



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

COMMITTEE/FUNCTION	2014 Approved Budget	2015-2019 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2015	2016	2017	2018	2019	
General Administration	2,557,795	2,557,795	2,557,795	2,557,795	2,557,795	2,557,795	12,788,975
Clerk & Council Services		50,000	59,000	39,000	39,000	39,000	226,000
Information Technology	51,500	53,000	54,000	54,000	54,000	54,500	269,500
Human Resources							0
Finance							0
Property - Administration Building	195,000	322,800	75,712	78,740	81,890	85,166	644,308
Property - Administration Building - Debenture Payments			392,163	392,163	392,163	392,163	1,568,652
<b>NET LEVY REQUIREMENTS</b>	<b>2,804,295</b>	<b>2,983,595</b>	<b>3,138,670</b>	<b>3,121,698</b>	<b>3,124,848</b>	<b>3,128,624</b>	<b>15,497,435</b>



1. **Department / Function: General Administration**  
**Details of Project/Study: Future Capital Projects - Yet to be Determined**

2. **Total Gross Cost of Proposed Capital Project/Study: \$2,211,578**

Construction	Consultant/Contractor	Equipment	Other (Specify)
			\$2,211,578

The 2011 approved budget included a Transfer to Reserve for Future Capital Projects in the amount of \$234,559, which was equal to 0.5% levy increase.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$2,557,795	\$2,557,795	\$2,557,795	\$2,557,795	\$2,557,795	<b>\$12,788,975</b>
<b>Net</b>	\$2,557,795	\$2,557,795	\$2,557,795	\$2,557,795	\$2,557,795	<b>\$12,788,975</b>

3. **Estimated Useful Life: N/A**

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

Facility Name / Address	Municipality

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

In the Warden's 2011 Budget Overview, it was recommended that Council consider approving a 0.5% tax rate increase and in subsequent years, specifically for capital infrastructure purposes, to begin the process of building the County's capital reserves.

In 2012, with the approved Stable Funding Plan, the County is beginning to see the benefit of the Provincial Upload of Social costs and with all but \$625,788 in borrowing from County Reserve completed, the County budgeted \$1,351,231 to be placed in reserves for future capital infrastructure needs.

The 2014 Budget contains \$2,557,795 in uploaded cost savings now being transferred to reserve for future capital projects. The County is currently completing asset management plans in order to identify capital financing needs and the allocation or use of this funding.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan: Not included in 2011-2015 Capital Plan**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$2,211,578	\$2,211,578	\$2,211,578	\$2,211,578	\$2,211,578	<b>\$11,057,890</b>
<b>Net</b>	\$2,211,578	\$2,211,578	\$2,211,578	\$2,211,578	\$2,211,578	<b>\$11,057,890</b>

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

County's infrastructure deficit will continue to grow and additional costs will be incurred.

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

	Taxation
2015	\$2,557,795
2016	\$2,557,795
2017	\$2,557,795
2018	\$2,557,795
2019	\$2,557,795

<b>Total</b>	<b>\$12,788,975</b>
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**9. Compliance with Council objective/strategic plan (if applicable):**

Transfer of \$234,559 approved by Council on March 9, 2011 - 2011 Budget Transfer of \$1,351,231 approved by Council on January 3, 2012 - 2012 Budget Transfer of \$1,977,019 approved by Council on November 27, 2012 - 2013 Budget Transfer of \$2,557,795 approved by Council on November 26, 2013 - 2014 Budget

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

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: \$100,000**

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

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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 35 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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$0	\$100,000	\$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
2015	\$0
2016	\$100,000
2017	\$0
2018	\$0
2019	\$0

<b>Total</b>	<b>\$100,000</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.



**SUMMARY OF FIVE YEAR CAPITAL &  
EXTRA-ORDINARY EXPENDITURES  
Clerk & Council Services**

PROJECT	2014 Approved Budget	2015-2019 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2015	2016	2017	2018	2019	
<b>Develop a Corporate Communications Plan</b>		45,000					45,000
From Reserve - One Time Reserve		(45,000)					(45,000)
To Reserve - To Reserve			9,000	9,000	9,000	9,000	36,000
<b>Replacement of ORACLE, the County's electronic records management software solution</b>			300,000				300,000
From Reserve - Information Technology Planned Software			(100,000)				(100,000)
From Reserve - One Time			(150,000)				(150,000)
To Reserve - Information Technology - Planned Software		50,000					50,000
To Reserve - Information Technology - Planned Software				30,000	30,000	30,000	90,000
<b>NET LEVY REQUIREMENTS</b>	<b>0</b>	<b>50,000</b>	<b>59,000</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>	<b>226,000</b>

1. **Department / Function: Clerk & Council Services**

Details of Project/Study: **Develop a Corporate Communications Plan**

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

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

To contract the services of a consultant to complete a scan of the County's current system of communications and to develop a Corporate Communications Plan which will guide the County.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	2015	2016	2017	2018	2019	Total
<b>Gross</b>	\$45,000	\$9,000	\$9,000	\$9,000	\$9,000	<b>\$81,000</b>
<b>Net</b>	\$0	\$9,000	\$9,000	\$9,000	\$9,000	<b>\$36,000</b>

3. **Estimated Useful Life: Five Years**

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

Facility Name / Address	Municipality

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

An overarching theme of the County's Corporate Strategic Plan relates to communication, including the need for residents, and even staff, to understand who and what Grey County is. A key objective is the creation of a corporate communications strategy (5.1). In an increasing world of technology it is critical to be proactive in managing the County's messages.

A coordinated and comprehensive Corporate Communications Plan will facilitate the best use of limited resources to promote the achievement of Grey County's strategic goals and objectives by identifying the key steps forward in increasing public awareness and engagement, strengthening internal collaboration and communications and maximizing the potential of the County's new brand.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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):**

Optimal alignment of resources may not be achieved. The message of the County's brand may not be as coordinated or strong. Continued lack of understanding of who and what the County is will continue to persist. The ability to harness the strength of mediums based in technology will not be achieved. (ie County currently has multiple websites and social media sites).

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

	From Reserve - One Time Reserve	To Reserve - To Reserve
2015	\$45,000	\$0



2016	\$0	\$9,000
2017	\$0	\$9,000
2018	\$0	\$9,000
2019	\$0	\$9,000
<b>Total</b>	<b>\$45,000</b>	<b>\$36,000</b>

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

Goal 5.1 - Implement a communication strategy to increase awareness of county services, programs and their value. A Corporate Communications Strategy supports many other corporate goals as well, such as 4.2, promoting effective coordination and communication between and amongst the County and its nine lower tier municipalities.

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

The Corporate Communications Plan, like any other guiding document, should be refreshed on a regular basis. It is proposed that the strategy be funded by allocating a portion of the funding over a five year period thereby reducing the impact on the levy or the need to continue to request one time funding.



**CORPORATION OF THE COUNTY OF GREY  
2015-2019 CAPITAL PROJECT FORM**

**1. Department / Function: Clerk & Council Services**

**Details of Project/Study: Replacement of ORACLE, the County's electronic records management software solution**

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

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

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 2015-2019 Program:**

	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>

**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. While the software is currently stable, there are no guarantees how long this will continue and ORACLE has not proven to be responsive to requested changes by the County when it was paying for annual maintenance and support. At the same time, technology continues to evolve and new, more flexible products are being released which better suit the County's changing needs.

**6. Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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):**

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**

	<b>To Reserve -</b>	<b>From Reserve</b>		<b>To Reserve -</b>
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	<b>Information Technology - Planned Software</b>	<b>- Information Technology - Planned Software</b>	<b>Taxation</b>	<b>From Reserve - One Time</b>	<b>Information Technology - Planned Software</b>
2015	\$50,000	\$0	\$0	\$0	\$0
2016	\$0	\$100,000	\$50,000	\$150,000	\$0
2017	\$0	\$0	\$0	\$0	\$30,000
2018	\$0	\$0	\$0	\$0	\$30,000
2019	\$0	\$0	\$0	\$0	\$30,000
<b>Total</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$150,000</b>	<b>\$90,000</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.



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

PROJECT	2014 Approved Budget	2015-2019 Five Year Capital & Extra-Ordinary Expenditures					
		2015	2016	2017	2018	2019	TOTAL
<b>Corporate Web Site</b>	20,000	30,000					30,000
<b>IT Strategic Plan Update</b>		40,000					40,000
From Reserve - Strategic Plan Review		(40,000)					(40,000)
<b>Ortho Photography</b>		57,000				60,000	117,000
From Reserve - GIS Reserve		(57,000)				(60,000)	(117,000)
To Reserve - GIS Reserve	17,000	14,500	14,500	14,500	14,500	14,500	72,500
<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>Tower Replacement (Ceylon and Woodford)</b>							
To Reserve - Tower Reserve	18,500	19,500	20,500	21,000	21,000	21,000	103,000
User Fee to Offset Transfer to Reserve	(21,000)	(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>Replacement of Photocopiers</b>				33,600	46,000	42,000	121,600
From Reserve - Copier Reserve				(33,600)	(46,000)	(42,000)	(121,600)
To Reserve - Copier Reserve	7,000		30,000	29,500	29,500	30,000	119,000
<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>NET LEVY REQUIREMENTS</b>	<b>51,500</b>	<b>53,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,500</b>	<b>269,500</b>

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

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

**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 2015-2019 Program:**

	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>

**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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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):**

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**

	Taxation
2015	\$30,000
2016	\$0
2017	\$0
2018	\$0
2019	\$0
<b>Total</b>	<b>\$30,000</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: IT Strategic Plan Update**

2. **Total Gross Cost of Proposed Capital Project/Study: \$40,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$40,000		

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$30,000	\$0	\$0	\$0	<b>\$30,000</b>
<b>Net</b>	\$0	\$30,000	\$0	\$0	\$0	<b>\$30,000</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 - Strategic Plan Review
2015	\$40,000
2016	\$0
2017	\$0
2018	\$0
2019	\$0
<b>Total</b>	<b>\$40,000</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: Ortho Photography**

2. **Total Gross Cost of Proposed Capital Project/Study: \$57,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$57,000	

Total cost of purchasing orthophotography is \$57,000 every 4 years.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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 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 in 2015, with a leaf off product.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$17,000	\$71,500	\$14,500	\$14,500	\$14,500	<b>\$132,000</b>
<b>Net</b>	\$17,000	\$14,500	\$14,500	\$14,500	\$14,500	<b>\$75,000</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 - GIS Reserve	From Reserve - GIS Reserve
2015	\$14,500	\$57,000
2016	\$14,500	\$0
2017	\$14,500	\$0
2018	\$14,500	\$0
2019	\$14,500	\$60,000
<b>Total</b>	<b>\$72,500</b>	<b>\$117,000</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: **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 2015-2019 Program:**

	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>

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 2020. 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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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
2015	\$10,000
2016	\$10,000
2017	\$10,000
2018	\$10,000
2019	\$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: 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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan: 12,750**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$18,500	\$19,500	\$20,500	\$21,000	\$21,000	<b>\$100,500</b>
<b>Net</b>	\$18,500	\$19,500	\$20,500	\$21,000	\$21,000	<b>\$100,500</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 Reserve	User Fee to Offset Transfer to Reserve
2015	\$19,500	\$21,000
2016	\$20,500	\$21,000
2017	\$21,000	\$21,000
2018	\$21,000	\$21,000
2019	\$21,000	\$21,000
<b>Total</b>	<b>\$103,000</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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	<b>\$600,000</b>
<b>Net</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	<b>\$300,000</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
2015	\$70,000	\$0	\$70,000
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
<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: **Replacement of Photocopiers**

2. **Total Gross Cost of Proposed Capital Project/Study: \$13,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$13,000	

Copiers to be replaced as they wear out.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$7,000	\$0	\$30,000	\$63,100	\$59,500	<b>\$159,600</b>
<b>Net</b>	\$7,000	\$0	\$30,000	\$29,500	\$29,500	<b>\$96,000</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
2015	\$0	\$0
2016	\$0	\$30,000
2017	\$33,600	\$29,500
2018	\$46,000	\$29,500
2019	\$42,000	\$30,000
<b>Total</b>	<b>\$121,600</b>	<b>\$119,000</b>

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

Section 1.6 of the County 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: 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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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):**

Poor accuracy is creating inefficiency with GIS data.

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

	From Reserve - One Time Funding Reserve	Partners
2015	\$0	\$0
2016	\$40,000	\$40,000
2017	\$0	\$0
2018	\$0	\$0
2019	\$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  
2015-2019 CAPITAL PROJECT FORM**

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

**Details of Project/Study: Salary Administration and Job Evaluation Review**

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

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

This cost represents a significant project performed by a consultant.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	2015	2016	2017	2018	2019	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: 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 review the job design and evaluation process, to ensure we maintain accurate records of change within job functions, and to update job descriptions and salary structure as needed.

Efficiencies can always be found, and an up-to-date wholesale review will ensure Grey County is addressing issues such as evaluation turn-around time, disconnects in compensation expectations, job evaluation inconsistencies, the appeal process, and the job description development process within departments.

**6. Scheduling and Cost of Project/Study in 2014-2018 Capital Plan: Salary Review and Job Evaluation Non Union Employees**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$0	\$150,000	\$0	\$0	<b>\$150,000</b>
<b>Net</b>	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>

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

The consequence of not keeping your salary administration and job evaluation process up-to-date include inaccurate payment of salaries for positions that have seen substantial change, loss of ability to restructure job descriptions and responsibilities with full knowledge of total compensation costs, lack of a progressive and up-to-date salary structure will lead to issues with recruitment, retention, progression through the organization.

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

	From Reserve - One Time Funding Reserve
2015	\$0
2016	\$150,000



2017	\$0
2018	\$0
2019	\$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: 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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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
2015	\$45,000
2016	\$0
2017	\$0
2018	\$0
2019	\$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	2014 Approved Budget	2015-2019 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2015	2016	2017	2018	2019	
<b>Painting of the Exterior of Admin. Bldg. and Balcony Decks</b>	35,000						
<b>Replace HVAC units</b>		42,000					42,000
<b>Humidifiers - Upper Level</b>		20,000					20,000
<b>Administration/POA Building Expansion</b>			7,000,000				7,000,000
From Reserve - Administration/POA Building Expansion Reserve			(2,175,000)				(2,175,000)
From Reserve - Development Charges To Reserve - Administration/POA Building Expansion Reserve	125,000	250,000	(140,000)				250,000
Debtenture			(4,685,000)				(4,685,000)
Debtenture Payment			392,163	392,163	392,163	392,163	1,568,652
<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>			118,800				118,800
From Reserve - Admin. Property Bldgs. Reserve			(118,800)				(118,800)
<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	35,000	10,800	75,712	78,740	81,890	85,166	332,308
<b>Replace Asphalt, Upper Parking Lot</b>					130,000		130,000
From Reserve - Admin. Property Bldgs Reserve					(130,000)		(130,000)
<b>NET LEVY REQUIREMENTS</b>	<b>195,000</b>	<b>322,800</b>	<b>467,875</b>	<b>470,903</b>	<b>474,053</b>	<b>477,329</b>	<b>2,212,960</b>

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 2015-2019 Program:**

	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>

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. 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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$42,000	\$0	\$0	\$0	<b>\$42,000</b>
<b>Net</b>	\$0	\$42,000	\$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
2015	\$42,000
2016	\$0
2017	\$0
2018	\$0
2019	\$0
<b>Total</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: 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 2015-2019 Program:**

	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>

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

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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):**

Complaints regarding dry air

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

	Taxation
2015	\$20,000
2016	\$0
2017	\$0
2018	\$0
2019	\$0
<b>Total</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: Administration/POA Building**  
**Expansion**

2. **Total Gross Cost of Proposed Capital Project/Study: \$7,000,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
\$7,000,000			

Provision for possible future Administration/POA building expansion. Preliminary estimates of cost for this conceptual addition, an estimate of \$6-7 million has been provided.

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	2015	2016	2017	2018	2019	Total
<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>

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.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total



<b>Gross</b>	\$125,000	\$250,000	\$7,392,163	\$392,163	\$392,163	<b>\$8,551,489</b>
<b>Net</b>	\$125,000	\$250,000	\$392,163	\$392,163	\$392,163	<b>\$1,551,489</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>
2015	\$0	\$250,000	\$0	\$0	\$0
2016	\$4,685,000	\$0	\$2,175,000	\$140,000	\$392,163
2017	\$0	\$0	\$0	\$0	\$392,163
2018	\$0	\$0	\$0	\$0	\$392,163
2019	\$0	\$0	\$0	\$0	\$392,163
<b>Total</b>	<b>\$4,685,000</b>	<b>\$250,000</b>	<b>\$2,175,000</b>	<b>\$140,000</b>	<b>\$1,568,652</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):**



**CORPORATION OF THE COUNTY OF GREY  
2015-2019 CAPITAL PROJECT FORM**

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 2015-2019 Program:**

	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>

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 in 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 scheduled for 2016 to coincide with the proposed Administration Building renovation.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	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
2015	\$0
2016	\$44,000
2017	\$0
2018	\$0
2019	\$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: \$118,800**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$118,800	

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$118,800	\$0	\$0	\$0	<b>\$118,800</b>
<b>Net</b>	\$0	\$14,000	\$0	\$0	\$0	<b>\$14,000</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
2015	\$0
2016	\$118,800
2017	\$0
2018	\$0
2019	\$0
<b>Total</b>	<b>\$118,800</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 2015-2019 Program:**

	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>

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.  
 First phased upgrades could be done in 2015 and every 5 years afterwards.

6. **Scheduling and Cost of Project/Study in 2014-2018 Capital Plan: n/a**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$14,000	\$0	\$0	\$0	<b>\$14,000</b>
<b>Net</b>	\$0	\$14,000	\$0	\$0	\$0	<b>\$14,000</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
2015	\$0
2016	\$14,000
2017	\$0
2018	\$0
2019	\$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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$0	\$0	\$11,000	\$0	\$0	<b>\$11,000</b>
<b>Net</b>	\$0	\$0	\$11,000	\$0	\$0	<b>\$11,000</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
2015	\$0
2016	\$11,000
2017	\$0
2018	\$0
2019	\$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: \$332,308**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$332,308		

**Cost of Proposed Capital Project/Study in 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:**

	2014	2015	2016	2017	2018	Total
<b>Gross</b>	\$70,000	\$0	\$59,000	\$70,000	\$70,000	<b>\$269,000</b>
<b>Net</b>	\$70,000	\$0	\$59,000	\$70,000	\$70,000	<b>\$269,000</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
2015	\$10,800
2016	\$75,712
2017	\$78,740
2018	\$81,890
2019	\$85,166
<b>Total</b>	<b>\$332,308</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: **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 2015-2019 Program:**

	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>

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 2014-2018 Capital Plan:** replacement recommended in 2013-2017 plan

	2014	2015	2016	2017	2018	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):**

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
2015	\$0
2016	\$0
2017	\$0
2018	\$130,000
2019	\$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):**