



Town of East Gwillimbury

MEMORANDUM

To: Council

Cc: Senior Management Team

From: Budget Coordination Team

Date: November 14, 2023

Subject: 2024 Proposed Budget Addendum Package #3

Please see attached items for insertion into the budget binder for the 2024 Proposed Business Plan and Budget.

Item	Page #	Addition/ Replace	Comments
Corporate Services Memorandum	Add. #3 Item 1 of 1	Addition	Addition information related to various Corporate Services budget requests
Corporate Services Proposed Operating Budget	Pages 33-35	Replace	Updated to reflect removal of proposed increase to the consultants budget line
2024 Capital Budget Summary	Pages 101-103	Replace	Updated 2024 Capital Budget Summary
CS-24-001 Internal Facility Digital Advertising	Page 108	Replace	Replace capital budget sheet to reflect updated description and justification
CS-24-002 Public Engagement Campaign	Pages 112-113	Delete	Project Deleted
CS-24-004 Voice Communication Strategy	Page 117	Replace	Replace capital budget sheet to adjust project cost
CS-24-008 IT Strategic Plan and Modernization Program Updates	Pages 124-125	Delete	Project Deleted
CS-24-009 Call Centre	Page 127	Replace	Replace capital budget sheet to adjust project cost
CS-24-011 Future Staffing Needs Study	Pages 130-131	Replace	Replace capital budget sheet to reflect updated project name

CS-24-012 HR Policy Review	Pages 131A-131B	Addition	Add capital budget sheet for CS-24-012 HR Policy Review
CS-24-013 Succession Plan Framework	Pages 131C-131D	Addition	Add capital budget sheet for CS-24-013 Succession Plan Framework
2024 Roads Reserve Funding Adjustment – Bridges	Add. #3 Item 2 of 2	Addition	Summary of reserve impacts due to revised bridge project funding
CI-21-008 Bridge Rehabilitations (113 and 114) - Design and Construction	Pages 259-260	Replace	Replace capital budget sheet to adjust funding source
CI-24-010 Queensville Sideroad Bridge 110 - Construction	Page 313	Replace	Replace capital budget sheet to adjust funding source
Committee Group Request	Page SI-2 Page 25	Replace	Updated Committee Group request

Printed copies of the information will be left on your desk at the Civic Centre for pickup.

All electronic documents have been updated on the Town website or can be emailed directly to you upon request.

If you have any questions, please let me know.

Thanks,

Warren Marshall
 General Manager, Finance / Treasurer

Corporate Services Memorandum

To: Budget Committee
Date: November 15, 2023
Subject: Corporate Services 2024 Budget Updates
Origin: Corporate Services

The purpose of this memorandum is to provide additional information as a follow up to the Budget Committee meeting held on November 13, 2023, in relation to the Corporate Services departmental budget.

Customer Service

Operating Budget Request (Part-time staffing levels)

As part of the 2022 to 2026 Strategic Plan, one of Council's key priorities was to "develop and implement a Customer Service Excellence Strategy featuring a No Wrong Door" approach". As such, Customer Service expanded to include the front desk space at the Sports Complex. 2023 was a pilot year focused on gradual expansion of services and programs, without a formalized advertising and promotion campaign.

Although formal surveying was not conducted in 2023, the Customer Service Manager and staff have provided feedback based on their experience with customers in 2023. Listed below are some highlights of the feedback received:

- Residents appreciate the ability to complete Customer Service related items, such as picking up blue/green bins, collection tags, waste calendars while they are at the Sports Complex for other activities.
- Residents appreciate the convenience of expanded evening and weekend hours to complete Customer Service related items such as paying water/tax bills or parking tickets, applying for fire permits, or picking up items from the Town.
- In addition to Customer Service duties, staff continue to provide support for parks and recreation programming including program registration, accepting payments, and responding to general inquiries.
- Staff have expressed positive feedback and appreciation for the additional training they have received, as they feel they are better equipped to respond to a wide range of inquiries from residents. They also feel they are better able to support the recreation team through general customer service and processing of payments.

As this is a highly trafficked facility for various programs, the Customer Service team feels it has added significant value to residents to be able to conduct basic Customer Service transactions and answer general Town questions. The Customer Service function at this facility will be actively promoted in 2024.

Communications

CS-24-001 - Internal Digital Signs

A new capital sheet has been prepared to better explain the nature of the proposed modernized advertising program.

CS-24-002 - Public Engagement Campaign

An updated communications plan to respond to the closure of the East Gwillimbury Express is still under development, pending the results of a community-wide Public Engagement Campaign. As such, staff anticipate net savings of approximately \$15,000+/- in the advertising budget in 2024.

The capital project (Public Engagement Campaign) will be undertaken by contract part-time staff supported by the Director of Communications and Customer Service (covered by the net savings within the existing operating budget) and as such the capital project has been removed. This results in a reduction in the proposed capital budget of \$10,000.

People and Belonging

Rational for transferring operating budget request to capital.

The 2024 operating budget included a request for an additional \$40,000 in operating budget to support consulting expenses. In 2024, this was to be allocated to an HR Policy Review which began in 2023 and requires funding in 2024 to be completed. Funds were also to be allocated towards the development of a Succession Planning Framework.

Both projects are expected to be completed in 2024. As one-time initiative, the funding request has been moved from operating to capital. Separate capital budget request forms have been submitted for this purpose. The new capital budget items are:

CS-24-012 HR Policy Review

CS-24-013 Succession Plan Framework

Information Management

CS-24-004 - Voice Communications Strategy

Staff have reviewed the project and determined a portion of the work can be completed in-house, and as such, the proposed capital budget has been reduced by \$20,000.

CS-24-008 - IT Strategic Plan and Modernization Program Update

This project will include an update to the 2018 Service Delivery Review and Information Management Plan. This planning framework will assist in prioritizing modernization initiatives over the next 3-5 years.

This work will be undertaken by the contract Director of Information Management (covered within the existing operating budget) and as such the capital project and has been removed. This results in a reduction in the proposed capital budget of \$75,000.

CS-24-009 - Call Centre Replacement

Staff have confirmed that a portion of the budget (40%) is provided for in the approved Health and Active Living Plaza (HALP) capital budget and as such the proposed capital budget (24-009) has been reduced by \$20,000 and that portion will appropriately be charged to the HALP project.

Budget Summary

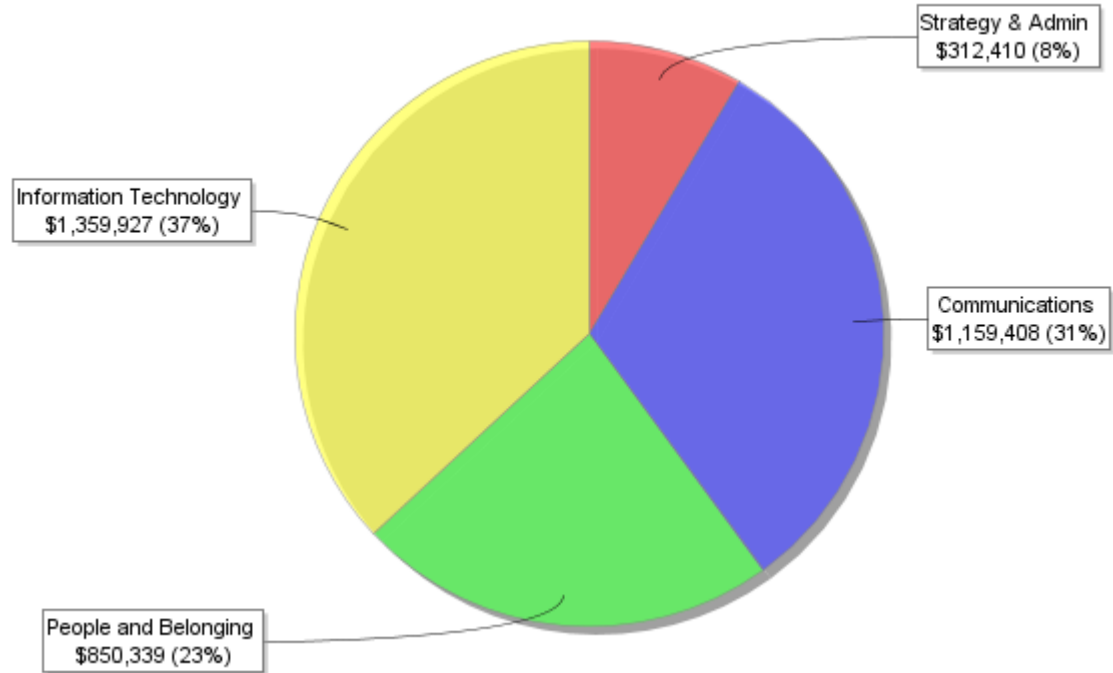
The Corporate Services 2024 operating budget includes expenditures of approximately \$3.7 million or 12% of the Town's total operating expenditures.

Salary and benefits have increased by approximately \$120,000 due to an increase in part time staffing levels (\$90,000) for customer service and communications, as well as merit increases. Corporate wide training costs have increased by \$93,500 relating to expanded training options for all staff to have the necessary skills to be successful in their roles. The budget for uniforms, corporate attire and safety clothing of \$8,000 was moved from the Office of the CAO budget. The increase of \$5,000 in advertising is related to rising recruitment costs.

The net budget for this department is increasing by approximately \$231,000 or 7%.

Corporate Services 2024 Proposed Tax Supported Budget	Strategy & Admin	Communications	Information Technology	People and Belonging	2024 Budget	2023 Budget	Variance \$	Variance %
Expenditures								
Salaries and Benefits	294,010	1,049,408	882,627	562,989	2,789,034	2,669,075	119,959	4%
Advertising		68,000		20,000	88,000	83,000	5,000	6%
Communications	1,500	1,800	3,000	2,000	8,300	8,300		
Consultants	6,000		15,000	60,000	81,000	81,000		
Contracted Services				8,000	8,000	8,000		
Courier and Mail Processing				250	250	250		
Equipment and Vehicle	2,600		22,000		24,600	24,600		
Equipment Repair			2,000		2,000	2,000		
Materials and Supplies	4,800	17,500	800	6,500	29,600	27,600	2,000	7%
Mileage	500	1,200	1,500	1,000	4,200	4,200		
Public Engagement/Corporate Events		5,000		5,500	10,500	7,500	3,000	40%
Software Licences and Maintenance			350,000	29,500	379,500	379,500		
Training, Professional Development and Memberships	3,000	16,500	9,000	146,600	175,100	81,600	93,500	115%
Uniforms, Corporate Attire and Safety Clothing				8,000	8,000		8,000	
Utilities			20,000		20,000	20,000		
YorkNet Communications			54,000		54,000	54,000		
Total Expenditures	312,410	1,159,408	1,359,927	850,339	3,682,084	3,450,625	231,459	7%
Revenues								
Total Revenues								
Transfers								
Contributions to Reserves			80,000		80,000	80,000		
Total Transfers			80,000		80,000	80,000		
NET BUDGET	312,410	1,159,408	1,439,927	850,339	3,762,084	3,530,625	231,459	7%

Expenditure by Branch





**Capital Budget Summary
2024**

	Development Charges	Community Capital Contribution	Reserves	Deferred Revenue	Grants/ Sponsorships	Due From Other Municipalities	Gas Tax	2024 Budget	Previously Approved	Future Years Budget	Total Budget	Funding Source
Legal & Legislative Services												
Municipal Clerk and Council Support												
LC-24-001 Electoral Review			-60,000					60,000			60,000	Election Reserve
Total Municipal Clerk and Council Support			-60,000					60,000			60,000	
Total Legal & Legislative Services			-60,000					60,000			60,000	
Corporate Services												
Strategy and Administration												
CI-23-001 Regulatory Asset Management			-450,000					450,000	585,669	240,000	1,275,669	General Capital, Water Infrastructure, Sewer Infrastructure
Total Strategy and Administration			-450,000					450,000	585,669	240,000	1,275,669	
Communications												
CS-24-001 Internal Facility Digital Advertising			-26,500					26,500			26,500	Information Technology, Facilities
CS-24-002 Public Engagement Campaign			-10,000					10,000			10,000	General Capital
Total Communications			-26,500					26,500			26,500	
IT Services												
CS-24-003 Annual Hardware Replacement Program			-60,000					60,000			60,000	Information Technology
CS-24-004 Voice Communication Strategy			-15,000					15,000			15,000	Information Technology
CS-24-005 Microsoft Windows Server Replacement			-46,000					46,000			46,000	Information Technology
CS-24-006 Network Infrastructure Replacement			-20,000					20,000			20,000	Information Technology
CS-24-007 Audio Video Automation Upgrades			-10,000					10,000			10,000	Information Technology
CS-24-008 IT Strategic Plan and Modernization Program Updates			-75,000					75,000			75,000	Information Technology
CS-24-009 Call Centre Replacement			-30,000					30,000			30,000	Information Technology
CS-24-010 Municipal Modernization Program			-275,000					275,000			275,000	Information Technology
Total IT Services			-456,000					456,000			456,000	
People and Belonging												
CS-24-011 Future Staffing Needs Study			-60,000					60,000			60,000	Working Capital
CS-24-012 HR Policy Review			-15,000					15,000			15,000	Working Capital
CS-24-013 Succession Plan Framework			-25,000					25,000			25,000	Working Capital
Total People and Belonging			-100,000					100,000			100,000	
Total Corporate Services			-1,117,500					1,117,500	585,669	240,000	1,943,169	
Library Services												
Library Administration												
LI-24-001 Library Materials Capital Replacement			-104,500					104,500			104,500	Library
LI-24-002 Library Materials - Growth	-730,000							730,000			730,000	Library DC
LI-24-003 Public Workstations Revitalization			-16,000					16,000			16,000	Library
LI-24-004 RFID Queensville	-50,000							50,000			50,000	Library DC
LI-24-005 Queensville Makerspace	-50,000							50,000			50,000	Library DC
LI-24-006 Queensville Branch IT	-65,000							65,000			65,000	Library DC
LI-24-007 IT Replacement (Staff and Public)			-12,500					12,500			12,500	Library
Total Library Administration	-895,000		-133,000					1,028,000			1,028,000	
Total Library Services	-895,000		-133,000					1,028,000			1,028,000	
Fire and Emergency Services												
Operations												
ES-24-001 Rescue Tools 261 Replacement			-35,000					35,000			35,000	Vehicle & Equip - Tax
ES-24-002 Rescue Tools 281 Replacement			-35,000					35,000			35,000	Vehicle & Equip - Tax
ES-24-003 2024 Hose and Frontline Equipment Replacement			-18,500					18,500			18,500	Vehicle & Equip - Tax
ES-24-004 Self Contained Breathing Apparatus Replacement			-800,000					800,000			800,000	Vehicle & Equip - Tax
ES-24-005 Thermal Imaging Camera for Aerial	-20,000							20,000			20,000	Fire DC
ES-24-006 2024 Personal Protective Gear Replacement			-35,000					35,000			35,000	Vehicle & Equip - Tax
ES-24-007 2024 Paid On Call Annual Recruitment			-46,500					46,500			46,500	Vehicle & Equip - Tax
Total Operations	-20,000		-970,000					990,000			990,000	
Training												
ES-24-008 Fire Extinguisher Trainer			-15,000					15,000			15,000	Vehicle & Equip - Tax
Total Training			-15,000					15,000			15,000	
Emergency Services Fleet												
ES-24-009 New Public Education Vehicle	-85,000							85,000			85,000	Fire DC
ES-24-010 Car 4 - 2013 Dodge Ram Replacement			-90,000					90,000			90,000	Vehicle & Equip - Tax
ES-24-011 Car 9 - 2014 Chevrolet Silverado Replacement			-90,000					90,000			90,000	Vehicle & Equip - Tax
Total Emergency Services Fleet	-85,000		-180,000					265,000			265,000	
Total Fire and Emergency Services	-105,000		-1,165,000					1,270,000			1,270,000	



**Capital Budget Summary
2024**

	Development Charges	Community Capital Contribution	Reserves	Deferred Revenue	Grants/ Sponsorships	Due From Other Municipalities	Gas Tax	2024 Budget	Previously Approved	Future Years Budget	Total Budget	Funding Source
Development Services												
Strategy and Administration												
DS-24-001 Zoning Bylaw Review	-50,000		-50,000					100,000			100,000	Growth Studies DC, General Capital
DS-24-002 Natural Heritage Evaluation Review and Terms of Reference		-20,000						20,000			20,000	CCC-Envir Enhance't
DS-24-003 Heritage Strategy				-65,000				65,000			65,000	Recovery from Developers
Total Strategy and Administration	-50,000	-20,000	-50,000	-65,000				185,000	0		185,000	
Bylaw Fleet												
DS-24-004 2017 Truck Replacement (B17-28)			-80,000					80,000			80,000	Vehicle & Equip - Tax
Total Bylaw Fleet			-80,000					80,000			80,000	
Economic Development												
DS-24-005 Lead Generation 2		-40,000						40,000			40,000	CCC-Ec.Dev Initiatives & Servicing
Total Economic Development		-40,000						40,000			40,000	
Total Development Services	-50,000	-60,000	-130,000	-65,000				305,000	0		305,000	
Parks, Recreation and Culture												
Parks Operations												
CP-24-001 Parks Standards Update	-15,000		-15,000					30,000			30,000	Outdoor Rec DC, Parks
CP-24-002 Sharon Hills Park Tennis Court Reconstruction			-365,000					365,000			365,000	Parks
CP-24-003 Simcoe Trail Construction - Phase 2	-1,100,000							1,100,000			1,100,000	Outdoor Rec DC
CP-24-004 Beach Volleyball Courts	-148,000							148,000			148,000	Outdoor Rec DC
CP-24-005 Sharon Hills Park Pickleball Courts	-200,000							200,000			200,000	Outdoor Rec DC
CP-24-006 Pavement Resurfacing			-197,000					197,000			197,000	Parks
CP-24-007 Tree Planting Program				-90,000				90,000			90,000	Recovery from Developers
CP-24-008 York Region Tree Canopy Study				-10,000				10,000			10,000	Recovery from Developers
CP-24-009 King Street Park - Playground Replacement			-450,000					450,000			450,000	Parks
Total Parks Operations	-1,463,000		-1,027,000	-100,000				2,590,000			2,590,000	
Recreation and Culture												
CP-24-010 Activenet Training and Membership Development			-20,000					20,000			20,000	Facilities
CP-24-011 Events Strategy			-75,000					75,000			75,000	General Capital
Total Recreation and Culture			-95,000					95,000			95,000	
Facilities												
CP-24-012 Greenhouse Shade Cloth			-38,000					38,000			38,000	Facilities
CP-24-013 Ross Family Complex CCTV Camera Upgrades			-30,000					30,000			30,000	Facilities
CP-24-014 Civic Centre & Temperance Hall Site Improvements			-340,000					340,000			340,000	Facilities
CP-24-015 Mount Albert Lions Community Centre Flat Roof Surrounding HVAC			-20,000					20,000			20,000	Facilities
CP-24-016 Sports Complex LED Lighting			-200,000					200,000			200,000	Facilities
CP-24-017 Ross Family Complex Roof Assessment			-10,000					10,000			10,000	Facilities
Total Facilities			-638,000					638,000	0	0	638,000	
Parks Fleet												
CP-24-018 Bannerman Turf Topdresser (P03-499) Replacement			-24,000					24,000			24,000	Vehicle & Equip - Tax
CP-24-019 Turf Overseeder (P95-499) Replacement			-24,000					24,000			24,000	Vehicle & Equip - Tax
CP-24-020 2019 Zero Turn Mower (P19-414) Replacement			-32,000					32,000			32,000	Vehicle & Equip - Tax
CP-24-021 2019 Zero Turn Mower (P19-415) Replacement			-32,000					32,000			32,000	Vehicle & Equip - Tax
CP-24-022 2008 Kubota Tractor Loader (P08-44) Replacement			-230,000					230,000			230,000	Vehicle & Equip - Tax
Total Parks Fleet			-342,000					342,000			342,000	
Total Parks, Recreation and Culture	-1,463,000		-2,102,000	-100,000				3,665,000	0	0	3,665,000	



**Capital Budget Summary
2024**

	Development Charges	Community Capital Contribution	Reserves	Deferred Revenue	Grants/Sponsorships	Due From Other Municipalities	Gas Tax	2024 Budget	Previously Approved	Future Years Budget	Total Budget	Funding Source
Engineering and Public Works												
Capital Program and Traffic Engineering												
CI-21-008 Bridge Rehabilitations (113 and 114) - Design and Construction			-2,250,000			-2,250,000		4,500,000	4,330,000		8,830,000	Due from Other Municipalities, Roads
CI-22-005 Bridges 108 & 110 - Design Updates			-200,000					200,000	151,000		351,000	Roads
CI-22-008 Downtown Holland Landing - Yonge Street Revitalization			-1,696,418		-3,403,582	-1,000,000		6,100,000	330,000	3,620,000	10,050,000	General Capital, Water Infrastructure, Sewer Infrastructure, Grants, Due from Other Municipalities
CI-22-016 Highway 11/Yonge St - Multi Use Path and Lighting - Construction	-1,200,000		-400,000					1,600,000	315,000	3,100,000	5,015,000	Roads DC, Roads
CI-24-001 CIES Asset Management & Servicing Support			-120,000					120,000			120,000	General Capital
CI-24-002 Stormwater Pond Rehabilitation Program			-150,000					150,000			150,000	Sewer Infrastructure, Roads
CI-24-003 Sign Retroreflectivity & Replacement			-25,000					25,000			25,000	Roads
CI-24-004 Stormwater Management Master Plan	-350,000							350,000			350,000	Roads DC, Sewer DC
CI-24-005 Streetlight Rehabilitation Program			-500,000					500,000			500,000	Roads
CI-24-006 Radar/Driver Feedback Boards			-50,000					50,000			50,000	Roads
CI-24-007 Road Rehabilitation Program			-471,284		-884,756		-793,960	2,150,000			2,150,000	Grants, Roads
CI-24-008 Yonge Street Road Widening & Old Yonge Street Rehabilitation	-125,000		-125,000					250,000			250,000	Roads DC, Roads
CI-24-009 Queensville Sideroad Bridge 109 Design			-400,000					400,000			400,000	Roads
CI-24-010 Queensville Sideroad Bridge 110 - Construction			-750,000					750,000		750,000	1,500,000	Roads
Total Capital Program and Traffic Engineering	-1,675,000		-7,137,702		-4,288,338	-3,250,000	-793,960	17,145,000	5,126,000	7,470,000	29,741,000	
CIES Fleet												
CI-24-011 New Sidewalk Snowplow	-180,000							180,000			180,000	Public Works DC
CI-24-012 2015 Trackless Sidewalk Plow (R15-413) Replacement			-180,000					180,000			180,000	Vehicle & Equip - Tax
CI-24-013 2018 CHEV Silverado 1500 4WD Crew (R17-24) Replacement			-95,000					95,000			95,000	Vehicle & Equip - Tax
CI-24-014 2015 Chevrolet Silverado W/T CK25943 (2500HD) (3/4 Ton 4X4 Pickup) (R15-21) Replacement			-90,000					90,000			90,000	Vehicle & Equip - Tax
CI-24-015 2015 Freightliner 108 SD Plow/Dump (R15-06) Replacement			-380,000					380,000			380,000	Vehicle & Equip - Tax
Total CIES Fleet	-180,000		-745,000					925,000			925,000	
Total Engineering and Public Works	-1,855,000		-7,882,702		-4,288,338	-3,250,000	-793,960	18,070,000	5,126,000	7,470,000	30,666,000	
Total Capital Program	-4,368,000	-60,000	-12,505,202	-165,000	-4,288,338	-3,250,000	-793,960	25,430,500	5,711,669	7,710,000	38,852,169	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-001 Internal Facility Digital Advertising		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Description

Project Description

This project proposes upgrading current facility TVs with a new modernized in-house advertising program. Currently, this is done through a third-party program and provides limited control of the functionality and design of the TVs. This project would provide advertising in the following facilities: 2 public-facing screens at the Sports Complex, 1 at the Ross Family Complex, Holland Landing Community Centre, and Civic Centre. There will also be 2 internal TVs, in the Civic Centre and Operations Centre lunchrooms. These funds will support the installation of a back-end system to each TV, add or replace TVs, where required, to support the new technology.

Project Justification

The Town has limited options to advertise Town content inside our facilities. Most of our advertising uses external facing tools. This is an opportunity to capture the audiences in our facilities using modern tools that staff have complete control over. It also eliminates the need for paper posters and decreases staff time to post posters.

The internal TVs would be a new and enhanced internal communications tool to highlight staff events, job postings, staff news etc.

There is the potential for future sponsorship opportunities and advertising, however, at this time it will be using Town messaging only.

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-004 Voice Communication Strategy		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Professional Fees							
Contracted Services - Consultants	15,000	15,000					
	15,000	15,000					
Expenditures Total	15,000	15,000					
Funding							
Reserve / Reserve Funds							
Information Technology Reserve	15,000	15,000					
	15,000	15,000					
Funding Total	15,000	15,000					

Attributes		
Attribute	Value	Comment
Organization		
Department	Corporate Services	
Branch	IT Services	
Attributes		
Year Proposed	2024	
Expected Start Month	February	
Estimated Completion Year	2024	
Estimated Completion Month	December	
Project Type	Growth	
Strategic Plan Link	Quality Programs & Services	
Approval Status	Submitted	
Reserve Funding Source	Information Technology	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-009 Call Centre Replacement		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Equipment / Vehicle							
Purchase - Computer Hardware	30,000	30,000					
	30,000	30,000					
Expenditures Total	30,000	30,000					
Funding							
Reserve / Reserve Funds							
Information Technology Reserve	30,000	30,000					
	30,000	30,000					
Funding Total	30,000	30,000					

Attributes		
Attribute	Value	Comment
Organization		
Department	Corporate Services	
Branch	IT Services	
Attributes		
Year Proposed	2024	
Expected Start Month	July	
Estimated Completion Year	2024	
Estimated Completion Month	November	
Project Type	Repair and Replacement	
Strategic Plan Link	Quality Programs & Services	
Approval Status	Submitted	
Reserve Funding Source	Information Technology	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-011 Future Staffing Needs Study		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Description
Project Description This request is to engage an external consultant who will analyze the current workforce complement, and assess the future people needs of the organization. The individual will collect/gather and analyze human resources growth of comparator municipalities and recommend an organizational structure that will enable the organization to effectively deliver services over the next 3-5 years.
Project Justification As East Gwillimbury continues to grow at a rapid pace, it is critical to plan for the people needs for the organization so that the organization can continue to meet the diverse needs of the community.

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-011 Future Staffing Needs Study		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Professional Fees							
Contracted Services - Consultants	60,000	60,000					
	60,000	60,000					
Expenditures Total	60,000	60,000					
Funding							
Reserve / Reserve Funds							
Working Capital Reserve	60,000	60,000					
	60,000	60,000					
Funding Total	60,000	60,000					

Attributes		
Attribute	Value	Comment
Organization		
Department	Corporate Services	
Branch	People and Belonging	
Attributes		
Year Proposed	2024	
Expected Start Month	February	
Estimated Completion Year	2024	
Estimated Completion Month	November	
Project Type	Growth	
Strategic Plan Link	Culture of Municipal Excellence	
Approval Status	Submitted	
Reserve Funding Source	Working Capital	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-012 HR Policy Review		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Description
Project Description
<p>In 2023, the Division created an inventory of these policies and initiated a policy review. The focus of the review was on non-Health and Safety policies which apply to all staff. Depending on the type of policy and potential legal impact, some of the policies were shared with external legal counsel for input. 10 policies were selected for external legal review, 5 were to be completed in 2023, leaving 5 remaining to be completed in 2024. 2023 operating dollars were used for the external legal review; however, given other requirements for those funds, that funding source is not sustainable in 2024. This capital budget request will allow for the project to be completed in 2024.</p>
Project Justification
<p>The People and Belonging Division oversees 65 policies ranging from Accessibility to Years of Service. In addition, there are 64 Health and Safety policies and/or operating procedures such as Kitchen Safety and First Aid.</p> <p>It is critical for East Gwillimbury to have up-to-date policies for staff. By utilizing external legal counsel, the policies will be updated and vetted to ensure they are legally compliant.</p>

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-012 HR Policy Review		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Professional Fees							
Contracted Services - Consultants	15,000	15,000					
	15,000	15,000					
Expenditures Total	15,000	15,000					
Funding							
Reserve / Reserve Funds							
Working Capital Reserve	15,000	15,000					
	15,000	15,000					
Funding Total	15,000	15,000					

Attributes		
Attribute	Value	Comment
Organization		
Department	Corporate Services	
Branch	People and Belonging	
Attributes		
Year Proposed	2024	
Expected Start Month	January	
Estimated Completion Year	2024	
Estimated Completion Month	December	
Project Type	Annual Program	
Strategic Plan Link	Culture of Municipal Excellence	
Approval Status	Submitted	
Reserve Funding Source	Working Capital	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-013 Succession Plan Framework		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Description
Project Description
<p>This request is to engage an external consultant who will design a succession planning framework. This will provide for a specific methodology for the organization to use in developing succession plans for all key positions. It will support a transparent approach for how individuals will be identified to potentially move into higher level roles.</p> <p>People and Belonging Staff will be trained in the methodology so that the approach can be applied organization wide. This approach also allows for new skills that EG staff will adopt so that future use of consultants for this purpose will not be necessary.</p>
Project Justification
<p>This approach aligns with the “Your Career” component of the EG-You Belong Employee Experience Strategy.</p> <p>It will provide a transparent and consistent approach for identifying staff who have leadership potential, for more senior positions.</p>

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CS-24-013 Succession Plan Framework		
Department	Corporate Services		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Professional Fees							
Contracted Services - Consultants	25,000	25,000					
	25,000	25,000					
Expenditures Total	25,000	25,000					
Funding							
Reserve / Reserve Funds							
Working Capital Reserve	25,000	25,000					
	25,000	25,000					
Funding Total	25,000	25,000					

Attributes		
Attribute	Value	Comment
Organization		
Department	Corporate Services	
Branch	People and Belonging	
Attributes		
Year Proposed	2024	
Expected Start Month	January	
Estimated Completion Year	2024	
Estimated Completion Month	December	
Project Type	Annual Program	
Strategic Plan Link	Culture of Municipal Excellence	
Approval Status	Submitted	
Reserve Funding Source	Working Capital	

2024 Roads Reserve Funding Adjustment - Bridges

	2024 Original Budget Request – General Capital Reserve
CI-21-008 Bridge Rehabilitations (113 and 114) – Design and Construction	\$2,250,000
CI-24-010 Queensville Sideroad Bridge 110 – Construction	\$750,000
Total to be funded from Roads Reserve	\$3,000,000

Revised Uncommitted Reserve Balance

	2023 Year End Uncommitted Fund Balance	2024 Budgeted Projects	Forecasted Contributions	Operating Budget Draws	Estimated Interest 2.00%	2024 Uncommitted Fund Balance
General Capital	6,739,725	- 1,555,000	225,812		108,211	5,518,748
Roads	1,617,466	- 5,246,284	1,000,000		- 52,576	- 2,681,394

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CI-21-008 Bridge Rehabilitations (113 and 114) - Design and Construction		
Department	Engineering and Public Works		
Version	Budget Deliberations	Year	2024

Budget								
	Total	LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures								
Materials								
Supplies - Materials	25,000	25,000						
	25,000	25,000						
Construction								
Contracted Services - Construction	7,800,000	3,300,000	4,500,000					
	7,800,000	3,300,000	4,500,000					
Professional Fees								
Internal Labour Costs Allocation	30,000	30,000						
Contracted Services - Consultants	575,000	575,000						
	605,000	605,000						
Contingency								
Contingencies	400,000	400,000						
	400,000	400,000						
Expenditures Total	8,830,000	4,330,000	4,500,000					
Funding								
Reserve / Reserve Funds								
Roads Reserve	3,864,828	1,614,828	2,250,000					
	3,864,828	1,614,828	2,250,000					
Grant								
Grants - Miscellaneous 1	550,172	550,172						
	550,172	550,172						
Revenue from Other Municipalities								
Rev-Other Municipalities - Uxbridge	4,415,000	2,165,000	2,250,000					
	4,415,000	2,165,000	2,250,000					
Funding Total	8,830,000	4,330,000	4,500,000					

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CI-21-008 Bridge Rehabilitations (113 and 114) - Design and Construction		
Department	Engineering and Public Works		
Version	Budget Deliberations	Year	2024

Attributes		
Attribute	Value	Comment
Organization		
Department	Engineering and Public Works	
Branch	Capital Program and Traffic Engineering	
Attributes		
Year Proposed	2021	
Expected Start Month	September	
Estimated Completion Year	2024	
Estimated Completion Month	December	
Project Type	Repair and Replacement	
Strategic Plan Link	Build Complete Communities	
Approval Status	Submitted	
Reserve Funding Source	Due from Other Municipalities, Roads	

TOWN OF EAST GWILLIMBURY

Capital Projects

Project	CI-24-010 Queensville Sideroad Bridge 110 - Construction		
Department	Engineering and Public Works		
Version	Budget Deliberations	Year	2024

Budget							
	Total LTD Budget	2024	2025	2026	2027	2028	2029
Expenditures							
Construction							
Contracted Services - Construction	1,500,000	750,000	750,000				
	1,500,000	750,000	750,000				
Expenditures Total	1,500,000	750,000	750,000				
Funding							
Reserve / Reserve Funds							
Roads Reserve	1,500,000	750,000	750,000				
	1,500,000	750,000	750,000				
Funding Total	1,500,000	750,000	750,000				

Attributes		
Attribute	Value	Comment
Organization		
Department	Engineering and Public Works	
Branch	Capital Program and Traffic Engineering	
Attributes		
Year Proposed	2024	
Expected Start Month	June	
Estimated Completion Year	2026	
Estimated Completion Month	December	
Project Type	Repair and Replacement	
Strategic Plan Link	Quality Programs & Services	
Approval Status	Submitted	
Reserve Funding Source	Roads	

2024 ADVISORY COMMITTEE/COMMUNITY GROUP FUNDING REQUEST

Group Name

Department/Branch

Type of Funding In Kind Services

2024 FUNDING REQUEST

2024 FUNDING REQUEST **\$ 14,000**

DESCRIBE HOW FUNDS WILL BE USED

We are requesting \$14,000 in funding for the Mount Albert Sports Day and Spring Fair. The funds will go towards the rising costs of services and materials that are required for the success of the Fair weekend. The 2023 event required the committee to reduce spend on a few events resources as it was no longer in our budget. Cutting back on what we had achieved in prior years (advertising, promotional materials, children entertainers, etc.) was disappointing but necessary. Mandatory services and costs required to be spent in advance of Fair Start included the York Regional Police, Supplies, Insurance, Security, Fencing, Wristbands, Stage & Production Costs, and more.

With extreme gratitude, the Town of East Gwillimbury waived \$9,373 in permit fees for the Community Parks and Recreation and Culture fees per the Facility Permitting Policy and fees related to Community Infrastructure and Environmental Services, Emergency and Community Safety Services, By-law Services Branch and Clerks branch. We are requesting for these fees, and other associates fees (such as road closures) to be waived for the 2024 event. Let it be noted that the Mount Albert 5K Walk/Run event was included in these exempted fees.

We are requesting a grant of **\$14,000**

Advertising

Signage \$1,500
 Promotional Materials/Delivery \$1,000

Childrens Events

Entertainers/Events \$4,000
 Event Prizes \$1,500

Event Materials

1 Canopy Party Tent (20*20)	\$700
2 Service Tents (10*10 enclosed)	\$370 * 2 = \$740
4 Canopy Tents (10*10 Popups)	\$320 * 4 = \$1,280
10 Commercial Folding Resin Tables	\$199.99 * 10 = \$1,990
Subtotal	\$12,710
Taxes, Delivery, Miscellaneous	\$1,290

BENEFIT TO COMMUNITY

Mount Albert Sports Day & Spring Fair is an annual community tradition and part of the local heritage. In 2024, we will be celebrating our 99th anniversary. Our weekend event connects the community with eachother by offering a variety of events that are enjoyed by all age groups. Although the Fair is hosted in Mount Albert, the broader East Gwillimbury community are encouraged to participate and support the Fair by attending with their friends and family and/or increasing their engagement with their community by volunteering.

The Fair provides opportunities for small businesses to promote what they offer (Vendor market) and helps businesses by bringing in additional people traffic that may not have otherwise been drawn to the Mount Albert area.

Our 2023 event placed a greater emphasis on live entertainment. It was a fantastic weekend full of music by local artists and musicians. We had such positive feedback from all ages.

The fair also gets people active. Softball, horseshoe, cornhole, hockey, basketball, dancing, skateboarding and more! The Sunday Soap box derby brings excitement to the downtown area and friendly competititon with the kids. It also draws new people into the community and helps our small businesses in town thrive.

The key objective for the Sports Day and Spring fair has to always give back to the community. In the past (although not well documented by previous committee or the Town of EG), once the fair was over and expenses were paid, we have donated funds to contribute towards the park/community centre/services enhancements (i.e.new pavilion). We definitely want to do this in the future.

Your help with funding would be greatly appreciated in making the 99th Mount Albert Sports Day and Spring Fair a huge success.

Do you wish to present this funding request to Council during the Budget Discussions?

Yes