



**SUMMARY OF FIVE YEAR CAPITAL &  
EXTRA-ORDINARY EXPENDITURES**  
Corporate Services Committee Summary

COMMITTEE/FUNCTION	2015 Approved Budget	2016-2020 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2016	2017	2018	2019	2020	
General Administration							0
Information Technology	44,085	54,500	54,500	54,500	55,000	55,000	273,500
Human Resources	0	30,200	30,200	30,200	30,200	30,200	151,000
Finance	0						0
Property - Administration Building	498,007	669,419	78,740	81,890	85,166	88,572	1,003,787
Property - Administration Building - Debt			802,743	802,743	802,743	802,743	3,210,972
Clerk & Council Services	9,000	4,000	4,000	4,000	4,000	4,000	20,000
<b>NET LEVY REQUIREMENTS</b>	<b>551,092</b>	<b>758,119</b>	<b>970,183</b>	<b>973,333</b>	<b>977,109</b>	<b>980,515</b>	<b>4,659,259</b>



1. **Department / Function: General Administration**

Details of Project/Study: **Building Condition Assessments and Reserve Fund Studies Update**

2. **Total Gross Cost of Proposed Capital Project/Study: \$110,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$110,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$110,000	\$0	\$0	\$0	\$0	<b>\$110,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 5 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Various County Facilities	

5. **Need or Benefit(s) of Project (including safety issues):**

Update the building condition assessments of approximately 50 selected County owned facilities. These condition assessments will document the current condition, as well determine the remaining useful life of the County owned assets. Condition assessments will include but not be limited to the identification of structure, building exterior, building interior, elevator systems, electrical systems, mechanical systems, large equipment items, and code compliance deficiencies. Identified capital repairs will be filtered through a set of criteria, to be developed with the County that will determine a long-term capital re-investment strategy.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$100,000	\$0	\$0	\$0	<b>\$100,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

If an update to these building condition assessments is not undertaken, proper budget planning may not occur. Capital improvements will be required that may not have been anticipated and budget impacts may occur.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Federal Gas Tax Reserve
2016	\$110,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0

<b>Total</b>	<b>\$110,000</b>
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**9. Compliance with Council objective/strategic plan (if applicable):**

Part of the County of Grey's Corporate Strategic Plan 2012-2015. Action Item 1.6 Accelerate the commitment to lifecycle planning for long-term investment in county-owned capital assets.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

Building Condition Assessments and Reserve Fund Studies will require updates every 5 years to remain current and relevant.

1. **Department / Function: General Administration**

Details of Project/Study: **Update of Corporate Strategic Plan**

2. **Total Gross Cost of Proposed Capital Project/Study: \$75,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$75,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$75,000	\$0	\$0	\$0	\$0	<b>\$75,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life:** 4 years; to be completed each term of council in its second year

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality

5. **Need or Benefit(s) of Project (including safety issues):**

The Corporate Strategic Plan is the guiding document which forms the basis of the corporate operating plan and departmental work plans. The process includes community engagement to ensure that the community has input into the process and council has an understanding of the community's needs. This is perhaps more important at the County level which is a little further removed from the electorate than local municipalities.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

It is often said that any road will get you there if you don't know where you are going. The Corporate Strategic Plan serves as the guiding document to ensure that financial and human resources remain aligned with council's priorities. It is often easy to add ad hoc initiatives and the use of a corporate strategic plan, supported by the corporate operating plan and departmental operating plans ensures that ad hoc initiatives line up with these or are only added if the resources are available to proceed.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Strategic Initiatives Reserve
2016	\$75,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$75,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

An update to the Corporate Strategic Plan for 2016 is recommended in the current Corporate Strategic Plan.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

A consultant will be contracted to support the initiative. There will be staff time involved in managing the process. It is anticipated that the process will be lead by a small group of councillors and staff and there will be added meeting time associated with this project. There will also be a need for involvement of the Communications Coordinator and efforts made to ensure that the public has as much opportunity as possible to participate.

There are no legal implications.

IT support will be minimal.



**SUMMARY OF FIVE YEAR CAPITAL & EXTRA-ORDINARY EXPENDITURES**  
**Information Technology**

PROJECT	2015 Approved Budget	2016-2020 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2016	2017	2018	2019	2020	
<b>Corporate Web Site</b>	30,000					35,000	35,000
From Reserve - IT Reserve						(35,000)	(35,000)
To Reserve - IT Reserve		7,000	7,000	7,000	7,000	7,000	35,000
<b>Replace Complete Telephone System</b>							
To Reserve - Telephone Reserve	10,000	10,000	10,000	10,000	10,000	10,000	50,000
<b>IT Strategic Plan Update</b>	40,000					45,000	45,000
From Reserve - Council/Departmental Strategic Plan Review	(40,000)					(45,000)	(45,000)
<b>Replacement of Photocopiers</b>			33,600	46,000	42,000	30,000	151,600
From Reserve - Copier Reserve			(33,600)	(46,000)	(42,000)	(30,000)	(151,600)
To Reserve - Copier Reserve		30,000	29,500	29,500	30,000	30,000	149,000
<b>Ortho Photography</b>	60,000				32,000		32,000
From Reserve - Ortho Photography	(57,000)				(32,000)		(32,000)
To Reserve - Ortho Photography	5,000	8,000	8,000	8,000	8,000	8,000	40,000
<b>Tower Replacement (Ceylon and Woodford)</b>							
To Reserve - Tower Replacement Reserve	19,500	20,500	21,000	21,000	21,000	21,000	104,500
User Fee to Offset Transfer to Reserve	(23,415)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(105,000)
<b>Network and Desktop Software Replacement</b>				300,000			300,000
From Reserve - IT Reserve				(300,000)			(300,000)
To Reserve - IT Reserve	70,000	70,000	70,000	70,000	70,000	70,000	350,000
User Fee to Offset Transfer to Reserve	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(350,000)
<b>Parcel Fabric Adjustment</b>		80,000					80,000
From Reserve - One Time Funding Reserve		(40,000)					(40,000)
Partners		(40,000)					(40,000)
<b>Replacement of GreyDocs (Oracle EDRMS)</b>		150,000					150,000
From Reserve - Information Technology - Planned Software		(150,000)					(150,000)
To Reserve - Information Technology - Planned Software	50,000	50,000	30,000	30,000	30,000	30,000	170,000
User Fee to Offset Transfer to Reserve	(50,000)	(50,000)	(30,000)	(30,000)	(30,000)	(30,000)	(170,000)
<b>NET LEVY REQUIREMENTS</b>	<b>44,085</b>	<b>54,500</b>	<b>54,500</b>	<b>54,500</b>	<b>55,000</b>	<b>55,000</b>	<b>273,500</b>

1. **Department / Function: Information Technology**

Details of Project/Study: **Corporate Web Site**

2. **Total Gross Cost of Proposed Capital Project/Study: \$35,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$35,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$7,000	\$7,000	\$7,000	\$7,000	\$42,000	<b>\$70,000</b>
<b>Net</b>	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	<b>\$35,000</b>

3. **Estimated Useful Life:** 4-5 years between design refresh. Technology refresh may be needed if current technology becomes outdated.

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Admin Building	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

The web site will need a refresh and contract a design firm for the re-design

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$30,000	\$0	\$0	\$0	\$0	<b>\$30,000</b>
<b>Net</b>	\$30,000	\$0	\$0	\$0	\$0	<b>\$30,000</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

The web is a dynamic medium. If sites are not updated they become stale and are not as effective at providing the information the public needs.

8. **Identify Sources and Amounts of Funding**

	To Reserve - IT Reserve	From Reserve - IT Reserve	Taxation
2016	\$7,000	\$0	\$0
2017	\$7,000	\$0	\$0
2018	\$7,000	\$0	\$0
2019	\$7,000	\$0	\$0
2020	\$7,000	\$35,000	\$0
<b>Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

4.4 Embrace and continually invest in technology in order to enhance the operations of all county services as well as the county's overall state of future preparedness.

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

n/a



1. **Department / Function: Information Technology**

Details of Project/Study: **Replace Complete Telephone System**

2. **Total Gross Cost of Proposed Capital Project/Study: \$100,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$100,000	

total cost of project is estimated at \$100,000 every 10 years.

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$50,000</b>
<b>Net</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$50,000</b>

3. **Estimated Useful Life: 10 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
All Facilities with Phones	

5. **Need or Benefit(s) of Project (including safety issues):**

Starting in 2010, an annual transfer to reserve of \$10,000 for future lifecycle replacement likely in 2021. Telephone system has over 10 year MTBF (mean time between failures). Software is on a maintenance agreement so this is the cost of the hardware portion of the phone system.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$50,000</b>
<b>Net</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$50,000</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

No telephone service and/or frequent breakdowns

8. **Identify Sources and Amounts of Funding**

	To Reserve - Telephone Reserve
2016	\$10,000
2017	\$10,000
2018	\$10,000
2019	\$10,000
2020	\$10,000
<b>Total</b>	<b>\$50,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Complies with IT Strategic Plan

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Information Technology**  
**Details of Project/Study: IT Strategic Plan Update**

2. **Total Gross Cost of Proposed Capital Project/Study: \$45,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$45,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$45,000	<b>\$45,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 5 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Admin Building	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

The ITSP update was completed in 2010. Ongoing updates should occur and the next update is planned for 2015.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$40,000	\$0	\$0	\$0	\$0	<b>\$40,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

County will lose focus on goals of the IT department. We can also do this internally but it is helpful to have an outside view of the corporation every 5 years

8. **Identify Sources and Amounts of Funding**

	From Reserve - Council/Departmental Strategic Plan Review
2016	\$0
2017	\$0
2018	\$0
2019	\$0
2020	\$45,000
<b>Total</b>	<b>\$45,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

4.4 Embrace and continually invest in technology in order to enhance the operations of all county services as well as the county's overall state of future preparedness. 6.1 Update all departmental work/operating plans to align with this Strategic Plan and identify specific initiatives and budget implications over a multi-year period (three years for operating and ten years for capital).

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

**1. Department / Function: Information Technology**

**Details of Project/Study: Replacement of Photocopiers**

**2. Total Gross Cost of Proposed Capital Project/Study: \$30,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
			\$30,000

Copiers to be replaced as they wear out. \$30,000 - 2016 Transfer to Reserve amount to fund future purchases.

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$30,000	\$63,100	\$75,500	\$72,000	\$60,000	<b>\$300,600</b>
<b>Net</b>	\$30,000	\$29,500	\$29,500	\$30,000	\$30,000	<b>\$149,000</b>

**3. Estimated Useful Life: 5 years**

**4. Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
All County Facilities - Admin/Homes/TAPS/EMS	

**5. Need or Benefit(s) of Project (including safety issues):**

Photocopiers have a 5-7 year life. New equipment has a lower operating cost and better performance. An analysis has been done of our current equipment and the chart in (2) is the best schedule for replacement.

**6. Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$30,000	\$63,100	\$75,500	\$72,000	<b>\$240,600</b>
<b>Net</b>	\$0	\$30,000	\$29,500	\$29,500	\$30,000	<b>\$119,000</b>

**7. Consequences/Implications of Not Undertaking Project (including alternatives):**

Breakdowns, lost productivity.

**8. Identify Sources and Amounts of Funding**

	From Reserve - Copier Reserve	To Reserve - Copier Reserve
2016	\$0	\$30,000
2017	\$33,600	\$29,500
2018	\$46,000	\$29,500
2019	\$42,000	\$30,000
2020	\$30,000	\$30,000
<b>Total</b>	<b>\$151,600</b>	<b>\$149,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Section 1.6 of the County Strat Ploan: Accelerate the commitment to lifecycle planning for long term investment in county owned capital assets

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**



1. **Department / Function: Information Technology**

**Details of Project/Study: Ortho Photography**

2. **Total Gross Cost of Proposed Capital Project/Study: \$32,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$32,000		

Total cost of purchasing orthophotography is \$32,000 every 4 years.

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$8,000	\$8,000	\$8,000	\$40,000	\$8,000	<b>\$72,000</b>
<b>Net</b>	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	<b>\$40,000</b>

3. **Estimated Useful Life: 3-4 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
All Departments	

5. **Need or Benefit(s) of Project (including safety issues):**

The purchase of the first fly over ortho photography has been a tremendous asset to the County and its member municipalities and the other contributing partners. The 2006 photos provide us with a starting point and the 2010 and 2015 photos give us the ability to monitor changes in land use, lake and water levels, identify natural heritage features, etc. The availability of the ortho photography on the public GIS site provides another level of information to our ratepayers. As the value of the photography is realized, more funding partners may come forward and the cost may be reduced. The intention is for a fly over again in 2019, with a leaf off product.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$71,500	\$14,500	\$14,500	\$14,500	\$74,500	<b>\$189,500</b>
<b>Net</b>	\$14,500	\$14,500	\$14,500	\$14,500	\$14,500	<b>\$72,500</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

It is imperative to maintain as up-to-date data for our many applications. If all the partners of the consortium continue their involvement, the cost in future years may decrease.

8. **Identify Sources and Amounts of Funding**

	To Reserve - Ortho Photography	From Reserve - Ortho Photography	Taxation
2016	\$8,000	\$0	\$0
2017	\$8,000	\$0	\$0
2018	\$8,000	\$0	\$0
2019	\$8,000	\$32,000	\$0
2020	\$8,000	\$0	\$0
<b>Total</b>	<b>\$40,000</b>	<b>\$32,000</b>	<b>\$0</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Ortho photography continues to assist decision makers at both the County and local level with more up to date imagery, reduces the frequency of site inspections, provides information for better informed decision making ensuring conformity with the County Official Plan and consistency with the Provincial Policy Statement.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

Currently all GIS storage is housed on its own server which has capacity with the existing ortho photography, the data space requirements are built into the IT data storage plan



1. **Department / Function: Information Technology**

Details of Project/Study: **Tower Replacement (Ceylon and Woodford)**

2. **Total Gross Cost of Proposed Capital Project/Study: \$390,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$390,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$20,500	\$21,000	\$21,000	\$21,000	\$21,000	<b>\$104,500</b>
<b>Net</b>	(\$500)	\$0	\$0	\$0	\$0	<b>(\$500)</b>

3. **Estimated Useful Life: 50 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
618072 Grey Road 18 (Woodford), 405451 Grey Road 4 (Ceylon)	

5. **Need or Benefit(s) of Project (including safety issues):**

Towers have a 50 year life. We are budgeting to replace the tower every 50 years

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan: 12,750**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$19,500	\$20,500	\$21,000	\$21,000	\$21,000	<b>\$103,000</b>
<b>Net</b>	(\$1,500)	(\$500)	\$0	\$0	\$0	<b>(\$2,000)</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Tower cannot be insured and may collapse

8. **Identify Sources and Amounts of Funding**

	To Reserve - Tower Replacement Reserve	User Fee to Offset Transfer to Reserve
2016	\$20,500	\$21,000
2017	\$21,000	\$21,000
2018	\$21,000	\$21,000
2019	\$21,000	\$21,000
2020	\$21,000	\$21,000
<b>Total</b>	<b>\$104,500</b>	<b>\$105,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Section 1.6 of the Corporate Strat Plan: "Accelerate the commitment to lifecycle planning for long term investment in county owned capital assets"

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Information Technology**  
**Details of Project/Study: Network and Desktop Software Replacement**

2. **Total Gross Cost of Proposed Capital Project/Study: \$300,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$300,000	

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$70,000	\$70,000	\$370,000	\$70,000	\$70,000	<b>\$650,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 5 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
All sites of County	

5. **Need or Benefit(s) of Project (including safety issues):**

Software needs to be upgraded to maintain security and compatibility with current systems

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$70,000	\$70,000	\$70,000	\$370,000	\$70,000	<b>\$650,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

security and interoperability issues with outside agencies and public

8. **Identify Sources and Amounts of Funding**

	To Reserve - IT Reserve	From Reserve - IT Reserve	User Fee to Offset Transfer to Reserve
2016	\$70,000	\$0	\$70,000
2017	\$70,000	\$0	\$70,000
2018	\$70,000	\$300,000	\$70,000
2019	\$70,000	\$0	\$70,000
2020	\$70,000	\$0	\$70,000
<b>Total</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>\$350,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Information Technology**

Details of Project/Study: **Parcel Fabric Adjustment**

2. **Total Gross Cost of Proposed Capital Project/Study: \$80,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$80,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$80,000	\$0	\$0	\$0	\$0	<b>\$80,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: Lifetime**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality

5. **Need or Benefit(s) of Project (including safety issues):**

Parcel Fabric is not aligned with Ortho photography. Digital data is becoming more important and the accuracy of the parcel fabric needs improvement.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$80,000	\$0	\$0	\$0	<b>\$80,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Poor accuracy is creating inefficiency with GIS data.

8. **Identify Sources and Amounts of Funding**

	From Reserve - One Time Funding Reserve	Partners
2016	\$40,000	\$40,000
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0
2020	\$0	\$0
<b>Total</b>	<b>\$40,000</b>	<b>\$40,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

4.4 Embrace and continually invest in technology in order to enhance the operations of all county services as well as the county's overall state of future preparedness.

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**



**CORPORATION OF THE COUNTY OF GREY  
2016-2020 CAPITAL PROJECT FORM**

1. **Department / Function: Information Technology**  
**Details of Project/Study: Replacement of GreyDocs (Oracle EDRMS)**

2. **Total Gross Cost of Proposed Capital Project/Study: \$150,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$150,000		

Replacement will include acquisition of software along with some consultation and staff support for implementation. (Staff support includes training and potentially backing up positions within the Information Technology Department and/or the Clerk's Department.)

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$200,000	\$30,000	\$30,000	\$30,000	\$30,000	<b>\$320,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life:** Ten years

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality

5. **Need or Benefit(s) of Project (including safety issues):**

The County's current electronic records management system, known as GreyDocs, was purchased in 2006 with implementation phased in throughout the organization beginning in 2007. Currently, the County is operating on an older platform of the software (10g). The County updated to a more current version of the software but had to revert back as the system wasn't reliable. The County stopped its annual maintenance support agreement in 2013 because of lack of support for the older version of software. The software is now running on such an old platform that there are security risks and new devices like iPads are not able to reliably connect to the system.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$50,000	\$300,000	\$30,000	\$30,000	\$30,000	<b>\$440,000</b>
<b>Net</b>	\$50,000	\$50,000	\$30,000	\$30,000	\$30,000	<b>\$190,000</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

As noted above, the current software is no longer supported by ORACLE, Upgrades have not proven effective and technology continues to evolve providing the County with more abilities to meet its mandate of preserving its records and meeting the requirements of municipalities to be open and accountable. As technology continues to evolve, electronic records management is a critical element in protecting the County's interests and ensuring that there is a "single source of truth" for its records. Without an effective electronic records management system, collaboration between departments on documents is hampered and more server space is required.

8. **Identify Sources and Amounts of Funding**

	To Reserve - Information	From Reserve - Information	User Fee to Offset Transfer

	<b>Technology - Planned Software</b>	<b>Technology - Planned Software</b>	<b>to Reserve - One Time Funding</b>
2016	\$50,000	\$150,000	\$50,000
2017	\$30,000	\$0	\$30,000
2018	\$30,000	\$0	\$30,000
2019	\$30,000	\$0	\$30,000
2020	\$30,000	\$0	\$30,000
<b>Total</b>	<b>\$170,000</b>	<b>\$150,000</b>	<b>\$170,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

The County's electronic records management system provides a firm foundation for the County to achieve a number of its corporate strategic goals. In particular, the use of an electronic records management system supports Goal 6 of achieving excellence in governance and service. It is also noted that the County's websites utilize the records management system.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

There will be ongoing maintenance costs associated with the purchase of new software. The purchase of the software will need to be aligned with the workload of the Information Technology Department staff. Staff training on a corporate wide basis will be required to transition to new software. The use of electronic records management software protects the County from potential liability.

As software needs to be regularly updated, the forecast provides for funding to be transferred to reserve for replacement starting in 2017.





**CORPORATION OF THE COUNTY OF GREY  
2016-2020 CAPITAL PROJECT FORM**

1. **Department / Function: Human Resources**

**Details of Project/Study: Job Hazard Analysis & Physical Demands Analysis**

2. **Total Gross Cost of Proposed Capital Project/Study: \$165,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$165,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$165,000	\$0	\$0	\$0	\$0	<b>\$165,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 10 - 15 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
All County Facilities	

5. **Need or Benefit(s) of Project (including safety issues):**

Job Hazards Analysis are completed to ensure controls are in place to protect staff from each hazard they possibly could experience in their work and these analysis are an excellent product to use to orient new employees to hazards of the job.

Physical Demands Analysis are completed to review the physical demands of a job (standing, pushing, grip force, stair climbing, etc.) and are most often used when returning an injured employee back to work, after a workplace injury or a non-occupational injury.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan: \$65,000 included in 2015 Approved Budget**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Physical demands analysis were last completed for 2 of our long term care facilities in 2000. Residents, equipment and even facilities have changed since that time. We do not currently have any physical demands analysis (PDA's) for any of our other jobs. PDA's completed by reputable consultants assist the employer with matching job duties with employees requiring accommodation. They are concrete tools that allow us to build our case as to why a job is suitable or not suitable and will stand up against challenges made by WSIB, disability companies, Unions, and employees. By not having PDA's completed by qualified consultants, we are opening ourselves up to putting someone in a position where they could be hurt or missing opportunities where an employee could be accommodated rather than them sitting at home.

8. **Identify Sources and Amounts of Funding**

	<b>From Reserve - One-Time Funding Reserve</b>
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2016	\$165,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$165,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**



**CORPORATION OF THE COUNTY OF GREY  
2016-2020 CAPITAL PROJECT FORM**

**1. Department / Function: Human Resources**

**Details of Project/Study: Job Description and Policy Review**

**2. Total Gross Cost of Proposed Capital Project/Study: \$110,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$110,000		

The cost represents a significant project performed by a consultant.

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$110,000	\$0	\$0	\$0	\$0	<b>\$110,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

**3. Estimated Useful Life: 10 years**

**4. Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Non Union Employees	

**5. Need or Benefit(s) of Project (including safety issues):**

An important part of Grey County's salary administration program is to ensure that job descriptions are accurate and up to date and that the language used is consistent across the corporation. While new jobs have been created and existing job descriptions have been updated, there has not been a wholesale review of all non union job descriptions since approximately 1995. Over time, styles and descriptive language change, partly because of the industry and partly due to many different authors, resulting in inconsistencies across departments, or sometimes within the same department.

This project would also include a review of our salary and compensation policies. Policies should be reviewed periodically to ensure that they still comply with prevailing legislation, are still relevant. The salary administration policy was developed at the same time as the last whole sale job description review (by the same consultant). The salary administration policy includes how job descriptions are updated and who approves them and also explains the job evaluation process. It makes sense that all salary and compensation policies are reviewed at the same time.

This project was originally approved to be implemented over 3 years beginning in 2015 but after much consultation, it was determined that the project would be more beneficial to have the same consultant do the entire project for consistency in information and PDA design.

**6. Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

**7. Consequences/Implications of Not Undertaking Project (including alternatives):**

The consequences of not performing a wholesale review of job descriptions is that you run the risk of inconsistent language being used across departments and within departments. It is a missed opportunity to corporately review who does what and does that still make sense. By not reviewing policies, there is the potential for policies to be in violation of prevailing legislation and also that our processes and practices may have changed but the policy may not accurately reflect what we are doing today.

By not using a consultant for this project, the work would fall to staff within the HR department. Day to day work would not get done, or this project would suffer by not getting the focus that it needs, in particular with the job descriptions.

**8. Identify Sources and Amounts of Funding**

	<b>Other (Specify) - One Time Funding Reserve</b>
2016	\$110,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$110,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Human Resources**

**Details of Project/Study: Market Salary Review**

2. **Total Gross Cost of Proposed Capital Project/Study: \$30,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$30,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$7,500	\$7,500	\$7,500	\$30,000	\$7,500	<b>\$60,000</b>
<b>Net</b>	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	<b>\$37,500</b>

3. **Estimated Useful Life: 4 - 5 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Non Union Employees	

5. **Need or Benefit(s) of Project (including safety issues):**

Part of a proactive salary administration program includes comparing internal wages with outside comparators to ensure market competitiveness. Unionized wages are often compared during collective bargaining. Council compensation is marketed once per term of Council. Non Union salaries were last compared to the market in 2013 - 2014.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

By not comparing internal wages to market periodically you run the risk of falling behind. County Council has previously determined that non union wages should fall somewhere between the 45th and 55th percentile of our approved comparators. This requires a review of those comparators. By not keeping our compensation competitive you run the risk of not being able to recruit and retain qualified individuals.

8. **Identify Sources and Amounts of Funding**

	To Reserve - Market Salary Review Reserve	Taxation	From Reserve - Market Salary Reserve
2016	\$7,500	\$0	\$0
2017	\$7,500	\$0	\$0
2018	\$7,500	\$0	\$0
2019	\$0	\$7,500	\$22,500
2020	\$7,500	\$0	\$0
<b>Total</b>	<b>\$30,000</b>	<b>\$7,500</b>	<b>\$22,500</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Human Resources**

Details of Project/Study: **Human Resources Software Update**

2. **Total Gross Cost of Proposed Capital Project/Study: \$68,100**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$68,100		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$22,700	\$22,700	\$68,100	\$22,700	\$22,700	<b>\$158,900</b>
<b>Net</b>	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	<b>\$113,500</b>

3. **Estimated Useful Life: 10 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality

5. **Need or Benefit(s) of Project (including safety issues):**

The Human Resources Information System (HRIS) software, HRWARE, was purchased in 2013. Mid 2014, the vendor announced that the current software was being rewritten to a new system and the current version would no longer be supported after 2018. This project will cover the costs to convert our current software to the new version in 2018. The vendor has also announced that the newer version allows for more flexibility with less reliance on the vendor to make changes.

It is also recommended that funds be set aside for future upgrades.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

By continuing to use software that is no longer supported by the vendor, you run the risk of the software not keeping up to date with legislative changes, system failures, etc.

8. **Identify Sources and Amounts of Funding**

	To Reserve - HRIS Reserve	Taxation	From Reserve - HRIS Reserve
2016	\$22,700	\$0	\$0
2017	\$22,700	\$0	\$0
2018	\$0	\$22,700	\$45,400
2019	\$22,700	\$0	\$0
2020	\$22,700	\$0	\$0
<b>Total</b>	<b>\$90,800</b>	<b>\$22,700</b>	<b>\$45,400</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

\$5000 per year starting in 2019 for increased costs on maintenance and enhancement fees and annual hosting services as the new version of software will be web based.





1. **Department / Function: Finance**

Details of Project/Study: **Conduct Service Review of Finance Department**

2. **Total Gross Cost of Proposed Capital Project/Study: \$45,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$45,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$45,000	\$0	\$0	\$0	\$0	<b>\$45,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life:**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
County Administration Building	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

To conduct a program review to access the existing processes, practices, staffing, technology, and the organization of the department to identify opportunities for improvement that will optimize service delivery while making the best use of resources. It is good business practice to undertake program reviews from time to time to ensure that departments remain relevant in light of changing circumstances and service demands. Since 2011 County Council has earmarked funds in its annual budget to undertake such reviews.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$45,000	\$0	\$0	\$0	\$0	<b>\$45,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Means to ensure Department remains relevant, effective and efficient.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Council/Departmental Strategic Reviews Reserve
2016	\$45,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$45,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Undertaking departmental reviews addresses the following strategic goal of the County Corporation as set out in the Corporate Strategic Plan: Goal Six - Achieving Excellence in Governance and Service: To foster a culture and organizational structure that facilitates exceptional public service delivery.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

Reviews of this nature, no matter how positive the results may be, are often unsettling for affected employees. Ensuring open, clear and timely communications is the key to managing this risk.



**SUMMARY OF FIVE YEAR CAPITAL & EXTRA-ORDINARY EXPENDITURES**  
**Property - Administration Building**

PROJECT	2015 Approved Budget	2016-2020 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2016	2017	2018	2019	2020	
<b>Replace Carpet - Lower Level</b>			44,000				44,000
From Reserve - Admin. Property Bldgs. Reserve			(44,000)				(44,000)
<b>Workstation Replacement - Lower Level</b>			150,000				150,000
From Reserve - Admin. Property Bldgs. Reserve			(150,000)				(150,000)
<b>Replace HVAC units</b>	42,000	42,000					42,000
From Reserve - Admin. Property Bldgs. Reserve		(42,000)					(42,000)
<b>Interlocking Brick and Sidewalk Repairs</b>			14,000				14,000
From Reserve - Admin. Property Bldgs. Reserve			(14,000)				(14,000)
<b>Replace Fencing Handrails, Exterior Stairs</b>			11,000				11,000
From Reserve - Admin. Property Bldgs. Reserve			(11,000)				(11,000)
<b>Capital Improvements - County Admin. Property Bldgs. Envelope</b>							
To Reserve - Admin. Property Bldgs. Reserve	10,800	69,212	78,740	81,890	85,166	88,572	403,580
<b>Administration/POA Building Expansion</b>							
From Reserve - Administration/POA Building Expansion Reserve	15,000	13,204,049					13,204,049
	(15,000)	(3,291,096)					(3,291,096)
From Reserve - Development Charges		(140,000)					(140,000)
To Reserve - Administration/POA Building Expansion Reserve	425,207	600,207					600,207
Debenture		(9,772,953)					(9,772,953)
Debenture Payment			802,743	802,743	802,743	802,743	3,210,972
<b>Painting of the Exterior of Admin. Bldg. and Balcony Decks</b>							
From Reserve - Admin. Property Bldgs Reserve	35,000	35,000					35,000
	(35,000)	(35,000)					(35,000)

PROJECT	2015 Approved Budget	2016-2020 Five Year Capital & Extra-Ordinary Expenditures					
		2016	2017	2018	2019	2020	TOTAL
<b>Humidifiers - Upper Level</b>	20,000	20,000					20,000
From Reserve - Admin. Property Bldgs. Reserve		(20,000)					(20,000)
<b>Replace Asphalt, Upper Parking Lot</b>				130,000			130,000
From Reserve - Admin. Property Bldgs. Reserve				(130,000)			(130,000)
<b>Panic System Upgrade</b>	10,000						
From Reserve - Administration Property Projects Reserve	(10,000)						
<b>Flag Pole Replacement</b>		6,500					6,500
From Reserve - Admin. Property Bldgs. Reserve		(6,500)					(6,500)
<b>NET LEVY REQUIREMENTS</b>	<b>498,007</b>	<b>669,419</b>	<b>881,483</b>	<b>884,633</b>	<b>887,909</b>	<b>891,315</b>	<b>4,214,759</b>

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Replace Carpet - Lower Level**

2. **Total Gross Cost of Proposed Capital Project/Study: \$44,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$44,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$44,000	\$0	\$0	\$0	<b>\$44,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 10 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Administration Building, 595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

The existing carpet is stained and worn in high traffic areas such as entranceways and main hallways. Replacement of the carpet is scheduled, the downstairs was originally scheduled for 2014 and the upper area in 2019 as part of the regular replacement cycle. The ground floor was renovated first, therefore would require replacement first.

The scheduled replacement of the downstairs carpet in 2014 has been now rescheduled for 2017.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$44,000	\$0	\$0	\$0	<b>\$44,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Even with steam cleaning, the present carpet does not clean well. The carpet is becoming worn, especially in high traffic areas, will become more unsightly as the years progress and will require higher maintenance.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0
2017	\$44,000
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$44,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Workstation Replacement - Lower Level**

2. **Total Gross Cost of Proposed Capital Project/Study: \$150,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$150,000	

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$150,000	\$0	\$0	\$0	<b>\$150,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 15+ years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Replacement of 44 workstations on the lower level that will be at the end of their useful life in 2015. Installed in 2000 on lower level during renovations of the County Building at that time. Replacement has been moved to 2017.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$118,800	\$0	\$0	\$0	<b>\$118,800</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Need to upgrade older furniture/workstations with newer, more ergonomic workstations that provide more flexibility in meeting staff needs while also making better use of available space.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0
2017	\$150,000
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$150,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**



1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Replace HVAC units**

2. **Total Gross Cost of Proposed Capital Project/Study: \$42,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$42,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$42,000	\$0	\$0	\$0	\$0	<b>\$42,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 20 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Rooftop units control heat and air conditioning for the administration building. These units reach the end of their lifespan in 2015, project deferred to 2016. As per Building Condition Audit in 2011, three older units should be replaced in 2015. The other air make up systems have 18 years remaining.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$42,000	\$0	\$0	\$0	\$0	<b>\$42,000</b>
<b>Net</b>	\$42,000	\$0	\$0	\$0	\$0	<b>\$42,000</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Lack of insufficient heat or air conditioning could disrupt operations if the building closed and would affect clients ability to access services.

8. **Identify Sources and Amounts of Funding**

	Taxation	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0	\$42,000
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0
2020	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$42,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Interlocking Brick and Sidewalk Repairs**

2. **Total Gross Cost of Proposed Capital Project/Study: \$14,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
\$14,000			

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$14,000	\$0	\$0	\$0	<b>\$14,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 5 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality

5. **Need or Benefit(s) of Project (including safety issues):**

Part of ongoing maintenance recommended by Building Condition Assessment 2011.

Repair/upgrades should be completed periodically to prevent deterioration and safety issues.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan: n/a**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$14,000	\$0	\$0	\$0	<b>\$14,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Safety issue, trip hazard and associated liabilities

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0
2017	\$14,000
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$14,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Replace Fencing Handrails, Exterior Stairs**

2. **Total Gross Cost of Proposed Capital Project/Study: \$11,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
\$11,000			

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$11,000	\$0	\$0	\$0	<b>\$11,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 30 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Administration Building, 595 9th Avenue East, Owen Sound	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Exterior pipe hand rails on north and south sides of building and handrails at sidewalks to west of building. Bases are rusting and will need to be replaced for safety reasons as noted in the Building Condition Assessment 2011

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$11,000	\$0	\$0	\$0	<b>\$11,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Safety issues and associated liability

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0
2017	\$11,000
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$11,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Capital Improvements - County**  
**Admin. Property Bldgs. Envelope**

2. **Total Gross Cost of Proposed Capital Project/Study: \$403,580**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$403,580		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$69,212	\$78,740	\$81,890	\$85,166	\$88,572	<b>\$403,580</b>
<b>Net</b>	\$69,212	\$78,740	\$81,890	\$85,166	\$88,572	<b>\$403,580</b>

3. **Estimated Useful Life:** Ongoing for the life of the building

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
Admin. Bldg., Admin. Garage, Morrison Bldg., and Old Museum Storage Bldg.	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Maintain funding levels to provide reserve funding for future capital maintenance and repairs which will become necessary for this envelope of buildings. Items were identified in the 2011 Building Condition Assessment Study, sufficient annual contributions need to be made to reserve in order to ensure adequate funds are available for the replacement of future building and equipment components.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$10,800	\$75,712	\$78,740	\$81,890	\$85,166	<b>\$332,308</b>
<b>Net</b>	\$10,800	\$75,712	\$78,740	\$81,890	\$85,166	<b>\$332,308</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Mechanical or structural failures to major components of the building and by not having sufficient funds being set aside will have serious impact on future budgets.

8. **Identify Sources and Amounts of Funding**

	To Reserve - Admin. Property Bldgs. Reserve
2016	\$69,212
2017	\$78,740
2018	\$81,890
2019	\$85,166
2020	\$88,572
<b>Total</b>	<b>\$403,580</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

1.6 Accelerate the commitment to lifecycle planning for long term investment in county owned capital assets.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Administration/POA Building**  
**Expansion**

2. **Total Gross Cost of Proposed Capital Project/Study: \$13,204,050**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$13,204,050		

Project gross cost estimate based on Class 'D' Estimate provided by Ventin Group. Estimated cost includes construction/renovation cost of \$11,990,700, plus Architect's services fees and other Client fees such as environmental, geotechnical, etc..

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$13,804,256	\$802,743	\$802,743	\$802,743	\$802,743	<b>\$17,015,228</b>
<b>Net</b>	\$600,207	\$802,743	\$802,743	\$802,743	\$802,743	<b>\$3,811,179</b>

3. **Estimated Useful Life: 50 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

The firm of Ventin Group Ltd. Architects was contracted to undertake an analysis of the County's current space needs for the County's administration building and Provincial Offences' (POA) administration and court facilities, to determine what the County's potential needs will be in the future (10-15 years) for the County's departments (staff, clients and the public). The study concluded that there is a deficiency of 73,700 sq. ft. in the administration building and 29,600 sq. ft. in the POA building to meet current and future needs. One of the most pressing needs is to create more functional space for the POA functions, including courtroom facilities.

A task force was established in 2012 to review the findings, conclusions and recommendations of the Ventin Group's analysis of Grey County administration space needs, as outlined in its report, Space Need Study of the Administration/POA Court dated October 11, 2011, and undertake additional research and enquiry as deemed necessary to make recommendations to the Corporate Services Committee on a preferred course of action to satisfy identified space needs.

Space Needs Task Force has recommended as of April 9, 2013 to hire the Ventin Group to provide, as the next step in the process, concept design drawings, suggested floor plan layouts and construction cost estimates for a 35-40,000 square foot addition at the rear of the administration building.

On February 21, 2014, the Space Needs Task Force recommended to the Corporate Services Committee that a two storey addition to the County Administration building be considered as proposed by Ventin Group Architects. Once the preferred option for the addition is confirmed, the Ventin Group will develop more detailed drawings and estimated costs for consideration.

The Ventin Group provided an overview of the proposed addition and renovation to the Grey County Administration Building to County Council on April 7, 2015. As part of this presentation, the Ventin Group provided a estimated construction cost for the



Administration/POA Building renovation/expansion of \$11,990,700 based on the Class 'D' estimate that had been completed.

County Council endorsed at the April 7, 2015 council session, that the Ventin Group be authorized to complete detailed construction drawings for the proposed addition and renovation to the Administration Building and that these drawings be brought back to County Council for consideration prior to the tendering process.

**6. Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Total</b>
<b>Gross</b>	\$250,000	\$7,392,163	\$392,163	\$392,163	\$392,163	<b>\$8,818,652</b>
<b>Net</b>	\$250,000	\$392,163	\$392,163	\$392,163	\$392,163	<b>\$1,818,652</b>

**7. Consequences/Implications of Not Undertaking Project (including alternatives):**

Efficient and effective space allocation is essential for service excellence and the health, safety and wellness of employees.

**8. Identify Sources and Amounts of Funding**

	<b>Debenture</b>	<b>To Reserve - Administration/POA Building Expansion Reserve</b>	<b>From Reserve - Administration/POA Building Expansion Reserve</b>	<b>From Reserve - Development Charges</b>	<b>Debenture Payment</b>
2016	\$9,772,953	\$600,207	\$3,291,096	\$140,000	\$0
2017	\$0	\$0	\$0	\$0	\$802,743
2018	\$0	\$0	\$0	\$0	\$802,743
2019	\$0	\$0	\$0	\$0	\$802,743
2020	\$0	\$0	\$0	\$0	\$802,743
<b>Total</b>	<b>\$9,772,953</b>	<b>\$600,207</b>	<b>\$3,291,096</b>	<b>\$140,000</b>	<b>\$3,210,972</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

Addressing administration space issues is a key to the strategic objective of improving the effectiveness and efficiency for service delivery. It is also fundamental that the work place environment be safe, comfortable and supportive of employee wellness.

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Painting of the Exterior of Admin. Bldg. and Balcony Decks**

2. **Total Gross Cost of Proposed Capital Project/Study: \$35,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$35,000		

Maintain exterior of building - period painting and balcony deck treatment is required.

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$35,000	\$0	\$0	\$0	\$0	<b>\$35,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 7+ years**
4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

In 2007 extensive repairs and painting were completed to the exterior of the Administration building. This included parging, painting walls and treating the balcony decks. To maintain the exterior of the building, periodic painting and balcony dec treatment will be required. This project will not be completed in 2015 and has been deferred to 2016.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$35,000	\$0	\$0	\$0	\$0	<b>\$35,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Weathering will deteriorate the building as it continues to age and if this preventative maintenance is not done periodically, it will result in more extensive repairs and refurbishing using more specialized contractors to maintain the appearance of the building.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs Reserve
2016	\$35,000
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$35,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Humidifiers - Upper Level**

2. **Total Gross Cost of Proposed Capital Project/Study: \$20,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$20,000		

Install humidifiers for the two upper wings of the Administration Building

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$20,000	\$0	\$0	\$0	\$0	<b>\$20,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life:**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

To address staff complaints of dry air on the upper level of the building. The project was originally scheduled for 2015 but has been deferred to 2016.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$20,000	\$0	\$0	\$0	\$0	<b>\$20,000</b>
<b>Net</b>	\$20,000	\$0	\$0	\$0	\$0	<b>\$20,000</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Complaints regarding dry air

8. **Identify Sources and Amounts of Funding**

	Taxation	From Reserve - Admin. Property Bldgs. Reserve
2016	\$0	\$20,000
2017	\$0	\$0
2018	\$0	\$0
2019	\$0	\$0
2020	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$20,000</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Replace Asphalt, Upper Parking Lot**

2. **Total Gross Cost of Proposed Capital Project/Study: \$130,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$130,000		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$0	\$0	\$130,000	\$0	\$0	<b>\$130,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life: 20 years**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Replace asphalt in parking lot at rear of Administration Building. Asphalt in upper parking lot has many cracks, pot holes starting to develop; Transportation Services estimate in 2013 was 5 years remaining useful life.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan:** replacement recommended in 2013-2017 plan

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$130,000	\$0	<b>\$130,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Maintenance requirements to repair pot holes will increase as surface degrades; trip and fall concern to staff and visitors to the County Building.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs Reserve
2016	\$0
2017	\$0
2018	\$130,000
2019	\$0
2020	\$0
<b>Total</b>	<b>\$130,000</b>

**9. Compliance with Council objective/strategic plan (if applicable):**

**10. Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**

1. **Department / Function: Property - Administration Building**  
**Details of Project/Study: Flag Pole Replacement**

2. **Total Gross Cost of Proposed Capital Project/Study: \$6,500**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$6,500		

**Cost of Proposed Capital Project/Study in 2016-2020 Program:**

	2016	2017	2018	2019	2020	Total
<b>Gross</b>	\$6,500	\$0	\$0	\$0	\$0	<b>\$6,500</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

3. **Estimated Useful Life:**

4. **Location of Project/Study (if applicable):**

Facility Name / Address	Municipality
595 9th Avenue East, Owen Sound	City of Owen Sound

5. **Need or Benefit(s) of Project (including safety issues):**

Installation of fibreglass flag poles installed into soft ground at the administration building. Three poles to be installed.

6. **Scheduling and Cost of Project/Study in 2015-2019 Capital Plan: 6500**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**

Without the installation of new poles, the current poles could become a safety issue as they are currently loose in the ground.

8. **Identify Sources and Amounts of Funding**

	From Reserve - Admin. Property Bldgs. Reserve
2016	\$6,500
2017	\$0
2018	\$0
2019	\$0
2020	\$0
<b>Total</b>	<b>\$6,500</b>

9. **Compliance with Council objective/strategic plan (if applicable):**

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**