



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

COMMITTEE/FUNCTION	2016 Approved Budget	2017-2021 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2017	2018	2019	2020	2021	
Clerk & Council Services	9,000	9,000	9,000	9,000	9,000	9,000	45,000
Finance	0						0
Human Resources	30,200	30,200	30,200	30,200	30,200	30,200	151,000
Information Technology	54,500	53,000	53,000	53,000	53,000	54,000	266,000
General Administration	0				0	0	0
Property - Administration Building	669,419	78,740	81,890	85,166	88,572	92,116	426,484
Property - Admin. Bldg. - Debenture Payments		816,204	816,204	816,204	816,204	816,204	4,081,020
NET LEVY REQUIREMENTS	763,119	987,144	990,294	993,570	996,976	1,001,520	4,969,504

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

Details of Project/Study: **Update Corporate Communications Strategy**

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 update the County's Corporate Communications Strategy completed in 2016 to ensure resources are aligned as efficiently as possible and there continues to be a consistent look and feel for corporate communications.

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$45,000
Net	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$45,000

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

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):**

Communication is embedded into everything the County does and serves a major role in the Corporate Strategic Plan and the Economic Development Strategy. It involves all stakeholders including staff, public, businesses and other levels of government. Communication continues to be critical in being proactive in our messaging and provides a coordinated approach to maximizing our communication resources and strengthening internal and external collaboration.

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan: Update Corporate Communications Strategy**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

There will be a lack of coordinated effort in communicating with our stakeholders-both internal and external. The County may lose the momentum it has gained in recent years on educating people on who we are and what we do. The advances in technology used to support various mediums of communication will not be maximized and the outreach completed through these channels will end.

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

	To Reserve - funds to reserve annually
2017	\$9,000
2018	\$9,000

2019	\$9,000
2020	\$9,000
2021	\$9,000
Total	\$45,000

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

Communication is an essential part of increasing the awareness of municipal government and Grey County in general. With the ever-increasing range of programs offered, communication provides a link to those through various channels to stakeholders. Currently 4.2 of the Corporate Operating Plan identifies 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 plan need to be refreshed on a regular basis. It is recommended to allocate funds annually to reserve over a five year period in order to reduce the impact on the levy.

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$22,700	\$68,100	\$22,700	\$22,700	\$22,700	\$158,900
Net	\$22,700	\$22,700	\$22,700	\$22,700	\$22,700	\$113,500

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 2016-2020 Capital Plan:**

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

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
2017	\$22,700	\$0	\$0
2018	\$0	\$22,700	\$45,400
2019	\$22,700	\$0	\$0
2020	\$22,700	\$0	\$0
2021	\$22,700	\$0	\$0
Total	\$90,800	\$22,700	\$45,400

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: Human Resources**

Details of Project/Study: **Market Salary Review - Non-Union**

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$7,500	\$7,500	\$30,000	\$7,500	\$7,500	\$60,000
Net	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$37,500

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 2016-2020 Capital Plan:**

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

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
2017	\$7,500	\$0	\$0
2018	\$7,500	\$0	\$0
2019	\$0	\$7,500	\$22,500
2020	\$7,500	\$0	\$0
2021	\$7,500	\$0	\$0
Total	\$30,000	\$7,500	\$22,500

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

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



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

PROJECT	2016 Approved Budget	2017-2021 Five Year Capital & Extra-Ordinary Expenditures					
		2017	2018	2019	2020	2021	TOTAL
Replacement of GreyDocs (Oracle EDRMS)	100,000						
From Reserve - Information Technology							
Planned Software	(100,000)						
Parcel Fabric Adjustment	80,000						
From Reserve - One Time Funding Reserve	(80,000)						
Network Storage Equipment		100,000				120,000	220,000
From Reserve - IT General		(100,000)				(120,000)	(220,000)
To Reserve - IT General	10,000	20,000	20,000	20,000	20,000	20,000	100,000
User Fee to Offset Transfer to Reserve	(10,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(100,000)
Corporate Web Site						40,000	40,000
From Reserve - IT Reserve						(40,000)	(40,000)
To Reserve - IT Reserve	7,000	8,000	8,000	8,000	8,000	8,000	40,000
Replacement of Photocopiers		50,000	25,000	42,000	30,000	25,000	172,000
From Reserve - Copier Reserve		(50,000)	(25,000)	(42,000)	(30,000)	(25,000)	(172,000)
To Reserve - Copier Reserve	30,000	30,000	30,000	30,000	30,000	30,000	150,000
Replace Complete Telephone System						50,000	50,000
From Reserve - Telephone Reserve						(50,000)	(50,000)
To Reserve - Telephone Reserve	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Tower Replacement (Ceylon and Woodford)							
To Reserve - Tower Replacement Reserve	20,500	21,000	21,000	21,000	21,000	21,000	105,000
User Fee to Offset Transfer to Reserve	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(105,000)
Building Security System		10,000	15,000				25,000
From Reserve - One time reserve		(10,000)	(15,000)				(25,000)
Council Chamber Audio-Video			90,000				90,000
From Reserve - One time reserve			(90,000)				(90,000)
Network and Desktop Software Replacement				100,000			100,000
From Reserve - IT Reserve				(100,000)			(100,000)
Ortho Photography					24,000		24,000
From Reserve - Ortho Photography					(24,000)		(24,000)
To Reserve - Ortho Photography	8,000	5,000	5,000	5,000	5,000	6,000	26,000
IT Strategic Plan Update						45,000	45,000
From Reserve - Council/Departmental Strategic Plan Review						(45,000)	(45,000)
NET LEVY REQUIREMENTS	54,500	53,000	53,000	53,000	53,000	54,000	266,000

1. **Department / Function: Information Technology**
Details of Project/Study: Network Storage Equipment

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

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

Storage

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$120,000	\$20,000	\$20,000	\$20,000	\$140,000	\$320,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

3. **Estimated Useful Life: 5-6 years**

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

Facility Name / Address	Municipality

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

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

	From Reserve - IT General	To Reserve - IT General	User Fee to Offset Transfer to Reserve
2017	\$100,000	\$20,000	\$20,000
2018	\$0	\$20,000	\$20,000
2019	\$0	\$20,000	\$20,000
2020	\$0	\$20,000	\$20,000
2021	\$120,000	\$20,000	\$20,000
Total	\$220,000	\$100,000	\$100,000

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):**
 none

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

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

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000	\$80,000
Net	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000

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	

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 2016-2020 Capital Plan:**

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

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
2017	\$8,000	\$0	\$0
2018	\$8,000	\$0	\$0
2019	\$8,000	\$0	\$0
2020	\$8,000	\$0	\$0
2021	\$8,000	\$40,000	\$0
Total	\$40,000	\$40,000	\$0

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: 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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$80,000	\$55,000	\$72,000	\$60,000	\$55,000	\$322,000
Net	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000

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 2016-2020 Capital Plan:

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

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
2017	\$50,000	\$30,000
2018	\$25,000	\$30,000
2019	\$42,000	\$30,000
2020	\$30,000	\$30,000
2021	\$25,000	\$30,000
Total	\$172,000	\$150,000

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: **Replace Complete Telephone System**

2. **Total Gross Cost of Proposed Capital Project/Study: \$50,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$50,000	

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$100,000
Net	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Net	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

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	From Reserve - Telephone Reserve
2017	\$10,000	\$0
2018	\$10,000	\$0
2019	\$10,000	\$0
2020	\$10,000	\$0
2021	\$10,000	\$50,000
Total	\$50,000	\$50,000

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):**

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$105,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan: 12,750**

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

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
2017	\$21,000	\$21,000
2018	\$21,000	\$21,000
2019	\$21,000	\$21,000
2020	\$21,000	\$21,000
2021	\$21,000	\$21,000
Total	\$105,000	\$105,000

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: Building Security System

2. **Total Gross Cost of Proposed Capital Project/Study: \$25,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$25,000	

Cameras and door security for new addition

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$10,000	\$15,000	\$0	\$0	\$0	\$25,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

Facility Name / Address	Municipality
Administration Building	

5. **Need or Benefit(s) of Project (including safety issues):**
 Security for new addition

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan: 0**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**
 poor security in new addition.

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

	From Reserve - One time reserve
2017	\$10,000
2018	\$15,000
2019	\$0
2020	\$0
2021	\$0
Total	\$25,000

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

10. **Ongoing Financial/Staffing/Legal/IT Implications (if applicable):**
 none

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

Details of Project/Study: **Council Chamber Audio-Video**

2. **Total Gross Cost of Proposed Capital Project/Study: \$90,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
		\$90,000	

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$90,000	\$0	\$0	\$0	\$90,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

Facility Name / Address	Municipality
Administration Building	

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

New council chamber will need new audio and video equipment. Webcasting (camera) equipment is also being suggested in this budget to improve resident engagement.

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan: 0**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

Audio and visual equipment is a must (\$20,000), webcasting is discretionary.

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

	From Reserve - One time reserve
2017	\$0
2018	\$90,000
2019	\$0
2020	\$0
2021	\$0
Total	\$90,000

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

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

none

1. Department / Function: Information Technology

Details of Project/Study: Network and Desktop Software Replacement

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

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

Microsoft Office replacement

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:

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

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

	From Reserve - IT Reserve
2017	\$0
2018	\$0
2019	\$100,000
2020	\$0
2021	\$0
Total	\$100,000

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):

None

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

Details of Project/Study: Ortho Photography

2. **Total Gross Cost of Proposed Capital Project/Study: \$24,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$24,000		

Total cost of purchasing orthophotography is \$24,000 every 4 years.

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$5,000	\$5,000	\$5,000	\$29,000	\$6,000	\$50,000
Net	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$26,000

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$8,000	\$8,000	\$8,000	\$40,000	\$8,000	\$72,000
Net	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000

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
2017	\$5,000	\$0	\$0
2018	\$5,000	\$0	\$0
2019	\$5,000	\$0	\$0
2020	\$5,000	\$24,000	\$0
2021	\$6,000	\$0	\$0
Total	\$26,000	\$24,000	\$0

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: 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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016. Ongoing updates should occur and the next update is planned for 2021.

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$0
2018	\$0
2019	\$0
2020	\$0
2021	\$45,000
Total	\$45,000

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: General Administration**

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

2. **Total Gross Cost of Proposed Capital Project/Study: \$81,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$81,000		

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$0	\$0	\$81,000	\$0	\$81,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$0
2018	\$0
2019	\$0
2020	\$81,000
2021	\$0
Total	\$81,000

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

A complete review of the Corporate Strategic Plan, including internal and external consultation, is to be undertaken every four years, as per the County of Grey Corporate Strategic Plan 2012-2015. This plan was approved by Grey County Council January 3, 2012.

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.

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: \$115,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$115,000		

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$0	\$0	\$0	\$115,000	\$115,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$110,000	\$0	\$0	\$0	\$0	\$110,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$0
2018	\$0
2019	\$0
2020	\$0
2021	\$115,000

Total	\$115,000
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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
Property - Administration Building

PROJECT	2016 Approved Budget	2017-2021 Five Year Capital & Extra-Ordinary Expenditures					TOTAL
		2017	2018	2019	2020	2021	
Painting of the Exterior of Admin. Bldg. and Balcony Decks	35,000	35,000					35,000
From Reserve - Admin. Property Bldgs Reserve	(35,000)	(35,000)					(35,000)
Flag Pole Replacement	6,500						
From Reserve - Admin. Property Bldgs. Reserve	(6,500)						
Humidifiers - Upper Level	20,000	20,000					20,000
From Reserve - Admin. Property Bldgs. Reserve	(20,000)	(20,000)					(20,000)
Capital Improvements - County Admin. Property Bldgs. Envelope							
To Reserve - Admin. Property Bldgs. Reserve	69,212	78,740	81,890	85,166	88,572	92,116	426,484
Administration/POA Building Expansion	13,204,049						
From Reserve - Administration/POA Building Expansion Reserve	(3,291,096)						
From Reserve - Development Charges To Reserve - Administration/POA Building Expansion Reserve	(140,000)						
Debenture	600,207						
Debenture Payment	(9,772,953)	816,204	816,204	816,204	816,204	816,204	4,081,020
Replace Carpet - Lower Level		44,000					44,000
From Reserve - Admin. Property Bldgs. Reserve		(44,000)					(44,000)
Workstation Replacement - Lower Level		150,000					150,000
From Reserve - Admin. Property Bldgs. Reserve		(150,000)					(150,000)
Replace HVAC units		26,000					26,000
From Reserve - Admin. Property Bldgs. Reserve		(26,000)					(26,000)
Interlocking Brick and Sidewalk Repairs		14,000					14,000
From Reserve - Admin. Property Bldgs. Reserve		(14,000)					(14,000)
Replace Fencing Handrails, Exterior Stairs		11,000					11,000
From Reserve - Admin. Property Bldgs. Reserve		(11,000)					(11,000)
Barrel Windows for Council Chambers		24,000					24,000
From Reserve - Admin Property Bldgs Reserve		(24,000)					(24,000)
HVAC system Morrison Building		13,500					13,500
From Reserve - Admin Property Bldgs. Reserve		(13,500)					(13,500)
Replace Asphalt, Upper Parking Lot			130,000				130,000
From Reserve - Admin. Property Bldgs Reserve			(130,000)				(130,000)
NET LEVY REQUIREMENTS	669,419	894,944	898,094	901,370	904,776	908,320	4,507,504

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. This project has been deferred for several years as the work would need to be redone after a building renovation.

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 deck treatment will be required. This project was not completed in 2015, carried forward to 2016 and now recommended to be further deferred to 2017 until after a building renovation has been completed. If the building renovation does not move forward, the painting would be required in 2017.

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$35,000
2018	\$0
2019	\$0

2020	\$0
2021	\$0
Total	\$35,000

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 was deferred to 2016. Staff recommends further deferring this project until 2017 to ensure compatibility with heating system in the new build. If the building renovation does not proceed, this work will be done in 2017.

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

Complaints regarding dry air

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

	From Reserve - Admin. Property Bldgs. Reserve
2017	\$20,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$20,000

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: \$426,484**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$426,484		

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$78,740	\$81,890	\$85,166	\$88,572	\$92,116	\$426,484
Net	\$78,740	\$81,890	\$85,166	\$88,572	\$92,116	\$426,484

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 2016-2020 Capital Plan:**

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

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
2017	\$78,740
2018	\$81,890
2019	\$85,166
2020	\$88,572
2021	\$92,116
Total	\$426,484

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: \$13,348,001**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$13,348,001		

Project gross cost estimate based on Class 'D' Estimate provided by Ventin Group. Estimated cost for the 2016 budget includes construction/renovation cost of \$11,990,700, plus Architect's services fees and other Client fees such as environmental, geotechnical, etc. The budget was further refined January 2016 to revise the estimated cost to \$13,348,001.

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$816,204	\$816,204	\$816,204	\$816,204	\$816,204	\$4,081,020
Net	\$816,204	\$816,204	\$816,204	\$816,204	\$816,204	\$4,081,020

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.

In January 2016, the estimated project cost was revised to \$13,348,001 inclusive of architectural, engineering and permit fees with \$524,958 expensed in the 2015 capital budget. This results in an estimate expense of \$12,823,043 in 2016 that would be funded through use of \$140,000 from development charges, \$2,854,138 from reserve funding and issuing a debenture for the remaining \$9,828,905.

6. Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:

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

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

	Debenture	To Reserve - Administration/POA Building Expansion Reserve	From Reserve - Administration/POA Building Expansion Reserve	From Reserve - Development Charges	Debenture Payment
2017	\$0	\$0	\$0	\$0	\$816,204
2018	\$0	\$0	\$0	\$0	\$816,204
2019	\$0	\$0	\$0	\$0	\$816,204
2020	\$0	\$0	\$0	\$0	\$816,204
2021	\$0	\$0	\$0	\$0	\$816,204
Total	\$0	\$0	\$0	\$0	\$4,081,020

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 fo servicy 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: 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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$44,000	\$0	\$0	\$0	\$0	\$44,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$44,000	\$0	\$0	\$0	\$44,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$44,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$44,000

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$150,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$150,000

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		

remove 2 existing roof top units and disposal, install two new Carrier rooftop units, economizers for both units, rework ductwork, rewire

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$26,000	\$0	\$0	\$0	\$0	\$26,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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):

2 rooftop systems were replaced in 2016 and an assessment was done on the remaining roof top systems

Assessment in 2016 of roof top units for heat and air conditioning for the administration building identified 2 units that need to be replaced. These units are at the end of their lifespan and have rust and other issues with economizers and heat exchangers. The new units would be more energy efficient and replace wiring to low voltage wiring, rework, water proof and insulate the ductwork.

6. Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:

	2016	2017	2018	2019	2020	Total
Gross	\$42,000	\$0	\$0	\$0	\$0	\$42,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

Lack or 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
2017	\$0	\$26,000
2018	\$0	\$0
2019	\$0	\$0
2020	\$0	\$0
2021	\$0	\$0

Total	\$ 0	\$26,000
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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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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 2016-2020 Capital Plan: n/a**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$14,000	\$0	\$0	\$0	\$14,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$14,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$14,000

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$11,000	\$0	\$0	\$0	\$11,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$11,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$11,000

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: Barrel Windows for Council Chambers

2. **Total Gross Cost of Proposed Capital Project/Study: \$24,000**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$24,000		

Replace 8 roof top windows with tinted energy efficient windows. Replace cracked brick and remove brick and mortar around the windows, seal and caulking replacement. Will consult Union Gas Energy Efficiency Program for any grants available for the project

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$24,000	\$0	\$0	\$0	\$0	\$24,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

Windows are past life span, seals compromised, issues with sunlight during meetings, energy efficiency

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

7. **Consequences/Implications of Not Undertaking Project (including alternatives):**
 possible leaks into building envelope, heat escaping through windows

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

	From Reserve - Admin Property Bldgs Reserve
2017	\$24,000
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$24,000

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: HVAC system Morrison Building

2. **Total Gross Cost of Proposed Capital Project/Study: \$13,500**

Construction	Consultant/Contractor	Equipment	Other (Specify)
	\$13,500		

Building is heated and cooled by two mid efficiency natural gas forced air furnaces that are past life span and need replacement. Replace with two 95.5% efficient gas furnace and outdoor A/C units. New sidewall venting out front of building (to bring up to code) new refrigerant tubing and condensate pump and drainage, relocate thermostats

Cost of Proposed Capital Project/Study in 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$13,500	\$0	\$0	\$0	\$0	\$13,500
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

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

Facility Name / Address	Municipality
Morrison Building	City of Owen Sound

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

end of life for furnaces and air conditioners. Costs for maintenance increasing over last few years. Replace with energy efficient systems. Will look into grant programs through Union Gas

6. **Scheduling and Cost of Project/Study in 2016-2020 Capital Plan:**

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0	\$0	\$0

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

continue rise in maintenance costs, not meeting current codes

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

	From Reserve - Admin Property Bldgs. Reserve
2017	\$13,500
2018	\$0
2019	\$0
2020	\$0
2021	\$0
Total	\$13,500

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 2017-2021 Program:

	2017	2018	2019	2020	2021	Total
Gross	\$0	\$130,000	\$0	\$0	\$0	\$130,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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 2016-2020 Capital Plan:** replacement recommended in 2013-2017 plan

	2016	2017	2018	2019	2020	Total
Gross	\$0	\$0	\$130,000	\$0	\$0	\$130,000
Net	\$0	\$0	\$0	\$0	\$0	\$0

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
2017	\$0
2018	\$130,000
2019	\$0
2020	\$0
2021	\$0
Total	\$130,000

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

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