



Council Agenda

Wednesday, November 8, 2023

5:00 p.m.

Municipal Council Chambers

Pages

1. **CALL TO ORDER**

2. **OPEN FORUM (MAXIMUM FIFTEEN MINUTES)**

Interested persons are invited to speak to Council about any matter that appears on this Agenda. Please sign the registration form available from the Deputy Clerk or Clerk. Individuals may only speak for a total of three (3) minutes.

3. **APPROVE OR AMEND AGENDA**

Resolution

THAT Township of Chatsworth Council adopt the Agenda as circulated.

4. **DECLARATION OF PECUNIARY INTEREST**

5. **COMMITTEE OF THE WHOLE**

Resolution

THAT Council now go into Committee of the Whole.

5.1 **Capital Budget Meeting #2**

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5.2 **Rise and Report from Committee of the Whole**

Resolution

THAT Committee of the Whole rise as Council to report and confirm the actions taken in Committee of the Whole.

6. **ADJOURNMENT**



TOWNSHIP OF CHATSWORTH

CAPITAL BUDGET MEETING #2

2024 BUDGET

November 8, 2023

Agenda



- Recreation Capital Projects
- Fire Capital Projects
- Admin Capital Project
- Roads update from October 25th
- Council Questions

Reserve Balances

Reserve	Opening Balance	Contributions	Committed Reserves	Projected Ending Balance
Reserve	Opening Balance	Contributions	Committed Reserves	Projected Ending Balance
Rate Stabilization	(45,577)		45,577	0
General Working Capital	(676,690)		250,000	(426,690)
Administration	(132,853)	(25,529)	75,000	(83,382)
Administration - CIP	(80,000)	(20,000)	60,000	(40,000)
Election reserve	0	(7,000)		(7,000)
Fire	(489,216)	(82,362)	247,000	(324,578)
Landfill General	(399,308)	(102,903)	34,945	(467,266)
Landfill Post Closure	(51,000)			(51,000)
Streetlight reserve	(62,088)	(10,278)		(72,366)
Equipment/Vehicles	(338,140)	(297,669)	483,883	(151,926)
Roads	(2,686,391)	(873,036)	595,385	(2,964,042)
Snow Removal	(3,243)			(3,243)
Bridges	574,339	(51,060)	80,000	603,279
Sidewalks	(35,000)		35,000	0
Biodigester	(335,408)		145,526	(189,882)
Parks & Rec	(858,631)	(104,342)	848,000	(114,973)
Cemetery Operations	(37,252)			(37,252)
Modernization	(174,704)		174,704	0
Total	(5,831,162)	(1,574,179)	3,075,020	(4,330,321)

Reserve Fund Balances

Reserve Funds	Opening Balance	Contributions	Committed Reserves	Projected Ending Balance
Gas Tax	(218,266)	(219,414)	434,435	(3,245)
OCIF	0	(319,230)	300,000	(19,230)
Parkland Dedication	(203,033)	0	0	(203,033)
Gravel Pit	(69,050)	0	0	(69,050)
Mainstreet Funding	(533)	0	0	(533)
Building	(58,797)	0	0	(58,797)
Recreation Capital	(362,806)	(55,000)	0	(417,806)
Chatsworth Water	(104,555)	(66,107)	104,000	(66,662)
WF Water System	(410,813)	(13,466)	158,727	(265,552)
Water Joint	(300,243)	(42,847)		(343,090)
	(1,728,097)	(716,064)	997,162	(1,446,998)

Parks and Recreation

Reserve	Opening Balance	Contributions	Committed Reserves	Projected Ending Balance
	(858,631)			
Budgeted Contributions		(104,342)		
Capital Commitments			848,000	
Ending Balance	(858,631)	(104,342)	848,000	(114,973)

Recreation and Facilities

Community Centre upgrades
Tractor Purchase
Vehicle Purchase
Equipment Purchase and Replacement
Boat launch
Ball Diamonds Upgrades

Project Total \$699,000
Projected 2023 Reserve Ending Balance - \$313,578

**Township of Chatsworth
2024 Capital Budget**

Department	CityWide Asset ID	Project Number	Description	Location	2024 Budget	Sources of External Financing			
						Grants	Gas Tax	Reserves	L/T Debt
Recreation									
5926	821		Waters Falls CC Remediation		\$ 15,000			\$ 15,000	\$ -
5924	811		Keady BCA Projects		\$ 227,000				\$ 227,000
5920	685		Ice Resurfacers		\$ 100,000			\$ 100,000	\$ -
5920			Tractor Purchase		\$ 100,000			\$ -	\$ 100,000
5923	831		Desboro BCA Projects		\$ 25,000				\$ 25,000
5920			Parks and Recreation Equipment		\$ 5,500				\$ 5,500
	85		McCullough Lake		\$ 60,000				\$ 60,000
5920	1229		F250 Replacement		\$ 100,000				\$ 100,000
5920			Dump Trailer		\$ 15,000				\$ 15,000
5922	854		Desboro CC Diamond		\$ 5,500				\$ 5,500
5927	845		Williamsford CC		\$ 25,000				\$ 25,000
5922	811		Keady CC Diamond		\$ 5,500				\$ 5,500
5922	103		Chatsworth CC Diamond		\$ 15,500			\$ 15,500	\$ -
			Subtotal		\$ 699,000	\$ -	\$ -	\$ 130,500	\$ 568,500
Cemetery									
5926			Cemetery Tree Service		\$ 8,000			\$ 8,000	\$ -
			Subtotal		\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Walters Falls Community Centre
CITYWIDE ASSET #:	821
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Facility Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Williamsford CC BCA Repairs, remediation of lead paint in bathrooms and abatement level 2 for asbestos vinyl flooring located in the kitchen bathroom

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Removal of both hazardous materials is paramount to safety of patrons
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X			
Service Enhancement	X			

Walters Falls CC Remediation

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD		\$ 15,000	01-5926-7370	
	Total Budget Request		\$ -	\$ 15,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded	Parks and Rec Reserve		\$ 15,000	01-0100-2512	
	Requested Funding Source		\$ -	\$ 15,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Keady BCA Repairs
CITYWIDE ASSET #:	87
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Facility Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Electrical Upgrades (E-03, E-04,E-05,E-08) - Refrigeration Panel Replacement, additional seasonal controller and proper soft starts for compressor, condenser and brine pump and Main Service Delta Replacement \$132,000

Dehumidifier to arena space (M-07) \$70,000

Addition of power door operators for all bathrooms in the facility \$25,000

PROJECT MATRIX				
Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirements	X			
Operational Savings, Short Payback			X	
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X			
Service Enhancement	X			

Keady BCA Projects

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD		\$ 227,000	01-5924-7370	
	Total Budget Request		\$ -	\$ 227,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 227,000		
	Requested Funding Source		\$ -	\$ 227,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Parks and Recreation Equipment
CITYWIDE ASSET #:	685
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	Budget
PROJECT TYPE:	Equipment Replacement
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Ice resurfacer (Olympia) is due for replacement. Current unit is 27 years old, with over 6,200 hours which equates to over 274,000 km. Lead time for a new ice resurfacer is 12 + months. New unit would be smaller and more fuel efficient than current unit. Keady Community Centre has sharp radius in the corners where a larger machine creates more ice missed in the corners resulting in staff fixing corners by hand (increased safety risk).

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Current unit will require significant repair in coming years due to hours
Legislative Requirements	X			
Operational Savings, Short Payback		X		Fuel efficiency, less staff time cleaning and surfacing corners by hand
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Scheduled Replacement not part of AMP, unit is without maintenance budget
Growth related	X			
Service Enhancement	X			

Ice Resurfacers

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Purchase Contractors Engineering	Unknown before RFT	N/A	\$ 100,000	01-5920-7600	
	Total Budget Request		\$ -	\$ 100,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 100,000	01-0100-2512	
	Requested Funding Source		\$ -	\$ 100,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Parks and Recreation Equipment	PROJECT STAGE:	
PROJECT #:		PROJECT TYPE:	Equipment Replacement
DEPARTMENT:	Parks and Recreation	MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Purchase of a new Tractor equipped with bucket and snowblower. Machine would serve a dual role, with winter maintenance at the Keady Community Centre, spring and fall clean up for the parks department, summer use would serve as the prime baseball diamond maintenance machine. Currently any light-heavy equipment required is provided by the roads department which results in staff and equipment taken off other roads related projects.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management		X		Current employee is using personal equipment to maintain snow load at facility
Legislative Requirements	X			
Operational Savings, Short Payback			X	All staff trained on equipment for intended use year round
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Starting with new asset, no life cycle applicable
Growth related	X			
Service Enhancement		X		Less shared staff time, ability to operate and maintain at a industry standard

Tractor Purchase

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Contractors Engineering	TBD		\$ 100,000	01-5920-7600	
	Total Budget Request		\$ -	\$ 100,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 100,000.00		
	Requested Funding Source		\$ -	\$ 100,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Desboro BCA Repairs
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Facility Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Replacement of well pumps (BCA,M-08), pressure switches(BCA,M-09), well tanks (BCA,M-10), addition of check valves (BCA,M-12) \$15,000
 Replacement of electrical panel for Diamond B, addition of lighting timers and lighting button on exterior of service building \$10,000
 Timers and switch would see our user groups have zero contact with the new panel which would result in less excessive wear on the breakers.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			x	Numerous issues with Diamond B panel over past 24 months, safety issue
Legislative Requirements	x			
Operational Savings, Short Payback		x		Addition of timers would result in less hydro usage
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			x	Current assets are over due for replacement under BCA
Growth related	x			
Service Enhancement		x		

Desboro BCA Projects

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD	NA	\$ 25,000	01-5923-7370	
	Total Budget Request		\$ -	\$ 25,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 25,000.00		
	Requested Funding Source		\$ -	\$ 25,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Parks and Recreation Equipment	PROJECT STAGE:	
PROJECT #:		PROJECT TYPE:	Equipment Replacement
DEPARTMENT:	Parks and Recreation	MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Parks and recreation equipment is due for replacement and increase in total equipment, (2)Gas blowers, (2)Line Trimmers, (1)Hedge Trimmer, (1)Pole Pruner

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirements	X			
Operational Savings, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	
Growth related	X			
Service Enhancement		X		Providing staff with the correct tools to enhance workplace operations

Parks / Recreation Equipment

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendo Contractors Engineering	TBD		\$ 5,500	01-5920-7600	
	Total Budget Request		\$ -	\$ 5,500		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded					
	Requested Funding Source		\$ -	\$ -		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	McCullough Lake Boat Launch replacement
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Outdoor Recreation Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

McCullough Lake boat launch replacement, current boat launch has numerous structural failures. New boat launch would be of similar size.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Impact of delaying replacement could result in injury to persons and property
Growth related	X			
Service Enhancement	X			

McCullough Lake Boat Launch Replacement

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD		\$ 60,000	01-5898-7370	
	Total Budget Request		\$ -	\$ 60,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded					
	Requested Funding Source		\$ -	\$ -		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Parks and Recreation Equipment	PROJECT STAGE:	
PROJECT #:		PROJECT TYPE:	Equipment Replacement
DEPARTMENT:	Parks and Recreation	MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Unit 736, Asset ID1229 Ford 250 is scheduled for replacement under the 10 year capital replacement plan. Currently the unit has 256,000 km, current unit is equipped with a full sized cab and a half. New purchase would see a similar replacement or a four (4) door king cab.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management		X		
Legislative Requirements	X			
Operational Savings, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement		X		
Growth related	X			
Service Enhancement	X			

Ford F250 Replacement

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Contractors Engineering	TBD	NA	\$ 100,000	01-5700-7600	
	Total Budget Request		\$ -	\$ 100,000		
	<u>Funding Sources</u>	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 100,000		
	Requested Funding Source		\$ -	\$ 100,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Parks and Recreation Equipment
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Equipment Purchase
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Purchase of new dump trailer, purchase would reduce equipment and staff requests to roads department. Equipment would be used for parks related clean up, on going parks and cemetery maintenance, facility projects and potential equipment transport.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management	X			
Legislative Requirements	X			
Operational Savings, Short Payback		X		
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service Enhancement		X		

Dump Trailer Purchase

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Contractors Engineering	TBD	NA	\$ 15,000	01-5920-7600	
	Total Budget Request		\$ -	\$ 15,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded					
	Requested Funding Source		\$ -	\$ -		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Desboro Ball Diamond Upgrades
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Baseball Diamond Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Upgrade baseball bases & home plate to inserts to support community concern without increasing staffing costs \$2,000

Pond Sand and clay mixture top up \$3,500

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Home plates worn, improperly installed
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Continued heavy use and limited repair will only expedite issues
Growth related	X			
Service Enhancement		X		Reduction in field set up times with faster turnover for all user groups

Desboro CC Diamond

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Materials Contractors Engineering	TBD	NA	\$ 5,500	01-5923-7372	
	Total Budget Request		\$ -	\$ 5,500		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded					
	Requested Funding Source		\$ -	\$ -		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Williamsford CC Repairs
PROJECT #:	845
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Facility Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Repair of leaking foundation, additional siding and accompanying insulation

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Water is entering the building and freezing along one of the main pathways
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service Enhancement	X			

Williamsford CC Repairs

BUDGET	<u>Budget Request by Cost Type</u>	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD		\$ 25,000		
	Total Budget Request		\$ -	\$ 25,000		
	<u>Funding Sources</u>	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 25,000		
	Requested Funding Source		\$ -	\$ 25,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Keady Ball Diamond Upgrades
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Baseball Diamond Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Upgrade baseball bases , home plate and pitcher plate to insert system.(2,000) This would support a community concern without increasing staffing costs, Pond Sand and clay mixture top up (3,500)

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Current home plate worn and improperly installed
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Continued heavy use and limited repair will only expedite issues
Growth related	X			
Service Enhancement		X		Reduction in field set up times with faster change over for all user groups

Keady CC Diamond

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Materials Contractors Engineering	TBD	NA	\$ 5,500	01-5924-7372	
	Total Budget Request		\$ -	\$ 5,500		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded					
	Requested Funding Source		\$ -	\$ -		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Chatsworth Ball Diamond Upgrades
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Baseball Diamond Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Chatsworth Ball Diamond dugouts are in need of repair. Supplies have been purchased in past years, to move the project forward it is in the townships best interest to hire a company to build the dugouts with a contingency budget to be available if supplies are unsalvageable \$10,000

Upgrade baseball base & home plate to inserts to support community concern without increasing staffing costs \$2,000

Pond Sand and clay mixture top up \$3,500

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Current dug outs are dilapidated, infield needs reworked for adequate drainage
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	Continued heavy use and limited repair will only expedite issues
Growth related	X			
Service Enhancement		X		Reduction in field set up times with faster turnover for all user groups

Chatsworth CC Diamond

BUDGET	<u>Budget Request by Cost Type</u>	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering	TBD	NA	\$ 15,500	01-5925-7370	
	Total Budget Request		\$ -	\$ 15,500		
	<u>Funding Sources</u>	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded	Recreation (HUB) Reserve Fund	NA	\$ 15,500	04-1629-3000	
	Requested Funding Source		\$ -	\$ 15,500		

Cemetery Capital Project

Cemetery Tree Service

Total \$8,000

Projected 2023 Reserve Ending Balance - \$37,252



The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Cemetery Tree Service
PROJECT #:	
DEPARTMENT:	Parks and Recreation

PROJECT STAGE:	
PROJECT TYPE:	Cemetery Repairs
MANAGER:	Matt Tanner

PROJECT DESCRIPTION

Numerous cemeteries within the township are in need of large scale tree and shrub clean up. Properties listed below are projects are beyond current staff training.

Chatsworth Cemetery	\$3,000
St Pauls Cemetery	\$1,500
Williamsford Cemetery	\$1,500
Knox Presbyterian Cemetery	\$1,500
Contingency	\$500

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Large dead trees present a safety risk to cemetery users
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service Enhancement		X		Maintaing asset and reduce overgrowth

Cemetery Tree Service

BUDGET	Budget Request by Cost Type		Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering		TBD	NA	\$ 8,000	01-5401-7370	
	Total Budget Request			\$ -	\$ 8,000		
	Funding Sources		Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded		Cemetery Reserve Fund	NA	\$ 8,000	01-0100-2532	
	Requested Funding Source			\$ -	\$ 8,000		

Fire Capital Projects

Bunker Gear Replacement
Air Bag Lift Kit
Positive Pressure Ventilation fan

Project Total \$24,800
Projected 2023 Reserve Ending Balance - \$313,578

Fire

Reserve	Opening Balance	Contributions	Committed Reserves	Projected Ending Balance
	(489,216)			
Capital Contribution		(82,362)		
PPE			13,000	
Rescue Vehicle			234,000	
Ending Balance	(489,216)	(82,362)	247,000	(313,578)

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	PPE Program (Bunker gear replacement)
CITYWIDE ASSET #:	893
DEPARTMENT:	Fire Department

PROJECT STAGE:	Capital Budget
PROJECT TYPE:	Bunker Gear Replacement
MANAGER:	Mike Givens

PROJECT DESCRIPTION

Annual replacement of 3 to 4 sets Bunker Gear (7 year rotation)

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	To insure fire personell continue to have quaility personal protective equipment
Legislative Requirements			X	As per NFPA 1851 Care, Maintenance, Inspection & Replacement requirements
Operational Savings, Short Payback		x		Replace 3 to 4 sets annually to avoid extremely large one time purchase
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	All sets of gear nearing their end of usefull life
Growth related	X			
Service Enhancement			X	Provide best protection for our fire personell

Bunker Gear

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Engineering	INOTEX (AJ Stone)	\$ 10,720	\$ 9,000	01-5411-7600	Annual replacement
	Total Budget Request		\$ 10,720	\$ 9,000		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded	Fire Reserve	\$ 10,720	\$ 9,000	01-0100-2503	
	Requested Funding Source		\$ 10,720	\$ 9,000		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	AIR BAG Lifting Kit Replacement
CITYWIDE ASSET #:	
DEPARTMENT:	Fire Department

PROJECT STAGE:	Capital Budget
PROJECT TYPE:	Air Bags
MANAGER:	Mike Givens

PROJECT DESCRIPTION

Replacement of Fire Department rescue equipment

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management			X	Current Air Bag kit is at its end of life + needs repairs
Legislative Requirements			X	Equipment must be maintained in working order & replaced once it nears its end of life
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement			X	All Air Bags & accessories nearing their end of usefull life
Growth related	X			
Service Enhancement			X	Provide best protection for our fire personell

Air Bag Lift Kit

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Engineering	VETOR (Code 4 Fire Rescue)	\$ -	\$ 9,200	01-5411-7600	End of Life replacement
	Total Budget Request		\$ -	\$ 9,200		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded	Fire Reserve	\$ -	\$ 9,200	01-0100-2503	
	Requested Funding Source		\$ -	\$ 9,200		

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Portable Positive Pressure Ventilation Fan
CITYWIDE ASSET #:	
DEPARTMENT:	Fire Department

PROJECT STAGE:	Capital Budget
PROJECT TYPE:	PPV Fan
MANAGER:	Mike Givens

PROJECT DESCRIPTION

New purchase, new product to improve efficiency.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management		X		Unit is light wieght & portable
Legislative Requirements	X			
Operational Savings, Short Payback	X			
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement	X			
Growth related	X			
Service Enhancement			X	Allows for a more efficant approach to mitigating incidents

Portable Positive Pressure Ventilation Fan

BUDGET	Budget Request by Cost Type	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Vendor Engineering	Tech Forward Fire Solutions	\$ -	\$ 6,600	01-5411-7600	New product
	Total Budget Request		\$ -	\$ 6,600		
	Funding Sources	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded	Fire Reserve	\$ -	\$ 6,600	01-0100-2503	
	Requested Funding Source		\$ -	\$ 6,600		

Admin Capital Project

Chatsworth Subdivision

Total \$75,000

Projected 2023 Reserve Ending Balance - \$83,382

The Township of Chatsworth 2024 Capital Budget



PROJECT NAME:	Chatsworth Subdivision
CITYWIDE ASSET #:	NA
DEPARTMENT:	Admin

PROJECT STAGE:	Pre- Draft Approval
PROJECT TYPE:	Development
MANAGER:	CAOClerk

PROJECT DESCRIPTION

The Township purchased lands for subdivision development including single family and townhomes. The development is in early stages with expectation to submit for draft approval to County by year end. Council will need to determine whether it will be the developer insofar as the installation of roads and infrastructure and then sell individual lots in a phased approach or whether the entire parcel will be sold with draft approval. Cobide Engineering has been contracted. Total contract price is \$50,450. Approximately \$5,000 spent in 2023. Traffic study and soil testing for septic system design yet to be completed.

PROJECT MATRIX

Criteria	Low	Med	High	Comments
Safety Issues, Risk Management	x			
Legislative Requirements		x		
Operational Savings, Short Payback	x			Payback is long term - expectation to submit for draft plan approval by year-end 2023.
Routine Replacement, Asset beyond lifecycle, Impact of delaying replacement				
Growth related			x	Development of Township owned lands for subdivision development - residential
Service Enhancement			x	

Chatsworth Subdivision Engineering

BUDGET	<u>Budget Request by Cost Type</u>	Vendor (If Known)	Prior Year Approval	2024 Budget	G/L Accounts	Notes
	Contractors Engineering			\$ 75,000	01-5681-7370	
	Total Budget Request		\$ -	\$ 75,000		
	<u>Funding Sources</u>	Description	Prior Year Approval	2024 Budget		
	Reserves Reserve Funds Grants Debt Taxation Unfunded			\$ 75,000		
	Requested Funding Source		\$ -	\$ 75,000		

Roads Capital Project Update

**Township of Chatsworth
2024 Capital Budget**

Department	CityWide Asset ID	Project Number	Description	Location	2024 Budget	Sources of External Financing			
						Grants	Gas Tax	Reserves	L/T Debt
PW - Bridges									
	5652		Gordon Lang Structure 4		\$ 600,000	\$ 395,000			\$ 205,000
				Subtotal	\$ 600,000	\$ 395,000	\$ -	\$ -	\$ 205,000
PW - Machinery/Vehicles/Equip									
	5702	678	2008 Cat Grader Replacement		\$ 625,000				\$ 625,000
	5702	1179	2013 Western Star Tandem Plow Truck Replacement		\$ 390,000				\$ 390,000
	5702	688	Sidewalk Machine		\$ 85,000			\$ 85,000	\$ -
				Subtotal	\$ 1,100,000	\$ -	\$ -	\$ 85,000	\$ 1,015,000
PW - Roads									
	5608	576	Sideroad 7	Conc 8W. To SR 3	\$ 660,000		\$ 220,000	\$ 440,000	\$ -
	5673	600	Sideroad 10 Paving	Hwy 10 and Eastback Line	\$ 330,000			\$ 330,000	\$ -
	5604	257/573	Concession 5B and Sideroad 6 Resurface	MuCullough Lake Rd and SR 6	\$ 220,000			\$ 220,000	\$ -
	5609	493	Walker Sideroad Reconstruction	HWY 6 to Con 6	\$ 550,000			\$ 550,000	\$ -
	5606	291	Concession 8 Resurface	GR 16 to Kuhl Pit	\$ 125,000			\$ 125,000	\$ -
	5610	540/542	Sideroad 3 Resurface	GR 40 to Conc 6	\$ 150,000			\$ 150,000	\$ -
	5605	207/208/209	Concession 2 Resurface	Chatsworth 24 S. to SR 60	\$ 150,000			\$ 150,000	\$ -
	5670	625	Sideroad 30 Repair	Eastback Line and Mill Road	\$ 275,000			\$ 275,000	\$ -
				Subtotal	\$ 2,460,000	\$ -	\$ 220,000	\$ 2,240,000	\$ -



Roads project with adjusted budget amount

PW Debentures

Project	Amount/Term	2024	2025	2026
Gordon Lange Bridge	\$600,000 @ 20 Years	0.70%		
2008 Grader	\$625,000 @ 15 Years		0.86%	
2013 Western Star	\$390,000 @ 15 Years			0.54%
Total				2.10%

PW Debentures

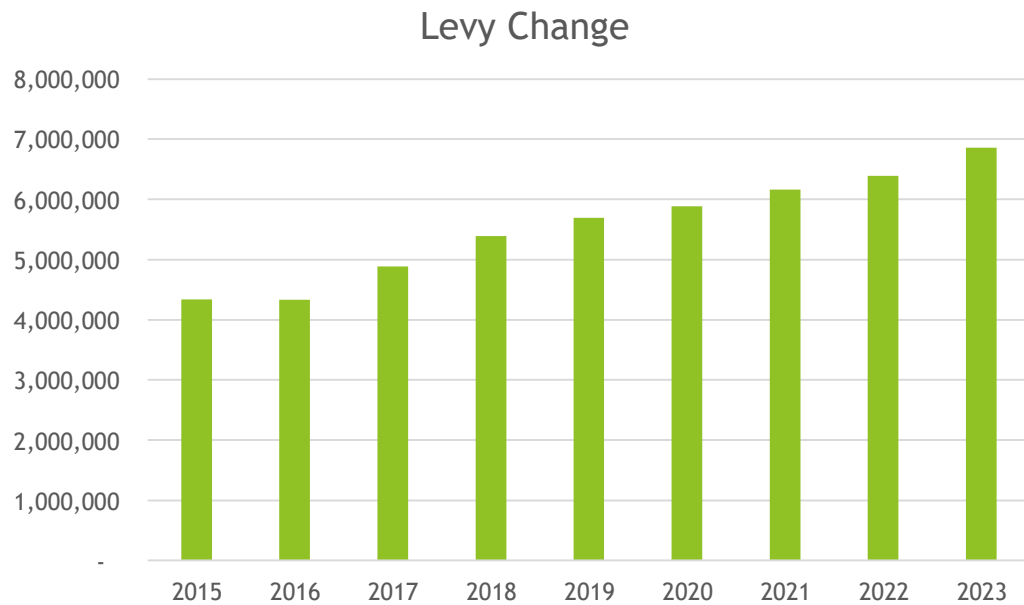
Project	Amount/Term	2024	2025	2026
Gordon Lange Bridge	\$600,000 @ 20 Years	0.70%		
2008 Grader	\$625,000 @ 15 Years		0.86%	
2013 Western Star	\$390,000 @ 15 Years			0.54%
Total				2.10%
Concession 4	\$911,751 @ 20 Years	1.04%		
	Total	1.74%		

1.74% tax levy increase in 2024 for Debenture payments.



Year Over Year levy Increase

Year	2015	2016	2017	2018	2019	2020	2021	2022	2023
Levy	4,338,822	4,334,822	4,887,462	5,389,405	5,692,230	5,887,154	6,161,625	6,390,414	6,858,436
Increase (Decrease)		(4,000)	552,640	501,943	302,825	194,924	274,471	228,789	468,022
		0%	13%	10%	6%	3%	5%	4%	7%



Year Over Year levy Increase

Municipality	Residential CVA	Tax Bill	Variance
Howick	225,695	3,310.24	82.32
Chatsworth	250,000	3,227.92	
Huron-Kinloss	243,115	3,203.14	(24.78)
Arran Elderslie	172,795	2,529.97	(673.17)

The CVA for Arran Elderslie seems quite low.

Next Steps

- Budget Kickoff
- Discuss Budget process
- Council Input



Oct 11th



- Capital Budget
- Roads
- Bridges
- Machinery and Equipment
- Water



Oct 25th



- Capital Budget
- Recreation and Facilities
- Admin
- Fire
- Ec Dev (Update)



Nov 8th



- Operating Budget
- General Gov
- By-Law
- Building
- Police
- Conservation Authority

Nov 22nd



- Operating budget
- Public Works
- Water
- Fire

Nov 29th



- Operating budget
- Recreation and Facilities
- Solid Waste
- Recycling
- Biodigester

Dec 13th



- Final Discussions
- Public Presentation

Dec 20th



- Adopt Budget

January 3rd

