

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
AGENDA OF SPECIAL COUNCIL MEETING – NOVEMBER 29, 2023 AT 2:00 P.M.
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH
HYBRID MEETING - IN PERSON AND VIA WEB CONFERENCING**

HOW TO JOIN

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/83241481204>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 832 4148 1204

**PAGE
NUMBER**

CALLING TO ORDER

ADOPTION OF THE AGENDA

Recommendation:

THAT the Agenda for the November 29, 2023 Special Meeting of Council be accepted and passed.

DISCLOSURE OF PECUNIARY INTEREST

O'CANADA

PRESENTATIONS

- | | |
|--|-----|
| 1. Report TR 2023-012, 2024 Operating and Capital Budget | 001 |
| a) Presentation | 003 |
| b) Capital Justification Budget Sheets | 039 |

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-012, pertaining to the 2024 operating and capital budget for information.

AND THAT Council discuss the proposed budget and provide further direction.

CONFIRMING BY-LAW

162

Recommendation:

THAT By-law Number 111-23 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Special Meeting held on November 29, 2023 be read a First, Second and Third time and enacted.

ADJOURNMENT

Recommendation:

THAT the Special Council meeting of November 29, 2023 be adjourned at
:__ p.m.



Staff Report

To: Mayor and Members of Council
Meeting of November 29, 2023

From: Jerry Idialu, Director of Finance/Treasurer

Subject: Report TR 2023-012, 2024 Operating and Capital Budget

RECOMMENDATION

THAT the Council of the Corporation of the Township of Wellington North receive Report TR2023-012, pertaining to the 2024 operating and capital budget for information.

AND THAT Council discuss the proposed budget and provide further direction.

PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

N/A

BACKGROUND

Report TR2023-012 outlines the 2024 Operating and Capital Budget for the Township of Wellington North, revised following the directions provided in the last council meeting.

The budget now proposes a tax levy increase of 4.94%, resulting in a total levy requirement of \$9,646,763. This increase, amounting to 7.04%, is offset by an organic growth rate of 2.10%. For a standard residential single-family dwelling valued at \$271,636 (as of January 1, 2016), the township portion of the property tax is estimated to increase by \$65.77. The total capital program for 2024 is set at \$23,270,885, with \$13.5 million allocated for the Arthur Wastewater Treatment Plant - Phase 2 Upgrade. Excluding this major project, the capital program amounts to \$9,770,885, consistent with previous years.

The Arthur Wastewater Treatment Plant - Phase 2 Upgrade, is primarily funded through user fees, and has no impact on the general tax levy. A funding strategy for this project will be brought back to council in a separate session.

FINANCIAL CONSIDERATIONS

The 2024 Operating and Capital Budget necessitates a tax levy increase to support the operating budget, addressing inflation and the need to maintain and enhance township

services. Township staff have employed a diversified funding strategy to the 2024 Capital Program, minimizing the tax levy impact. Reserve contributions have increased by \$320,254 from the previous year, totalling \$1,313,512.

ATTACHMENTS

2024 Operating and Capital Budget Presentation
2024 Capital Budget Justification Sheets

STRATEGIC PLAN 2019 – 2022

Do the report’s recommendations align with our Strategic Areas of Focus?

- Yes No N/A

Which priority does this report support?

- Modernization and Efficiency Partnerships
 Municipal Infrastructure Alignment and Integration

Prepared By:	Jerry Idialu, Director of Finance/Treasurer	<i>Jerry Idialu</i>
Recommended By:	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

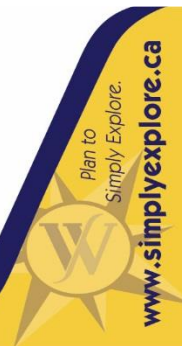


2024 BUDGET – 2ND DISCUSSION

November 29, 2023

Recap - 2024 Budget Process

- The aim of the annual budget is to focus and deliver on the values of Council for the Township of Wellington North
- Budget templates sent to department heads September 11, 2023
- Treasurer meetings with Department Heads during September, October, and November as required
- 2nd budget meeting with Council and staff held on November 29th with additional meetings scheduled for December 11th, and January 15th, 2024.
- Budget process outcome
 - tax levy decision
 - capital projects decision



Recap - 2024 Budget Guidelines

- Operating Budget 2024 assumes the status quo for service level, meaning the township will continue to provide the same level of service it budgeted the previous year (2023) unless otherwise proposed and documented.
- Corporate wide cost pressures:
 - Wages/Salary: budgeted increases (varies by department)
 - Health Benefits: Increase of 9.2% (Mosey & Mosey Guidance)
 - Municipal Insurance renewal – 9% increase (Coburn Guidance)
 - Utilities: Hydro increase of 2% (WNP Guidance)
 - Construction Price Index (Inflation, Q3 2023) – 6.6%



2024 Budget Impact Items

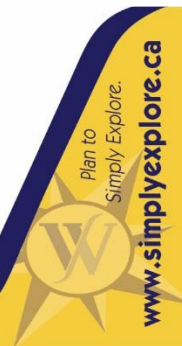
- All conservation authority has submitted their budgets

Conservation Authority	2022 Budget	2023 Budget	2024 Budget	Diff - \$	Diff - %
Saugeen Valley Conservation Authority	73,997	81,626	108,777	27,151	33.3%
Grand River Conservation Authority	55,274	57,083	58,619	1,536	2.7%
Maitland Valley Conservation	48,615	51,124	55,429	4,305	8.4%
	177,886	189,833	222,825	32,992	17.4%



Growth Vs. Reassessment

- Growth is defined as new assessment – it has no impact on the current taxpayer
- During 2023, Wellington North has realized an estimated real assessment growth of 2.10% (2022 – 2.26%, 2021 – 1.48%, 2020 – 1.52%, 2019 – 1.53%)
- Property assessment for tax years will remain unchanged. The government has prioritized stability for property taxpayers and municipalities. The valuation of 2016 (January 1, 2016) will remain in effect per the Fall Economic Statement





2024 OPERATING BUDGET

Operating Budget Summary Analysis by Segment

2024 Budget Summary

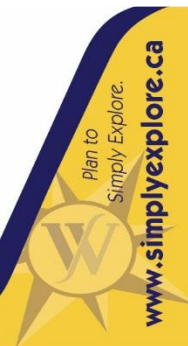
FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
General Government					
General Government	-1,636,950	-1,741,900	-2,058,400	18.2%	-316,500
Other Revenues-Supps/Omitts/Writeoffs	-167,116	-216,770	-281,789	30.0%	-65,019
Council	276,276	289,923	297,538	2.6%	7,615
Administration	1,046,164	1,377,798	1,563,887	13.5%	186,089
Property	4,491	-7,786	-6,592	-15.3%	1,194
Subtotal - General Government	-477,134	-298,735	-485,356	62.5%	-186,621



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Protection Services					
Fire	965,085	1,015,643	1,110,880	9.4%	95,237
Police/Crossing Guard	51,332	48,718	58,038	19.1%	9,320
Conservation Authority	177,886	189,833	222,825	17.4%	32,992
Protective Inspection & Control					
Animal Control	7,719	7,948	18,050	127.1%	10,102
By-Law Enforcement	64,497	61,503	66,610	8.3%	5,107
Subtotal - Protection Services	1,266,519	1,323,645	1,476,403	11.5%	152,758



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Transportation Services					
Roads	4,606,832	4,838,608	5,227,896	8.0%	389,288
Streetlights					
Rural Water	7,908	7,400	5,783	-21.9%	-1,617
Subtotal - Transportation Services	4,614,740	4,846,008	5,233,679	8.0%	387,671



Operating Budget Summary Analysis by Segment (Continued)

2024 Budget Summary

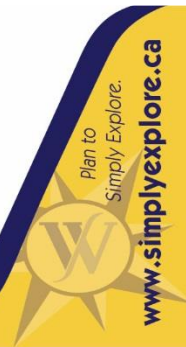
FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Health Services					
Hospital	0	0	0	0.0%	0
Cemetery	99,880	105,524	144,160	36.6%	38,636
Subtotal - Health Services	99,880	105,524	144,160	36.6%	38,636
Recreation and Cultural Services					
Parks & Recreation	2,073,590	2,487,209	2,400,253	-3.5%	-86,956
Community & Economic Development	395,527	458,975	750,673	63.6%	291,698
Subtotal - Recreation and Cultural Services	2,469,117	2,946,184	3,150,926	6.9%	204,742



Operating Budget Summary Analysis by Segment (Continued)

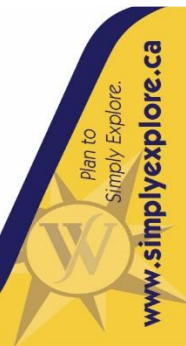
2024 Budget Summary

FIR Category	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
Planning and Development					
Planning	67,065	43,842	82,702	88.6%	38,860
Commercial & Industrial					
Tile Drains					
Municipal Drains	45,500	45,500	44,250	-2.7%	-1,250
Subtotal - Planning and Development	112,565	89,342	126,952	42.1%	37,610



2024 Operating Budget Summary Analysis by Segment

Service Area	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
General Government	-477,134	-298,735	-485,356	62.47%	-186,621
Protection Services	1,266,519	1,323,645	1,476,403	11.54%	152,758
Transportation Services	4,614,740	4,846,008	5,233,679	8.00%	387,671
Health Services	99,880	105,524	144,160	36.61%	38,636
Recreation and Cultural Services	2,224,884	2,946,184	3,150,926	6.95%	204,742
Planning and Development	356,798	89,342	126,952	42.10%	37,610
Environmental Services					
Total Levy Requirement	8,085,687	9,011,968	9,646,763	7.04%	634,795



2024 Operating Budget Summary Analysis by Segment

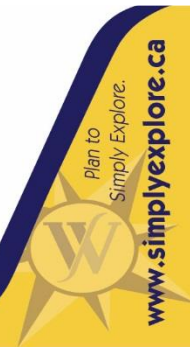
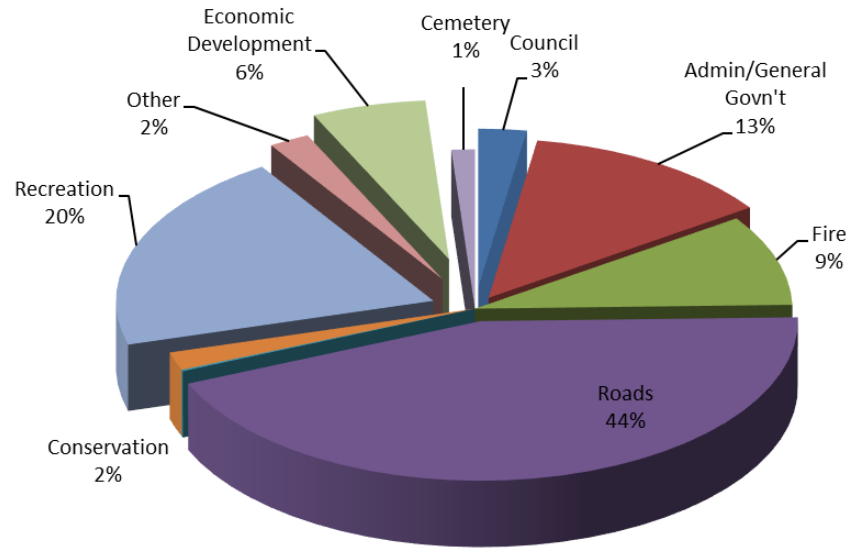
Tax Levy Transfers	2022 Budget	2023 Budget	2024 Budget	% Change	Change \$
To Capital	2,022,165	2,081,943	2,592,857	24.54%	510,914
To Reserves	619,336	1,036,717	702,540	-32.23%	-334,177
To Reserve Funds	5,000	5,000	5,000	0.00%	
New transfers	2,646,501	3,123,660	3,300,397	5.66%	176,737



Draft Budget Modeling – 2024 Tax Implication – Base Case

	<u>2022</u>	<u>2023</u>	<u>2024 (Draft)</u>	<u>YoY Increase (%)</u>
Operating Budget	5,481,686	6,086,011	6,346,366	4.28%
Policy Mandated Transfer to Reserve funds	115,700	115,700	80,700	-30.25%
Net Transfers	466,136	728,313	626,840	-13.93%
Contributions to Capital	2,022,165	2,081,943	2,592,857	24.54%
Total Budgeted Tax Levy	8,085,687	9,011,967	9,646,763	7.04%
			Organic Growth	2.10%
			Impact to Existing Taxpayer	4.94%

2024 Where Budget Dollars Go



Reserves / Reserve Funds – Net Transfers (Preliminary)

Net Reserve & Reserve Fund Transfers

2023				
	<i>From</i>	<i>To</i>	<i>Net</i>	<i>2022 vs 2023</i>
Council		120,700	120,700	0
Admin	98,233	52,000	(46,233)	(55,733)
Property		16,000	16,000	0
Fire		210,600	210,600	0
CBO		102,935	102,935	67,381
Roads		79,482	79,482	0
Streetlights		5,000	5,000	0
Rec	99,471	450,000	350,529	250,529
Planning		0	0	0
Cemetery		5,000	5,000	0
WNP Holding		0	0	0
Taxation Total	197,704	1,041,717	844,013	262,177
Sewer	685,447	427,204	(258,243)	(81,334)
Water	-	407,488	407,488	217,767
User Fee Total	685,447	834,692	149,245	136,433
Grand Total	883,151	1,876,409	993,258	398,610

2024				
	<i>From</i>	<i>To</i>	<i>Net</i>	<i>2023 vs 2024</i>
Council		85,700	85,700	(35,000)
Admin		52,000	52,000	98,233
Property		16,000	16,000	0
Fire		220,000	220,000	9,400
CBO		144,358	144,358	41,423
Roads		79,482	79,482	0
Streetlights		5,000	5,000	0
Rec	100,000	100,000	0	(250,529)
Planning		0	0	0
Cemetery		5,000	5,000	0
WNP Holding		0	0	0
Taxation Total	-	707,540	707,540	(136,473)
Sewer	676,097	783,628	107,530	365,773
Water	-	498,441	498,441	90,953
User Fee Total	676,097	1,282,069	605,971	456,726
Grand Total	676,097	1,989,609	1,313,512	320,254



Draft Budget Modeling – 2024 Tax Implication – Base Case

	<u>2024</u>
AMOUNT TO BE RAISED	\$ <u>9,646,763</u>
Tax Rate = amount to be raised/weighted assessment =	0.00540724

<u>COMPARISON OF TAXES</u>	<u>2024</u>	<u>2023</u>
Residential Assessment	\$ 271,636.00	\$ 271,636.00
Tax Rate	0.00540724	0.00516512
Taxes	\$1,468.80	\$1,403.03
Increase over 2023		\$65.77





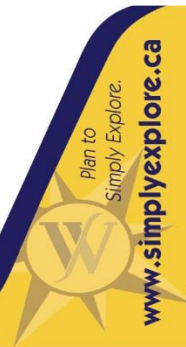
2024 CAPITAL BUDGET

MMAH Report on Debt and Asset Consumption

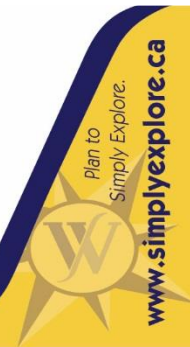
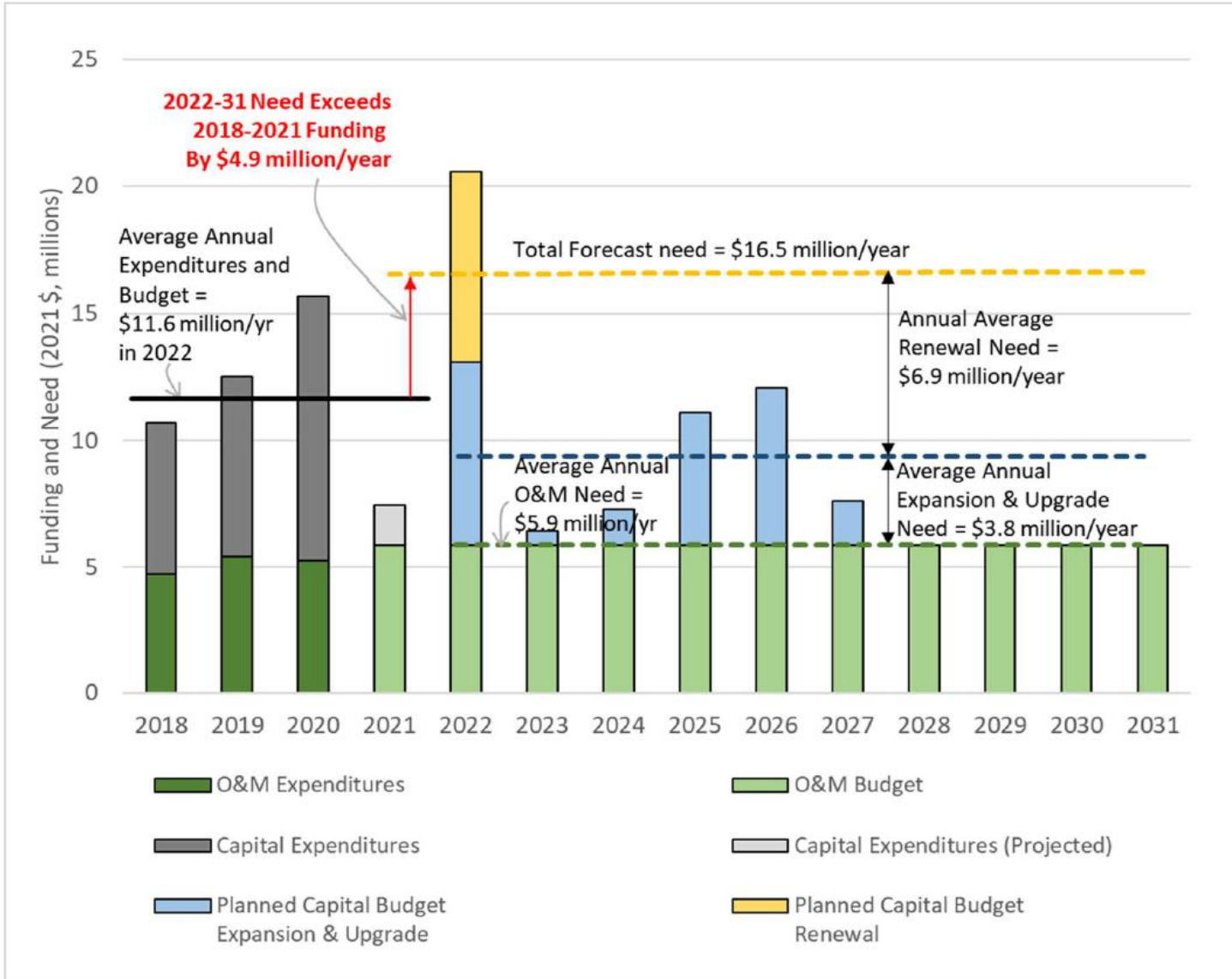
Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk
			Median	Average	

FLEXIBILITY INDICATORS

Indicator	Ranges	2017	2018	2019	2020	2021	Level of Risk
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	8.2%	8.4%	6.5%	8.0%	1.7%	MODERATE
		2.7%	2.5%	2.6%	2.3%	2.2%	MODERATE
		3.3%	3.1%	3.1%	3.2%	3.0%	MODERATE
							LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	54.2%	54.4%	55.5%	55.8%	54.5%	MODERATE
		43.8%	43.7%	43.9%	44.8%	45.2%	MODERATE
		45.5%	46.0%	46.2%	46.5%	46.9%	MODERATE
							MODERATE



Infrastructure Gap – Asset Management Plan



Capital Program – 10 Year Capital Forecast

Renewal and Maintenance Projects	Total
Full Road Reconstruction	\$ 59,668,506
Sidewalk /Pedestrian Safety Investment	\$ 2,983,425
Equipment Investment	\$ 11,933,701
Recreation Investment	\$ 22,375,690
Pavement Rehabilitation	\$ 14,917,127
Bridge Rehabilitation	\$ 11,187,845
Subtotal	\$ 123,066,294
Major Capital Projects	
Arthur Water Tower	\$ 5,953,500
Arthur Water Supply	\$ 5,103,000
Mount Forest Water Tower	\$ 6,563,734
Mount Forest Wastewater Plant Upgrade	\$ 7,598,342
Arthur Wastewater Plant Upgrade	\$ 13,500,000
Arthur Operations Centre	\$ 5,670,000
Mount Forest Operations Centre	\$ 7,236,516
Mount Forest Fire Hall	\$ 8,930,250
Mount Forest Outdoor Pool and Aquatics Centre	\$ 6,310,710
Arthur and Area Community Centre	\$ 5,670,000
Mount Forest & District Sports Complex	\$ 3,799,171
Subtotal - Major Capital Projects	\$ 76,335,224
Total Capital Project Cost	\$ 199,401,517



Capital Program – 10 Year Capital Forecast

Funding Options	Total
OCIF	\$ 22,000,000
Gas Tax	\$ 4,400,000
Operating budget contribution - tax base	\$ 25,300,000
Operating budget contribution - user base	\$ 14,520,000
Development Charges	\$ 7,200,000
Reserve use	\$ 17,600,000
Senior govt conditional grant	
Total funding available - estimate	\$ 91,020,000
Funding Surplus (deficit)	-108,381,517.43



Draft Capital Program – 2024

General Government	2024 Ask
Accessible Work Station	20,000.00
Asset Management	70,000.00
IT Infrastructure & Security Enhancements	50,000.00
MF West Grey employment lands	15,000.00
Mount Forest Archives – Stair/Handrail Repair	20,000.00
Municipal Drain	124,000.00
Organizational Review	25,000.00
Works Yards Upgrades	50,000.00
Generator Arthur Arena and Community Centre	160,000.00
Former Arthur Municipal Office Renovation - Design Only	9,000.00
Arthur and Area Community Centre Upper Hall Renovation	389,000.00
Grand Total	932,000.00



Draft Capital Program – 2024

Building Department	2024 Ask
Equipment - Pick-up	70,000.00
Grand Total	70,000.00



Draft Capital Program – 2024

Protection Service	2024 Ask
Fill Station and Compressor	70,000.00
Rescue Equipment	60,000.00
Bunker Gear/PPE Purchases	30,000.00
Grand Total	160,000.00



Draft Capital Program – 2024

Transportation Services	2024 Ask
2024 Sidewalk Projects	170,000.00
Culvert – Sideroad 15	315,600.00
Culvert - Wells Street E	317,000.00
Culvert Replacement - 11-WG	165,000.00
Ditch Cleanout (Wells Street E to Preston Street N)	34,000.00
New Vehicle – Operations	50,000.00
Pickup Truck	70,000.00
Plow Truck	420,000.00
PXO – Main Street North and Durham Street	135,600.00
PXO – Smith Street and Conestoga Street	101,700.00
Reconstruction – Fergus Street North between Wellington and Birmingham Streets	1,278,000.00
Reconstruction - John Street Design only	75,000.00
Reconstruction – Smith Street between Wells and Conestoga Streets	1,091,820.00
Reconstruction Design Project – Conestoga Street North between 100m south of Walton Street and Domville Street	100,000.00
Roadside Mower	20,000.00
Rural Asphalt Resurfacing	1,344,700.00
Rural Road Rebuild - Sideroad 9E	60,000.00
Structure 2023 – Sideroad 10E	362,000.00
Structure 9 – Sideroad 3E	464,000.00
Tractor	300,000.00
Urban Paving	205,000.00
Reconstruction – Industrial Drive Extension to Urban Limits	260,300.00
Grand Total	7,339,720.00



Draft Capital Program – 2024

Environmental Services	2024 Ask
Groundwater Model – Phase 1	18,000.00
South Water Street SPS - Design Only	22,500.00
Well 3 – Well Casing Liner	135,600.00
OCWA - Projects	266,115.00
Total	442,215.00
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	13,500,000.00
Grand Total	13,942,215.00



Draft Capital Program – 2024

Recreation Services	2024 Ask
Arthur Ice Resurfacer Replacement	115,000.00
Arthur Pool Upgrades	45,000.00
Mount Forest Old Arena (320 King St) Building Condition Assessment and Improvements	75,000.00
Mount Forest Outdoor Pool and Aquatics Centre	350,000.00
Mount Forest Pool Demolition	200,000.00
Mount Forest Trail Signage	5,000.00
Day Camp Table and Chairs	16,950.00
Grand Total	806,950.00



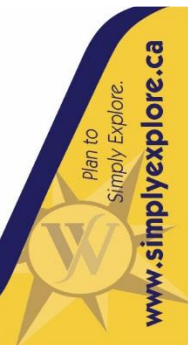
Draft Capital Program – 2024

Health Services	2024 Ask
Cemetery renovations	20,000.00
Grand Total	20,000.00

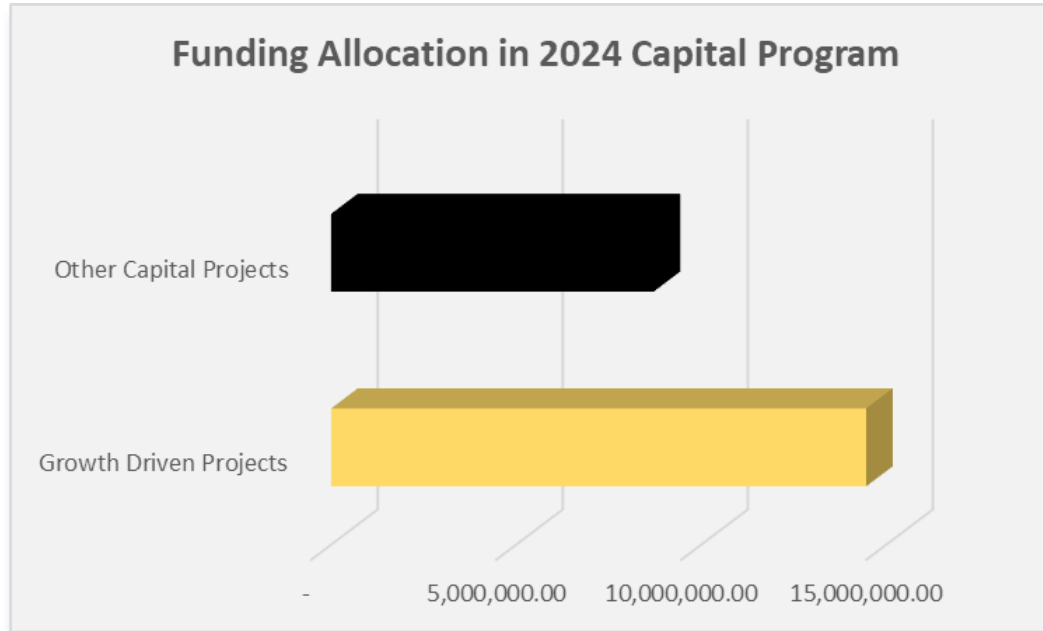


Draft Capital Program – 2024

Departments	2024 Ask
Building	70,000.00
Environmental Services	442,215.00
General Government	932,000.00
Health Services	20,000.00
Protection Service	160,000.00
Recreation Services	806,950.00
Transportation Services	7,339,720.00
Total	9,770,885.00
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	13,500,000.00
Grand Total	23,270,885.00



Draft Capital Program – 2024



Draft Capital Program – 2024

Project Costs

Dept/Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Council Directed Projects	-	-	1,120,220	748,805	-	-
20in20 Initiatives	-	-	142,700	-	-	-
Development Projects	496,960	480,800	-	-	-	-
Roads & Drainage	6,310,498	4,566,300	5,050,983	4,428,871	5,062,400	6,479,720
Waterworks	1,075,722	1,011,100	1,871,775	707,916	1,038,000	419,715
Sanitary Sewers	10,162,287	861,200	620,500	744,932	-	22,500
Fleet	395,000	847,000	391,000	958,000	-	930,000
Parks & Recreation	583,346	1,361,897	1,154,271	944,234	1,420,000	806,950
Fire	48,000	99,200	258,700	138,000	504,500	160,000
Admin & Property	198,000	254,125	10,000	160,750	489,603	932,000
Cemetery	33,500	-	-	-	49,849	20,000
Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	9,770,885
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	-	-	13,500,000
Grand Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	23,270,885



Draft Capital Program – 2024

Funding Model						
Source/Year	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Revenue (levy, fees, etc)	3,927,128	3,716,047	3,512,480	3,557,822	3,359,105	3,511,471
Grants	1,448,000	2,039,830	3,272,983	1,343,688	1,030,775	1,074,123
Dev't Charges & Reserves	10,707,097	1,818,845	2,390,781	2,233,600	1,735,301	1,895,852
Developer Contributions	344,660	344,655	334,905	21,500	120,000	22,500
External Debt	-	-	-	-	-	-
Gas Tax	726,000	566,000	200,000	655,000	340,000	1,287,768
Sustained OCIF	1,050,428	1,030,120	909,000	900,000	1,979,171	1,979,171
Unfunded Amounts	1,100,000	33,875	-	119,898	-	-
Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	9,770,885
Arthur Wastewater Treatment Plant – Phase 2 Upgrade	-	-	-	-	-	13,500,000
Grand Total	19,303,313	9,481,622	10,620,148	8,831,508	8,564,352	23,270,885



Draft Capital Program – 2024

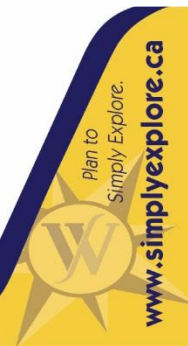
- Initial Capital listing compiled for 2024 contained projects totalling \$28,432,185; however, initial deliberations had identified ~\$5.2M in projects that could be deferred. Items removed from consideration for 2024 are as follows:

Description of Capital Projects	Future - Ask
Dublin Street Watermain	125,000.00
Hutchison Playground Replacement	160,000.00
Kenilworth Office Parking Lot	220,000.00
MF Dam Maintenance	35,000.00
PXO – Main Street South and King Street	254,250.00
PXO – Queen Street East and Fergus Street	96,050.00
Reconstruction – Fergus Street North between Birmingham and Durham Streets	2,236,000.00
Reconstruction – John Street between Waterloo and Queen Streets	1,835,000.00
Reconstruction Design Project – Durham Street East between Main and Fergus Streets	100,000.00
Structure Improvements	100,000.00
Grand Total	5,161,300.00



Reserves / Reserve Funds – Q3 2024 Balances

Description	2021 Year End Balance	2022 Year End Balance	2023 Nov 15. Balance	% Change	Change \$
Obligatory Reserve Funds - DC Reserve Funds	2,826,745	4,982,050	9,656,311	93.82%	4,674,260
Obligatory - (Parkland: Cash in Lieu, Federal Gas Tax Funding)	1,470,457	1,949,347	1,892,206	-2.93%	(57,141)
Total Obligatory Reserve Funds	4,297,202	6,931,397	11,548,516	66.61%	4,617,119
Taxation Reserve Funds	6,431,682	7,322,654	7,009,008	-4.28%	(313,646)
User Fee Reserve Funds	7,233,669	8,269,393	8,412,863	1.73%	143,470
Total Discretionary Reserve Funds	13,665,351	15,592,047	15,421,871	-1.09%	(170,176)
Taxation Reserves	2,047,566	2,155,071	1,595,978	-25.94%	(559,093)
Total Reserves & Reserve Funds	20,010,119	24,678,515	28,566,365	15.75%	3,887,850

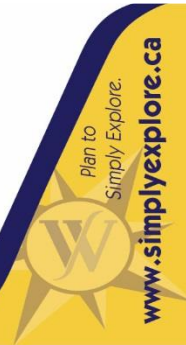


Council Direction Required

- Direction re: target levy for 2024
- Items required for addition or omission from current 2024 capital program
- Comfort level with utilization of reserves / reserve funds to reduce contributions to capital program from levy
- Others?



OPEN FOR
DISCUSSION





WELLINGTON NORTH
SEMPER PORRO

2024 BUDGET CAPTIAL JUSTIFICATION SHEETS



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Accessible Work Station			
Asset Name:	Work Desk	Import ID:		
Project Description	Project will allow staff to have accessible stations.			
Project Justification	Work stations are to be accessible for all employees. Studies have shown that office workers who sit for an extended period of time have an increased risk to health such as diabetes, heart disease and blood clots. Standing desk (sit-stand) will allow staff the flexibility to stand up comfortably while working. It may also increase productivity. Additional accessible related upgrades for work stations are also included. Additional accessibility items are included such as desk chairs and monitors, etc.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback			X	
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$20,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees *Includes HST	\$20,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: County Accessibility Grant (2024)	-\$10,000			
Total Funding	\$10,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>October 10, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Administration – Human Resources			
Project Name:	Organization/Job Duties Review			
Asset Name:	Township Workforce and organizational structure	Import ID:		
Project Description	Project will evaluate job descriptions within the Township, including specific job tasks and leadership responsibilities, supporting current and future service levels.			
Project Justification	Capital project will be used to review job duties and align with service levels and potential future growth staffing needs within the Township.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement	X			
Operational Saving, Short Payback			X	Align job tasks with service levels
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related			X	Future staffing growth
Service enhancements			X	Additional service levels
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees	\$25,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$25,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				

Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>A. Tollefson</u> Department Head: <u>A. Tollefson</u>				
Date Prepared: <u>November 20, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Generator			
Asset Name:	Arthur Arena and Community Centre	Import ID:		
Project Description	Install an automatic transfer swith and 200kw generator for back up power for halls at Arthur Arena			
Project Justification	This facility I sdesignated as an emergency shelter and should be equipped with emergency back up power			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Emergency Management, Shelter
Legislative Requirement				
Operational Saving, Short Payback				
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement				
Growth related		X		
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$160,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$160,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application	Possible funding from Emergency Management Grant			
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date:				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ Department Head:				
Date Prepared: _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Administration			
Project Name:	Mount Forest Dam Improvements			
Asset Name:	Mount Forest Dam	Import ID:		
Project Description	Potential Capital Projects related to the Mount Forest Dam identified by the Saugeen Conservation Authority Final Dam Inspection Report (D.M. Wills Associates Limited, December 2022)			
Project Justification	Several potential capital projects were identified. 3 items were identified as "immediate or high" priority. This includes establishing a schedule for engineering inspections (\$2,500), completing a Public Safety Risk Assessment and a Public Safety Plan (\$15,000) and potential operator safety measures (\$15,000).			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Public safety and operator safety.
Legislative Requirement			X	Best Management practices for Public Safety around Dams (MNR, 2011) and Guidelines for Public Safety around Dams (CDA, 2011)
Operational Saving, Short Payback				
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service enhancements				
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$15,000			
Sub-Contractor/Equipment Rental				
Consulting Fees	\$15,000			
Engineering/Survey Fees	\$2,500			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$32,500			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ Brooke Lambert _____ Department Head:				
Date Prepared: _____ October 18, 2023 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Administration			
Project Name:	WN West Grey Employment Area Planning Study			
Asset Name:		Import ID:		
Project Description	A planning study to review the opportunities for the expansion/creation of an employment area adjacent to the existing MF employment area.			
Project Justification	Partnership with West Grey, supported by both Mayor's and CAOs. \$30,000 study to be shared equally by both municipality.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	Potential for employment growth and increased land sales
Service enhancements			X	Consideration of serving expansion (water) as well as potential for cross-jurisdictional partnership to service employment lands in West Grey for the benefit of both communities.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees	\$15,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$15,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: _____ Brooke Lambert _____ Department Head:				
Date Prepared: _____ October 18, 2023 _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Administration			
Project Name:	Mount Forest Cemetery sign and pillar repair			
Asset Name:	Mount Forest Cemetery	Import ID:		
Project Description	Repair entrance pillars and replace sign			
Project Justification				
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement	X			
Operational Saving, Short Payback				
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	The pillars to the entrance of the cemetery and signage was damaged and need repair/replacement
Growth related				
Service enhancements				
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$20,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$20,000			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				

Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$20,000			
Net Operating Cost				
Estimated Completion Date: Spring 2024 Projected New Operating Costs per year: \$0.00 Previous Operating Costs: \$0.00				
Submitted By: Karren Wallace		Department Head:		
Date Prepared: November 23, 2023		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Building			
Project Name:	Pickup Truck			
Asset Name:	Pickup Truck	Import ID:		
Project Description	Project will supply a pick-up truck for use by the Building Department			
Project Justification	This proposal will be an additional asset to accommodate the expansion of Building Department staff, in October of this year we hired a Permit Technologist/Building Inspector. It is anticipated that purchase of this asset meets the criteria set out in Section 1 of Fleet Management Policy 04.16.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Use of a township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. Protects the safety of the staff member outside of working hours from confrontations where a personal vehicle is recognised.
Legislative Requirement	x			
Operational Saving, Short Payback		x		Utilization of a township vehicle will pay for itself in 6-7 years
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	x			
Growth related			x	Asset required to accommodated expanded Building Department staff
Service enhancements	x			Replacement will ensure service continues to be reliable
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027

Capital Purchases/Contractor/Material	\$70,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$70,000			
Funding				
Reserves				
Reserve Funds	\$70,000 (funds raised through building permits)			
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$70,000			
Net Operating Cost				
Estimated Completion Date: March 31, 2024				
Projected New Operating Costs per year: \$1,500				
Previous Operating Costs: \$0.00				
Submitted By: Darren Jones		Department Head: Darren Jones		
Date Prepared: October 4, 2023		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Fire			
Project Name:	Bunker Gear/PPE Purchases			
Asset Name:	Bunker Gear/PPE	Import ID:		
Project Description	Replacement and new purchase of bunker gear, boots, helmets and other PPE items for existing and new firefighters			
Project Justification	Every year we must purchase new bunker gear for all of our new hires as well as helmets, balaclavas, boots, etc. As well, existing PPE is only good for 10 years, replacement of existing gear also takes place throughout the year. This will be a standing item in each of the years to come as this is an ongoing process.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			XX	We are mandated to provide good, certified PPE to all of our personnel on a regular basis. These PPE requirements are vital to protect our firefighters at all types of incident scenes.
Legislative Requirement			XX	We are legislated through Health and Safety regulations to protect our workers and the PPE ensemble is vital to this protection. It all comes with a 10 year expiry date, so replacement on an ongoing basis occurs every year.
Operational Saving, Short Payback	XX			The payback will be in protecting our workers and allowing them to decontaminate properly to avoid any workers becoming sick or missing work due to an illness
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			XX	The lifespan for PPE ensemble is 10 years.
Growth related		XX		Through the years as we add more firefighters, this

				can be attributed to the growth of the community.
Service enhancements	XX			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$30,000	30,000	40,000	40,000
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$30,000	30,000	40,000	40,000
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: Jan/Feb 2024				
Projected New Operating Costs per year: \$0				
Previous Operating Costs: Unknown				
Submitted By: _____ Chris Harrow _____ Department Head: Chris Harrow				
Date Prepared: _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Fire			
Project Name:	Fill Station and Compressor			
Asset Name:	SCBA Cylinder Fill Station	Import ID:		
Project Description	Replacement of the compressor and fill station we use to fill our breathing cylinders			
Project Justification	The purchase of the new SCBA means we need to update our compressor and fill station. The new SCBA are 4500psi which are larger than are old stock. This means we need to upgrade in order to use our new SCBA.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			XX	SCBA are vital to most of our operations on the fire scene. We need fully functioning SCBA and cylinders which require this fill station to be upgraded.
Legislative Requirement			XX	We are legislated through Health and Safety regulations to protect our workers and to ensure our equipment is working properly when on an emergency scene.
Operational Saving, Short Payback	XX			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			XX	Our SCBA has a lifespan of 15 years. The new standard utilizes the bigger cylinders which requires an upgrade to the filling station.
Growth related	XX			
Service enhancements	XX			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$70,000			
Sub-Contractor/Equipment Rental				

Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$70,000			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 2024				
Projected New Operating Costs per year: \$0				
Previous Operating Costs: Unknown				
Submitted By: _____ Chris Harrow _____ Department Head: Chris Harrow				
Date Prepared: _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Fire			
Project Name:	Rescue Equipment			
Asset Name:	Various pieces of Rescue Equipment	Import ID:		
Project Description	Replacement and new purchase of various pieces of small rescue equipment			
Project Justification	Every year we are replacing or purchasing smaller pieces of rescue equipment as equipment breaks or reaches the end of life. This equipment could include: Positive Pressure Fans, Thermal Imaging Cameras, Flashlights or other equipment not considered operating budget items.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			XX	We need to keep our equipment in good working order so it is ready to function .
Legislative Requirement			XX	We are legislated through Health and Safety regulations to protect our workers and to ensure our equipment is working properly when on an emergency scene.
Operational Saving, Short Payback	XX			We will see a small payback in less repairs or maintenance costs for the first few years of the equipment.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			XX	The lifespan of each piece of equipment varies but is necessary to replace. Any malfunction at an emergency scene could be detrimental.
Growth related	XX			
Service enhancements	XX			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$60,000	60,000	70,000	70,000

Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees				
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$60,000	60,000	70,000	70,000
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: 2024				
Projected New Operating Costs per year: \$0				
Previous Operating Costs: Unknown				
Submitted By: _____ Chris Harrow _____ Department Head: Chris Harrow				
Date Prepared: _____ Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property/Recreation			
Project Name:	Arthur and Area Community Centre Upper Hall Renovation			
Asset Name:	Arthur and Area community Centre	Import ID:		
Project Description	<p>This project will renovate the existing 3,500 sf hall into a 2,150 sf hall/meeting room, a 925 sf meeting room and the remainder will be lobby. The larger of the two meeting rooms will include the existing kitchen and both halls will be served by the existing washroom facilities and the front stairwell.</p> <p>This project will include construction of partition walls and doors, removal of the T-bar ceiling, wood paneling and v.c.t. flooring and replacement with new T-bar ceiling, painted drywall finishes and flooring, updated lighting, electrical and I.T. and replacement of the viewing windows to the rink to allow for barrier free viewing.</p>			
Project Justification	<p>Outside of the elevator and barrier free washroom installed in the upper hall in 2010 there has been little investment in this area. The proposed renovation and freshening up of this facility will greatly increase its usability by facilitating meeting and recreation space for a variety of sized groups and activities.</p> <p>By widening the variety of groups that this space will accommodate the Arthur and Area Community Centre will become a community hub that Council and the public can be proud of.</p> <p>See 2019 BM Ross Report attached as Schedule A</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		This renovation will bring the space closer into compliance with AODA standards
Operational Saving, Short Payback	X			There should be no significant change in operating costs

Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		This hall is dated and due for an update, finishes are well maintained but still showing signs of deterioration.
Growth related			X	Our growing community requires a greater variety of spaces, this will create space similar to the Plume Room in the Mount Forest Sports Complex. This project is part of a larger facility review that will create space for user groups, municipal staff and create more appealing and useable spaces for the public.
Service enhancements		X		This will be a community enhancement
Total	2	3	1	
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	380,000			
Sub-Contractor/Equipment Rental				
Consulting Fees	9,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$389,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$389,000			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$389,000			

Net Operating Cost

Estimated Completion Date: December 1, 2024

Projected New Operating Costs per year: no significant change

Previous Operating Costs: no significant change

Submitted By: Darren Jones, Chief Building Official
Tom Bowden, Manager of Recreation Services

Department Head: Darren Jones, Chief Building Official
Tom Bowden, Manager of Recreation Services

Date Prepared: November 22, 2023

Reviewed by Treasurer:



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property			
Project Name:	Former Arthur Municipal Office Renovation - Design Only			
Asset Name:	Former Arthur Municipal Office	Import ID:		
Project Description	This project will provide a design for the renovation to the former Arthur Municipal Office, including a building condition assessment with regards to the flat roof, electrical and mechanical systems.			
Project Justification	<p>The structure of the building is in good condition with recent façade and exterior accessibility upgrades. The interior of the building is in poor condition with uneven floors and dated and worn out finishes and washroom facilities. This public building has no interior accommodation for accessibility.</p> <p>In the 2018 Capital Budget staff brought forward renovations to the former Arthur Municipal Office located at 146 George St in Arthur. Council directed staff to work with the community groups using the building and come back with a comprehensive proposal that addresses the building and its occupants.</p> <p>The occupants of the former Arthur Municipal Office are the Arthur Chamber of Commerce, Arthur Food Bank and the Arthur & Area Historical Society. Over the past year Staff have met on and off with the community groups to discuss plans moving forward. We discussed their operations during the renovation, temporary accommodations, permanent relocation and returning after a renovation.</p> <p>This project is part of a larger facility review that will create space for user groups, municipal staff and create more appealing and useable spaces for the public.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	This building in its current state is not suitable for use, the washroom facilities and uneven floor create hazards
Legislative Requirement		X		This renovation will bring the space into compliance

				with the barrier free requirements of the Ontario Building Code and AODA standards
Operational Saving, Short Payback			X	Renovation of existing municipal facilities to accommodate the changing needs of the public and the growing municipal staff is a cost effective alternative to purchasing land and building new facilities
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Without a substantial investment in this facility, it will deteriorate further and the cost to repair will be greater.
Growth related			X	This project is part of a larger facility review that will create space for user groups, municipal staff and create more appealing and useable spaces for the public.
Service enhancements		X		This will be a community enhancement
Total	0	2	4	
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material		315,000		
Sub-Contractor/Equipment Rental				
Consulting Fees	9,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	9,000	315,000		
Funding				
Reserves				
Reserve Funds	9,000	300,000		
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation		15,000		

User Fees				
Development Charge				
Other:				
Total Funding	\$9,000			
Net Operating Cost				
Estimated Completion Date: September 30, 2024				
Projected New Operating Costs per year: \$0.00				
Previous Operating Costs: \$0.00				
Submitted By:	Darren Jones, Chief Building Official			
Department Head:	Darren Jones, Chief Building Official			
Date Prepared:	November 22, 2023			
Reviewed by Treasurer:				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property			
Project Name:	Mount Forest Archives – Stair/Handrail Repair			
Asset Name:	Former Mount Forest Post Office	Import ID:		
Project Description	Remove stone/block walls and handrail, repair sides of poured concrete steps, building wall and sidewalk and install painted metal guard and handrail.			
Project Justification	<p>This project will remove the decorative stone guard on the two sets of front stairs on the Main St building face.</p> <p>The south entrance appears to be the original stone wall and poured concrete stairs, the block wall has been reset and repointed a number of times and is an ongoing maintenance issue. The north entrance stairs and block wall have been replaced within the last 15 years, weather and salt have decayed the blocks and mortar and have been repaired and reset a number of times.</p> <p>This project will replace the stone guard with a painted metal tube guard and handrail, there will be some above grade poured concrete work to finish off the side of the existing poured concrete stairs and to provide a finished base to mount the new guard and handrail to.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Loose stones and blocks create a hazard and are not of an appropriate height to prevent a fall
Legislative Requirement	x			
Operational Saving, Short Payback			x	New guard will require much less and less costly maintenance and snow removal will be easier.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	This item is at the end of its life cycle
Growth related	X			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$20,000			

Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$20,000			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$20,000			
Net Operating Cost				
Estimated Completion Date: August 31, 2024				
Projected New Operating Costs per year: \$0.00				
Previous Operating Costs: \$0.00				
Submitted By: Darren Jones		Department Head: Darren Jones		
Date Prepared: October 4, 2023		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property			
Project Name:	320 King Street, Mount Forest – Building Assessment Condition and Improvements			
Asset Name:	Former Mount Forest Arena	Import ID:		
Project Description	Building Assessment Condition and improvements to facilitate the Township's 2024 day camp operations.			
Project Justification	<p>The building and arena at 320 King Street East has not been operated by the Township for a long time. The building is currently leased out to an organization and is set to expire. Prior to the Township taking the building back for public use, staff have recommended that a Building Condition Assessment be completed. As part of Phase 1, the facility will be reviewed for accessibility requirements and safety requirements.</p> <p>This project will also identify improvements that will need to be completed in order to operate the 2024 day camp from the building.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			x	Accessibility to meet AODA and municipal standards
Legislative Requirement		x		
Operational Saving, Short Payback			x	Bringing the facility up to date will allow municipality to generate income.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Numerous items are at the end of its life cycle. Some items require upgrading.
Growth related			X	Opportunity to run programming out of this facility.
Service enhancements			X	Opportunity to run programming out of this facility.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$75,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				

Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$75,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)	\$75,000			
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$75,000			
Net Operating Cost				
Estimated Completion Date: August 31, 2024				
Projected New Operating Costs per year: \$0.00				
Previous Operating Costs: \$0.00				
Submitted By: Tammy Stevenson		Department Head:		
Date Prepared: October 18, 2023		Reviewed by Treasurer:		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Culvert – Sideroad 15			
Asset Name:	Culvert	Import ID:		
Project Description	Project will replace an existing concrete culvert on Sideroad 15 400m north of line 2.			
Project Justification	The culvert was identified during the 2023 OSIM update as poor condition and is recommended as a top priority for replacement.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$271,200			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$44,409			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$315,609			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u> T. Stevenson </u> Department Head: <u> D. Clark </u>				
Date Prepared: <u> Sept 19, 2023 </u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Structure 2023 – Sideroad 10E			
Asset Name:	Culvert	Import ID:		
Project Description	Project will replace an existing CSP culvert on Wells Street E			
Project Justification	The existing 1.2m CSP culvert is identified as poor condition and is recommended as for replacement prior to asphalt being completed as part of the 2024 asphalt program on Wells Street E. Replace with concrete box culvert 1.8x1.2m.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$317,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$317,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Structure 9 – Sideroad 3E			
Asset Name:	Bridge	Import ID:		
Project Description	Project will replace an existing bridge on Sideroad 3E between Concession 4N and Concession 6N.			
Project Justification	The bridge was assessed as a BCI 58 during the 2019 OSIM. The structure currently has a load limit to restrict heavy traffic.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2023 Approved Budget	2024	2026	2027
Capital Purchases/Contractor/Material	\$1,230,000	\$306,800 increase from 2023 budget		
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees		\$22,600 Finalize design		

		\$108,480 CA and Inspection		
Geo Technical Fees		\$26,000		
Legal Fees				
Contingency				
Total Fees including HST	\$1,230,000	\$463,880		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Structure Improvements			
Asset Name:	Various Structure Improvements	Import ID:		
Project Description	Project will complete miscellaneous repairs of the structures: Addition of rip rap.			
Project Justification	Within the most recent OSIM report several structures were identified as requiring capital work, mainly the installation of rip-rap.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Roads	\$100,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$100,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Culvert 11-WG – Sideroad 25			
Asset Name:	Culvert	Import ID:		
Project Description	Project will complete repair work on existing structure.			
Project Justification	This is a partnership project between Wellington North and Centre Wellington as Sideroad 25 is on a boundary road. The structure was identified as part of Centre Wellingtons OSIM report as needing repair work.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Partnership project with Centre Wellington
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$165,000 (Centre Wellington contributing \$165,000 for a total project cost of \$330,000)			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				

Contingency				
Total Fees including HST	\$165,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>October 20, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH
SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction Design Project – Conestoga Street North between 100 m of Walton Street and Domville Street			
Asset Name:	Design	Import ID:		
Project Description	<p>Project will begin the design process for the rebuild of Conestoga Street North between Walton Street and Domville Street in Arthur.</p> <p>Pre-engineering survey</p> <p>Geotechnical report</p> <p>Detailed design development</p>			
Project Justification	<p>This section of road was identified in the 2021 Development Charges Background Study and Bylaw for urbanization in year 2023. New development is proposed on the west side of the intersection at Adelaide/Conestoga Streets which will include Adelaide Street extension, servicing extension and road urbanization.</p> <p>Road condition for this section of road is poor.</p> <p>Storm sewer for this section of road is poor / non-existent.</p> <p>Existing watermain is thin wall plastic and has had numerous service leaks in past years.</p> <p>Urbanize road structure with new concrete curb and gutter and concrete sidewalk.</p> <p>New regulations related to reconstruction projects require more budget for design - soil management, etc.</p> <p>Design project will allow this reconstruction to be shovel-ready for the future – three to five years.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is expected to maintain its infrastructure and manage flooding

Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Storm sewer in this area of Town is non-existent
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
• Roads	34,000			
• Water	33,000			
• Sanitary	33,000			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	100,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: T. Stevenson				
Date Prepared: <u>September 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction Design Project – Durham Street East between Main and Fergus Streets			
Asset Name:	Design	Import ID:		
Project Description	<p>Project will begin the design process for the rebuild of Durham Street East between Main and Fergus Streets in Mount Forest.</p> <p>Pre-engineering survey</p> <p>Geotechnical report</p> <p>Detailed design development</p>			
Project Justification	<p>Road condition for this section of road is poor.</p> <p>Storm sewer for this section of road is poor / non-existent.</p> <p>Watermain is thought of to be cast iron within this section of road.</p> <p>Urbanize road structure with new concrete curb and gutter and concrete sidewalk. Existing sidewalk on north side to be relocated to the south to the south side of road to allow for pedestrian flow conductivity with existing blocks on either side.</p> <p>New regulations related to reconstruction projects require more budget for design - soil management, etc.</p> <p>Design project will allow this reconstruction to be shovel-ready for the future – three to five years.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is expected to maintain its infrastructure and manage flooding
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Storm sewer in this area of Town is non-existent

Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
• Roads	34,000			
• Water	33,000			
• Sanitary	33,000			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	100,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u> T. Stevenson </u> Department Head: T. Stevenson				
Date Prepared: <u> Sept 18, 2023 </u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – Fergus Street North between Birmingham and Durham Streets			
Asset Name:	Road – 210m Watermain – 297m Sanitary – 252 Sidewalk – 210m	Import ID:		
Project Description	Project will rebuild Fergus Street North between Birmingham and Durham Streets in Mount Forest.			
Project Justification	Road condition for this section of road is poor. Replace ageing infrastructure.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$1,781,252.61			
• Roads	• \$807,505.58			
• Water	• \$442,581.88			
• Sanitary	• \$531,165.15			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$196,811.86			
• Roads	\$97,225.64			
• Water	\$50,745.39			
• Sanitary	\$48,840.83			

Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%)	\$257,148.38			
Total Fees *Includes HST	\$2,235,212.84			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>Sept 22, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – Fergus Street North between Wellington and Birmingham Streets			
Asset Name:	Road – 190m Watermain – 144m Sanitary – 8m Sidewalk – 190m	Import ID:		
Project Description	Project will rebuild Fergus Street North between Wellington and Birmingham Streets in Mount Forest.			
Project Justification	Road condition for this section of road is poor. Replace ageing infrastructure.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$1,150,200	\$70,000		
• Roads	\$845,281.98	\$67,600		
• Water	\$231,420.24	\$150		
• Sanitary	\$73,497.78	\$2,250		
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$127,800	\$7,700		
• Roads	\$92,501.64	\$7,700		
• Water	\$26,032.86			
• Sanitary	\$9,265.50			
Geo Technical Fees				
Legal Fees				
Contingency				

Total Fees *Includes HST	\$1,278,000	\$77,000		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>November 22, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – Industrial Drive Extension			
Asset Name:	Road – 85m Water Service – 1 each Sanitary Service – 1 each Storm Service – 1 each	Import ID:		
Project Description	Project will urbanize the existing gravel road.			
Project Justification	<p>Road condition for this section of road is gravel. All lots have been sold and Township is in a position to finalize servicing to lots and urbanize the roadway with concrete curbs and asphalt road.</p> <p>Underground sewers and watermain infrastructure for Industrial Drive extension was installed in 2008.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$201,350			
<ul style="list-style-type: none"> • Roads • Water • Sanitary 	<ul style="list-style-type: none"> • \$180,850 • \$6,000 • \$14,500 			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$25,000			
Geo Technical Fees	\$4,000			
Legal Fees				
Contingency				

HST (13%)	\$29,945.50			
Total Fees *Includes HST	\$260,295.50			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>October 10, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – John Street between Waterloo and Queen Streets			
Asset Name:	Road – 200m Watermain – 200m Sanitary – 200m Sidewalk – 200m	Import ID:		
Project Description	Project will rebuild John Street between Waterloo Street and Queen Street West in Mount Forest.			
Project Justification	Road condition for this section of road is poor. Improve traffic congestion at Tim Hortons John Street entrance.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements			X	Traffic congestion at Tim Horton entrance will be improved – turning lane.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$1,292,000			
Roads + Miscellaneous	\$870,000			
Water	\$204,000			
Sanitary	\$218,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$129,200			
Roads + Miscellaneous	\$87,000			
Water	\$20,400			
Sanitary	\$21,800			
Geo Technical Fees	\$70,000			

Legal Fees				
Contingency	\$129,200			
HST (13%) ALL	\$210,652			
Total Fees Including HST	\$1,831,052			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>Tammy Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – Smith Street between Wells and Conestoga Streets			
Asset Name:	Road Sidewalk Sections	Import ID:		
Project Description	Project will resurface Smith Street between Wells and Conestoga Streets in Arthur.			
Project Justification	<p>Road and concrete curb condition for this section of road is poor.</p> <p>Deficient sidewalks will be replaced.</p> <p>Storm sewer repairs.</p> <p>Provincial funding was received for road resurfacing through Intake 8.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2023	2024	2025	2026
Capital Purchases/Contractor/Material		\$1,056,600		
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$117,400.00			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees excluding HST	\$117,400.00			

Total HST on 2023 & 2024		\$152,620		
Total Fees including HST		\$1,209,220		
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Pickup Truck			
Asset Name:	Pickup Truck	Import ID:		
Project Description	Project will replace existing pickup truck.			
Project Justification	Project will replace aged pickup truck which is used in the roads department for summer and winter patrol, road maintenance, and management of the work throughout the works yards. The existing truck is a 2010 Dodge with 334,000 km's of operation on it as of September 29, 2023.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		Equipment needs to be replaced to ensure safe operation
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Equipment needs to be replaced to ensure safe operation
Growth related	X			
Service enhancements	X			Replacement will ensure service continues to be reliable
Total		X		
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$70,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$70,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>September 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Roadside Mower			
Asset Name:	Roadside Mower	Import ID:		
Project Description	New roadside mower.			
Project Justification	Roadside mower purchase is needed to maintain roadside ditches and other long grass areas. Attachment for tractor.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$20,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$20,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				

User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>September 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Tractor			
Asset Name:	Tractor	Import ID:		
Project Description	Project will replace existing tractor.			
Project Justification	<p>Tractor purchase is needed to replace aged tractor within fleet. Tractor is used in summer months for construction activities and in the winter months for snow removal activities. The new tractor will ensure road operation service levels are maintained while reducing the annual operating costs associated the aged equipment. The existing tractor Ford TV 140 with 7,300 hours of operation on it as of September 29, 2023.</p> <p>Trade-in value estimate of \$30,000</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$300,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$300,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Trade-in value	\$30,000			
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>September 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Plow Truck			
Asset Name:	Urban Plow Truck	Import ID:		
Project Description	Project will replace existing plow truck			
Project Justification	Plow truck purchase is needed to replace aged truck within fleet. Plow truck is used in summer months for hauling product and in the winter months for plowing snow. The new truck will ensure road operation service levels are maintained while reducing the annual operating costs associated the aged equipment. The existing truck #12 is a 2009 International truck with 131,000km and 7,900 hours of operation on it as of October 2, 2023.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$420,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$420,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				

Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 29, 2024				
Projected New Operating Costs per year: \$4,000				
Previous Operating Costs: \$15,000				
Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>October 2, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	New Vehicle – Operations			
Asset Name:	New Vehicle	Import ID:		
Project Description	Project will supply a vehicle for use by the Senior Project Manager for attending meetings and visiting development and construction sites daily. Vehicle will be used to monitor various development and Capital Projects related to Operations Department throughout the Township.			
Project Justification	As the Township continues to grow with new development, the need to have municipal staff transportation to various development sites is essential to manage the development. Similar to Capital Projects. Purchase would negate the need to pay mileage and provide a good brand representation for the Senior Project Manager.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Use of a township branded vehicle provides advance identification when arriving to a construction site or attending to a complaint. Protects the safety of the staff member outside of working hours from confrontations where a personal vehicle is recognised.
Legislative Requirement	X			
Operational Saving, Short Payback		X		Utilization of a township vehicle will pay for itself in 6-7 years
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	Asset required to accommodated expanded Operations Department staff
Service enhancements		X		Replacement will ensure service continues to be reliable

Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$50,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$50,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: \$1,500				
Previous Operating Costs: \$0.00				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>September 18, 2023</u> Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	320 King Street East (Mount Forest) Building Review			
Asset Name:	Facility	Import ID:		
Project Description	Old Arena Building Review.			
Project Justification	The old Mount Forest arena located at 320 King Street East is current leased to Victory Church and lease expires at the end of 2024. Building review of existing conditions to be completed by an architect and/or engineer to identify and recommend repairs or upgrades that need to be completed to ensure the building is in a safe and sound condition as well as meeting the AODA requirements for a municipal building prior to opening for services to the public.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X			
Service enhancements			X	This space could potentially be used as additional indoor space for increase service programming
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$75,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$75,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u>		Department Head: <u>Tom Bowden</u>		
Date Prepared: <u>September 29, 2023</u>		Reviewed by		
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Arthur Pool Upgrades			
Asset Name:	Arthur Pool	Import ID:		
Project Description	Arthur Pool Upgrades 1. Storage Shed - \$20,000 2. Chemical controller - \$15,000 3. Benches around the pool deck- \$5,000			
Project Justification	<ol style="list-style-type: none"> Arthur Pool does not have a storage room for pool cleaning equipment and rolling storage carts that hold the life jackets and swimming lessons equipment. New storage shed will allow pool staff to safely access equipment and efficiency in operations. New shed, concrete pad and existing fence modification. Original chemical controller was installed in 2008 and has exceeded its life span. Existing benches have sharp metal edges and are a safety concern for the public and staff. 			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Chemical controller needs to be replaced prior to 2024 pool season opening
Growth related	X			
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$40,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				

Contingency				
HST (13%)	\$5,000			
Total Fees	\$45,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>Tom Bowden</u>				
Date Prepared: <u>September 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation			
Project Name:	Arthur Community Centre Portable Stage			
Asset Name:	Arthur Community Centre	Import ID:		
Project Description	Project will replace the existing stage at the Community Centre.			
Project Justification	The new portable stage will replace the existing wooden stage structure. The new portable stage will be light weight and allow township staff to set up the Community Centre with ease.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Existing stage is built to an outdated standard.
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Existing stage is aged.
Growth related		X		
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$30,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$30,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Bowden</u>				
Date Prepared: <u>Sept 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation			
Project Name:	Building Condition Assessment (MF Old Arena)			
Asset Name:	Building Condition Assessment	Import ID:		
Project Description	Building Condition Assessment (MF Old Arena)			
Project Justification	<p>Mount Forest Old Arena located at 320 King Street East has been leased out to a private group for a number of years with lease expiring soon. Prior to municipality offering services to the public, a Building Condition Assessment is recommended to ensure the building is in sound structural condition, meets regulated municipal accessibility and all safety items have been addressed.</p> <ol style="list-style-type: none"> Phase 1, evaluate the safety and accessibility upgrades to allow for the municipality to offer services to the public. Phase 2 – Work that needs to be completed to potentially allow day camp to operate out of the building in summer 2024. Phase 3-Master Plan at a future date to evaluate the function of the building and services that will be offered. 			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement			X	All municipal buildings must meet provincial regulations
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related			X	Growth = greater service levels
Service enhancements			X	Additional space to offer more services to the community
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Roads				

Sub-Contractor/Equipment Rental				
Consulting Fees	\$72,5000			
Engineering/Survey Fees (Structural Review)	\$2,500			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees (Including HST)	\$75,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Bowden</u>				
Date Prepared: <u>Oct 19, 2023</u> Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Community & Economic Development			
Project Name:	Tables & Chairs for Wellington North Day Camp			
Asset Name:	Wellington North Day Camp (Arthur & Mt Forest)	Import ID:		
Project Description	4. Tables and Chairs for day camp			
Project Justification	<p>4. Currently, Wellington North Day Camp does not own any tables or chairs.</p> <p>5. In 2023, tables and chairs were borrowed from the Arthur Arena for use in the Arthur Curling Club and for the Mount Forest Curling Club, tables and chairs were taken from the Conn Pavilion.</p> <p>6. The tables and chairs used in Mount Forest will not be available in 2024 as they have been given to the Conn Pavilion and old tables and chairs disposed of.</p> <p>7. As Recreational and Community Programming expansion continues to be a key focus for our community members, we need to be able to provide our services with the appropriate equipment. Ensuring our day camp staff and campers are able to sit comfortably and safely is a priority.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$15,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				

Legal Fees				
Contingency				
HST (13%)	\$1,950			
Total Fees	\$16,950			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: May 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Grafos</u> Department Head: <u>Dale Small</u>				
Date Prepared: <u>October 3, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET			
Department:	Recreation		
Project Name:	Hutchison Playground Replacement		
Asset Name:	Playground Equipment	Import ID:	
Project Description	Project will replace the existing playground at 495 Queen Street West in Mount Forest.		
Project Justification	<p>Project will replace aged playground equipment within the Hutchison park and add drainage with a fibar surface</p> <p>The 2018 Recreation Master Plan identified that 82% of survey respondents supported additional investment in playgrounds through continued upgrades, including features accessible to children with disabilities.</p> <p>Playground design has evolved over time, from traditional elements such as slides, swings, and climbers to more creative elements that involve interactive and challenging play, with most playground features having a lifespan of about twenty years.</p> <p>In terms of trends, some communities are also beginning to install outdoor fitness equipment that can be used by people of all ages. It is expected that new play structures will be designed with accessibility in mind. The Township should continue to regularly inspect all playground structures on a regular basis to identify maintenance priorities. In addition, it is recommended that the Township phase-out sand surfacing in favour of engineered wood fibre or alternative low maintenance materials that provide enhanced impact attenuation and accessibility.</p> <p>Recommendation 37 “Strive to provide playgrounds within 500-metres of new residential areas within urban centres. Playground locations should be unobstructed by pedestrian barriers (e.g., highways, rail lines Facility Assessment and waterways) and be connected to surrounding residential areas (e.g., sidewalks, walkways and trails).”</p> <p>Recommendation 38 “Establish a playground replacement program, with a short-term focus on playgrounds in Campbell deVore Park (including the pathway) and Birmingham Street Lions Park (including flood control measures). Regular inspections may identify other capital priorities or preventative maintenance requirements. Playgrounds should be designed to</p>		

	comply with AODA requirements and be welcoming and accessible to all families, including the phase-out of sand surface materials in favour of engineered wood fibre.”
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PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Existing playground structure was built to an outdated standard.
Legislative Requirement		X		New playground structure would provide more inclusive features as well as have a focus on accessibility.
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Existing playground equipment is aged.
Growth related		X		
Service enhancements			X	This playground was built without drainage and the replacement of the sand with fibar will meet the AODA requirements
Total				

CAPITAL PROJECT COSTING AND FUNDING				
Costs	2022	2023	2024	2025
Capital Purchases/Contractor/Material	\$160,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$160,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				

Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Bowden</u>				
Date Prepared: <u>Sept 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Ice Resurfacer Replacement			
Asset Name:	Olympia	Import ID:		
Project Description	Purchase a new Olympia ice resurfacer for Arthur Arena.			
Project Justification	<p>The Arthur ice resurfacer was purchased in 2012 and has done well but has surpassed its life expectancy of eleven years. Over the past three years we have spent almost \$13,000.00 for maintenance for this machine with 2022 being an engine issue.</p> <p>Hour of Operation = 4250 or 149,160 kilometres</p> <p>Township's "fleet management policy" does not speak specifically to arena equipment, however, small vehicles are given a useful life of 4,000 hours.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	x			
Legislative Requirement	x			
Operational Saving, Short Payback	x			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		x		Life cycle is twelve to thirteen years
Growth related	x			
Service enhancements	x			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$110,000.00			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency	\$5,000.00			

Total Fees	\$115,000.00			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage – Trade-in	\$7500.00			
Total Funding	\$100,000.00			
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>Tammy Stevenson</u> Department Head: <u>Tom Bowden</u>				
Date Prepared: <u>September 29, 2023</u> Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Mount Forest Outdoor Pool and Aquatics Centre			
Asset Name:	Mount Forest Pool	Import ID:		
Project Description	New Mount Forest Outdoor Pool and Aquatics Centre			
Project Justification	<p>The March 20th The March 20th meeting of Council, Council passed resolutions to start collecting \$350,000 commencing in 2023 to contribute towards the Mount Forest Pool project with Township portion of \$2.8 million. Project will be raised through taxation from the general levy.</p> <p>\$350,000 was committed as part of the 2023 Capital Budget to this multiyear project.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related		X		
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2023	2024	2025	2026
Capital Purchases/Contractor/Material	\$350,000	\$350,000	\$350,000	\$350,000
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$350,000			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: To be determined				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u>		Department Head: <u>Tom Bowden</u>		
Date Prepared: <u>September 29, 2023</u>		Reviewed by		
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Mount Forest Pool Demolition			
Asset Name:	Mount Forest Pool	Import ID:		
Project Description	Mount Forest Pool demolition of existing outdoor pool and bath house.			
Project Justification	Existing outdoor pool located at 393 Parkside Drive has expired its life expectancy and has not been in use since summer of 2020. The pool structure is a safety concern as it currently is filled with untreated water. Through Council deliberations and Council direction to staff, the pool has been recognized and identified for demolition with the site to be restored to grass.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$200,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$200,000			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u>		Department Head: <u>Tom Bowden</u>		
Date Prepared: <u>September 29, 2023</u>		Reviewed by		
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation Services			
Project Name:	Mount Forest Trail Signage			
Asset Name:	Trails	Import ID:		
Project Description	Mount Forest railway signage and concrete blocks at entrance.			
Project Justification	<ol style="list-style-type: none"> 1. Mount Forest North trail to have new signage posted 'trail not maintained by municipality' at trail heads. 2. Old railway tracks that run between Durham Street West and Main Street North currently is not maintained by the Township however it is used by pedestrian, ATV, motorcycle and snowmobiles. New signage posted to identify that 'trail is not maintained by municipality' and 'no motorized vehicle'. Concrete blocks to be installed at entrance from municipal ROW to deter motorized vehicles access and use. 			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement	X			
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related		X		
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$5,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$5,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>Tom Bowden</u>				
Date Prepared: <u>September 29, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Recreation			
Project Name:	Trail Master Plan			
Asset Name:	Trail Master Plan	Import ID:		
Project Description	Trail Master Plan.			
Project Justification	Trail Master Plan is required to provide direction of trail flow and improvement due to growth. Trail Master Plan also integrates new trail accesses, routes, and crossings with existing conditions and planned municipal infrastructure projects.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related			X	Growth = greater service levels
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Roads				
Sub-Contractor/Equipment Rental				
Consulting Fees	\$60,000			
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees (Including HST)	\$60,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				

Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>T. Bowden</u>				
Date Prepared: <u>Oct 19, 2023</u> Reviewed by Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Ditch Cleanout (Wells Street E to Preston Street N)			
Asset Name:	Open Ditch	Import ID:		
Project Description	Ditch cleanout of over grown vegetation.			
Project Justification	The open ditch between Wells Street E and Preston Street North is over grown with vegetation and sediment buildup. Majority of Arthur drains to this ditch. Cleaning out will allow storm water discharge.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Allow for storm water to discharge.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$34,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$34,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Reconstruction – John Street between Waterloo and Queen Streets			
Asset Name:	Road – 200m Watermain – 200m Sanitary – 200m Sidewalk – 200m	Import ID:		
Project Description	Project will rebuild John Street between Waterloo Street and Queen Street West in Mount Forest.			
Project Justification	Road condition for this section of road is poor. Improve traffic congestion at Tim Hortons John Street entrance. Design to be reviewed to limit impact on trees and road alignment.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements			X	Traffic congestion at Tim Horton entrance will be improved – turning lane.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material				
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$75,000			
Geo Technical Fees				
Legal Fees				
Contingency				

Total Fees Including HST	\$75,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>Tammy Stevenson</u> Department Head: <u>T. Stevenson</u>				
Date Prepared: <u>October 27, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Property			
Project Name:	Kenilworth Office Parking Lot			
Asset Name:	Facility Upgrade	Import ID:		
Project Description	Project will resurface Town Hall office parking lot.			
Project Justification	Project will resurface the parking lot in Kenilworth.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$220,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$220,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				

Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	PXO – Main Street North and Durham Street			
Asset Name:	PXO	Import ID:		
Project Description	New pedestrian cross over.			
Project Justification	Project will install new pedestrian crossover within the community and at a school crossing zone that is located on a roadway with high traffic counts.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			New asset
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$90,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$20,000			
Geo Technical Fees	\$10,000			
Legal Fees				
Contingency				
Subtotal HST	\$15,600			
Total Fees	\$135,600			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	PXO – Main Street South and King Street			
Asset Name:	PXO	Import ID:		
Project Description	New pedestrian curb extension and pedestrian cross over.			
Project Justification	Project will install new pedestrian curb extension and pedestrian crossover within the community. This location was requested by Mount Forest BIA. Mount Forest BIA will make a financial contribution to this project – amount TBD at upcoming AGM in November 2023.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			New asset
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$160,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$25,000			
Geo Technical Fees	\$20,000			
Legal Fees				
Contingency	\$20,000			
Subtotal HST	\$29,250			
Total Fees	\$254,250			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				

Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	PXO – Queen Street East and Fergus Street			
Asset Name:	PXO	Import ID:		
Project Description	New pedestrian cross over.			
Project Justification	Project will install new pedestrian crossover within the community and at a school crossing zone that is located on a roadway with high traffic counts.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			New asset
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$55,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$20,000			
Geo Technical Fees	\$10,000			
Legal Fees				
Contingency				
Subtotal HST	\$11,050			
Total Fees	\$96,050			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	PXO – Smith Street and Conestoga Street			
Asset Name:	PXO	Import ID:		
Project Description	New pedestrian cross over.			
Project Justification	Project will install new pedestrian crossover within the community and at a school crossing zone that is located on a roadway with high traffic counts.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			New asset
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$60,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$20,000			
Geo Technical Fees	\$10,000			
Legal Fees				
Contingency				
Subtotal HST	\$11,700			
Total Fees	\$101,700			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				

Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: Increased Annual Maintenance and pavement markings				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Rural Asphalt Resurfacing			
Asset Name:	Road	Import ID:		
Project Description	<p>Rural paving project that includes various roadways within the rural sections of the Township that require repair beyond regular maintenance.</p> <ol style="list-style-type: none"> 1. Concession 9 (2 blocks)(Sideroad 5 to Sideroad 7) = \$460,000 2. Line 4 (2.5blocks)(Wellington Road 16 to east of Sideroad 15) = \$520,000 3. Line 8 (Wellington Road 16 to Sideroad 13) = \$210,000 			
Project Justification	<p>Project will resurface a portion of road identified by the roads team as in need of rehabilitation.</p> <p>Asphalt repair on ageing roads that have numerous identified deficiencies.</p> <p>Road surface no longer provides for smooth driving.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		Some sections have large pot holes that could have adverse effects on traffic
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related			X	Growth = greater traffic volumes
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027

Capital Purchases/Contractor/Material	\$1,190,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%)	\$154,700			
Total Fees	\$1,344,700			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>September 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	Rural Road Rebuild			
Asset Name:	~1.4 km of Rural Road	Import ID:		
Project Description	Project will rebuild a 1km section of rural road. Construction will be completed by Township staff and equipment. Sideroad 9E – between Concession 7 and Concession 9 (~1.4 km)			
Project Justification	Project will rehabilitate a 1.4 kilometre portion of rural road.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements	X			
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$60,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$60,000			
Funding				
Reserves				

Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding	\$60,000			
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Transportation Services			
Project Name:	2024 Sidewalk Projects			
Asset Name:	Sidewalks	Import ID:		
Project Description	1. Replacement – Wellington Street E (Main Street to Fergus) – 112m x 2m – \$48,000 +HST 2. Replacement – Wellington Street W (Main toward Elgin) – 30m x 2.7m and 72m x 1.6m – \$46,000 +HST 3. Replacement – Dublin Street (Waterloo to South of Page Street) – 140m x 1.5m – \$56,000 +HST			
Project Justification	Project will replace sidewalks within the community.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		As a road authority, Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		Road surface is in poor condition.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$170,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$170,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year: Increased Sidewalk Snow Removal				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Urban Paving			
Asset Name:	Road	Import ID:		
Project Description	Urban paving project that includes various roadways within the urban centres that require repair beyond regular maintenance. 1. Wells Street E – 400m x 7.5m = \$105,000 2. Page Street – 100m x 7.5m = \$30,000 3. Medical Centre Parking Lot = \$70,000			
Project Justification	Asphalt repair on ageing roads that have numerous identified deficiencies.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	Some sections have large pot holes that could have adverse effects on traffic
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related			X	Growth = greater traffic volumes
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Roads	\$205,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees (Including HST)	\$205,000			

Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Works Yards Upgrades			
Asset Name:	Works Yards	Import ID:		
Project Description	Project will replace the following: <ol style="list-style-type: none"> Overhead doors (Kenilworth) Overhead doors (Mount Forest) 			
Project Justification	Capital projects will be used to replace ageing overhead doors at various works yard to ensure safe operation.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		Doors needs to be replaced to ensure safe operation
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		Doors needs to be replaced to ensure safe operation
Growth related	X			
Service enhancements	X			Replacement will ensure service continues to be reliable
Total		X		
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$50,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees	\$50,000			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>D. Clark</u> Department Head: <u>D. Clark</u>				
Date Prepared: <u>September 18, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	Arthur Wastewater Treatment Plant – Phase 2 Upgrade			
Asset Name:	Arthur Wastewater Treatment Plant	Import ID:		
Project Description	Project will upgrade the plant from being able to handle 1860 cubic metres per day to 2300 cubic meters per day.			
Project Justification	<p>Wastewater treatment can be a significant constraint to growth.</p> <p>Phase 2 ECA, approval from Ministry of Environment, expires on February 1, 2024.</p> <p>Completes work of Environmental Assessment related to the Arthur Wastewater Treatment Plant.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Land Purchase	\$12,430,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees	\$1,070,000			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$13,500,000			
Funding				

Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2026				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: C. Schmidt				
Date Prepared: <u>Sept 18, 2023</u> Reviewed by				
Treasurer: _____				

CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	OCW Projects			
Asset Name:	Wastewater Treatment Plant	Import ID:	NA	
Project Description	Project will replace the following: <ol style="list-style-type: none"> 1. Arthur WWTP Filter Reject Pump (\$8,500) 2. Arthur WWTP Contingency (\$35,000) 3. Mount Forest WWTP Contingency (\$35,000) 4. Mount Forest WWTP Supernatant Pump (\$20,000) 5. Mount Forest WWTP Cell 2 (north) Aeration Clean out/Diffuser replacement (\$50,000) 6. Mount Forest WWTP Media Filter New Sand (\$40,000) 7. North Water Street SPS Raw Sewage Pump 1 (\$25,000) 8. Cork Street SPS Spare Sewage Pump (\$22,000) 			
Project Justification	Capital projects recommended by OCWA = \$235,500 + HST			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$235,500			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%)	\$30,615			
Total Fees	\$266,115			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: Salvage				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u> T. Stevenson </u> Department Head: <u> C. Schmitd </u>				
Date Prepared: <u> October 15, 2023 </u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Operations			
Project Name:	South Water Street Sewage Pumping Station			
Asset Name:	Sewage Pumping Station	Import ID:		
Project Description	New Sewage Pumping Station on South Water Street (Design Only)			
Project Justification	<p>New sewage pumping station is required on South Water Street to facility new development south of South Water Street. Project is growth driven and will be financed by the developer through a Service Finance Agreement.</p> <p>This is a multi-year project with completion of construction design, tender package and requiring related permits in 2024. Construction in 2025.</p> <p>Existing infrastructure that crosses the river to the North Water Street SPS is in place that the new South Water Street SPS will connect to.</p> <p>Todate \$56,000 has been spent on design.</p>			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		
Operational Saving, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related			X	
Service enhancements			X	
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material Land Purchase				
Sub-Contractor/Equipment Rental				
Consulting Fees				

Engineering/Survey Fees • Sanitary	\$150,000			
Geo Technical Fees				
Legal Fees				
Contingency				
Total Fees including HST	\$169,500			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2025				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u>		Department Head: <u>C. Schmidt</u>		
Date Prepared: <u>October 13, 2023</u>		Reviewed by Treasurer: _____		



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services			
Project Name:	Dublin Street Watermain			
Asset Name:	Watermain – 100m	Import ID:		
Project Description	Project will remove 50m+/- of existing Cast Iron watermain and replace with new PVC.			
Project Justification	Small section of ageing cast iron watermain to be replaced between new PVC watermain.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirement		X		Township is expected to maintain its infrastructure
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements			X	Traffic congestion at Tim Horton entrance will be improved – turning lane.
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$125,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%) ALL				
Total Fees Including HST	\$125,000			
Funding				
Reserves				
Reserve Funds				

Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>Tammy Stevenson</u> Department Head: <u>C. Schmidt</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services - Water			
Project Name:	Groundwater Model – Phase 1			
Asset Name:	Water	Import ID:		
Project Description	Project will update old data and mapping to support our well and water systems.			
Project Justification	Partnership project with Township of Wellington North, Township of Mapleton and Town of Minto in consultation with Source Water Protection to complete a Groundwater Model to establish and amend wellhead protection areas required by the Clean Water Act. This will update and amend the original modelled from the early to mid-2000's. The project would run concurrently with well exploration and / or Class Environmental Assessment work that is ongoing in all three municipalities and the deliverables would include a summary physical characterization report and data sets that are ready for incorporation into a groundwater model.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirement		X		Township is required to meet requirements of the Clean Water Act.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related		X		
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$18,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				

Total Fees Including HST	\$18,000			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				
Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other: GRCA (Through Ontario Grant)	\$8,000			
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u>				
Date Prepared: <u>Sept 28, 2023</u> Reviewed by				
Treasurer: _____				



WELLINGTON NORTH

SEMPER PORRO

CAPITAL PROJECT SHEET				
Department:	Environmental Services - Water			
Project Name:	Well 3 – Well Casing Liner			
Asset Name:	Well	Import ID:		
Project Description	Project will install new well casing liner.			
Project Justification	The well casing liner will extend the life of the existing Well 3 deteriorating original 1950's steel well casing.			
PROJECT MATRIX				
Criteria	Low	Medium	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirement		X		Township is required to proactive rehabilitate its assets.
Operational Saving, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service enhancements		X		
Total				
CAPITAL PROJECT COSTING AND FUNDING				
Costs	2024	2025	2026	2027
Capital Purchases/Contractor/Material	\$120,000			
Sub-Contractor/Equipment Rental				
Consulting Fees				
Engineering/Survey Fees				
Geo Technical Fees				
Legal Fees				
Contingency				
HST (13%)	\$15,600			
Total Fees Including HST	\$135,600			
Funding				
Reserves				
Reserve Funds				
Taxation (Transfers to Capital)				
Gas Tax				

Ontario Community Infrastructure Fund				
Funding Application				
Donation				
User Fees				
Development Charge				
Other:				
Total Funding				
Net Operating Cost				
Estimated Completion Date: December 31, 2024				
Projected New Operating Costs per year:				
Previous Operating Costs:				
Submitted By: <u>T. Stevenson</u> Department Head: <u>C. Schmidt</u>				
Date Prepared: <u>Sept 20, 2023</u> Reviewed by				
Treasurer: _____				

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 111-2023

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WELLINGTON NORTH AT ITS SPECIAL MEETING HELD ON
NOVEMBER 29, 2023**

WHEREAS Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

NOW THEREFORE the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS**:

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on November 29, 2023 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 29TH DAY OF NOVEMBER, 2023.**

ANDREW LENNOX, MAYOR

KARREN WALLACE, CLERK