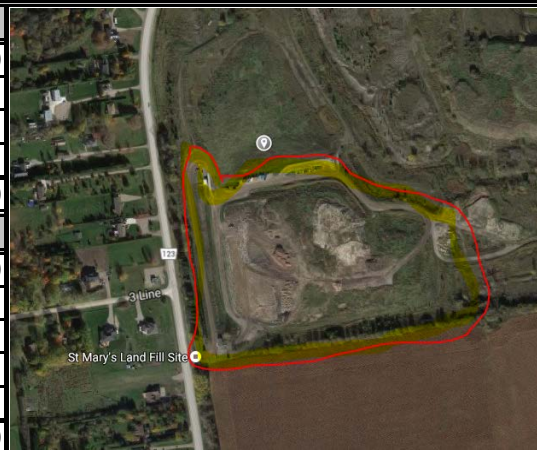
ASSEST MANAGEMENT

Investment Type	Study
Estimated Useful Life	Forty (40) Years (EA Planning period)
Lifecycle Costs	\$250,000 estimated every 5-7 years for landfill cell development at the Site or \$1,750,000.00 over the EUL. Additionally, depending on results of EA, \$0-\$350,000 would be required for increased general Site Operations and Maintenance, depending on inflation, etc.
Impact to Operating Budget	\$2,500.00 for leachate flushing
Impact to Level of Service	Maintain level of service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Waste Management Plan
 Build a waste management program for community needs

BUDGET

COSTS	
Engineering & Approvals	\$220,000
TOTAL	\$220,000
FUNDING	
Reserve - Landfill	\$220,000
TOTAL	\$220,000



COMMENTS

Work in Progress from 2019. Agreement between Town and consultants finalized based on level of work required. Efforts ongoing for planned completion in early 2020.

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ____ - Annual Sidewalk & Concrete Program
DEPARTMENT: Roads **LOCATION:** Various

PROJECT DETAILS

SCOPE OF THE WORK

Removal and replacement of concrete sidewalk panels that have been identified through condition inspections to be trip hazards or have extensive surface deterioration. Removal and replacement of concrete curb as required.

JUSTIFICATION

Required to maintain an acceptable service level for sidewalks and to meet provincial minimum maintenance standards. Reduces liability associated with trips and falls. Curb replacements often required to improve drainage and reduce standing water on roadways, reducing asphalt damage.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Replacement/repair
Estimated Useful Life	40 Years
Lifecycle Costs	NA
Impact to Operating Budget	No adjustment to annual operating costs.
Impact to Level of Service	Maintain LOS

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure
 Developing a comprehensive and progressive infrastructure plan

BUDGET

COSTS	
Construction	\$93,000
TOTAL	\$93,000
FUNDING	
Reserve - Roads	\$93,000
TOTAL	\$93,000



COMMENTS

Project funding will be utilized to meet immediate needs of pedestrian network review planned for early 2020

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Grand Trunk Trail Staircase

DEPARTMENT: Parks **LOCATION:** GTT at Emily St.

PROJECT DETAILS

SCOPE OF THE WORK

The project includes decommissioning of the existing earthen staircase and filling with soil to prevent further erosion and constructing a new metal staircase on the south side of Emily Street overpass from the trail down to the Emily Street sidewalk. The staircase design would include a narrow ramp for bikers to walk their bikes up and down. The project would be complimented by separate capital project where a concrete walkway is proposed from Milt Dunnel Field to Emily Street.

JUSTIFICATION

The earthen staircase that connects Milt Dunnel Field to the Grand Trunk Trail at Emily Street is in a deteriorated state. The wood retaining wall originally constructed by the Lions Club is rotting and failing in certain areas. The steps experience undermining from erosion. Due to restricted access and contaminated soils, the retaining wall and staircase would require significant investment to rehabilitate.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Decommissioning/New Acquisition
Estimated Useful Life	40 Years
Lifecycle Costs	\$10K for miscellaneous repairs/welding
Impact to Operating Budget	No adjustment to annual operating costs.
Impact to Level of Service	Maintain LOS

STRATEGIC ALIGNMENT Strategic Plan

BUDGET

COSTS	
Construction	\$80,000
Engineering	\$10,000
Decommissioning	\$20,000
TOTAL	\$110,000
FUNDING	
Reserve - General Reserve	\$110,000
TOTAL	\$110,000



COMMENTS

Various alternatives were considered to accomplish this Emily St./Milt Dunnel/Grand Trunk Trail connection. This was determined to be the most cost effective and efficient solution.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Facility Energy Upgrades
DEPARTMENT: Facilities **LOCATION:** Various

PROJECT DETAILS

SCOPE OF THE WORK

Annually the Town investigates energy upgrades at facilities that will generate positive impacts to the environment and create positive return on investment.

JUSTIFICATION

In accordance with the Town's Conservation and Energy Management Plan, this annual budget allocation allows for continuous improvement and achievement of the Town's goal to maintain energy consumption at the 2018 rate while continuing to grow at a target 1.5% per year.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type	Upgrade
Estimated Useful Life	Various
Lifecycle Costs	To be determined as part of each project

Impact to Operating Budget	To be determined as part of each project
Impact to Level of Service	Maintain level of service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 1 - Infrastructure

BUDGET

COSTS	
Energy Projects	\$50,000
TOTAL	\$50,000
FUNDING	
Reserve - General Capital	\$50,000
TOTAL	\$50,000



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Capital Upgrades to PRC
DEPARTMENT: PRC Operations **LOCATION:** Pyramid Recreation Centre

PROJECT DETAILS

SCOPE OF THE WORK

Following the Asset Management Plan to complete capital upgrades to the PRC throughout the facility. An application for funding under the ICIP -Community, Culture, & Recreation fund; approval decisions are expected by the Spring/Summer of 2020.

JUSTIFICATION

Many mechanical components are at or beyond their expected lifespan as per industry norms, or due to the current environment they are in, such as with equipment exposed to enhanced corrosion due to hard water supply, or in an outdoor setting.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type Replacement
 Estimated Useful Life
 Lifecycle Costs
 Impact to Operating Budget N/A
 Impact to Level of Service Maintain

STRATEGIC ALIGNMENT Asset Management Plan

BUDGET

COSTS	
De Dietrich Hot Water Boilers (2)	\$90,000
HVAC Engineered Air Units (4)	\$260,000
HVAC RTU Units (3)	\$120,000
HVAC RTAC units (6)	\$180,000
HVAC York Air Handling Unit	\$12,000
HVAC Furnace room equip relocated to roof	\$20,000
HVAC Dectron	\$500,000
Kitchen Exhaust Fans	\$16,000
Arena Refrigeration Controls Software	\$40,000
Refrigeration Plant Evaporative Condenser	\$110,000
Arena Dehumidification Unit	\$110,000
Community Centre Walk in Cooler Equip.	\$12,000
HRV1 Cook Heating/Cooling Unit	\$10,000
LED lighting conversion in lobby	\$25,000
Blue Rink Scoreboard	\$15,000
Rock Rink lighting conversion to LED	\$40,000
Refrigeration Plant Water Treatment	\$7,000
Arena Flood Water Supply Water Treatment	\$20,000
Hobart Dishwasher	\$15,000
Commercial Hot Water Tanks (6)	\$60,000
Aquatics Change Room Water Softener Eq.	\$26,000
Community Centre Entrance Ramp	\$75,000
Replace Exterior Sliding Doors	\$30,000
Install Sliding Doors at Aquatics Entrance	\$25,000
Engineering	\$10,000
Contingency - 25%	\$457,000
TOTAL	\$2,285,000
FUNDING	
Reserve - General Capital*	\$609,410
Federal Assistance	\$914,000
Provincial Assistance	\$761,590
TOTAL	\$2,285,000



COMMENTS

Project expected to be completed over a 3 year period.

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Annual Circulating Collection
DEPARTMENT: Library **LOCATION:** Library

PROJECT DETAILS

SCOPE OF THE WORK

Purchase of paperbacks, hardcovers, eBooks, eAudiobooks, and digital media.

JUSTIFICATION

The Library maintains an inventory of approximately 101,000. Annually the inventory is updated to remain current and adjust for the growth in the community. The annual budget has not been increased in several years, however the cost, especially related to digital media, has continued to increase over time. A 3% increase in the annual allocation is being requested for 2020.

PRE- BUDGET APPROVAL No

ASSEST MANAGEMENT

Investment Type
Estimated Useful Life varies - avg approx. 5 years
Lifecycle Costs

Impact to Operating Budget n/a
Impact to Level of Service Maintain level of service

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 4 - Culture & Recreation

BUDGET

COSTS	
Energy Projects	\$59,740
TOTAL	\$59,740
FUNDING	
Reserve - General Capital	\$54,740
Development Charges	\$5,000
TOTAL	\$59,740



COMMENTS

TOWN OF ST. MARYS 2020 Capital Project

PROJECT # ___ - Community Transportation
DEPARTMENT: CAO **LOCATION:** Various

PROJECT DETAILS

SCOPE OF THE WORK

Contribute, along with the County of Perth and City of Stratford, to the following 2 community transportation services:

- Inter-city service - led by City of Stratford
- Intra-county service - led by County of Perth

JUSTIFICATION

At present, there are no commercial bus lines running in any community in Perth County. There are only two east-bound and two west-bound VIA Rail trains departing from Stratford and St. Mary's daily at inconvenient times.

In 2018, the City of Stratford, The County of Perth and its lower ties, and the Town of St. Marys secured two grants of \$1.34 M each to create two public transit projects. The City of Stratford's project is an inter-city service to link Stratford, Listowel and St. Marys with Kitchener-Waterloo and London. The County project is an intra-county service to link the communities of Perth County with each other, and with the inter-city service to Kitchener-Waterloo and London. The main goal of both projects is to offer scheduled, fixed-route transportation at an affordable price to workers, students and members of the general public, so that residents and visitors can circulate easily within the County and to and from nearby cities.

PRE- BUDGET APPROVAL No

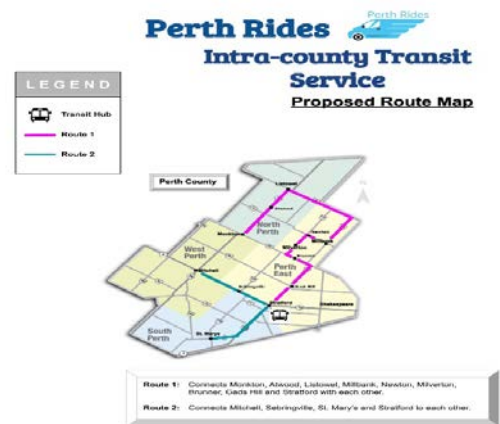
ASSEST MANAGEMENT

Investment Type	
Estimated Useful Life	n/a
Lifecycle Costs	n/a
Impact to Operating Budget	n/a
Impact to Level of Service	n/a

STRATEGIC ALIGNMENT Strategic Plan - Pillar No. 5 - Economic Development

BUDGET

COSTS	
St. Marys portion	\$50,000
TOTAL	\$50,000
FUNDING	
Reserve - General Capital	\$23,000
Operating Budget	\$27,000
TOTAL	\$50,000



COMMENTS

**TOWN OF ST. MARYS
2020 Capital Project**

PROJECT # ___ - Capital Computer Replacements
DEPARTMENT: IT **LOCATION:** Town Wide User Workstations

PROJECT DETAILS

SCOPE OF THE WORK

Purchase, Configure, Install Replacement workstations

JUSTIFICATION

Workstations 5-6 years of age are considered end of life. Hardware begins to fail or become incompatible. Replacement every 5-6 years maintains performance/efficiency, and lessens unpredicted failures.

PRE- BUDGET APPROVAL

No

ASSEST MANAGEMENT

Investment Type	Replacement
Estimated Useful Life	5-6 years
Lifecycle Costs	\$1500 over 5 years (ram and or hard drive upgrade to extend life)
Impact to Operating Budget	None
Impact to Level of Service	Maintain

STRATEGIC ALIGNMENT

BUDGET

COSTS	
Laptops/Desktops	\$15,000
TOTAL	\$15,000
FUNDING	
Reserve - General Capital	\$15,000
TOTAL	\$15,000



COMMENTS
