



CORPORATE SERVICES



Operating Budget Large Increase



Operating Budget – Large Increases

Budget Information

Division:	Corporate Services Division	Department:	Finance
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Large Increase Item	Justification	Budget Implication
Reserve	Other	\$25,000
	Increase reserve allocation to ensure that the reserve is properly funded and future operating costs are managed effectively and future budget impacts are minimized.	<input checked="" type="checkbox"/> One-time expense <input checked="" type="checkbox"/> Ongoing expense
Total Budget Implication (\$):		\$25,000

Large Increase Item	Justification	Budget Implication
Building Maintenance	Other	\$6,000
	The increase in building maintenance is to increase the 2024 expense to align with prior year actuals.	<input checked="" type="checkbox"/> One-time expense <input type="checkbox"/> Ongoing expense
Total Budget Implication (\$):		\$6,000

Large Increase Item	Justification	Budget Implication
		\$
	Please explain.	<input type="checkbox"/> One-time expense <input type="checkbox"/> Ongoing expense
Total Budget Implication (\$):		\$

Total Budget Implication (\$):		\$
Total Large Increases (\$):		\$31,000



Operating Budget – Large Increases

Budget Information

Division:	Corporate Services Division	Department:	Finance
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Large Increase Item	Justification	Budget Implication
Software Maintenance	Other	\$5,000
	Caseware software will assist with streamlining financial reporting and provide efficiencies with the year end audit process. Currently financial statements are prepared using Word. Financial statements can be prepared in Caseware with linked data which will create efficiencies for year end audited financial statements.	<input type="checkbox"/> One-time expense <input checked="" type="checkbox"/> Ongoing expense

Total Budget Implication (\$):		\$5,000
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Large Increase Item	Justification	Budget Implication
		\$
	Please explain.	<input type="checkbox"/> One-time expense <input type="checkbox"/> Ongoing expense

Total Budget Implication (\$):		
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Large Increase Item	Justification	Budget Implication
		\$
	Please explain.	<input type="checkbox"/> One-time expense <input type="checkbox"/> Ongoing expense

Total Budget Implication (\$):		\$
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Total Budget Implication (\$):		\$
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Total Large Increases (\$):		\$5,000
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Capital Budget



Capital Budget – Projects

Project Title:	612 D’Arcy St. Roof Replacement		
Division:	Corporate Services	Department:	Building Maintenance

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:

The current roof is a shingled Mansford. In 2023 there were numerous roof repairs, and the roof is past its useful life. It is recommended we re-shingle the roof, remove the shingles on the side wall applying siding instead and reinstall all water diversion systems.

Start date: January 1, 2024

Budget Implications

Budget Required:	\$92,000		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$92,000
		Total Budget Required (\$):	\$92,000

Commitments:

Please describe any commitments that have already been made for this capital project.

No commitments have been made regarding this project.

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)

Could be additional repairs and maintenance in the future budgets as there are numerous roof repairs each year.

Public Consultation Requirements:

Please describe the public consultations that are required for this project.

No public consultation is required.

Timeline and Major Milestones:

Please describe the projected timeline and specific milestones of the project, if applicable.

September 30, 2024



Capital Budget – Projects

Project Title:	Chiller Replacement Project and Engineering		
Division:	Corporate Services	Department:	Building Maintenance

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:

Installed in 2004, the current cooling system is reaching its end of life and is soon in need of replacement due to wear and age. EUL of a chiller is typically 25 years. As shown in Victoria Hall operating budget, transfer to reserve, money has been set aside over the past few budgets for this project.

Budget Implications

Budget Required:	\$230,000		
Funding Available:	\$0		
		Total Project Cost (\$):	\$230,000
		Total Budget Required (\$):	\$230,000

Commitments:

Please describe any commitments that have already been made for this capital project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)
 The \$230,000 included in the 2024 budget relates to a reserve allocation as the chiller is budgeted to be replaced in 2025 for \$800,000. If the 2024 budget allocation is not approved, then the 2025 capital replacement will have to be funded through increased debt.

Public Consultation Requirements:

Please describe the public consultations that are required for this project.
 No public consultation is required.

Timeline and Major Milestones:

Please describe the projected timeline and specific milestones of the project, if applicable.
 Allocation will occur in 2024.



Capital Budget – Projects

Project Title:	Electronic Entry Control System		
Division:	Corporate Services	Department:	Building Maintenance

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:

Victoria Hall is currently secured using a standard master / sub key system. It is limited in its flexibility and can present access and security issues (i.e. missing keys, removal of users, wear and tear on the key pins, limitations to restricting of spaces, etc.). The EEC system would allow each user to access areas they require while limiting access to others, tracking & removing missing keys, etc.

Budget Implications

Budget Required:	\$72,500		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$72,500
		Total Budget Required (\$):	\$72,500

Commitments:

Please describe any commitments that have already been made for this capital project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)
 No effect on future budgets.

Public Consultation Requirements:

Please describe the public consultations that are required for this project.
 No public consultation is required.

Timeline and Major Milestones:

Please describe the projected timeline and specific milestones of the project, if applicable.
 August 31, 2024



Capital Budget – Projects

Project Title:	Computerization		
Division:	Corporate Services	Department:	Information Technology

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:

Capital project is the annual system and hardware maintenance, infrastructure upgrades, and renewal of systems. The capital budget is consistent each year.

Budget Implications

Budget Required:	\$35,000		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$35,000
		Total Budget Required (\$):	\$35,000

Commitments:

Please describe any commitments that have already been made for this capital project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)
 No effect on future operating budgets.

Public Consultation Requirements:

Please describe the public consultations that are required for this project.
 The capital project consists of annual infrastructure upgrades and doesn't require public consultation.

Timeline and Major Milestones:

Please describe the projected timeline and specific milestones of the project, if applicable.
 The upgrades will occur throughout fiscal 2024 and therefore there is no specific timeline or milestones.



Capital Budget – Projects

Project Title:	Computerization		
Division:	Corporate Services	Department:	Information Technology

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:
 Capital project relates to switch upgrades – 10 switches over 3 floors.

Budget Implications

Budget Required:	\$15,000		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$15,000
		Total Budget Required (\$):	\$15,000

Commitments:
Please describe any commitments that have already been made for this capital project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:
Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)
 No effect on future operating budgets.

Public Consultation Requirements:
Please describe the public consultations that are required for this project.
 The capital project consists of switch upgrades and doesn't require public consultation.

Timeline and Major Milestones:
Please describe the projected timeline and specific milestones of the project, if applicable.
 The upgrades will occur throughout fiscal 2024 and therefore there is no specific timeline or milestones.



Capital Budget – Projects

Project Title:	Library West Door Concrete Pad		
Division:	Corporate Services	Department:	Building Maintenance

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:
 The sliding doors on the west side of the building are not sitting on a solid footing. This is causing issues with the door and track. This work will remove the existing brick base under the door and a distance out to give a solid footing and at the same time slope water away from the doors. This work will require the doors to be removed, concrete work performed, and the doors reinstalled.

Budget Implications

Budget Required:	\$72,500		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$72,500
		Total Budget Required (\$):	\$72,500

Commitments:
Please describe any commitments that have already been made for this capital project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:
Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)
 Could be additional repairs and maintenance in the future budgets if damaged is caused by doors not sitting properly.

Public Consultation Requirements:
Please describe the public consultations that are required for this project.
 No public consultation is required.

Timeline and Major Milestones:
Please describe the projected timeline and specific milestones of the project, if applicable.
 August 31, 2024



Capital Budget – Projects

Project Title:	Council Chambers Upgrades		
Division:	Corporate Services	Department:	Victoria Hall Building Maintenance

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain justification in detail:

Technology Upgrades: \$20,000

Install required video distribution equipment to allow for displays within the Council Chambers.
 x1 NVX Encoder Realtime Council Member Meeting Interaction
 x13 NVX Decoder
 x1 Samsung 65" 4k Television

Council Member Desk Upgrades: \$10,000

Revised design and installation of a connect Council Chamber desk intended to provide more space for technology. Design will improve accessibility and workspace for each member of Council as well as Committee members who use chambers for committee meetings.

Budget Implications

Budget Required:	\$30,000	
Funding Available:	N/A	
Total Project Cost (\$):		\$30,000
Total Budget Required (\$):		\$30,000

Commitments:

Please describe any commitments that have already been made for this capital project.

Workspace and to be designed with accessibility features

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, staffing, etc.)

One time implementation costs.

Public Consultation Requirements:

Please describe the public consultations that are required for this project.

None

Timeline and Major Milestones:

Please describe the projected timeline and specific milestones of the project, if applicable.

Completed by December 31, 2024,



Operating Budget Special Projects



Operating Budget – Special Project

Project Title:	IT Gap Analysis		
Division:	Corporate Services Division	Department:	Information Technology

Justification Category

- Council Request
 Organizational Review
 Strategic Plan
 Other

Please explain in detail:

The IT gap analysis will assess the areas of risk and the IT environment and IT systems to help determine the existing security compliance posture and provide an assessment of the current controls against best practices. Timeline: September 30, 2024

Budget Implications

Budget Required:	\$25,000		
Funding Available:	Tax levy		
		Total Project Cost (\$):	\$25,000
		Total Budget Required (\$):	\$25,000

Commitments:

Please describe any commitments that have already been made for this special project.
 No commitments have been made regarding this project.

Effects on Future Operating Budgets:

Please describe any impacts on future operating budgets (ie. maintenance costs, etc.)
 If the IT gap analysis identifies areas within the environment to be updated, there could be future budget implications. However, depending on the priority of the update, they could be distributed over future years to minimize the budget impact.

Further, the gap analysis may identify areas of overspending and could result in budget efficiencies going forward.