



# TOWNSHIP OF WILMOT

## **Council Meeting Agenda**

**Monday, October 28, 2019**

**Closed Council Meeting**

**Wilmot Community Room**

**6:30 P.M.**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

### **1. MOTION TO CONVENE INTO CLOSED SESSION**

#### **Recommendation**

THAT a Closed Meeting of Council be held on Monday, October 28, 2019 at 6:30 p.m. in accordance with Section 239(2) (c) of the Municipal Act, 2001, for the purposes of:

- c) a proposed or pending acquisition or disposition of land by the municipality.

### **2. MOTION TO RECONVENE IN OPEN SESSION**

- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT**
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

**7.1 Council Meeting Minutes September 23, 2019 and October 15, 2019**

**Recommendation**

THAT the minutes of the following meetings be adopted as presented:

Council Meeting September 23, 2019 and October 15, 2019.

- 8. PUBLIC MEETINGS**
- 9. PRESENTATIONS/DELEGATIONS**
  - 9.1 District Chief Otterbien – Long Term Service Award**
  - 9.2 Fauzia Mazhar, Executive Director  
Coalition of Muslim Women of KW**
- 10. CONSENT AGENDA**
  - 10.1 REPORT NO. PW 2019-17  
3<sup>rd</sup> Quarter Operations Activity Report  
July – September 2019**
  - 10.2 REPORT NO. CK 2019-04  
Quarterly Activity Report – July, August & September 2019**
  - 10.3 REPORT NO. FRS 2019-08  
Facilities & Recreation Services Quarter Activity Reports**

**10.4 REPORT NO. DS 2019-26****3<sup>rd</sup> Quarter Building Stats 2019****10.5 REPORT NO. FD 2019-09****3<sup>rd</sup> Quarter Activity Report****10.6 REPORT NO. ILS 2019-53****Appointment of Drainage Engineer for Patrick George Petition****Recommendation**

That Report Nos. PW 2019-17, CK 2019-04, FRS 2019-08 DS 2019-26, FD 2019-09 and ILS 2019-53 be approved.

**11. REPORTS****11.1 CAO****11.1.1 REPORT NO. CAO 2019-03****Consultant Selection - Joint Service Delivery Review****Recommendation**

THAT Report CAO 2019-03 regarding the Joint Service Delivery Review, be received for information purposes;

AND THAT RFP 2019-26 be awarded to KPMG LLP for the provision of consulting services for a Joint Service Delivery Review, as per their proposal submitted September 6, 2019, in the amount of \$96,150, plus HST;

AND THAT \$24,460 in funding be allocated from the Provincial Service Modernization Funding to cover the Township's proportion of the overall project costs.

**11.2 FINANCE****11.2.1 REPORT NO. FIN 2019-34****Wilmot Water Financial Plan**

**Recommendation**

That report FIN 2019-34 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Manager of Accounting, be approved.

**11.2.2 REPORT NO. FIN 2019-35****Statement of Operations as of September 30, 2019 (un-audited)****Recommendation**

THAT Report FIN 2019-35, Statement of Operations (un-audited) as of September 30, 2019, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

**11.2.3 REPORT NO. FIN 2019-36****Capital Program Review as of September 30, 2019 (un-audited)****Recommendation**

THAT Report FIN 2019-36, Capital Program Review as of September 30, 2019 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.

**11.3 PUBLIC WORKS AND ENGINEERING****11.3.1 REPORT NO. PW 2019-16****Sanitary System Inflow & Infiltration Study – Award of Contract****Recommendation**

THAT RFP 2019-27 be awarded to GM Blue Plan for the Sanitary System Inflow and Infiltration Study as per their proposal submission submitted September 20, 2019, in the amount of \$76,612.00, plus HST.



AND THAT staff be directed to execute the engineering agreement documents required for GM Blue Plan to proceed with the scope of services in the bid document.

#### **11.4 DEVELOPMENT SERVICES**

##### **11.4.1 REPORT NO. DS 2019-24**

##### **Proposed Amendments to the Provincial Policy Statement**

#### **Recommendation**

THAT Report DS 2019-24 be received for information.

##### **11.4.2 REPORT NO. DS 2019-25**

##### **Proposed Changes to the Aggregate Resources Act (ARA)**

#### **Recommendation**

THAT Report DS 2019-25 be received for information; and,

THAT Report DS 2019-25 be forwarded to the Ministry of Natural Resources and Forestry as the Township of Wilmot's comments on the proposed changes to the Aggregate Resources Act (ARA).

#### **11.5 FACILITIES AND RECREATION SERVICES**

##### **11.5.1 REPORT NO. FRS 2019-09**

##### **New Hamburg Arena Architectural/Engineering Re-commissioning Study**

#### **Recommendation**

THAT the New Hamburg Arena Architectural/Engineering Re-Commissioning Study reports be received, and further;

THAT staff proceed with the proposed funding application under the Investing in Canada Infrastructure Program (ICIP) Community, Culture and Recreation Stream to support reconstruction and renovations at the New Hamburg Arena that would result in a "hybrid facility" to accommodate both a seasonal ice surface, if warranted, and a warm floor multi-purpose space.

**12. CORRESPONDENCE****12.1 Ministry of Municipal Affairs and Housing re: 2018 Financial Information Return (FIR) Award****Recommendation**

THAT Correspondence Item No. 12.1 be received for information purposes only.

**13. BY-LAWS****14. NOTICE OF MOTIONS****14.1 Opposition to Quebec's Bill 21**

WHEREAS hate crimes against religious minorities are growing in Canada; and,

WHEREAS the Township of Wilmot fully supports every citizen's right to choose what they wear and condemns the Province of Quebec's legislation to limit that choice; and,

WHEREAS the Township values religious freedom for Sikhs, Jews, Muslims, Christians and people of all faiths, and acknowledges the harm the Province of Quebec's Bill 21 can inflict upon those who sincerely seek to follow the practices of their faith and dictates of their conscience;

THEREFORE BE IT RESOLVED that the Township of Wilmot denounces the Province of Quebec's Bill 21; and

THEREFORE BE IT FINALLY RESOLVED that the Township of Wilmot council affirms our commitment to be the principles of equity, diversity and inclusion for all of our residents, which includes support for religious freedom and the preservation of the rights of minorities; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Premier of Quebec; the Honourable Premier of Ontario, the Local Members of Provincial Parliament; the Region of Waterloo; local municipalities; and the Association of Municipalities of Ontario.

**15. ANNOUNCEMENTS**

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2019-50**

**Recommendation**

THAT By-law No. 2019-50 to Confirm the Proceedings of Council at its Meeting held on October 28, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

**18. ADJOURNMENT**

**Recommendation**

THAT we do now adjourn to meet again at the call of the Mayor.



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, September 23, 2019**

**Closed Council Meeting**

**Swartzentruber Room**

**6:15 P.M.**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

### **1. MOTION TO CONVENE INTO CLOSED SESSION**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor A. Hallman**

THAT a Closed Meeting of Council be held on Monday, September 23, 2019 at 6:15 p.m. in accordance with Section 239 (2) (b) (d) of the Municipal Act, 2001, for the purposes of:

- b) personal matters about an identifiable individual, including municipal or local board employees;
- d) labour relations or employee negotiations.

CARRIED.

### **2. MOTION TO RECONVENE IN OPEN SESSION**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Pfenning**

THAT Council reconvene in Open Session.

CARRIED.

**3. MOMENT OF SILENCE****4. LAND ACKNOWLEDGEMENT****5. ADDITIONS TO THE AGENDA****6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

None disclosed.

**7. MINUTES OF PREVIOUS MEETINGS****7.1 Council Meeting Minutes September 9, 2019****Resolution No. 2019-202**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Pfenning**

THAT the minutes of the following meeting be adopted as presented:

Council Meeting September 9, 2019.

CARRIED.

**8. PUBLIC MEETINGS****8.1 REPORT NO. DS 2019-22**

**Zone Change Application 10/19**

**Mavis Kerr**

**Part of Lot 21, Concession 4, Block B**

**5341 Wilmot-Easthope Rd**

**Resolution No. 2019-203**

**Moved by: Councillor A. Hallman**

**Seconded by: Councillor B. Fisher**

THAT Zone Change Application 10/19 made by Mavis Kerr affecting Part of Lot 21, Concession 4, Block B, to allow, as a temporary use, a modular home used for a period of twenty years, be approved subject to the following:

1. That, prior to the issuance of a building permit for the modular home, the applicant shall enter into an agreement with the Township to state the following;

- a) the occupant(s) of the garden suite;
  - b) that the period of occupancy of the garden suite shall be a maximum of twenty years or until such time as the specified occupant no longer lives in the garden suite; and,
  - c) that if a subsequent extension is required, the applicant shall be responsible for applying for such an extension prior to expiry of the temporary use by-law.
2. That the applicant shall be responsible for all costs related to the preparation and registration of the agreement.

CARRIED.

Mayor L. Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Local Planning Appeal Tribunal, the Tribunal has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor L. Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Manager of Planning / EDO outlined the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There was none.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments, declared the public meeting to be closed.

## **9. PRESENTATIONS/DELEGATIONS**

### **9.1 Mike Schout**

#### **Jeff Krete and Phillip Holst, Ducks Unlimited Canada**

Councillor A. Hallman thanked Mr. and Mrs. Schout for their contribution to the Township, she noted that she is honoured to be a part of Council and a part of this project.

Councillor J. Pfenning noted that the environment means a lot to her and being part of this project is an exciting opportunity and thanked them

Councillor B. Fisher advised that that particular parcel of land is ideal for this project and the Township and the community is taking a leadership role. He noted this is a very exciting project and thanked Mr. and Mrs. Schout for all they do for the Township. He thanked staff for having the foresight to move this project forward.

Councillor C. Gordijk thanked Mr. & Mrs. Schout for the presentation and advised she can attest to their commitment to the community through living at Stonecroft. She thanked staff as well for their time and energy.

Mayor L. Armstrong thanked Mr. & Mrs. Schout as well.

Mr. Schout thanked the group of people that he gets to work with on this project and noted that they are leaders in the community. He appreciates the credit but stated he isn't the only one on the team. Mayor L. Armstrong acknowledged that and pointed out that Mr. Schout is the leader of that team.

#### **9.1.2 REPORT NO. DS 2019-23**

##### **Wilmot Carbon Sink Update**

#### **Resolution No. 2019-204**

**Moved by: Councillor A. Hallman**

**Seconded by: Councillor J. Pfenning**

THAT Council approve the request of Mike Schout to allow him to proceed with the engineering design, approvals and construction of the naturalization and rehabilitation of Township owned lands having frontage on Smith's Creek Drive in New Hamburg; and further

THAT staff be directed to provide assistance as required to advance the design and approvals in accordance with Township Official Plan and Wilmot Trails Master Plan with reporting back to Council on the progress of the project at regular intervals; and further

THAT in recognition of the commitment, of up to \$1.5 million towards the design, approvals and implementation of the project, Council approve the naming of the project as the Mike Schout Wetlands Park.

**CARRIED.**

**9.2 REPORT NO. FIN 2019-32**  
**Climate Crisis Declaration**

**Resolution No. 2019-205**

**Moved by: Councillor J. Pfenning      Seconded by: Councillor B. Fisher**

WHEREAS the Canadian government has committed to limiting global warming to 1.5 degrees as per the COP21 Paris Agreement; and

WHEREAS research indicates that Canada's temperature is rising more than double the rate of the rest of the world; and

WHEREAS municipalities are significant contributors to climate change, consuming more than two thirds of the world's energy and accounting for more than 70% of its carbon emissions; and

WHEREAS the Township of Wilmot is committed to climate action and understand our role as a global citizen and the need to be prepared for the effects of climate change; and

WHEREAS one of the Township's four (4) strategic plan goals is to protect our natural environment; and

WHEREAS the Township of Wilmot has an absolute Green House Gas (GHG) emissions target reduction of twenty-five (25) per cent from 2012 levels by 2027; and

WHEREAS the Township of Wilmot has reduced its GHG emissions by approximately three hundred and thirty (330) (19.6%) tons since 2012; and

WHEREAS the Township of Wilmot has committed to community climate action by joining partners within the Region of Waterloo in a 80% greenhouse gas emission reduction target from 2010 levels by 2050;

THEREFORE, BE IT RESOLVED that the Township of Wilmot is declaring a climate emergency, with the directive to provide continued support towards corporate climate action at the Township, and work towards improved targets where possible; and further

BE IT RESOLVED that staff and the Sustainability Working Group include in their 2020 Work Program investigation of a future carbon budget to provide greater accountability towards the Township's absolute GHG reduction target, and to the 80 by 2050 target; and further

BE IT RESOLVED that based on the results of the Carbon Budget investigation, the Carbon Budget be targeted for implementation as part of the 2022 budget process.



CARRIED, AS AMENDED.

The Director of Finance / Treasurer outlined the report.

Councillor A. Hallman appreciated the report but would prefer the use of the word emergency rather than crisis.

Councillor J. Pfenning advised that the Sustainability Working Group had discussed this as an emergency. She also recognized the work that staff have been doing to reduce the impact the community has and thanked the Sustainability Working Group as well.

Councillor J. Gerber acknowledged the comments in the report from staff regarding the use of “emergency declaration” in a municipal context and asked for clarification on what best practices have been and the standard wording that other municipalities use and it was advised that the word emergency appears to be the standard.

Councillor J. Gerber asked if improved Green House gas reduction targets would be anticipated and the Director of Finance / Treasurer advised that the targets identified were not anticipated to be reached at the rate they have been and at this time no changes to the targets are expected.

Councillor J. Gerber asked for clarification on budget impacts related to services levels and the Director of Finance / Treasurer advised that this will be discussed through budget deliberations.

Councillor B. Fisher advised he would support the use of the word emergency.

In response to Councillor J. Pfenning, the Director of Finance noted that the Township has historically avoided passing motions that are symbolic only. He noted that some of the actionable items from this Motion would include financial impacts and that is why the Township has included the carbon budget piece as it holds the municipality more accountable.

Councillor A. Hallman suggested that staff reports could include notations on how the subject of the report supports the Township’s commitment to sustainability and attaining the GHG emission reduction targets.

#### **9.2.2 Andres Fuentes**

**Supporting Wilmot in Implementing a Carbon Budget and Declaring a Climate Emergency**

#### **9.3 Mary Jane Paterson and Patrick Gilbride**

**REEP Green Solutions Annual Report**

Ms. Paterson and Mr. Gilbride provided Council with a presentation of the REEP Green Solutions Annual Report.

Councillor B. Fisher asked why the food industry is such a large contributor and Ms. Paterson advised that the Green House gas emissions from the food industry are very high due to a variety of reasons including livestock farming and transportation and reducing the carbon footprint can make a difference.

#### **9.4 Nicholas Cloet and Kate Daley, Region of Waterloo Community Climate Adaptation Plan**

Mr. Cloet and Ms. Daley provided a presentation on the Community Climate Adaptation Plan.

Councillor C. Gordijk asked how the public engagement has been and Ms. Daley advised that there has been a lot of activity with downloads of the Plan; however, the survey has not had many comments.

Councillor J. Pfenning thanked them for their presentation and advised that she was pleased to see the Plan come forward.

Mayor L. Armstrong thanked them for their presentation.

### **10. CONSENT AGENDA**

### **11. REPORTS**

#### **11.1 CLERKS**

##### **11.1.1 REPORT NO. CL 2019-52**

##### **Council Meeting Schedule Change**

#### **Resolution No. 2019-206**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor A. Hallman**

THAT the Regular Council Meeting scheduled for October 7, 2019 be cancelled; and

THAT the Regular Council Meeting scheduled for October 21, 2019 be rescheduled for October 28, 2019.

CARRIED.

The Director of Clerk's Services outlined the report.

**11.1.2 REPORT NO. CL 2019-53**

**Non Application of the Line Fences Act**

**Resolution No. 2019-207**

**Moved by: Councillor C. Gordijk      Seconded by: Councillor J. Pfenning**

THAT the Township of Wilmot opt out of the application of the Line Fences Act, save and except for lands specific in Sections 20 of the Line Fences Act and lands zoned Zone 1 (Agricultural); and,

THAT By-Law No. 1976-02, be repealed and replaced with By-Law No. 2019-47, a By-Law to Opt out of the Provisions of the Line Fences Act, save and except Section 20 of the Line Fences Act and lands zoned Zone 1.

CARRIED.

The Deputy Clerk outlined the report.

**11.3 FINANCE**

**11.3.1 REPORT NO. FIN 2019-33**

**Community Benefits Charge – Consulting Services**

**Resolution No. 2019-208**

**Moved by: Councillor J. Pfenning      Seconded by: Councillor J. Gerber**

THAT the Report FIN 2019-33 regarding Consulting Services for a Community Benefits Charges be received for information purposes;

AND THAT staff incorporate the Community Benefits Charge Study within the proposed 2020 Capital Program.

CARRIED.

The Director of Finance / Treasurer outlined the report.

#### **11.4 FACILITIES AND RECREATION SERVICES**

##### **11.4.1 REPORT NO. FRS 2019-07**

###### **RFP 2019-07**

###### **Consulting Services for Trail Linkage Design/Construction Management – Schneller Drive to County Creek Drive, Baden**

##### **Resolution No. 2019-209**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor A. Hallman**

That MTE Consultants be awarded the contract for design and construction management of a trail linkage between Schneller Drive and Country Creek Drive in Baden, as per their proposal received August 26, 2019 for the bid price of \$28,435.00 plus applicable taxes, including provisional items.

CARRIED.

The Director of Facilities and Recreation Services outlined the report.

#### **12. CORRESPONDENCE**

#### **13. BY-LAWS**

##### **13.1 By-law No. 2019-46**

##### **Zone Change Application 10/19**

##### **13.2 By-law No. 2019-47**

##### **Opt out of the Provisions of the Line Fences Act**

##### **Resolution No. 2019-210**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor J. Pfenning**

THAT By-law Nos. 2019-46 and 2019-47 be read a first, second and third time and finally passed in Open Council.

CARRIED.

## 14. NOTICE OF MOTIONS

### 14.1 Proclamation Zero Waste Month

**Moved by: Councillor J. Pfenning    Seconded by: Councillor C. Gordijk**

WHEREAS, the health of our environment, economy, and society is essential for our current and future generations;

WHEREAS, Wasting depletes the health of our communities by excessive consumption of resources, water and energy, removing those resources from future potential; and

WHEREAS, Wasting creates direct and indirect negative effects to our communities by emissions to air, water and land;

WHEREAS, Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use;

WHEREAS, Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them;

WHEREAS, Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health;

WHEREAS actions taken towards Zero Waste will have the added benefits of reducing greenhouse gas emissions, saving money, and advancing community goals for health, safety, economic vitality, energy independence, and quality of life;

WHEREAS the City supports this collaborative effort bringing awareness to the need for local solutions to the pivotal issues facing our planet and community members to work towards positive change.

NOW, THEREFORE, we, the Council of the Township of Wilmot do hereby proclaim October as Zero Waste Month, bringing the community together in action for a healthy, clean, and sustainable City.

Councillor J. Pfenning challenged those present to take part in the zero waste challenge.

#### **14.2 Community Engagement Directive**

**Moved by: Councillor      Seconded by: Councillor C. Gordijk**

WHEREAS AS community landscapes are recognized as an important component of the social and cultural fabric of our communities.

AND WHEREAS citizens want increased participation in the process of selecting public landscapes of their community such as community park features;

NOW THEREFORE BE IT RESOLVED THAT Administration be directed to undertake constructing a policy including developing options for public engagement based on community projects, including consideration of options for greater public participation and the ability to comment prior to final selections are determined, as well as seeking, supporting and encouraging residents to share their ideas. Staff will circulate significant landscape changes to surrounding home owners, institutions, agencies, businesses and organizations.

#### **14.3 Denounce the Province of Quebec's Bill 21**

Councillor C. Gordijk brought forward the following Notice of Motion:

WHEREAS hate crimes against religious minorities are growing in Canada; and,

WHEREAS the Township of Wilmot fully supports every citizen's right to choose what they wear and condemns the Province of Quebec's legislation to limit that choice; and,

WHEREAS the Township values religious freedom for Sikhs, Jews, Muslims, Christians and people of all faiths, and acknowledges the harm the Province of Quebec's Bill 21 can inflict upon those who sincerely seek to follow the practices of their faith and dictates of their conscience;

THEREFORE BE IT RESOLVED that the Township of Wilmot denounces the Province of Quebec's Bill 21; and

THEREFORE BE IT FINALLY RESOLVED that the Township of Wilmot council affirms our commitment to be the principles of equity, diversity and inclusion for all of our residents, which includes support for religious freedom and the preservation of the rights of minorities; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Premier of Quebec; the Honourable Premier of Ontario, the Local Members of Provincial Parliament; the Region of Waterloo; local municipalities; and the Association of Municipalities of Ontario.

## **15. ANNOUNCEMENTS**

- 15.1** Councillor J. Gerber advised of the upcoming Culture Days initiative.
- 15.2** Councillor J. Gerber mentioned that the 25<sup>th</sup> Anniversary Celebration for Castle Kilbride was a great success and congratulated staff.
- 15.3** Councillor C. Gordijk announced that Zion Evangelical Lutheran Church is hosting an event to acknowledge the 150th-year anniversary of British Home Children on. Councillor C. Gordijk requested staff prepare a report for Council with regards to proclamations being made by Council going forward.
- 15.4** Councillor C. Gordijk advised that the Terry Fox Run at the school will be happening on Friday and thanked the educators, parents and students for their support.
- 15.5** Councillor C. Gordijk advised that the Wilmot Summer Market is having a meeting on October 8 and they are in great need of volunteers.
- 15.6** Councillor A. Hallman echoed Councillor J. Gerber's comments on the Anniversary celebration and thanked staff for a successful event.
- 15.7** Councillor A. Hallman noted there are still spots available for the Ghost Walks at Castle Kilbride on September 28.
- 15.8** Councillor A. Hallman advised that the New Dundee Public School is still looking for more Toonies for Terry as part of the Terry Fox Foundation fundraising.
- 15.9** Councillor A. Hallman advised of the Pow Wow this Saturday taking place at Waterloo Park.
- 15.10** Councillor J. Pfenning advised that the Ecoboosters are hosting a Climate Debate on October 9, 2019.

**16. BUSINESS ARISING FROM CLOSED SESSION**

**17. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2019-48**

**Resolution No. 2019-211**

**Moved by: Councillor C. Gordijk**

**Seconded by: Councillor B. Fisher**

THAT By-law No. 2019-48 to Confirm the Proceedings of Council at its Meeting held on September 23, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**18. ADJOURNMENT (9:36 P.M.)**

**Resolution No. 2019-212**

**Moved by: Councillor B. Fisher**

**Seconded by: Councillor**

THAT we do now adjourn to meet again at the call of the Mayor.

CARRIED.





# TOWNSHIP OF WILMOT

## **Special Council Meeting Minutes**

**Tuesday, October 15, 2019**

**Closed Council Meeting**

**Swartzentruber Room**

**6:00 P.M.**

**Special Council Meeting**

**Council Chambers**

**Immediately Following the Closed Council Meeting**

**(but not sooner than 6:30 P.M.)**

### **1. MOTION TO CONVENE INTO CLOSED SESSION**

**Resolution No. 2019-213**

**Moved By: Councillor C. Gordijk Seconded By: Councillor J. Pfenning**

THAT a Closed Meeting of Council be held on Tuesday, October 15, 2019 at 6:00 p.m. in accordance with Section 239 (2) (b) (d) of the Municipal Act, 2001, for the purposes of:

- b) personal matters about an identifiable individual, including municipal or local board employees;
- d) labour relations or employee negotiations.

### **2. MOTION TO RECONVENE IN OPEN SESSION**

**Resolution No. 2019-214**

**Moved By: Councillor A. Hallman Seconded By: Councillor J. Pfenning**

THAT Council reconvenes in Open Session.

**3. MOMENT OF SILENCE**

**4. LAND ACKNOWLEDGEMENT**

**5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL  
CONFLICT OF INTEREST ACT**

None disclosed.

**6. BUSINESS ARISING FROM CLOSED SESSION**

**Resolution No. 2019-215**

Moved By: Councillor A. Hallman

Seconded By: Councillor C. Gordijk

THAT the Terms of Reference for the ad hoc Chief Administrative Officer Performance Appraisal Committee from Confidential Report No. CL 2019-54, as amended, be approved; and,

THAT Councillors A. Hallman and B. Fisher be appointed to join the Mayor on the ad hoc Chief Administrative Officer Performance Appraisal Committee effective October 15, 2019, to December 31, 2022.

CARRIED.

(The Terms of Reference have been attached to these for reference)

**7. CONFIRMATORY BY-LAW**

**17.1 By-law No. 2019-49**

**Resolution No. 2019-216**

**Moved By: Councillor B. Fisher Seconded By: Councillor J. Pfenning**

THAT By-law No. 2019-49 to Confirm the Proceedings of Council at its Meeting held on October 15, 2019 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.


**8. ADJOURNMENT**

**Resolution No. 2019-217**

**Moved By: Councillor J. Gerber   Seconded By: Councillor C. Gerber**

THAT we do now adjourn to meet again at the call of the Mayor.

CARRIED.

	<b>Governance Policy</b>
	Section: Council - Committees
	Policy # CL – 5.6 <b>Pg. 1 of 6</b> <b>CAO Performance Appraisal Committee</b>
Revision Date:	Issue Date: September 23, 2019
Approved by: Council	Review Date: September 23, 2019

## PURPOSE

Ad Hoc Committees of Council are created to enable Council's work. Ad Hoc Committees work on behalf of Council to provide advice and make recommendations to Council.

A primary function of Council is to ensure the effective management of the affairs of the Corporation of the Township of Wilmot for the purpose of ensuring the efficient and effective operation of the municipality.

Wilmot's model of administration follows the Municipal Act in the establishment of a Chief Administrative Officer (CAO) position as the head of the administrative arm of the Township government. The CAO is responsible to Council to administer the business affairs of the Township in accordance with the policies, plans established and approved by Council.

The hiring of the CAO is one of the key responsibilities of Council. The CAO is the only position that Council is directly responsible for hiring.

Accomplishment and measurement are two fundamental principles of any governance framework. Performance measurement is an important human resources management practice.

Council is responsible for the evaluation of the performance of the CAO. The CAO Performance Appraisal Committee is delegated the responsibility of overseeing the process on behalf of Council.

---

## SCOPE

### Guiding Principles

1. All Ad Hoc Committee work will be carried out in accordance with provisions of the Municipal Act and other governing legislation.
2. The Council's Code of Conduct, transparency and accountability will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
3. The corporate values of wellness, integrity and excellence will also be observed.

### Mandate

The Committee's mandate defines its core areas of management and responsibility. It is the mandate of the Committee to ensure that appropriate policies, principles, procedures and roles are established to conduct the CAO's performance appraisal. The performance appraisal is

intended to be an objective assessment of the CAO's performance; rating performance against approved objectives.

---

## STANDARDS AND PROCEDURES

### Responsibilities of the CAO Performance Appraisal Committee

The responsibilities for the Committee are:

- Review/Update CAO job description and confirm key result areas once per term of Council.
- Develop measurable performance objectives for the CAO on an annual basis.
- Oversee and coordinate a 360 feedback process with Members of Council, the CAO and Members of the Senior Management Team once per term of Council.
- Recommend to Council any changes to CAO compensation as an outcome of the performance appraisal process.
- Review the Professional Development Plan for the CAO as developed by the Mayor and CAO.
- Ensure members of Council are oriented on their participation in the CAO performance appraisal process.
- Recommend changes to the CAO Performance Approval Process to the Director of Clerk's Services based on feedback from the CAO and Members of Council.

### Composition and Term

- The CAO Performance Appraisal Committee consists of the Mayor and two Councillors appointed by the Mayor.
- Appointments are made to coincide with the term of Council.

### Resources

- The Committee will retain the services of an external Human Resources consultant to assist in the execution of the CAO Performance Appraisal process.
- The Chief Administrative Officer (CAO), the Director of Finance/Treasurer, the Director of Clerk's Services and other specialists may be called upon to conduct research, communications or any other Committee identified requirements. Because Council has delegated responsibility to the CAO for the administration of the affairs of the Township in accordance with decisions adopted by Council, under the direction of the CAO staff have the responsibility and the authority to provide consultation, advice and direction to Council, and by inference to Council Ad Hoc Committees.

### Operating Procedures

1. **Chair** - The Mayor chairs the Committee. The annual Performance Appraisal process is initiated by the Chair. The Chair shall vote on all motions.
2. **Meetings** – The frequency and calling of meetings is at the discretion of the Chair but must meet at a minimum of once per year.
3. **Meeting Agenda** - Committee meeting agendas shall be the responsibility of the Chair of the Committee and the Human Resources/Health and Safety Coordinator.

4. **Notice of Meetings** - Public notice of all committee meetings will be provided in accordance with the Township's Procedural By-law. It is recognized that some items consistent with Section 239 in the Municipal Act may permit a meeting to be closed to the public. The holding of any closed meetings and the general nature of the matter to be considered will be made public to ensure full transparency.
5. **Meeting Minutes** - Meeting minutes will be recorded and distributed to Committee members with each meeting agenda. Minutes will capture a summary of discussions and debate without attribution.
6. **Committee Working Process** - All decisions that lead to the formulation of recommendations for Council consideration will take place at the Committee meetings only and not through electronic or other outside exchanges. All pertinent information will be shared with all Committee members in advance of meetings. This can include but not be limited to meeting minutes and any supplemental information.
7. **Quorum** - A quorum shall be a majority of the whole committee.
8. **Attendance at Meetings** - Members of Council who are not committee members shall not attend meetings unless invited by the Mayor or at the request of the Committee.
9. **Reporting to Council** - The Committee will report to Council with recommendations for approval.
10. **Procedural Rules** - Any rule not stated herein is deemed to be provided in the current Procedural By-law, as amended from time to time.

---

## RESPONSIBILITIES

### Roles of Stakeholders With Respect to Committee Meetings/Business

The following key stakeholders are recognized:

1. Committee Chair
2. Committee Members
3. Chief Administrative Officer
4. Human Resources / Health and Safety Coordinator
5. External Human Resources Consultant
6. Director of Clerk's Services

#### 1. Committee Chair Role

Specific roles and responsibilities for the Committee Chair include:

##### Preparation

1. Calling the meetings.
2. Consulting the CAO on the development of the agenda.
3. Ensuring the alignment of the Committee with the Council-approved protocol.
4. Developing an annual work plan.
5. Ensuring the confidentiality of material distributed to Committee and Council.
6. Working with the Human Resources / Health and Safety Coordinator to engage the services of an external Human Resources Consultant (Consultant).

7. Meeting with the Consultant to ensure the coordination of the Performance Appraisal Process.

In Committee Meetings

8. Ensuring the Committee works within its assigned mandate.
9. Collaborating with the CAO and Director of Clerk's Services to encourage efficient and effective conduct of Committee business and accomplishing the work of each meeting agenda.
10. Modeling the behavior expected of all Committee members.

Specific to decision making:

11. Maintaining order and decorum during meetings, deciding questions of procedure, and generally ensuring that the Committee work proceeds smoothly according to the Committee's work plan.
12. Engaging all Committee members in the decision making process.
13. Ensuring the Committee has sufficient information to make a decision.
14. Ensuring that the CAO has been provided with the opportunity to clarify any matters of fact or professional advice.
15. Building consensus where possible.
16. Ensuring the will of the Committee prevails.

After Committee Meetings

17. Speaking on behalf of the Committee at the Council level.
18. Acting as the primary spokesperson for any Committee-related inquiries working closely with the CAO, as required.
19. Maintaining strong communications with committee members between meetings.

## **2. Committee Member Role**

Specific roles and responsibilities for the Committee Members include:

Preparation

1. Reading all agenda material and seeking clarification from the Chair on any matters prior to meetings in order to make the most effective use of the Committee's time.

In Committee Meetings

2. Attending meetings and participating fully in all Committee work.
3. Debating the issues in an open, honest and informed manner to assist the decision-making process.
4. Actively contributing to reaching Committee recommendations and directions.
5. Respecting the role of Committee Chair.
6. Respecting the role of the CAO.

## **3. Human Resources / Health and Safety Coordinator**

Specific roles and responsibilities for the Coordinator include:

1. Assisting with the engagement of the external Human Resources Consultant.
2. Providing advice to the committee as required.
3. Attending committee meetings at the request of the Chair.
4. Serving in the capacity of the Director of Clerk's Services when the Committee makes recommendations to Council regarding compensation.
5. Assist Committee and CAO in the procurement of a third-party party who will conduct, collect and summarize feedback on a 360 Feedback process completed by the CAO, direct reports and Council.

#### **4. Chief Administrative Officer (CAO)**

Specific roles and responsibilities for the CAO include:

1. Preparing a summary of accomplishments based on the approved performance objectives for the appraisal period twice per year.
2. Preparing objectives for the approval of Council for the coming appraisal period.
3. Completing the 360 Feedback process.
4. Preparing a Professional Development Plan with the Mayor.
5. Attending meetings at the request of the Chair.

#### **5. External Human Resources Consultant (Consultant)**

Specific roles and responsibilities for the Consultant include:

1. Attending committee and Council meetings at the request of the Chair
2. Serving in the capacity of the Director of Clerk's Services when the Committee presents the results of the appraisal to Council.
3. Conducting the survey of Council with regards to the measurement of performance against performance objectives on an annual basis and summarize the results.
4. Providing independent, third-party advice to the committee as required.

#### **6. Director of Clerk's Services' Role**

Specific roles and responsibilities for the Director of Clerk's Services include:

Preparation

1. In consultation with Committee Chair and CAO develop the Committee mandate and procedure and reviewing once a term or as required.
2. Managing the legislative agenda and process for the Committee, ensuring that meetings are held in accordance with Council approved protocol and applicable legislation.
3. Calling meetings at the request of the Committee Chair.

In Committee Meetings

4. Attending, or designating staff to attend, all meetings of Council Committees.



5. Providing advice on legislative protocol and meeting procedures as requested by the Chair.
6. Supervising the issuance of notices, recording of minutes and resolutions and other meeting and documentary processes

After Committee Meetings

7. Evaluating effectiveness of Committee meetings and offering suggestion for improvement to the Chair and CAO.

---

## **COMMUNICATION**

This Governance Policy, once approved, is a public document. It forms part of the Corporate Policy Manual which is accessible to all staff.

Council will be provided this policy as part of the Council Orientation process with each new term of Council.

Upon adoption, the CAO will be circulated the document. At such time a new CAO is hired by the Township, they will be provided this Governance Policy as part of their new hire orientation.

---

## **EVALUATION**

This policy may be revisited from time to time at the request of Council, the Committee or staff to ensure the ongoing effectiveness of the Committee.

The policy shall be reviewed with the new term of the Committee.



# TOWNSHIP OF WILMOT

## PUBLIC WORKS & ENGINEERING Staff Report

---

**REPORT NO:** PW2019-17

**TO:** Council

**SUBMITTED BY:** Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

**PREPARED BY:** Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** 3<sup>rd</sup> Quarter Operations Activity Report  
July – September 2019

---

### **RECOMMENDATION:**

THAT the Public Works Operations 3<sup>rd</sup> Quarter Activity Report for the months of July, August and September 2019 be received for information.

### **SUMMARY:**

Public Works reports operational activity to Council. Both Operating groups in Public Works have been performing summer maintenance programs, including road construction, catchbasin cleanouts, culvert repairs, roadside mowing, brush and tree work, sign repairs and replacements, hydrant maintenance and main flushing, sewer flushing and pump maintenance, well cleaning and quality management system administration. Both groups had substantial workload with health and safety policy review and training in this quarter, which will continue into Q4.

### **BACKGROUND:**

Public Works staff report Operations activity to Council on a quarterly basis.

### **REPORT:**

---

\*\*\*This information is available in accessible formats upon request\*\*\*

The attached summaries highlight the activities of Public Works-Operations for the 3<sup>rd</sup> quarter of 2019.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The Township of Wilmot is an engaged community through communication of municipal matters.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations as a direct result of this report.

**ATTACHMENTS:**

Attachment 1 (UT) – Utilities Operations Activity Report  
Attachment 2 (RDS) – Roads Operations Activity Report

## UTILITIES

Training	<ul style="list-style-type: none"> <li>Regulatory, operational, H&amp;S Training is carried out routinely</li> <li>Confined Space Entry level 2 training will take place Oct 22 &amp; 23, 2019</li> <li>Corp. policy roll out</li> <li>SOP revision rollout and JHSC Approval 2019</li> <li>Safe Drinking Water Operator Essentials Mandatory course completed in July</li> </ul>
Operations & Maintenance	<ul style="list-style-type: none"> <li>Hydrant maintenance program completed August</li> <li>Complete water main flushing program completed Sept.</li> <li>Hannah/Lewis Reconstruction</li> <li>Gingerich trunk main commissioning and valve operation</li> </ul>
Claims Investigations	<ul style="list-style-type: none"> <li>218 Boulee Street blocked sewer claim being investigated</li> </ul>
Locates Processed	<ul style="list-style-type: none"> <li>134 underground locate requests completed for 360 Feedback per regulation</li> </ul>
Meter installs/change-outs/inspections	<ul style="list-style-type: none"> <li>Water meter performance – 42 repairs</li> <li>Water meter inspections – 25</li> </ul>
Water Quality/Adverse Reports	<ul style="list-style-type: none"> <li>Routine daily/weekly sampling, testing and reporting</li> <li>Power Outage St Agatha July 20, 2019 Flushed and sampled</li> </ul>
Water Main Breaks/Excavation	<ul style="list-style-type: none"> <li>Main break response and repairs –</li> <li>Water service investigation and repair – 6</li> </ul>
Sanitary Main/Lateral Blockages	<ul style="list-style-type: none"> <li>Service lateral /blockage repairs – 8</li> <li>Routine flushing maintenance, preventative maintenance on sanitary mains</li> <li>Hunter – Holy Cross School cross bore damaged 6” sanitary lateral</li> </ul>
Lift Stations	<ul style="list-style-type: none"> <li>Routine high level event response – 1</li> <li>Sustained high level event with relief – 2</li> <li>Routine pump maintenance and repair – 1</li> <li>Wet Well Cleaning on all stations</li> </ul>
Fleet & Equipment	<ul style="list-style-type: none"> <li>Routine and preventative maintenance and minor repairs by staff (oil changes, washing)</li> <li>Vehicle safety inspections annuals by others</li> <li>Sidewalk Tractor replacement completed</li> </ul>
DWQMS	<ul style="list-style-type: none"> <li>Implemented continuous improvement elements from external audit</li> <li>Continued water quality testing, result analysis and integration into reporting</li> <li>Internal Auditing DWQMS</li> </ul>



Winter Control  
(Sidewalks and  
Parking Lots)

- No maintenance during summer months

## ROADS

Training	<ul style="list-style-type: none"> <li>Ergonomics training.</li> <li>First Aid /CPR training.</li> </ul>
Minimum Maintenance Standards (MMS)	<ul style="list-style-type: none"> <li>Weekly road patrol</li> </ul>
Speed Sign	<p>Locations: July ,Aug Sept. Haysville, Issaac Shantz Dr Woodrige Dr., Livingstone Blvd, Wilmot Line, Charlotta St.</p>
Bridges and Culverts	<ul style="list-style-type: none"> <li>No Report.</li> </ul>
Roadside	<ul style="list-style-type: none"> <li>Roadside mowing on rural road for 8 days.</li> <li>.Trimming brush and grass around guiderails.</li> <li>Two days of cutting down dead trees in the towns.</li> <li>Five days of stump grinding including topsoil and seed in the holes where trees were removed in the towns.</li> <li>Four days of cutting brush and trees in the ditches using a rental excavator with a forestry head that grinds the material to small fractures.</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>Road crossing culvert replacements on Christian St. &amp; Miller St in Baden.</li> <li>Annual cleaning of storm water catch basins. Township is divided in to a four year rotation.</li> </ul>
Loose Top	<ul style="list-style-type: none"> <li>Grading and shaping gravel roads.</li> <li>Tar and chip surface applied to Holland Mills Rd.</li> <li>Gravelling shoulders and driveway entrances on Holland Mills Rd. for two days.</li> </ul>
Hardtop	<ul style="list-style-type: none"> <li>Pothole patching generated from work orders during road patrols.</li> <li>Fourteen days of asphalt padding tar and chip deficiencies and asphalt edges. (Berlett's Rd. Concession Rd.)</li> <li>New asphalt placed around catch basin repairs on Riverside Dr. in New Hamburg.</li> <li>New pavement on Sandhills Rd from Huron Rd to Bleams Rd.</li> </ul>
Safety Devices and Signage	<ul style="list-style-type: none"> <li>Signs repair work orders generated from road patrol.</li> <li>Sign replacements generated from legislated Annual Reflectivity inspections.</li> </ul>
Fleet &	

**Public Works-Operations  
Activity Report – 2019 3rd Quarter (July, Aug, Sept)**

Equipment	<ul style="list-style-type: none"> <li>• Wash vehicles</li> <li>• Minor repairs and greasing.</li> </ul>
Gravel Pit	<ul style="list-style-type: none"> <li>• Material extracted from pit to be crushed for annual gravelling program and maintenance.</li> </ul>
Building and Grounds	<ul style="list-style-type: none"> <li>• Monthly inspections of shop.</li> <li>• Weekly cleaning of shops.</li> </ul>
Winter Control & Event Response	<ul style="list-style-type: none"> <li>• No Report.</li> </ul>



**REPORT NO:** CK2019-04

**TO:** COUNCIL

**SUBMITTED BY:** Tracy Loch, Curator/Director

**PREPARED BY:** Tracy Loch, Curator/Director

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Quarterly Activity Report – July, August & September 2019

---

**RECOMMENDATION:**

That the Castle Kilbride Activity Report for the months of July, August and September 2019 be received for information purposes.

**BACKGROUND:**

Providing quarterly reports for informational insight and knowledge into the operations of the Castle Kilbride department.

**REPORT:**

**Curator/Director's Summary:**

- Oversaw summer staff for Castle Kilbride and Heritage Wilmot who were employed under the Canada Summer Jobs (CSJ) and Young Canada Works (YCW) programs. Ensured grant stipulations were followed and final reports submitted to each organization at end of term. These organizations supported student wages from 50% to 75%, which greatly supported the operation of the museum.
- Coordinated the outdoor Castle Summer Concert Series program welcoming nearly 6,000 concert goers to the front lawn of historic Castle Kilbride. Twelve concerts were offered to the public with one concert cancelled due to weather. Attendance continues to increase each summer.
- Distributed marketing material to direct cultural venues and attractions within Waterloo Region and throughout Ontario. Included a distribution of Castle brochures to all border crossings and On Route centres within Ontario.
- Partnered with Attractions Ontario for a 12-week summer contest.



- Created media releases and tweets promoting summer events and exhibits at the museum.
- With support from the Castle Kilbride Advisory Committee and Assistant Curator, coordinated the 25<sup>th</sup> anniversary celebration of the museum that was held September 22<sup>nd</sup>.
- With support from various departments, coordinated all aspects of filming at Castle Kilbride and downtown New Hamburg for *Anne with an E* series during the month of August.
- Worked with the Communications Specialist to discuss how to increase and improve the presence of Castle Kilbride/Heritage Wilmot and culture in general for Wilmot Township on social media. Over the past few months, she has reported that there has been consistent and significant attention on Castle Kilbride tweets. Of particular, strong analytic reach was achieved relating to 'Anne with an E' tweet including 23 'likes', an impressive 8 retweets, and 2,917 impressions (number of times that the tweet was seen on Twitter). Among others, and most importantly, the presence of Castle Kilbride is steadily growing with the Canadian Museum Association, Ontario Museum Association, Ontario Heritage Trust, Region of Waterloo, Explore Waterloo, and Stratford Tourism Alliance.
- Coordinated and promoted Culture Days in Waterloo Region. This was the first time Wilmot Township was involved in this three-day national celebration from September 27-29. Taking a "selfie" with friends on the Prime Ministers Path was the featured activity followed by a discounted tour of Castle Kilbride.
- Worked with the Assistant Curator and Chairperson of the Castle Kilbride Advisory Committee with the written nomination of Colleen Herner for the Culture Award. Attended the Opening Ceremony to provide support to our nominated committee member.
- Continued involvement on the Prime Ministers Path Committee.
- Began coordination of Christmas marketing for the Castle Kilbride's Christmas season.
- Discussed with WRTMC staff to promote Castle Kilbride specifically during the Christmas season.
- Continued working with St. James Lutheran Church sub-committee and Heritage Wilmot coordinating the designation of their church under Part IV of the Ontario Heritage Act. Designation will be held on November 3, 2019 at 2pm.
- Continued assistance for Heritage Wilmot with updating the Non-Designated Heritage Register, creating a commemorative plaque for the Holland Mills bridge and coordination of Heritage Day 2020.
- Assisted various researchers and responded to genealogical requests
- Responded to various genealogical requests and provided support to researchers.

\*For further details, please see the attached report for the Assistant Curator's summary.

---

#### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The report implements the following goals from the Strategic Plan:

We are an engaged community through strengthening communicating municipal matters.

The actions noted are in accordance with the municipal work program.

#### **FINANCIAL CONSIDERATIONS:**

n/a

#### **ATTACHMENTS:**

1. Castle Kilbride Assistant Curator's Report – July, August, September 2019

## **Assistant Curator's Quarterly Report**

**SUBJECT:** Quarterly Report for July, August and September, 2019

**SUBMITTED TO:** Tracy Loch, Curator/Director

**SUBMITTED BY:** Sherri Gropp, Assistant Curator

**DATE:** October 28, 2019

---

### **Education/Workshops:**

**Summer Camp:** We had 65 children participate in our one week of summer day camp. Children were aged 5 – 10. Children enjoyed the activities and crafts that were planned and conducted by our summer staff. Oversaw Castle Camp staff from the planning stages all the way through implementation. Ensured that payment and registration forms were completed prior to camp commencing. Entered, printed and mailed receipts to parents. Conducted a follow up with staff after the camp.

**Ghost Walks:** This is the first time we have offered this event. It is partnership with the Ghost Walks who have provided Niagara-on-the-Lake, Hamilton and St. Catharines with tours since 2003. Ghost Walks provided staff and handles all bookings, Castle staff provided material for the script as well as support staff during the evenings. In total there will be five walks offered in 2019 as part of this pilot event. They include: one during the months of July, August, September with two in October. To date, we have welcomed 300 participants.

### **Exhibit/Events:**

#### **Summer Concert Series**

There were 12 concerts offered this year. Weather was fairly good this year as we only had to cancel one performance. Each year our numbers steadily increase and this year the total attendance for the summer was 5820 people. We had some really great entertainment this year and look forward to next year. For this event I organized the set up/take down of the event. Scheduled volunteers from the Castle Kilbride Advisory Committee, as well as Castle staff. Greeted visitors, gave information about the concerts and who was playing next. Promoted the event through the Castle's social media and tourism sites.

#### **Tea & Tour**

Due to the popularity of our June Tea & Tours we offered additional dates in August. August proved to be better attended than our June dates. The theme was "Twenties Tea." Guests were treated to an in-depth tour by a costumed interpreter, followed by tea and goodies in the garden, or indoors if the weather was not ideal. Each day requires a considerable amount of set up. This includes tables, chairs, tablecloths, teacup and food preparation for groups of various sizes. In August we welcomed 123 guests bringing our total Tea & Tour patrons to 211.

#### **We've Arrived at 25!**

Along with the sub-committee created for the event, I assisted with the planning and implementation of a special event to celebrate 25 years as a community museum. Designed invitations and ribbons, organized volunteers, and participated at the event.

### **Summer students**

- Supervised students (2 students)
- Created staff schedules and organized students for front cash coverage. As well as Tea & Tour
- Organized projects for each of the students to work on in the areas of Collection, Archives and general research.
- Gave guidance and supplied information for summer camp activities.

### **Filming**

- On August 13<sup>th</sup> Anne with an E returned to film at the Castle for the fourth time.
- Attended on-site meetings with crew
- Prepared the museum for interior filming by moving all small or fragile artifacts from every room on the first floor and placing them by hand to a secure location. Organized, trained and instructed staff and volunteers for removal and replacement of artifacts.
- Assisted the day of the filming with requests from producers and designers.
- Carefully monitored the museum during and after the filming.

### **Castle Maintenance & Collection**

- Conducted routine cleaning of Castle.
- Guided students on using the PastPerfect software
- Accessioned all new artifacts donated. Updated info into our records including PastPerfect; Assigned numbers to in-coming artifacts.
- Record temperature and humidity levels inside the museum.

### **Administration**

- Managed the site and its operations in the absence of the Curator.
- Conducted routine inspections of the Castle and ensured the contents were safe
- Responsible for booking for tours, school programs, camp registration and registration for special events.
- Conducted educational and group tours; Greeted guests and processed admissions.
- Properly cleaned museum as well as the artifacts on a routine basis. Full cleans before and after filming as well as special events.
- Prepared a weekend museum staff "To Do List" each week.
- Social media- managed and added content Castle Kilbride's website.
- Prepared and entered all Facebook posts and added all events.
- Maintained event listings for New Hamburg Independent, Waterloo Region Tourism and Marketing Corporation, Stratford Tourism Alliance, and Wilmot Rec guide.
- Attended Castle Kilbride Advisory Committee meetings, recorded minutes
- Handled inquiries for archival material, artifacts in the collection, weddings etc.
- Organized projects and schedules for weekly volunteer and junior volunteer
- Prepared articles for Embracing Change as well as Baden Outlook
- Assisted the Curator with wayfinding signage project for Castle Kilbride
- Created an invitation for Heritage Wilmot for the designation of St. James Lutheran Church in Baden.
- Prepared minutes and agendas for Castle Kilbride Advisory Committee.
- Collected, input, and evaluated information on visitor statistics. (See below)

### **Castle Kilbride Visitor Statistics**

<b>Month</b>	<b>School</b>	<b>Bus</b>	<b>Regular</b>	<b>Event</b>	<b>Total</b>
July 2019	185	39	307	2220	2751
August 2019	100	0	418	3081	3599
September 2019	169	25	218	350	762
<b>Total</b>	<b>454</b>	<b>64</b>	<b>943</b>	<b>5651</b>	<b>7112</b>
2018	331	28	1229	4993	<b>6581</b>
2017	252	120	1225	4482	<b>6079</b>
2016	234	278	1074	4477	<b>6063</b>
2015	268	193	1095	3734	<b>5290</b>
2014	484	116	1177	3237	<b>5014</b>
2013	352	77	1419	3055	<b>4903</b>



# TOWNSHIP OF WILMOT

## FACILITIES & RECREATION SERVICES *Staff Report*

---

**REPORT NO:** FRS-2019-08

**TO:** COUNCIL

**SUBMITTED BY:** Scott Nancekivell, Director of Facilities & Recreation Services

**PREPARED BY:** Scott Nancekivell, Director of Facilities & Recreation Services

**REVIWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Facilities & Recreation Services Activity Reports

---

### **RECOMMENDATION:**

That the Facilities & Recreation Services Activity Reports for the third quarter of 2019 be received for information.

### **SUMMARY:**

FRS Division Manager Reports for the third quarter of 2019 are attached for information.

### **BACKGROUND:**

N/A

### **REPORT:**

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Customer Service & Community Development), have prepared activity reports for the third quarter of 2019. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Communicating municipal matters.

**FINANCIAL CONSIDERATIONS:**

N/A

**ATTACHMENTS:**

Customer Service & Community Development Quarterly Report (July – September 2019)  
Aquatics Quarterly Report (July – September 2019)  
Parks & Facilities Quarterly Report (July – September 2019)

# FACILITIES & RECREATION SERVICES

## Customer Service and Community Development Division

### Quarterly Activity Report (July - September 2019)

- Continued to work with Wilmot Horticultural Society and coordinated flowerbed maintenance needs with Parks & Facilities staff. Met with them to discuss challenges and successes to date for this season, and upcoming projects and plans.
- Researched information for a Food Truck policy in conjunction with facility rentals. We are receiving an increase in requests for this service to be present at events (i.e. sporting tournaments).
- The Director FRS and I met with the Director of Recreation for Wellesley and the Facility Operations Lead Hand for Blandford-Blenheim to discuss current and potential future ice needs and availability for all 3 centres. Plattsville Arena currently has a surplus of ice, and is anticipating that will continue.
- Worked with Waterloo Regional Tourism Marketing Corporation and the individual municipalities within Waterloo Region to compile information on local festivals and events and the supports that each community provides for them.
- Worked with the user groups of 121 Huron to relocate their bookings and/or stored items during planned renovations of the facility.
- Continued to work on the Municipal Alcohol Policy. Met with the Directors of FRS and Finance along with the Municipal Insurance Pool to review the new policy in detail as well as their recommendations for changes to same.
- Continued to work with the Recreation Programmer to plan volunteer management information sessions for the fall/winter. The first session is scheduled for October 15<sup>th</sup>.
- Met with Dianne Boston-Nyp of the Volunteer Action Centre – Waterloo Region to discuss an upcoming Volunteer session and what her contribution could be.
- Updated the ActiveNet system with new products and fees and charges for Customer Service and Facility Scheduling staff.
- Participated in Partnership meetings with the Recreation Programmer and the Wilmot Family Resource Centre to discuss upcoming programming for the fall/winter.
- Hired and trained part time Facility Scheduler Jennifer Keeley.

- Program registration for the aquatics, recreation and fitness programs for the fall/winter session began on September 5<sup>th</sup> for Township residents and on September 12<sup>th</sup> for non-residents.
- Updated telephone greetings for WRC in the new system.
- Hired part time CSR Tonya Harvey.
- Participated in Standard First Aid Training.
- Met with the Wilmot Family Resource Centre to discuss their request for use of space at 121 Huron

Prepared by:  
Manuela Jones  
Manager of Customer Service and Community Development

# FACILITIES & RECREATION SERVICES

## Aquatics Division

### Quarterly Activity Report (July - September 2019)

- We currently have 4 full time staff members and 33 active part-time staff members. We have 5 staff members taking on substitution shifts only this session. We have 1 returning part-time staff member for the fall session, Zippy Boronka is returning as an Instructor/Guard.
- This past year we have experienced a smaller part-time staffing contingent than we have had in previous years. In September we had 4 staff members resign as some were going away to school while others left for other employment. We also had 5 staff members resign prior to the summer session beginning in July. Staffing our programs for the fall was difficult as we only received a couple of applicants, and we were only able to hire one fully qualified Instructor/ lifeguard. We are fortunate once again that several staff members took on one or more shifts over and above what they originally submitted in their fall hour request forms. (We ask that they give us at least two shifts per week.) This causes some issue as it does not leave us with staff to spare in the event of an illness. We do however, have several younger staff members who will be eligible to take courses for additional qualifications over the next few months; this should help in future sessions with our evening programs.
- We began taking our registration for our Fall programs on September 5, 2019. This year, our Fall Learn-to-Swim program will have a lower registrant number due to the smaller staffing numbers. This is similar to the same situation we faced last year. While in 2018 we cut classes prior to registration opening, this year we scheduled fewer classes with the hope that if we had additional staff, we would be able to add classes. Unfortunately, we were unable to add additional classes and we were only able to offer replacement classes, as we cancelled the classes with low or no registrants. This fall we were unable to add additional instructional shifts to help accommodate the waitlist numbers as we have done in previous sessions. The fall session began on Thursday, September 26<sup>th</sup>. We had 90 people on wait lists for various classes for the Fall session. Of those, several were already registered in another time slot but would have preferred a specific time. There are also several people who are on several different class waitlists.
- Our Summer 2019 session had a total of 460 Learn-to-Swim participants, 5 Leadership participants, 20 – 5 private block participants, 124 – 4 block private participants and 94 Drop-in lesson participants. This compares to the Summer 2018 session where we had a total of 428 Learn-to-Swim participants, 36 Leadership participants, 25 – 5 private block participants, 22 – 4 block private participants and 126 Drop-in lesson participants.
- There were 8102 admissions for our recreational swim programs. These programs include length swims, open and family swims and Aquafit classes. In 2018 we had 8119 admissions for our recreational swim programs.



- We had 1507 rental participants during the summer 2019 session compared to the 1302 rental participants during the summer 2018 session. These rentals include the ACES and private rentals such as birthday parties, Board of Education and private organizations
- The Full-time Aquatic staff led three seasonal staff trainings for the part-time aquatic staff members; one was specifically for our Head Guards. This included refresher on AODA, Workplace Violence and Harassment, IT Policy and WHMIS requirements, as well as aquatic skills.
- Staff entered ongoing pool bookings into the recreational program software. Birthday party pool rentals are a very popular facility rental.
- During our summer staff training, Dana Hallman was presented with the Ben Grosso Award. This award is given to an Aquatic staff member in memory of Ben and mental health awareness. Recipients of this award are nominated by their co-workers. This award is to help remind staff to be kind, understanding, accepting, inclusive and friendly. It is to remind staff that we are all a team regardless of our views in life. Staff need to remember to take time for themselves and reach out for help when they are not feeling included or part of the team.
- The pool was closed for a maintenance shut down from August 31 until September 13th. Items that were completed were;
  - A very thorough cleaning of the deck and change rooms.
  - Washed all the windows on the viewing galleries
  - Cleaned and waxed the railings around the pool deck and galleries.
  - Repaired the lap pool pump
  - Repaired broken tiles on the pool deck.
  - Replaced all light fixtures on the pool deck with LED fixtures.

Submitted by:

Angela Bylsma Anderson  
 Aquatics Manager, Wilmot Aquatic Centre  
 October 2019

# FACILITIES & RECREATION SERVICES

## Parks and Facilities Division

### Quarterly Activity Report (July-September 2019)

- Staff worked at Norm Hill Park to get the grounds and facilities ready for Canada Day events that occurred on July 1<sup>st</sup> .
- Parks and Facilities staff erected a temporary dog park located at Scott Park in New Hamburg as part of a dog park pilot project. The area has amenities such as parking and washroom facilities close-by. The fencing was rented from Sunbelt Rentals.
- Creative Playground contractors were hired to paint pickle ball lines on one of the tennis courts and re-paint the multi-use sports court in ND Park.
- Parks and Facilities staff purchased and installed a basketball pole/net/backboard unit at Mannheim CC. Creative Playground contractors painted the basketball keys on the asphalt pad.
- Assisted with the Social Committee Township BBQ at WRC.
- Haysville CC parking lot was black topped, crack sealed and parking lines painted.
- WRC parking lot was crack sealed and lines re-painted.
- Parks and Facilities staff assisted with preparing the grounds at Norm S Hill Park for Moparfest. The event went very well even with the 30mm of rain that occurred on Saturday and Sunday.
- A new playground element was ordered for Baden Park. Open Spaces have scheduled the installation for late October, weather pending.
- The ice in the WRC Schout Arena was re-installed for the 2019/20 season, and was available for use commencing September 3<sup>rd</sup> .
- The Aquatic Centre lighting system was replaced with new LED lights. These new light fixtures will require less maintenance than the old fixtures and will consume 50% less energy to operate.
- Pool mechanical equipment was repaired/maintained during the annual pool shut down.
- Parks and Facilities staff assisted with preparing the fairgrounds for the annual Fall Fair. The weekend went well even with the 25mm of rain that fell over the 4-day event.

- The WRC splash pad was closed for the season on September 22<sup>nd</sup>, after another successful year.
- Met with Complete Tree Service at the WRC to discuss the removal of dead ash trees adjacent to the high voltage hydro lines.

Submitted by:  
Geoff Dubrick  
Parks and Facilities Manager



**REPORT NO:** DS 2019-26

**TO:** COUNCIL

**SUBMITTED BY:** Harold O’Krafka, MCIP RPP  
Director of Development Services

**PREPARED BY:** Terry Gerber, CBCO, Chief Building Official

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** 3rd Quarter Building Stats 2019

---

**RECOMMENDATION:**

THAT Report DS 2019-26 be received for information.

**SUMMARY:**

Building activity rates in the third quarter of 2019 were as expected given the continued limited supply of vacant residential lots.

**BACKGROUND:**

Building Statistics are provided to Council for information purposes.

Month end reporting to is also provided to the public via the Township website in addition to statistical reports provided monthly to the Region of Waterloo, Statistics Canada and Municipal Property Assessment Corporation.

**REPORT:**

The total number of permits issued to the end of the third quarter of 2019 was slightly lower than the 10 year average and 2018. The number of dwelling units was significantly lower than the 10 year average but higher than 2018 due largely in part to the increase of residential development charges.

Registration is now complete on the Timber Lane (formerly Herner Woods) town home development and the first permit has been issued. Staff expect permits for the remaining 16 units of the 20 unit development to be issued shortly in order for the developer to recapture a significant development charge credit that expires at the end of October which will further bolster 2019 statistics.

A number of significant residential and institutional development applications are pending which should drive activity levels higher in the coming years.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Tracking of building activity provides a statistical basis for decision making related to land use planning in the community which contributes to the quality of life of Wilmot residents. Reporting statistics contributes to enhanced community engagement.

### **FINANCIAL CONSIDERATIONS:**

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy.

### **ATTACHMENTS:**

Attachment A      September 2019 Building Stats

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF SEPTEMBER	10 Year Average	2018	2019
Number of Permits Issued	33	31	28
Dwelling Units Constructed	8	6	2
Dwelling Units Demolished	1	1	1
Residential - New Dwelling Units	\$ 1,990,000	\$ 1,920,000	\$ 1,220,000
Residential - Addition/Alteration	\$ 346,000	\$ 950,000	\$ 485,000
Residential - Accessory	\$ 189,500	\$ 60,000	\$ 390,000
Agricultural - New	\$ 218,000	\$ -	\$ -
Agricultural - Addition/Alteration	\$ 20,500	\$ 40,000	\$ -
Commercial - New	\$ 42,000	\$ -	\$ -
Commercial - Addition/Alteration	\$ 82,000	\$ 85,000	\$ -
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 311,000	\$ 105,000	\$ -
Institutional - New	\$ 244,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 65,000	\$ -	\$ 500,000
Miscellaneous	\$ 59,000	\$ 5,000	\$ 5,000
Total Construction Value	\$ 3,567,000	\$ 3,165,000	\$ 2,600,000
YEAR TO DATE	10 Year Average	2018	2019
Number of Permits Issued	323	324	286
Number of Dwelling Units	79	43	49
Total Construction Value	\$ 37,544,100	\$ 48,326,000	\$ 39,000,000

## SEPTEMBER 2019

Residential - New	Institutional- Alt.
SUNFISH LAKE	121 Huron Street
23-1228 Berlett's Road	
NON-SETTLEMENT	
1018 Huron Street	
Residential - Addition	
1663 Nafziger Road	1090 Queen Street
Residential - Alteration	
66 Erhardt Wagner Place	36 Loganville Lane
302 Schneller Drive	154 Piccadilly Square
238 Snyder's Road E	36 Piccadilly Square
77 Main Street	170 Shade Street
74 Catherine Street	169 Theodore Schuler Boulevard
249 Kettle Lake Drive	1059 Pinehill Road
Residential - Accessory	
11 Louisa Street	1680 Hallman Road (Pool)
128 Main Street	1680 Hallman Road (Pool Shed)
24 Poth Drive	4417 Wilmot-Easthope Road
61 Poth Drive	1544 Notre Dame Drive
145 Jacob Street	
Residential - Other	
1467 Wilmot Centre Road	1018 Huron Street



# TOWNSHIP OF WILMOT

## FIRE SERVICES *Staff Report*

---

**REPORT NO:** FD 2019-09

**TO:** Council

**SUBMITTED BY:** Rod Leeson, Fire Chief

**PREPARED BY:** Donna Erb, Administrative Assistant

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** 3<sup>rd</sup> Quarterly Activity Report

---

### **RECOMMENDATION:**

That the Fire Department Activity Report for the third quarter of 2019 be received for information purposes.

### **SUMMARY:**

The Council approved 2019 Capital Budget Program included the capital project for renovations to Station 3 (New Hamburg), to modernize the workspace for fire services personnel.

Through a competitive tendering process, with the assistance of G.B Architect, staff and G.B Architect are recommending the award of contract to STM Construction Ltd. from Brantford, Ontario.

### **BACKGROUND:**

Not applicable.

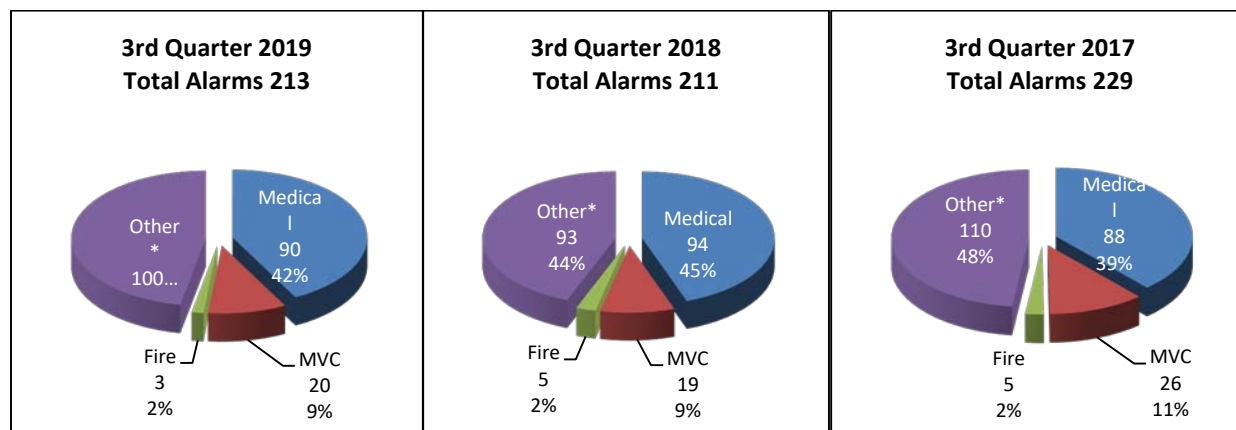
### **REPORT:**

---

The attached information shows the fire alarm activities for the three stations, as well as the activities from the Fire Prevention Officer and the Public Education/Training Officer

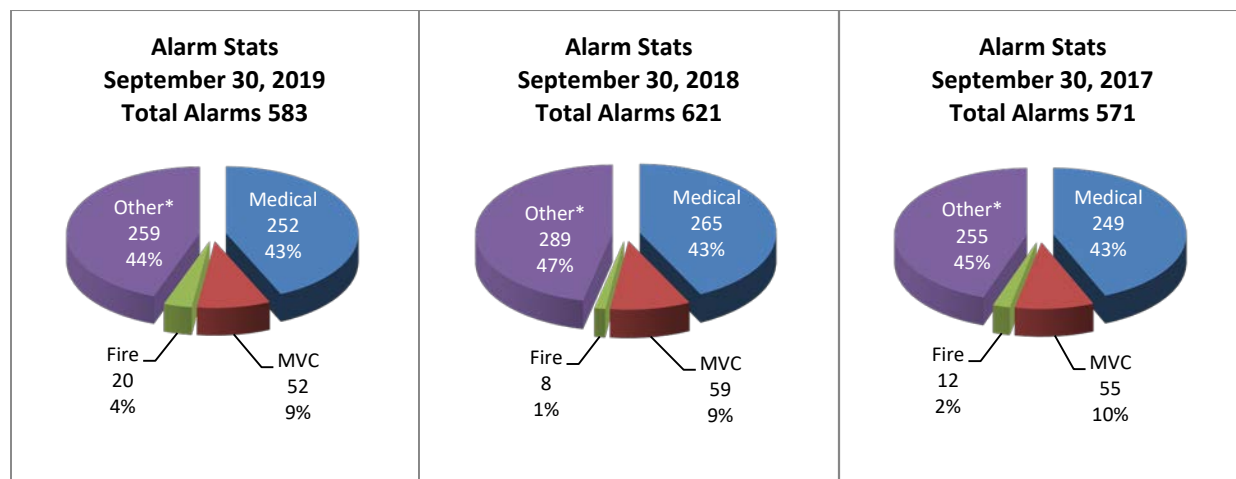
In total during the third quarter, the Fire Department responded to a total of 213 alarms. For the same period in 2018, the number was 211 and in 2017, the number was 229.

### Third Quarter Alarm Stats Comparison



Comparing the year-to-date alarm stats, from January 1<sup>st</sup> to September 30<sup>th</sup>, the Fire Department responded to a total of 583 alarms. For the same period in 2018, the department responded to 621 alarms and in 2017, they responded to 571 alarms.

### Year-to-Date Alarm Stats Comparison (September 30, 2019)



\*Includes Alarms Ringing, Burn Complaints, CO Investigations, and smoke or odour investigations and any other miscellaneous calls.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Township is communicating municipal matters.



**FINANCIAL CONSIDERATIONS:**

Not applicable.



# Wilmot Fire Department

## Training Division

60 Snyder's Road West, Baden, ON N3A 1A1

---

### QUARTERLY REPORT














### 3<sup>rd</sup> QUARTER 2019

#### TRAINING:

##### Recruits:

-  Continued to work through NFPA 1001 FFI & FFII training, finishing the entire curriculum
-  Proctored the final exam for all 2019 recruits.
-  Set-up the OFC AS&E testing for Pro Board certification
-  The OFC AS&E written & practical certification for NFPA FFI & FFII was held on Saturday August 24<sup>th</sup> & 31<sup>st</sup>.

##### Regular Training Plan:

-  Pumping operations
-  Relay pumping
-  RIT operations
-  3<sup>rd</sup> Quarter Medical training
-  Tanker Shuttle Accreditation set-up & practice
-  Forcible entry
-  Fire attack tactics
-  Firefighter survival
-  Blitz Fire Attack
-  Aerial operations
-  Driver training
-  Fire dynamics training with prop built by DC Strickler
-  Participation in Smoke Alarm Program



# Wilmot Fire Department

## Training Division

60 Snyder's Road West, Baden, ON N3A 1A1

---

### OTHER:

- 👤 2 day Paratech University course
- 👤 Tanker Shuttle Accreditation was run on September 30<sup>th</sup>, we are waiting on the results
- 👤 Preparing for NFPA 1005 Flood Water Rescue Course

### Emergency Management

- 👤 Continue to collaborate with Regional CEMC's to conduct annual drill
- 👤 Continue to improve Alert Waterloo Region notification system
- 👤 Working with GIS to improve Township Flood mapping

### Meetings:

- 👤 P25 radio meeting
- 👤 AJ Stone re: new MSA SCBA
- 👤 JEASOAG meetings
- 👤 Bearcom meeting re: old radio system issues
- 👤 P25 radio configuration meeting
- 👤 ROW meeting re: traffic pre-empter
- 👤 Chief Leeson, DC Koenig for return to work of FF
- 👤 Mike McKenna from FPSS for Tanker Shuttle Accreditation
- 👤 Site meeting for training issues with Station #3 renovations

### CEMC:

- 👤 Flood planning meeting



**TOWNSHIP OF WILMOT FIRE DEPARTMENT**  
**FIRE PREVENTION REPORT**  
**QUARTERLY REPORT**  
**Period ending September 30, 2019**

Wilmot Fire Department Fire Prevention Division has been working diligently to raise awareness about fire safety and support business owners and tenants in gaining compliance with the Ontario Fire Code and Fire Protection and Prevention Act. The following outlines specific areas the fire prevention division has been working on:

- Fire code compliance inspections based on complaint, request and routine
- Fire investigations
- Fire Safety Planning review
- Open air burn & contained site permits
- Public Education
- Smoke/CO alarm loaner program

This quarter started with our 2019 recruits handing out Alert Waterloo informational flyers as part of Canada Day celebrations at the New Hamburg fair grounds. This ongoing public education on the new Alert Waterloo System was continued throughout the quarter via our Door to Door Campaign. This year's campaign involved a crew from each station going door to door in their respective towns. The education focus was smoke and carbon monoxide alarms in the home along with the Alert Waterloo flyer. The message was delivered in person and/or flyers were left at homes. Crews went out Monday evenings from July 8<sup>th</sup> to September 23<sup>rd</sup> and visited 657 homes in Wilmot Township. This resulted in over 30 follow-up inquiries or visits to gain compliance with the Ontario Fire Code. To date no charges have been laid. In general, the public has been both co-operative and appreciative of the information provided.

For Fire Prevention Week we are currently working on an open house event at Station 2 in New Dundee. The event will include both fun and informative elements to attract attendees of all ages.



### **INSPECTIONS, INVESTIGATION & PREVENTION ACTIVITIES:**

- 12 open burn permits requested, 11 allowed
- 14 contained site permits requested, 12 allowed
- 8 complaints investigated
- 3 request inspections addressed
- 22 follow up inspections completed
- 2 investigations attended
- 1 public education event completed
- 2 new lock boxes installed

### **TRAINING/SEMINARS/MEETINGS:**

- Fire and Life Safety Educator (NFPA 1035)
- Webinar: Propane and Natural Gas Explosions
- Meetings: Paris for the OMFPOA, Kitchener HQ WRPS process review fire investigation,

Yours in fire prevention,

Andrew Mechalko  
Fire Prevention Officer  
Wilmot Fire Department



# TOWNSHIP OF WILMOT

## INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

---

**REPORT NO:** ILS 2019-53

**TO:** Council

**SUBMITTED BY:** Dawn Mittelholtz, Director Information and Legislative Services

**PREPARED BY:** Tracey Murray, Manager Information and Legislative Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Appointment of Drainage Engineer  
Patrick George  
North Part of Lot 20, Concession North of Bleams Road

---

### **RECOMMENDATION:**

THAT Dietrich Engineering Limited, Kitchener, Ontario, be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works received from Patrick George, North Part of Lot 20, Concession North of Bleams Road, Township of Wilmot.

### **SUMMARY:**

Following the acceptance of the Petition for Drainage Works by Patrick George, the next step in the process under the Drainage Act is to appoint a Drainage Engineer who will prepare an Engineer's Report to address the drainage issues in the area.

### **BACKGROUND:**

Patrick George submitted and filed a petition with the Clerk to initiate Drainage Works under the Drainage Act. The petition is for storm water management pond and other drainage improvements.

**REPORT:**

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority, the Ministry of Natural Resources, the Ontario Ministry of Food, Agriculture and Rural Affairs and the Region of Waterloo. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

**FINANCIAL CONSIDERATIONS:**

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of their report. At this time, there are no financial considerations.



**REPORT NO:** CAO 2019-03

**TO:** Council

**SUBMITTED BY:** Grant Whittington, Chief Administrative Officer

**PREPARED BY:** Patrick Kelly, Director of Finance / Treasurer

**REVIEWED BY:** Grant Whittington, Chief Administrative Officer

**DATE:** October 28, 2019

**SUBJECT:** Consultant Selection – Joint Service Delivery Review

---

**RECOMMENDATION:**

**THAT Report CAO 2019-03 regarding the Joint Service Delivery Review, be received for information purposes;**

**AND THAT RFP 2019-26 be awarded to KPMG LLP for the provision of consulting services for a Joint Service Delivery Review, as per their proposal submitted September 6, 2019, in the amount of \$96,150, plus HST;**

**AND THAT \$24,460 in funding be allocated from the Provincial Service Modernization Funding to cover the Township's proportion of the overall project costs.**

**SUMMARY:**

The purpose of this Report is to present the results of the procurement process for a Joint Service Delivery Review, to be completed in partnership with the Townships of North Dumfries, Wellesley and Woolwich.

The Provincial Government has challenged the broader public sector to find efficiencies and improve services with the overall objective of lowering costs and reducing the burden on ratepayers. The proposed Joint Service Delivery Review is aligned with the key tenets of the Provincial program.



The Study represents a joint analysis of a wide range of services / programs that are delivered by the four (4) Townships. The intent of the Study is to improve the understanding of the services currently provided by the respective Municipalities, and to provide information that will allow the respective Councils and Staff to make informed strategic choices regarding those services.

### **BACKGROUND:**

In July 2019 staff from the four (4) Township's obtained approvals from their respective Council to undertake a Joint Service Delivery Review.

In early August, the four (4) Township's released a Request for Proposal (RFP 2019-26) to secure consulting services for this study. A selection committee was established for the purposes of establishing the Terms of Reference for this study, and evaluating the proposal submissions.

### **REPORT:**

The intent of the Service Delivery Review is to improve the understanding of the services currently provided by the respective Municipalities and to provide better information that will allow the Councils and Staff the opportunity to make more informed strategic choices regarding those services. The initial Service Delivery Review focuses on the following program areas:

- i) Fire Department
- ii) Emergency Management
- iii) Library Services
- iv) Information Technology
- v) Corporate Communications

On August 8, 2019, the RFP document was made available online through the Township's e-bidding site. There was a total of twelve (12) plan takers, with eight (8) bids received at time of close on September 6, 2019.

Proposals were submitted by the following:

Proponent	Location
For Evergreen Innovative Strategies Inc.	Cochrane, ON
KPMG LLP	Toronto, ON
MNP LLP	Toronto, ON
OPTIMUS   SBR	Toronto, ON
SmartProz Inc.	Grand Valley, ON
SP Maloney Corp	Burlington, ON
StrategyCorp Inc.	Toronto, ON
The Clarico Group Inc.	Toronto, ON

A selection committee consisting of the four (4) Chief Administrative Officers, and four (4) Directors of Finance, reviewed and evaluated the proposals based on the following weighted criteria:

Company Profile & Governance	20%
Ability to Provide Services Outlined	20%
Resources, Strategy & Methodology	20%
Experience & References	10%
Value Added / Intangibles	5%
Cost Proposal	25%

Following an independent technical review and scoring from each committee member, the cost proposals were opened and scoring incorporated into the evaluation matrix.

As a result of the evaluation, three (3) proponents stood out from the group in terms of the various technical criteria. Each of these “short-listed” proponents were invited to provide a brief presentation and Q&A session with the selection committee. Following these presentations, the selection committee was unanimous in their selection of KPMG LLP to undertake this project.

The proposal from KPMG LLP demonstrated a strong understanding of the Townships’ needs under this Joint Service Delivery Review. The selection committee is confident that the approach outlined in their proposal submission will help bring efficiencies and service improvements to these five (5) service areas.

KPMG LLP has extensive experience completing these types of works across Ontario, and boasts strong qualifications throughout their project team.

Following the approval from all four (4) Councils, the Steering Committee, consisting of the four (4) Chief Administrative Officers will hold a kick-off meeting with the successful proponent to outline key expectations for each of the service areas. Sub-committees will be established to enable input from key services areas (i.e. Fire Chiefs, IT Administrators, etc.). On October 15, 2019, North Dumfries Council approved the recommendation and on October 22, 2019, Wellesley Council also approved the recommendation. This report will be brought to Township of Woolwich Council for approval on October 29, 2019.

The kick-off meeting will also establish realistic project timelines with a goal to present interim reports at an all-Council meeting. In addition, the CAO’s and consultants will reach consensus on comparators for a jurisdictional analysis as part of the services required. Finally, the scope of work for the IT Services subject area will be expanded to include GIS needs analysis.

The CAO’s and Directors of Finance are unanimously supportive of this selection and the proposed next steps.

#### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the corporate goal of being an engaged community by strengthening customer service. The works within this study are aligned with Wilmot’s core value of being

forward-thinking. Finally, the efficiencies that are identified from this study are aligned with our corporate mission to evolve and grow.

### **FINANCIAL CONSIDERATIONS:**

The completion of the Service Delivery Review is not currently included within the 10-year Capital Forecast, and as such it will require direction from Council to include within the 2020 Capital Budget.

The cost proposal from KPMG LLP totals \$97,842.24 (net of HST rebate). It is proposed that the four (4) Townships would split the cost to complete the Study in equal proportions. Wilmot's share of the expenditure would be approximately \$24,460.

Report FIN 2019-23 in May 2019 noted the receipt of the \$725,000 one-time Grant from the Province, under the Service Modernization Funding program. This funding is currently held within temporary holding account until a clear path for utilization has been established. It is proposed that the Township's share of the expenditure associated with the completion of the Service Delivery Review would be funded from this account.

The Service Delivery Review initiative is aligned with the stated objectives of the Province when they communicated the transfer of the Service Modernization Funding to the Township.

### **ATTACHMENTS:**

None



**REPORT NO:** FIN 2019-34

**TO:** Council

**SUBMITTED BY:** Patrick Kelly, CPA, CMA, Director of Finance / Treasurer  
Jeff Molenhuis, P. Eng., Director of Public Works and Engineering  
Sean Montgomery, Operations Supervisor – Utilities

**PREPARED BY:** Ashton Romany, CPA, Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Wilmot Water Financial Plan

---

**RECOMMENDATION:**

That report FIN 2019-34 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Manager of Accounting, be approved.

**SUMMARY:**

This report proposes the Township's Water Financial Plan to be approved. This financial plan is a required component for the Township to renew its licencing for its water distribution systems.

**BACKGROUND:**

The Safe Drinking Water Act, 2002 requires that owners of a water distribution system be licenced by the Province of Ontario. This licencing ensures that all water distribution systems conform to the Province's quality and management standards. As the owner of three (3) water distribution systems, the Township is required to meet this licencing requirement.

**REPORT:**

Section 30 of the Act outlines that financial plans shall be prepared for water distribution systems covering a period of at least six (6) years; and further that these plans shall outline the system's financial sustainability.

Additional requirements are included within Ontario Regulation 453/07, which stipulates that plans must be endorsed by Council in any year in which an updated application for licencing is submitted.

As 2020 is a re-accreditation year for Wilmot Township's water distributor licence, the Township is required to approve these financial plans.

The attached Projected Financial Statements represent the Township's water and wastewater financial plans. The column for 2019 summarizes the current year budget, while years 2020 through 2025 incorporate items from the Township's 10-Year Capital Plan, current growth projections, Region of Waterloo water and wastewater financial plans, and estimated future operating expenses and rate revenues, which reflect historical inflationary increases.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the Strategic Plan goal of being an engaged community through the communication of municipal matters.

**FINANCIAL CONSIDERATIONS:**

The financial plan is an accounting document summarizing the current year budget and future year forecast. It is prepared in accordance with the requirements of the Safe Drinking Water Act, 2002 and has no direct financial implications

**ATTACHMENTS:**

Appendix A - Wilmot Water Financial Plan



## Corporation of the Township of Wilmot - Wilmot Water Water Component

### *Projected Financial Operations* for the year ending December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Revenues</b>							
Water Rates	\$ 2,947,483	\$ 3,070,621	\$ 3,202,492	\$ 3,340,882	\$ 3,484,249	\$ 3,634,197	\$ 3,759,802
Other Revenues (DC's, Other Government Funding)	\$ 83,900	\$ 97,175	\$ 156,350	\$ 107,250	\$ 137,000	\$ 118,025	\$ 87,250
Interest Revenue	\$ 66,213	\$ 72,716	\$ 84,683	\$ 98,538	\$ 112,478	\$ 127,512	\$ 148,402
<b>Total Revenue</b>	<b>\$ 3,097,596</b>	<b>\$ 3,240,512</b>	<b>\$ 3,443,525</b>	<b>\$ 3,546,670</b>	<b>\$ 3,733,727</b>	<b>\$ 3,879,734</b>	<b>\$ 3,995,454</b>
<b>Expenses</b>							
Water Supply Costs	\$ 1,482,000	\$ 1,540,000	\$ 1,599,000	\$ 1,661,000	\$ 1,725,000	\$ 1,793,000	\$ 1,862,000
Other Expenses	\$ 892,702	\$ 940,175	\$ 935,566	\$ 945,623	\$ 955,880	\$ 974,998	\$ 994,498
Amortization	\$ 374,206	\$ 383,593	\$ 384,661	\$ 390,917	\$ 392,462	\$ 396,876	\$ 402,059
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 2,748,908</b>	<b>\$ 2,863,768</b>	<b>\$ 2,919,227</b>	<b>\$ 2,997,540</b>	<b>\$ 3,073,342</b>	<b>\$ 3,164,874</b>	<b>\$ 3,258,557</b>
<b>Net Effect of Annual Operations</b>	<b>\$ 348,688</b>	<b>\$ 376,744</b>	<b>\$ 524,298</b>	<b>\$ 549,130</b>	<b>\$ 660,385</b>	<b>\$ 714,860</b>	<b>\$ 736,897</b>
<b>Beginning Accumulated Net Assets Balance</b>	<b>\$ 22,584,397</b>	<b>\$ 22,933,085</b>	<b>\$ 23,309,829</b>	<b>\$ 23,834,127</b>	<b>\$ 24,383,257</b>	<b>\$ 25,043,642</b>	<b>\$ 25,758,502</b>
Net Effect of Annual Operations	\$ 348,688	\$ 376,744	\$ 524,298	\$ 549,130	\$ 660,385	\$ 714,860	\$ 736,897
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Accumulated Net Assets Balance</b>	<b>\$ 22,933,085</b>	<b>\$ 23,309,829</b>	<b>\$ 23,834,127</b>	<b>\$ 24,383,257</b>	<b>\$ 25,043,642</b>	<b>\$ 25,758,502</b>	<b>\$ 26,495,399</b>



## Corporation of the Township of Wilmot - Wilmot Water Water Component

*Projected Financial Position*  
as of December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Assets</b>							
<i>Financial Assets</i>							
Cash & Cash Equivalents	\$ 3,419,336	\$ 4,009,435	\$ 4,638,701	\$ 5,330,191	\$ 5,993,081	\$ 6,723,929	\$ 7,817,263
Accounts Receivable	\$ 368,435	\$ 383,828	\$ 400,312	\$ 417,610	\$ 435,531	\$ 454,275	\$ 469,976
	\$ 3,787,771	\$ 4,393,263	\$ 5,039,013	\$ 5,747,801	\$ 6,428,612	\$ 7,178,204	\$ 8,287,239
<i>Non Financial Assets</i>							
Inventory	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Tangible Capital Assets Under Construction (Note 1)	\$ 43,430	\$ 10,990	\$ 50,860	\$ 59,650	\$ 45,770	\$ 26,930	\$ 10,670
Tangible Capital Assets, net (Note 2)	\$ 19,257,305	\$ 19,068,052	\$ 18,912,781	\$ 18,749,784	\$ 18,748,862	\$ 18,739,596	\$ 18,389,796
	\$ 19,315,735	\$ 19,094,042	\$ 18,978,641	\$ 18,824,434	\$ 18,809,632	\$ 18,781,526	\$ 18,415,466
<b>Total Assets</b>	<b>\$ 23,103,506</b>	<b>\$ 23,487,305</b>	<b>\$ 24,017,654</b>	<b>\$ 24,572,235</b>	<b>\$ 25,238,244</b>	<b>\$ 25,959,730</b>	<b>\$ 26,702,705</b>
<b>Liabilities</b>							
<i>Other Liabilities</i>							
Accounts Payable	\$ 170,421	\$ 177,476	\$ 183,527	\$ 188,979	\$ 194,602	\$ 201,229	\$ 207,307
<i>Debt Charges</i>							
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ 170,421</b>	<b>\$ 177,476</b>	<b>\$ 183,527</b>	<b>\$ 188,979</b>	<b>\$ 194,602</b>	<b>\$ 201,229</b>	<b>\$ 207,307</b>
<b>Accumulated Net Assets</b>							
<i>Accumulated Net Assets</i>	\$ 22,933,085	\$ 23,309,829	\$ 23,834,127	\$ 24,383,256	\$ 25,043,642	\$ 25,758,501	\$ 26,495,398
<b>Total Liabilities and Accumulated Net Assets</b>	<b>\$ 23,103,506</b>	<b>\$ 23,487,305</b>	<b>\$ 24,017,654</b>	<b>\$ 24,572,235</b>	<b>\$ 25,238,244</b>	<b>\$ 25,959,730</b>	<b>\$ 26,702,705</b>



## Corporation of the Township of Wilmot - Wilmot Water Water Component

### *Projected Cash Sources and Uses* for the year ending December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Operating Activities</b>							
Cash Collected From Revenues							
Revenue from Operations	\$ 3,028,633	\$ 3,167,796	\$ 3,356,092	\$ 3,448,132	\$ 3,618,499	\$ 3,749,472	\$ 3,847,052
Accounts Receivable	\$ (15,489)	\$ (15,393)	\$ (16,485)	\$ (17,298)	\$ (17,921)	\$ (18,744)	\$ (15,701)
	\$ 3,013,144	\$ 3,152,403	\$ 3,339,607	\$ 3,430,834	\$ 3,600,578	\$ 3,730,728	\$ 3,831,351
Cash Expended from Operations							
Operating Expenses	\$(2,748,908)	\$(2,863,768)	\$(2,919,227)	\$(2,997,540)	\$(3,073,342)	\$(3,164,874)	\$(3,258,557)
Inventory	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ 10,348	\$ 7,055	\$ 6,052	\$ 5,451	\$ 5,624	\$ 6,626	\$ 6,079
Amortization	\$ 374,206	\$ 383,593	\$ 384,661	\$ 390,917	\$ 392,462	\$ 396,876	\$ 402,059
	\$(2,359,354)	\$(2,473,120)	\$(2,528,514)	\$(2,601,172)	\$(2,675,256)	\$(2,761,372)	\$(2,850,419)
<b>Cash Flow from Operating Activities</b>	<b>\$ 653,790</b>	<b>\$ 679,283</b>	<b>\$ 811,093</b>	<b>\$ 829,662</b>	<b>\$ 925,322</b>	<b>\$ 969,356</b>	<b>\$ 980,932</b>
<b>Capital Asset Activities</b>							
Tangible Capital Assets Under Construction	\$ (610)	\$ 32,440	\$ (39,870)	\$ (8,790)	\$ 13,880	\$ 18,840	\$ 16,260
Tangible Capital Assets	\$ (531,220)	\$ (194,340)	\$ (229,390)	\$ (227,920)	\$ (391,540)	\$ (387,610)	\$ (52,260)
Proceeds from Disposals	\$ 2,750	\$ -	\$ 2,750	\$ -	\$ 2,750	\$ 2,750	\$ -
<b>Cash Flow from Capital Asset Activities</b>	<b>\$ (529,080)</b>	<b>\$ (161,900)</b>	<b>\$ (266,510)</b>	<b>\$ (236,710)</b>	<b>\$ (374,910)</b>	<b>\$ (366,020)</b>	<b>\$ (36,000)</b>
<b>Investing Activities</b>							
Interest Revenue	\$ 66,213	\$ 72,716	\$ 84,683	\$ 98,538	\$ 112,478	\$ 127,512	\$ 148,402
<b>Cash Flow from Investing Activities</b>	<b>\$ 66,213</b>	<b>\$ 72,716</b>	<b>\$ 84,683</b>	<b>\$ 98,538</b>	<b>\$ 112,478</b>	<b>\$ 127,512</b>	<b>\$ 148,402</b>
<b>Financing Activities</b>							
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Flow from Financing Activities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Changes to Cash &amp; Cash Equivalents</b>	<b>\$ 190,923</b>	<b>\$ 590,099</b>	<b>\$ 629,266</b>	<b>\$ 691,490</b>	<b>\$ 662,890</b>	<b>\$ 730,848</b>	<b>\$ 1,093,334</b>
<b>Beginning Cash &amp; Cash Equivalents</b>	<b>\$ 3,228,413</b>	<b>\$ 3,419,336</b>	<b>\$ 4,009,435</b>	<b>\$ 4,638,701</b>	<b>\$ 5,330,191</b>	<b>\$ 5,993,081</b>	<b>\$ 6,723,929</b>
<b>Ending Cash &amp; Cash Equivalents</b>	<b>\$ 3,419,336</b>	<b>\$ 4,009,435</b>	<b>\$ 4,638,701</b>	<b>\$ 5,330,191</b>	<b>\$ 5,993,081</b>	<b>\$ 6,723,929</b>	<b>\$ 7,817,263</b>





## Corporation of the Township of Wilmot - Wilmot Water Water Component

### Notes to Projected Financial Statements for the year ending December 31

#### Note 1 - Tangible Capital Assets Under Construction

	2019	2020	2021	2022	2023	2024	2025
January 1 Balance	\$ 42,820	\$ 43,430	\$ 10,990	\$ 50,860	\$ 59,650	\$ 45,770	\$ 26,930
Additions	\$ 457,830	\$ 130,900	\$ 195,260	\$ 236,710	\$ 317,660	\$ 305,770	\$ -
	\$ 500,650	\$ 174,330	\$ 206,250	\$ 287,570	\$ 377,310	\$ 351,540	\$ 26,930
Transfer to Active Capital Assets	\$ 457,220	\$ 163,340	\$ 155,390	\$ 227,920	\$ 331,540	\$ 324,610	\$ 16,260
<b>December 31 Balance</b>	<b>\$ 43,430</b>	<b>\$ 10,990</b>	<b>\$ 50,860</b>	<b>\$ 59,650</b>	<b>\$ 45,770</b>	<b>\$ 26,930</b>	<b>\$ 10,670</b>

#### Projects Under Construction

Wilmot St. Notre Dame Dr.	Wilmot St.	Boulee St. Victoria St.	Victoria St. Webster St.	Webster St. Stone St.	Stone St. Centennial Cres.	Centennial Cres. Boulee St. Seyler St. Peel St.
------------------------------	------------	----------------------------	-----------------------------	--------------------------	-------------------------------	--

#### Note 2 - Tangible Capital Assets

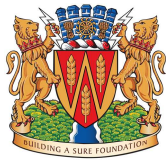
	2019	2020	2021	2022	2023	2024	2025
January 1 Balance, gross	\$ 25,950,659	\$ 26,425,722	\$ 26,620,062	\$ 26,786,382	\$ 27,014,302	\$ 27,354,002	\$ 27,680,502
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ 531,220	\$ 194,340	\$ 229,390	\$ 227,920	\$ 391,540	\$ 387,610	\$ 52,260
	\$ 26,481,879	\$ 26,620,062	\$ 26,849,452	\$ 27,014,302	\$ 27,405,842	\$ 27,741,612	\$ 27,732,762
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ 56,157	\$ -	\$ 63,070	\$ -	\$ 51,840	\$ 61,110	\$ 20,384
<b>December 31 Balance, gross</b>	<b>\$ 26,425,722</b>	<b>\$ 26,620,062</b>	<b>\$ 26,786,382</b>	<b>\$ 27,014,302</b>	<b>\$ 27,354,002</b>	<b>\$ 27,680,502</b>	<b>\$ 27,712,378</b>
January 1 Accumulated Amortization	\$ 6,850,368	\$ 7,168,417	\$ 7,552,010	\$ 7,873,601	\$ 8,264,518	\$ 8,605,140	\$ 8,940,906
Disposals	\$ (56,157)	\$ -	\$ (63,070)	\$ -	\$ (51,840)	\$ (61,110)	\$ (20,384)
Annual Amortization*	\$ 374,206	\$ 383,593	\$ 384,661	\$ 390,917	\$ 392,462	\$ 396,876	\$ 402,060
December 31 Accumulated Amortization	\$ 7,168,417	\$ 7,552,010	\$ 7,873,601	\$ 8,264,518	\$ 8,605,140	\$ 8,940,906	\$ 9,322,582
<b>December 31 Balance, net</b>	<b>\$ 19,257,305</b>	<b>\$ 19,068,052</b>	<b>\$ 18,912,781</b>	<b>\$ 18,749,784</b>	<b>\$ 18,748,862</b>	<b>\$ 18,739,596</b>	<b>\$ 18,389,796</b>

\*Amortization Periods (based on PSAB and GAAP Standards):

Machinery & Equipment = 10 years

Vehicles = 10 years

Water System = 75 years



## Corporation of the Township of Wilmot - Wilmot Water

### Wastewater Component

#### *Projected Financial Operations*

for the year ending December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Revenues</b>							
Wastewater Rates	\$ 2,835,300	\$ 3,112,491	\$ 3,317,593	\$ 3,534,139	\$ 3,732,476	\$ 3,943,844	\$ 4,140,326
Other User Fees (Local Improvement Charges)	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950
Other Revenues (DC's, Other Government Funding)	\$ 403,000	\$ 639,990	\$ 4,490,490	\$ 28,125	\$ 3,060,590	\$ 2,250	\$ -
Interest Revenue	\$ 39,354	\$ 33,715	\$ 29,108	\$ 29,553	\$ 29,586	\$ 32,640	\$ 44,748
<b>Total Revenue</b>	<b>\$ 3,291,604</b>	<b>\$ 3,800,146</b>	<b>\$ 7,851,141</b>	<b>\$ 3,605,767</b>	<b>\$ 6,836,602</b>	<b>\$ 3,992,684</b>	<b>\$ 4,199,024</b>
<b>Expenses</b>							
Wastewater Supply Costs	\$ 1,991,640	\$ 2,109,449	\$ 2,234,381	\$ 2,366,614	\$ 2,483,080	\$ 2,605,303	\$ 2,733,595
Other Expenses	\$ 710,143	\$ 653,876	\$ 644,527	\$ 623,622	\$ 658,219	\$ 667,313	\$ 680,659
Amortization	\$ 300,616	\$ 312,997	\$ 354,940	\$ 387,822	\$ 454,830	\$ 486,384	\$ 489,477
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 3,002,399</b>	<b>\$ 3,076,322</b>	<b>\$ 3,233,848</b>	<b>\$ 3,378,058</b>	<b>\$ 3,596,129</b>	<b>\$ 3,759,000</b>	<b>\$ 3,903,731</b>
<b>Net Effect of Annual Operations</b>	<b>\$ 289,205</b>	<b>\$ 723,824</b>	<b>\$ 4,617,293</b>	<b>\$ 227,709</b>	<b>\$ 3,240,473</b>	<b>\$ 233,684</b>	<b>\$ 295,293</b>
<b>Beginning Accumulated Net Assets Balance</b>	<b>\$ 16,008,704</b>	<b>\$ 16,297,909</b>	<b>\$ 17,021,733</b>	<b>\$ 21,639,026</b>	<b>\$ 21,866,735</b>	<b>\$ 25,107,208</b>	<b>\$ 25,340,892</b>
Data Entry Point (for above)							
Net Effect of Annual Operations	\$ 289,205	\$ 723,824	\$ 4,617,293	\$ 227,709	\$ 3,240,473	\$ 233,684	\$ 295,293
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Accumulated Net Assets Balance</b>	<b>\$ 16,297,909</b>	<b>\$ 17,021,733</b>	<b>\$ 21,639,026</b>	<b>\$ 21,866,735</b>	<b>\$ 25,107,208</b>	<b>\$ 25,340,892</b>	<b>\$ 25,636,185</b>



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

*Projected Financial Position*  
as of December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Assets</b>							
<i>Financial Assets</i>							
Cash & Cash Equivalents	\$ 1,868,060	\$ 1,443,873	\$ 1,485,432	\$ 1,388,622	\$ 1,427,878	\$ 1,715,765	\$ 2,486,843
Accounts Receivable	\$ 354,413	\$ 389,061	\$ 414,699	\$ 441,767	\$ 466,560	\$ 492,980	\$ 517,541
	\$ 2,222,473	\$ 1,832,934	\$ 1,900,131	\$ 1,830,389	\$ 1,894,438	\$ 2,208,745	\$ 3,004,384
<i>Non Financial Assets</i>							
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tangible Capital Assets Under Construction (Note 1)	\$ 585,350	\$ 420,400	\$ 700,610	\$ 712,570	\$ 62,290	\$ 36,650	\$ 14,520
Tangible Capital Assets, net (Note 2)	\$ 13,685,268	\$ 14,972,721	\$ 19,253,181	\$ 19,549,859	\$ 23,386,439	\$ 23,341,815	\$ 22,874,468
	\$ 14,270,618	\$ 15,393,121	\$ 19,953,791	\$ 20,262,429	\$ 23,448,729	\$ 23,378,465	\$ 22,888,988
<b>Total Assets</b>	<b>\$ 16,493,091</b>	<b>\$ 17,226,055</b>	<b>\$ 21,853,922</b>	<b>\$ 22,092,818</b>	<b>\$ 25,343,167</b>	<b>\$ 25,587,210</b>	<b>\$ 25,893,372</b>
<b>Liabilities</b>							
<i>Other Liabilities</i>							
Accounts Payable	\$ 195,182	\$ 204,322	\$ 214,896	\$ 226,083	\$ 235,959	\$ 246,318	\$ 257,187
<i>Debt Charges</i>							
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ 195,182</b>	<b>\$ 204,322</b>	<b>\$ 214,896</b>	<b>\$ 226,083</b>	<b>\$ 235,959</b>	<b>\$ 246,318</b>	<b>\$ 257,187</b>
<b>Accumulated Net Assets</b>							
<i>Accumulated Net Assets</i>	\$ 16,297,909	\$ 17,021,733	\$ 21,639,026	\$ 21,866,735	\$ 25,107,208	\$ 25,340,892	\$ 25,636,185
<b>Total Liabilities and Accumulated Net Assets</b>	<b>\$ 16,493,091</b>	<b>\$ 17,226,055</b>	<b>\$ 21,853,922</b>	<b>\$ 22,092,818</b>	<b>\$ 25,343,167</b>	<b>\$ 25,587,210</b>	<b>\$ 25,893,372</b>



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

### *Projected Cash Sources and Uses* for the year ending December 31

	2019	2020	2021	2022	2023	2024	2025
<b>Operating Activities</b>							
Cash Collected From Revenues							
Revenue from Operations	\$ 3,250,000	\$ 3,766,431	\$ 7,819,783	\$ 3,576,214	\$ 6,804,766	\$ 3,957,794	\$ 4,154,276
Accounts Receivable	\$ (30,870)	\$ (34,648)	\$ (25,638)	\$ (27,068)	\$ (24,793)	\$ (26,420)	\$ (24,561)
	\$ 3,219,130	\$ 3,731,783	\$ 7,794,145	\$ 3,549,146	\$ 6,779,973	\$ 3,931,374	\$ 4,129,715
Cash Expended from Operations							
Operating Expenses	\$(3,002,399)	\$(3,076,322)	\$(3,233,848)	\$(3,378,058)	\$(3,596,129)	\$(3,759,000)	\$(3,903,731)
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ 18,692	\$ 9,139	\$ 10,575	\$ 11,187	\$ 9,876	\$ 10,359	\$ 10,869
Amortization	\$ 300,616	\$ 312,997	\$ 354,940	\$ 387,822	\$ 454,830	\$ 486,384	\$ 489,477
	\$(2,683,091)	\$(2,754,186)	\$(2,868,333)	\$(2,979,049)	\$(3,131,423)	\$(3,262,257)	\$(3,403,385)
<b>Cash Flow from Operating Activities</b>	<b>\$ 536,039</b>	<b>\$ 977,597</b>	<b>\$ 4,925,812</b>	<b>\$ 570,097</b>	<b>\$ 3,648,550</b>	<b>\$ 669,117</b>	<b>\$ 726,330</b>
<b>Capital Asset Activities</b>							
Tangible Capital Assets Under Construction	\$ (435,350)	\$ 164,950	\$ (280,210)	\$ (11,960)	\$ 650,280	\$ 25,640	\$ 22,130
Tangible Capital Assets	\$ (152,800)	\$ (1,600,450)	\$ (4,635,400)	\$ (684,500)	\$ (4,291,410)	\$ (441,760)	\$ (22,130)
Proceeds from Disposals	\$ 2,250	\$ -	\$ 2,250	\$ -	\$ 2,250	\$ 2,250	\$ -
<b>Cash Flow from Capital Asset Activities</b>	<b>\$ (585,900)</b>	<b>\$ (1,435,500)</b>	<b>\$ (4,913,360)</b>	<b>\$ (696,460)</b>	<b>\$ (3,638,880)</b>	<b>\$ (413,870)</b>	<b>\$ -</b>
<b>Investing Activities</b>							
Interest Revenue	\$ 39,354	\$ 33,715	\$ 29,108	\$ 29,553	\$ 29,586	\$ 32,640	\$ 44,748
<b>Cash Flow from Investing Activities</b>	<b>\$ 39,354</b>	<b>\$ 33,715</b>	<b>\$ 29,108</b>	<b>\$ 29,553</b>	<b>\$ 29,586</b>	<b>\$ 32,640</b>	<b>\$ 44,748</b>
<b>Financing Activities</b>							
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Flow from Financing Activities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Changes to Cash &amp; Cash Equivalents</b>	<b>\$ (10,507)</b>	<b>\$ (424,187)</b>	<b>\$ 41,560</b>	<b>\$ (96,810)</b>	<b>\$ 39,256</b>	<b>\$ 287,887</b>	<b>\$ 771,078</b>
<b>Beginning Cash &amp; Cash Equivalents</b>	<b>\$ 1,878,567</b>	<b>\$ 1,868,060</b>	<b>\$ 1,443,872</b>	<b>\$ 1,485,432</b>	<b>\$ 1,388,622</b>	<b>\$ 1,427,878</b>	<b>\$ 1,715,765</b>
<b>Ending Cash &amp; Cash Equivalents</b>	<b>\$ 1,868,060</b>	<b>\$ 1,443,873</b>	<b>\$ 1,485,432</b>	<b>\$ 1,388,622</b>	<b>\$ 1,427,878</b>	<b>\$ 1,715,765</b>	<b>\$ 2,486,843</b>



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

### Notes to Projected Financial Statements for the year ending December 31

#### Note 1 - Tangible Capital Assets Under Construction

	2019	2020	2021	2022	2023	2024	2025
January 1 Balance	\$ 150,000	\$ 585,350	\$ 420,400	\$ 700,610	\$ 712,570	\$ 62,290	\$ 36,650
Additions	\$ 588,150	\$ 1,419,500	\$ 4,904,610	\$ 322,160	\$ 3,641,130	\$ 416,120	\$ -
	\$ 738,150	\$ 2,004,850	\$ 5,325,010	\$ 1,022,770	\$ 4,353,700	\$ 478,410	\$ 36,650
Transfer to Active Capital Assets	\$ 152,800	\$ 1,584,450	\$ 4,624,400	\$ 310,200	\$ 4,291,410	\$ 441,760	\$ 22,130
<b>December 31 Balance</b>	<b>\$ 585,350</b>	<b>\$ 420,400</b>	<b>\$ 700,610</b>	<b>\$ 712,570</b>	<b>\$ 62,290</b>	<b>\$ 36,650</b>	<b>\$ 14,520</b>

#### Projects Under Construction:

Sanitary Expansior Wilmot St. Snyder's Rd	Sanitary Expansion Wilmot St.	Foundry St. Snyder's Rd Railway Boulee St Victoria St.	Foundry St. Snyder's Rd Railway Victoria St. Webster St.	Webster St. Stone. St	Stone. St Centennial Cres.	Centennial Cres. Boulee St Seyler St Peel St
---	----------------------------------	---	---	--------------------------	-------------------------------	---

#### Note 2 - Tangible Capital Assets

	2019	2020	2021	2022	2023	2024	2025
January 1 Balance, gross	\$20,085,487	\$ 20,238,287	\$ 21,822,737	\$ 26,447,137	\$ 26,757,337	\$ 31,048,747	\$ 31,490,507
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ 152,800	\$ 1,584,450	\$ 4,624,400	\$ 310,200	\$ 4,291,410	\$ 441,760	\$ 22,130
	\$20,238,287	\$ 21,822,737	\$ 26,447,137	\$ 26,757,337	\$ 31,048,747	\$ 31,490,507	\$ 31,512,637
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>December 31 Balance, gross</b>	<b>\$20,723,194</b>	<b>\$ 22,323,644</b>	<b>\$ 26,959,044</b>	<b>\$ 27,302,434</b>	<b>\$ 31,593,844</b>	<b>\$ 32,035,604</b>	<b>\$ 32,057,734</b>
January 1 Accumulated Amortization	\$ 6,737,310	\$ 7,037,926	\$ 7,350,923	\$ 7,705,863	\$ 7,752,575	\$ 8,207,405	\$ 8,693,789
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Amortization*	\$ 300,616	\$ 312,997	\$ 354,940	\$ 387,822	\$ 454,830	\$ 486,384	\$ 489,477
December 31 Accumulated Amortization	\$ 7,037,926	\$ 7,350,923	\$ 7,705,863	\$ 7,752,575	\$ 8,207,405	\$ 8,693,789	\$ 9,183,266
<b>December 31 Balance, net</b>	<b>\$13,685,268</b>	<b>\$ 14,972,721</b>	<b>\$ 19,253,181</b>	<b>\$ 19,549,859</b>	<b>\$ 23,386,439</b>	<b>\$ 23,341,815</b>	<b>\$ 22,874,468</b>

\*Amortization Periods (based on PSAB and GAAP Standards):

Land = N/A

Buildings = 50 years

Machinery & Equipment = 10 years

Vehicles = 10 years

Wastewater System = 75 years



# TOWNSHIP OF WILMOT

## FINANCIAL SERVICES *Staff Report*

---

**REPORT NO:** FIN 2019-35

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA  
Director of Finance / Treasurer

**PREPARED BY:** Ashton Romany, CPA  
Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Statement of Operations as of September 30, 2019 (un-audited)

---

### **RECOMMENDATION:**

**THAT Report FIN 2019-35, Statement of Operations (un-audited) as of September 30, 2019, as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

### **SUMMARY:**

This report highlights the Township's Statement of Operations (un-audited) as of September 30, 2019. The attached statements outline the status of the Township's operating accounts. As of statement date, the Township is on track to meet budget expectations.

### **BACKGROUND:**

Finance staff report to Council on the status of municipal operations on a quarterly basis.

### **REPORT:**

Attached is the statement of operations as of September 30, 2019. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

## **Net General Levy Expenditure**

One of the key performance indicators for municipal operations is reflected within the net expenditures from general levy. The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 75.1% of budget.

## **Wilmot Recreation Complex**

The WRC represents approximately one-quarter of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 75.7% of the annual budget.

The WRC also represents approximately 60% of the budgeted operating revenue to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at 66.8% of the annual budget.

## **Winter Maintenance**

Winter maintenance activities levels over the past year have surpassed the annual budget allocation for 2019 due to weather experienced in the month of April. Funds over the budget allocation will be funded from the general levy as the dedicated winter maintenance reserve fund was exhausted to offset overages incurred in 2018.

## **User Pay Divisions**

The second section of the attached statements outlines financial performance from the user pay divisions. Each of these divisions is independent of the levy, and any surplus/deficit from current year operations is transferred to/from dedicated reserve funds at year end.

As a whole, Q3 fiscal results are very similar to Q3 2018 from the general levy perspective. The attached statements include accompanying notes on numerous budgetary lines. The next report outlining operations will occur in January for activity as of December 31, 2019.

## **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

**FINANCIAL CONSIDERATIONS:**

As part of year end processing, net operating expenditures, capital funding from general levy are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from infrastructure reserve funds.

**ATTACHMENTS:**

APPENDIX 1 – Statement of Operations



**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets <sup>1</sup>	(53,240)	(36,954)	69.4%
Grant Funding - General Government <sup>2</sup>	(5,000)	(10,860)	N/A
Licenses and Fines <sup>3</sup>	(82,470)	(68,863)	83.5%
Penalties & Interest Revenue <sup>4</sup>	(250,000)	(200,832)	80.3%
	<b><u>(390,710)</u></b>	<b><u>(317,509)</u></b>	<b><u>81.3%</u></b>
<b><u>EXPENSES</u></b>			
Council <sup>5</sup>	171,060	140,775	82.3%
Office of the CAO, Information and Legislative Services <sup>6</sup>	619,490	487,447	78.7%
Insurance <sup>7</sup>	294,180	245,293	83.4%
Municipal Law Enforcement/Animal Control <sup>8</sup>	161,430	114,869	71.2%
Municipal Election <sup>9</sup>	22,500	31,088	138.2%
Financial Services <sup>10</sup>	537,030	425,929	79.3%
IT Services <sup>11</sup>	243,220	171,010	70.3%
	<b><u>2,048,910</u></b>	<b><u>1,616,411</u></b>	<b><u>78.9%</u></b>
<b><u>FIRE SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>12</sup>	(55,660)	(43,138)	77.5%
	<b><u>(55,660)</u></b>	<b><u>(43,138)</u></b>	<b><u>77.5%</u></b>
<b><u>EXPENSES</u></b>			
Fire Services Administration <sup>13</sup>	944,160	662,987	70.2%
Fire Services Operating Expenses <sup>14</sup>	322,380	193,315	60.0%
	<b><u>1,266,540</u></b>	<b><u>856,301</u></b>	<b><u>67.6%</u></b>

**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>PUBLIC WORKS</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges <sup>15</sup>	(58,400)	(29,747)	50.9%
Aggregate Resource Fees <sup>16</sup>	(80,000)	(164,089)	205.1%
Grant Funding - Public Works <sup>17</sup>	(42,500)	(30,000)	70.6%
	<b><u>(180,900)</u></b>	<b><u>(223,836)</u></b>	<b><u>123.7%</u></b>
<b><u>EXPENSES</u></b>			
Engineering Administration <sup>18</sup>	217,050	155,871	71.8%
Roads Administration <sup>19</sup>	629,010	457,709	72.8%
Roads Operating Expenses <sup>20</sup>	581,100	336,647	57.9%
Winter Control Expenses <sup>21</sup>	486,420	498,706	102.5%
Municipal Drainage Operating Expenses <sup>22</sup>	25,000	-	0.0%
Street Lighting Operating Expenses <sup>23</sup>	145,000	110,218	76.0%
Crossing Guards Operating Expenses <sup>24</sup>	56,550	38,602	68.3%
	<b><u>2,140,130</u></b>	<b><u>1,597,753</u></b>	<b><u>74.7%</u></b>

**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>RECREATION AND FACILITIES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>25</sup>	(1,456,450)	(972,742)	66.8%
Park, Facility and Community Centre Rental Revenue <sup>26</sup>	(161,030)	(152,562)	94.7%
Grant Funding - Recreation and Facilities <sup>27</sup>	-	(2,000)	N/A
	<b><u>(1,617,480)</u></b>	<b><u>(1,127,304)</u></b>	<b><u>69.7%</u></b>
<b><u>EXPENSES</u></b>			
Recreation Administration <sup>28</sup>	803,660	561,080	69.8%
Wilmot Recreation Complex Administration <sup>29</sup>	1,528,850	1,169,947	76.5%
Wilmot Recreation Complex Operating Expenses <sup>30</sup>	919,820	683,410	74.3%
Parks & Facilities Administration <sup>31</sup>	647,770	511,417	79.0%
Parks and Community Centre Operating Expenses <sup>32</sup>	343,440	261,445	76.1%
Municipal Facilities Operating Expenses <sup>32</sup>	137,720	85,023	61.7%
Abandoned Cemetery Operating Expenses <sup>33</sup>	3,000	2,250	75.0%
	<b><u>4,384,260</u></b>	<b><u>3,274,571</u></b>	<b><u>74.7%</u></b>

**TOWNSHIP OF WILMOT**  
**2019 OPERATING AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events <sup>34</sup>	(44,930)	(45,548)	101.4%
Grant Funding - Castle Kilbride <sup>35</sup>	(26,250)	-	0.0%
	<b><u>(71,180)</u></b>	<b><u>(45,548)</u></b>	<b><u>64.0%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration <sup>36</sup>	225,650	174,363	77.3%
Castle Kilbride Operating Expenses <sup>37</sup>	58,910	47,074	79.9%
Archives Operating Expenses <sup>37</sup>	1,550	474	30.6%
Heritage Wilmot Operating Expenses <sup>37</sup>	10,440	7,813	74.8%
	<b><u>296,550</u></b>	<b><u>229,725</u></b>	<b><u>77.5%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees <sup>38</sup>	(155,650)	(74,180)	47.7%
Business Licensing <sup>38</sup>	(4,000)	(2,425)	60.6%
	<b><u>(159,650)</u></b>	<b><u>(76,605)</u></b>	<b><u>48.0%</u></b>
<b><u>EXPENSES</u></b>			
Planning <sup>39</sup>	179,420	138,275	77.1%
Economic Development <sup>40</sup>	55,000	51,768	94.1%
	<b><u>234,420</u></b>	<b><u>190,043</u></b>	<b><u>81.1%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,475,580)</u></b>	<b><u>(1,833,939)</u></b>	<b><u>74.1%</u></b>
<b><u>EXPENSES</u></b>	<b><u>10,370,810</u></b>	<b><u>7,764,804</u></b>	<b><u>74.9%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>7,895,230</u></b>	<b><u>5,930,865</u></b>	<b><u>75.1%</u></b>

**NOTES:**

- 1 Includes administrative fees associated with tax certificates; NSF payments; account balance transfers; tax sale; sale of surplus assets and land rental.
- 2 Represents Discover Your Wilmot Funding (\$5,000) and unbudgeted grant funding received under Celebrate Canada towards Canada Day in Wilmot (\$5,860).
- 3 Includes Dog and Kennel Licences (\$45,038); Parking Fines (\$3,790); Marriage Licences/Services (\$13,550); Property Standards Fees (\$20); Lottery Licences (\$3,350); Provincial Offences (\$3,115).
- 4 Includes Tax Penalty/Interest (\$163,890); Water Penalty (\$36,942).
- 5 Includes distribution of Municipal Grants (\$46,504), as per Council report FIN 2018-38, Discover Your Wilmot Matching Program (\$5,000) as per Council report FIN 2018-39 and distribution of Celebrate Canada funding to Canada Day in Wilmot (\$5,860). As well as Council honorariums, conferences, training, special events and other expense items.
- 6 Includes direct and indirect staffing costs and other items such as legal fees and postage, net of cost allocations from user-pay divisions. Legal expenses exceeded budget due to LPAT appeal (\$6,158) and CUPE application (\$3,816).
- 7 Insurance Pool Premiums for 2019 remitted in Q2 were \$221,029 which is below the budget projections of \$252,000 due historic claim experience. YTD expenditures also reflect claims falling under the Township's deductible limit of \$10,000.
- 8 Includes direct and indirect staffing costs to administer municipal law enforcement/animal control along with other operating expenses including Contracted Services and Vehicle Repairs and Maintenance.
- 9 Budget includes annual transfer of \$22,500 to cover costs associated with the 2022 municipal election; YTD expenditures include additional unbudgeted costs for the Inaugural Council Meeting, Council Orientation Training and budgeted transfer to the dedicated election reserve fund (\$22,500).
- 10 YTD costs reflect the direct and indirect staffing costs for Financial Services net of cost allocations from user-pay divisions.
- 11 YTD costs reflect the direct and indirect staffing costs for IT Services, Support Contracts and Web Service Charges. These contractors/service charges are billed at various times throughout the year.
- 12 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,259); Fire Permits (\$3,425); and billable calls/activities (\$34,454).
- 13 YTD costs reflect direct and indirect staffing costs for Fire Services, including Practices, Fire Calls and other chargeable VFF activities.
- 14 Operating Expenses include Vehicles/Equipment Repairs and Maintenance, Dispatch Fees etc. Includes unbudgeted Minor Capital: Emergency Ball Valve Intake Replacement (\$1,425); Emergency Porta Tank Bracket Supply Assembly (\$1,185).

- 15 Roads/Engineering Service Charges activities typically peak during Q2/Q3. Annual boundary road works are typically billed in late Q4. Service charges are expected to increase substantially with detailed design drawing review on forthcoming developments.
- 16 Ontario Aggregate Resources Corporation (OARC) fees are based upon actual tonnage extracted from private pits within the Township from the preceding fiscal year. Aggregate Resource fee payment is higher than anticipated due to the doubling of the per tonne fee imposed by OARC for 2018 extractions.
- 17 OCIF Funding to cover portion of Asset Management Coordinator role (\$30,000) and OMAFRA grant for Drainage Superintendent (\$12,500) are applied when they are received.
- 18 YTD costs reflect direct and indirect staffing costs for Engineering Administration net of transfer from utilities. Costs slightly lower than historical levels due to temporary vacancies for Manager of Engineering and Senior Operations Technician.
- 19 YTD costs reflect the direct and indirect staffing costs for Roads Operations excluding Winter Control.
- 20 Roads operating costs are impacted by seasonality with the majority of focus in Q1 on Winter Control Operations. Costs include maintenance of Hardtop and Loosetop Roads, Boundary Roads, Roadside, and Safety (Signage, Line Painting, etc.). Includes unbudgeted Minor Capital: Emergency Repair of Sandhills Rd Culvert (\$2,431); Emergency Replacement of Bridge St Culvert (\$2,789); Emergency Replacement of Christian St & Miller St Culvert (\$11,878).
- 21 Winter Control activities peak in Q1 and Q4. Excess costs will be funded from the general levy as the dedicated winter maintenance reserve fund was fully depleted in part of 2018 year-end processing.
- 22 Drainage works are typically billed by the Superintendent in late Q4 and are anticipated to exceed the annual budget allocation due to high YTD activity levels.
- 23 YTD Street Light hydro costs reflect consumption up to the end of Q3 and is consistent with first three quarters of 2018. Costs also include budgeted transfer to dedicated Street Light Reserve Fund (\$56,000).
- 24 YTD costs reflect direct and indirect staffing costs for Crossing Guards.
- 25 Revenues include: Aquatics (\$338,103); Ice Pads/Arena Floor (\$449,236); Concession (\$65,221); Programming (\$46,597); Room/Field Rentals (\$34,892); Rink Board Advertising (\$32,975); Other (\$5,718).
- 26 Park, Facility and Community Centre revenue typically peaks in Q3, YTD revenues include: NH Arena (\$22,502); Baden (\$18,544); Haysville (\$13,453); Mannheim (\$14,629); New Dundee (\$24,672); New Hamburg Parks (\$29,321); Petersburg (\$12,734); St Agatha (\$12,479); Other (\$4,228).
- 27 Represents funding from SaveONenergy towards lighting retrofits at Mannheim Community Centre (\$500) and Rising Youth Grant (\$1,500).
- 28 YTD costs reflect direct and indirect staffing costs for Recreation Administration including Facility Scheduling Clerks, Customer Service Reps, Programming Staff. Budget slightly below target due to temporary in-year vacancy of Manager of Customer Service and Community Development position.

- 29 YTD costs represent direct and indirect staffing costs at the WRC for Aquatics and Arena Operations.
- 30 WRC Operating Expenses cover Building/Grounds Maintenance, Utility Costs, Equipment Repairs and Maintenance, etc. Includes unbudgeted Minor Capital: Replacement of Ice Resurfacer battery charger (\$7,950); Emergency Lap Pool Pump Repair (\$4,251); Emergency WRC Cooling Tower Pump Replacement (\$2,891); Ice Resurfacer Blade Replacement (\$3,421).
- 31 YTD costs reflect the direct and indirect staffing costs for all Parks and Facilities excluding the WRC.
- 32 YTD cost represents costs such as Utilities, Minor Capital and Building/Grounds Maintenance at Township parks and community centres. Grandstand Railing Repair minor capital project has gone significantly over budget by approximately \$6,700 due to unforeseen engineering work required to conduct the repair.
- 33 Represents flat quarterly transfer to Cemetery Operations (User-Pay) for maintenance of abandoned cemeteries.
- 34 Castle Kilbride re-opened in late Q1, YTD revenue includes: Admission (\$10,361); Giftshop (\$1,806); Programs & Workshops (\$6,134); Special Events (\$12,480) and Miscellaneous including unbudgeted Anne with an E filming (\$14,768).
- 35 Grant funding for Castle Kilbride/Heritage typically received in Q4. Grants associated with Museum Operations and Summer Student staffing.
- 36 YTD costs reflect direct and indirect staffing costs for Castle Kilbride Administration.
- 37 Operating expenses include completed Minor Capital projects, Marketing and Promotion and Special Events.
- 38 A number of planning applications are anticipated to be received before the end of the year while Business Licencing renewals typically occur in late Q4.
- 39 YTD costs reflect direct and indirect staffing costs for Planning net of cost allocations from Building Services.
- 40 YTD expenditures include Waterloo Region Economic Development Corporation (WREDC) membership (\$50,000).

**TOWNSHIP OF WILMOT**

**2019 OPERATING (USER-PAY) AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees, including Local Improvements <sup>1</sup>	(5,782,783)	(3,541,726)	61.2%
Utilities Sales, Service Charges <sup>2</sup>	<u>(66,750)</u>	<u>(55,168)</u>	<u>82.6%</u>
	<b><u>(5,849,533)</u></b>	<b><u>(3,596,894)</u></b>	<b><u>61.5%</u></b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration <sup>3</sup>	580,592	445,444	76.7%
Water/Sanitary Operating Expenses <sup>4</sup>	913,578	693,590	75.9%
Water Regional Charges <sup>5</sup>	1,482,000	879,267	59.3%
Sanitary Regional Charges <sup>5</sup>	<u>1,991,640</u>	<u>1,279,377</u>	<u>64.2%</u>
	<b><u>4,967,810</u></b>	<b><u>3,297,678</u></b>	<b><u>66.4%</u></b>
 <b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	 <b><u>(881,723)</u></b>	 <b><u>(299,216)</u></b>	 <b><u>33.9%</u></b>



**TOWNSHIP OF WILMOT**

**2019 OPERATING (USER-PAY) AS OF SEPTEMBER 30, 2019 (UN-AUDITED)**

	2019 Budget	2019 Actual	Variance %
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees <sup>7</sup>	(98,600)	(57,662)	58.5%
Cemetery Investment Income <sup>8</sup>	(7,500)	-	0.0%
	<b><u>(106,100)</u></b>	<b><u>(57,662)</u></b>	<b><u>54.3%</u></b>
<b><u>EXPENSES</u></b>			
Cemetery Administration <sup>9</sup>	19,840	18,964	95.6%
Cemetery Operating Expenses <sup>10</sup>	41,430	29,626	71.5%
	<b><u>61,270</u></b>	<b><u>48,590</u></b>	<b><u>79.3%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(44,830)</u></b>	<b><u>(9,073)</u></b>	<b><u>20.2%</u></b>
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>11</sup>	(662,330)	(371,787)	56.1%
	<b><u>(662,330)</u></b>	<b><u>(371,787)</u></b>	<b><u>56.1%</u></b>
<b><u>EXPENSES</u></b>			
Building Administration <sup>12</sup>	403,880	309,118	76.5%
Building Operating Expenses <sup>13</sup>	220,390	162,666	73.8%
	<b><u>624,270</u></b>	<b><u>471,784</u></b>	<b><u>75.6%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>6</sup></u></b>	<b><u>(38,060)</u></b>	<b><u>99,997</u></b>	<b><u>-262.7%</u></b>

**NOTES:**

- 1 YTD fees represent June/July billing for New Hamburg Residents and May/June billing for the rest of the Township.
- 2 Sales and Service Charges include Sale of Water Meters, Final Reading Fees, and other misc. fees.
- 3 YTD costs reflect direct and indirect staffing costs for Utilities Division Staff.
- 4 Utilities Operating expenses include Allocation to General Levy for Admin Support Services, Contracted Services, Minor Capital, Fuel, Buildings/Grounds Maintenance, etc.
- 5 Reflects flows to/from the Region of Waterloo from January to August.
- 6 Transfers to/from reserve funds are completed as part of year end processing.
- 7 Cemetery User Fees include Burials, Sale of Plots etc.
- 8 Investment income is transferred as part of year end processing.
- 9 YTD costs reflect direct and indirect staffing costs for Cemetery Operations.
- 10 Cemetery Operating expenses include Grave Opening, Foundations, Buildings/Grounds Maintenance, Allocation to General Levy for Admin Support Services.
- 11 YTD permit fees are outlined within the Building Statistics reporting from Development Services.
- 12 YTD costs reflect direct and indirect staffing costs for Building Operations.
- 13 Building Operating Expenses include Allocation to General Levy for Admin Support Services, Contracted Services, Vehicle Repairs/Maintenance, etc.



# TOWNSHIP OF WILMOT

## FINANCIAL SERVICES *Staff Report*

---

**REPORT NO:** FIN 2019-36

**TO:** Council

**SUBMITTED BY:** Patrick Kelly CPA, CMA  
Director of Finance / Treasurer

**PREPARED BY:** Ashton Romany, CPA  
Manager of Finance / Deputy Treasurer

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Capital Program Review as of September 30, 2019 (un-audited)

---

### **RECOMMENDATION:**

**THAT Report FIN 2019-36, Capital Program Review as of September 30, 2019 (un-audited), as prepared by the Manager of Finance / Deputy Treasurer, be received for information purposes.**

### **SUMMARY:**

This report covers the entire Township of Wilmot capital program, indicating unexpended capital funding and any unfinanced capital expenditures year-to-date. With comments provided by various departments, the attached statements outlines the status of the Township's active capital projects.

### **BACKGROUND:**

Finance historically reports the status of capital projects on the last three quarters of each fiscal year.

### **REPORT:**

The key performance indicator, from a financial perspective is found in the amount of approved funding that has been spent as of the statement date. The totals section of this report indicates

that as of September 30, 2019, 32.18% of Council approved funding has been spent across the entire capital program.

As noted within the comments of the attached statement, several projects have been tendered and/or awarded as of the statement date. Staff have included comments on the current status of each project. The majority of works are anticipated to be completed within fiscal 2019, with the exception of multi-year engineering/construction initiatives.

The preceding report is presented to Council for information purposes. The next report outlining the capital program will occur as part of the 2020 Budget process and includes activities up to the end of fiscal 2019.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report is aligned with the Strategic Plan goal of being an engaged community through communication of municipal matters. Staff provide Council and the community an updated status of municipal finances in accordance with the Township's Accountability and Transparency Policy.

### **FINANCIAL CONSIDERATIONS:**

Projects completed with excess funding, or with expenditures that exceed funding, will be offset with one another when calculating the net general levy impact at year end. This surplus or deficit is combined with the results from general operations to determine the annual transfer to/from Infrastructure Reserve Funds.

### **ATTACHMENTS:**

APPENDIX 1 – Capital Program Statements

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>MANNHEIM DIGITAL SIGN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,000.00)	Survey of area residents has been closed and compiled. Staff will prepare a report to Council in Q4 2019.
	-	<b>(22,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,000.00)	
<b><u>2018 EMERGENCY FLOOD DAMAGE REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Repairs to flood damaged infrastructure completed. Application submitted to Municipal Disaster Recovery Assistance Program (MDRA) in late Q2 as per Council Report FIN 2018-23. Funding received by Ministry of Municipal Affairs and Housing. Unfunded capital costs will be sourced from General Levy as part of the 2019 Capital Program closure.
Contribution from Grants (MDRA)	-	(196,096.89)	
	-	<b>(196,096.89)</b>	
<u>EXPENSES</u>			
Expenditures	-	292,397.58	
	-	<b>292,397.58</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>149.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	96,300.69	
<b><u>STRATEGIC PLAN - CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(16,500.00)	(16,500.00)	Contract awarded to WCM Consulting Inc. for \$22,957.06 (net of HST rebate), as per Council report FIN 2019-05. Costs incurred to date reflect Township share of Wellbeing Waterloo Region survey costs. Community Stakeholder consultations were held in late Q2 2019. Mid-Project update to the steering committee anticipated to be delivered later in Q4 2019.
Contribution from Development Charges	(13,500.00)	(13,500.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	5,053.07	
	<b>30,000.00</b>	<b>5,053.07</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>16.84%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(24,946.93)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>HEALTH AND SAFETY PROGRAM - CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Contract awarded to K.Blair Safety Consulting for \$19,334.40 (net of HST rebate). Corporate Health and Safety Program approved as per Council report FIN 2019-24. Unbudgeted initiative will be funded from the capital levy in the closure of the 2019 capital program.
	-	-	
<u>EXPENSES</u>			
Expenditures	-	18,692.04	
	-	<b>18,692.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	18,692.04	
<b><u>CORPORATE CULTURE - CONSULTING SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	-	Contract awarded to K. Blair Consulting to undertake a corporate culture survey and implementation strategy. Costs-to-date represent leadership/coaching services provided by Nancy Milton Inc. All costs to be funded from Service Modernization funding.
	-	-	
<u>EXPENSES</u>			
Expenditures	-	14,655.24	
	-	<b>14,655.24</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	14,655.24	
<b><u>JOINT SERVICE DELIVERY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Service Modernization)	-	-	Contract awarded at the October 28 Council Meeting. Funding to be sourced for Service Modernization as per Council Report CAO 2019-02.
	-	-	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	-	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>DEVELOPMENT CHARGES BACKGROUND STUDY</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(2,850.00)	(2,850.00)	
Contribution from Development Charges	(25,650.00)	(25,650.00)	
	<u>(28,500.00)</u>	<u>(28,500.00)</u>	Project Completed. Additional costs associated with extensive stakeholder consultations. 90% of these costs to funded from DCs.
<u>EXPENSES</u>			
Expenditures	28,500.00	36,569.90	
	<u>28,500.00</u>	<u>36,569.90</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>128.32%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	8,069.90	
<b><u>ASSET MANAGEMENT ROADMAP (PHASE II)</u></b>			
<u>FUNDING</u>			
Contribution from Grants (OCIF)	(35,000.00)	(35,000.00)	
	<u>(35,000.00)</u>	<u>(35,000.00)</u>	Phase II of the Asset Management Roadmap project deferred to early 2020. AM Working Group continue to work on data gap analysis and condition assessment programs.
Expenditures	35,000.00	-	
	<u>35,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	
<b><u>ANNUAL HARDWARE AND SOFTWARE UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(31,000.00)	(31,000.00)	
	<u>(31,000.00)</u>	<u>(31,000.00)</u>	Hardware received installation to be completed by the end of Q4 2019.
<u>EXPENSES</u>			
Expenditures	31,000.00	31,270.01	
	<u>31,000.00</u>	<u>31,270.01</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>100.87%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	270.01	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SECURITY ENHANCEMENTS - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	35,000.00	49,766.62	
	<b>35,000.00</b>	<b>49,766.62</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>142.19%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	14,766.62	
<b><u>OFFICE365 MIGRATION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<b>20,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<b><u>EMERGENCY PHONE SYSTEM REPLACEMENT (WRC)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	-	
	-	-	
<u>EXPENSES</u>			
Expenditures	-	16,646.70	
	-	<b>16,646.70</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>Unfunded</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	16,646.70	



**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>RADIO EQUIPMENT UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(400,000.00)	Regional contract awarded to Motorola, with estimated costs of \$333,000 for Wilmot user-gear, as per Regional report COR-FFM-18-11. Deployment anticipated for early 2020. Area Fire Chiefs have retained a consultant to handle deployment from a technical perspective.
	-	<b>(400,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	287,422.35	
	-	<b>287,422.35</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>71.86%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(112,577.65)	
<b><u>STATION 3 (NH) RENOVATION</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(495,400.00)	(515,400.00)	Contract awarded to STM Construction for \$343,084.30 (net of HST rebate), as per Council report FD 2019-08. Project anticipated to be complete in late Q4 2019.
	<b>(495,400.00)</b>	<b>(515,400.00)</b>	
<u>EXPENSES</u>			
Expenditures	495,400.00	12,321.73	
	<b>495,400.00</b>	<b>12,321.73</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.39%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(503,078.27)	
<b><u>SCBA AIR FILLING STATION</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(65,000.00)	Contract awarded to Comp-Air Canada for \$59,676.13 (net of HST rebate), as per Council report FD 2018-03. Installation complete, invoice continues to be withheld until contractor addresses deficiencies.
	-	<b>(65,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	446.33	
	-	<b>446.33</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.69%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(64,553.67)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>FIRE MASTER PLAN</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	
Contribution from Development Charges	(56,000.00)	(56,000.00)	
	<u>(70,000.00)</u>	<u>(70,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	70,000.00	16,557.39	
	<u>70,000.00</u>	<u>16,557.39</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>23.65%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(53,442.61)	Contract awarded to Emergency Management for \$60,482.07 (net of HST rebate), as per Council report FD 2019-04. Project anticipated to be complete in Q4 2019.
<b><u>THERMAL IMAGING CAMERAS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(26,500.00)	(26,500.00)	
Contribution from Reserve Fund	(3,500.00)	(3,500.00)	
	<u>(30,000.00)</u>	<u>(30,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<u>30,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	Hardware was ordered in late Q2 2019 and is anticipated to be received in mid Q4 2019.
<b><u>WATER &amp; ICE RESCUE EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(46,000.00)	(46,000.00)	
	<u>(46,000.00)</u>	<u>(46,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	46,000.00	4,655.54	
	<u>46,000.00</u>	<u>4,655.54</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>10.12%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(41,344.46)	Flood water rescue training to be conducted in early Q4 2019. Project anticipated to be complete by Q1 2020.

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SUPPLY/INSTALL COMMERCIAL WASHER &amp; DRYERS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(90,000.00)	(90,000.00)	Contract awarded Harco Company for \$54,107.83 (net of HST rebate) as per Council report FD 2019-06. Station 1 and Station 2 installed and complete. Station 3 pending due to renovation works.
	<b>(90,000.00)</b>	<b>(90,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	90,000.00	39,033.30	
	<b>90,000.00</b>	<b>39,033.30</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>43.37%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(50,966.70)	
<b><u>SCBA REPLACEMENTS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(150,000.00)	(150,000.00)	Contract awarded to A.J Stone Company for \$719,813.61 (net of HST rebate) as per Council report FD 2019-07. Equipment is ordered, anticipate delivery late Q4 2019. Training and project roll-out will commence in mid Q4 2019. Project is internally financed over the next five (5) years as per FIN 2019-06.
	<b>(150,000.00)</b>	<b>(150,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	150,000.00	-	
	<b>150,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(150,000.00)	
<b><u>MOUNTED APPARATUS PRESSURE WASHERS - FIRE SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(20,000.00)	(20,000.00)	Hardware has been order and is pending to be received. Project anticipated to be complete in end of Q4 2019.
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<b>20,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>COVERALLS &amp; SAFETY BOOTS - FIRE SERVICES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	Safety Boots have been received and are now in service, payment to be made in Q4. Coveralls anticipated to be delivered in early Q4 2019.
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	40,000.00	-	
	<b>40,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	
<b><u>NEW MID-SIZE PICKUP TRUCK - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(45,000.00)	(45,000.00)	Contract awarded to Barry Cullen Chevrolet for \$33,238.63 (net of HST rebate), as per Council report PW 2019-05. Vehicle delivered in Q3. Minor attachments to be installed/purchased before year end.
	<b>(45,000.00)</b>	<b>(45,000.00)</b>	
Expenditures	45,000.00	35,631.34	
	<b>45,000.00</b>	<b>35,631.34</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>79.18%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(9,368.66)	
<b><u>MILTON &amp; BYRON ST RECONSTRUCTION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(279,430.00)	Contract awarded to Sousa Concrete in the amount of \$1,130,803.37 (net of HST rebate), as per Council report PW 2018-03. Final contract works being completed in Q3/Q4 including surface asphalt.
Contribution from Reserve Fund	-	(525,100.00)	
Contribution from Grants (Fed Gas Tax)	-	(612,270.00)	
	<b>-</b>	<b>(1,416,800.00)</b>	
Expenditures	-	1,167,028.92	
	<b>-</b>	<b>1,167,028.92</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>82.37%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(249,771.08)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>HOLLAND MILLS BRIDGE (17/B)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(343,100.00)	
Contribution from Grants (OCIF Top-Up)	-	(1,078,373.70)	
	-	<b>(1,421,473.70)</b>	Project substantially complete, heritage commemoration to occur in Q4 2019.
<u>EXPENSES</u>			
Expenditures	-	1,437,099.37	
	-	<b>1,437,099.37</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>101.10%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	15,625.67	
<b><u>WILMOT EMPLOYMENT LANDS</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(3,116,095.00)	
Contribution from Grant (CWWF)	-	-	
Contribution from Region	-	-	
	-	<b>(3,116,095.00)</b>	Staff continue working on draft development applications with two (2) property owners, in conjunction with construction of infrastructure on the Employment Lands.
Expenditures	-	8,911.83	
	-	<b>8,911.83</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.29%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(3,107,183.17)	
<b><u>HANNAH AND LEWIS STREET RECONSTRUCTION - ENG. SERV</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(88,965.00)	(116,965.00)	
Contribution from Reserve Fund	(275,148.00)	(295,148.00)	
Contribution from Grants (OCIF & Fed Gas Tax)	(546,587.00)	(591,587.00)	
	<b>(910,700.00)</b>	<b>(1,003,700.00)</b>	Contract awarded to Network Sewer & Watermain for \$863,035.17 (net of HST rebate) as per Council Report PW 2019-14. Application under OCIF Top-Up (Intake 5) was cancelled by the Province. In-lieu of this loss in funding, additional one-time allocation from Federal Gas Tax to be allocated to this project, to offset funding shortfall. Project anticipated to be fully complete in 2020.
<u>EXPENSES</u>			
Expenditures	910,700.00	66,201.16	
	<b>910,700.00</b>	<b>66,201.16</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>6.60%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(937,498.84)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WILMOT AND CHURCH STREET ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(103,860.00)	(189,028.00)	
Contribution from Reserve Fund	(661,582.00)	(684,402.00)	
Contribution from Grants (OCIF)	(659,648.00)	(659,648.00)	
	<u>(1,425,090.00)</u>	<u>(1,533,078.00)</u>	Reconstruction deferred to 2020/21 as outlined in Report PW 2019-09.
Expenditures	1,425,090.00	104,125.92	
	<u>1,425,090.00</u>	<u>104,125.92</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>6.79%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(1,428,952.08)	
<b><u>EMPLOYMENT LANDS MULTI-USE TRAIL</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(217,600.00)	
Contribution from Grants (OMCC)	-	(102,400.00)	
	<u>-</u>	<u>(320,000.00)</u>	Works to be completed in conjunction with the employment lands project.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(320,000.00)	
<b><u>BRIDGE IMPROVEMENTS - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(15,000.00)	
	<u>-</u>	<u>(15,000.00)</u>	
<u>EXPENSES</u>			Project specifications under review.
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SNOW STORAGE REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(1,500.00)	(1,500.00)	
Contribution from Development Charges	(13,500.00)	(13,500.00)	
	<u>(15,000.00)</u>	<u>(15,000.00)</u>	Project specifications under review.
Expenditures	15,000.00	-	
	<u>15,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,000.00)	
<b><u>WORKS YARD LED LIGHTING UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(10,650.00)	(10,650.00)	
Contribution from Reserve Fund	(10,000.00)	(10,000.00)	
	<u>(20,650.00)</u>	<u>(20,650.00)</u>	Project Completed.
Expenditures	20,650.00	20,077.25	
	<u>20,650.00</u>	<u>20,077.25</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>97.23%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(572.75)	
<b><u>TANDEM AXLE DUMP TRUCK (REPLACING 305-09)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(270,000.00)	(270,000.00)	
Contribution from Sale of Surplus Assets	(30,000.00)	-	
	<u>(300,000.00)</u>	<u>(270,000.00)</u>	Contract awarded to Altruck International Truck for \$296,131.18 (net of HST rebate), as per Council report PW 2019-06. Anticipated delivery in Q2/Q3 2020.
Expenditures	300,000.00	-	
	<u>300,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(270,000.00)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>REPLACE SIDEWALK TRACTOR</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(140,000.00)	(140,000.00)	
Contribution of Sale of Surplus Assets	-	(3,364.56)	
	<u>(140,000.00)</u>	<u>(143,364.56)</u>	Project Completed.
Expenditures	140,000.00	137,862.31	
	<u>140,000.00</u>	<u>137,862.31</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>96.16%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,502.25)	
<b><u>RADAR SPEED DISPLAY SIGNS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(15,550.00)	(15,550.00)	
	<u>(15,550.00)</u>	<u>(15,550.00)</u>	Project substantially complete. Minor accessory items pending to be purchased.
<u>EXPENSES</u>			
Expenditures	15,550.00	10,203.32	
	<u>15,550.00</u>	<u>10,203.32</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>65.62%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(5,346.68)	
<b><u>MOUNTED PRESSURE WASHERS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(11,000.00)	(11,000.00)	
Contribution from Reserve Fund	(11,000.00)	(11,000.00)	
	<u>(22,000.00)</u>	<u>(22,000.00)</u>	Hardware purchased. Installation work on-going.
Expenditures	22,000.00	14,789.80	
	<u>22,000.00</u>	<u>14,789.80</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>67.23%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(7,210.20)	



**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>BRIDGE INSPECTIONS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	Contract awarded to AUE Structural for \$30,528 (net of HST rebate). Work anticipated to be complete by Q4 2019.
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
Expenditures	35,000.00	1,332.14	
	<b>35,000.00</b>	<b>1,332.14</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>3.81%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(33,667.86)	
<b><u>HOT MIX PAVING PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from Grants (Fed Gas Tax)	(319,800.00)	(319,800.00)	Contract awarded to Brantco Construction for \$335,837.82 (net of HST rebate) as per Council report PW 2019-08. Works to be completed in early Q4.
	<b>(319,800.00)</b>	<b>(319,800.00)</b>	
Expenditures	319,800.00	6,912.58	
	<b>319,800.00</b>	<b>6,912.58</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.16%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(312,887.42)	
<b><u>SURFACE TREATMENT PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(188,942.00)	(188,942.00)	Contract awarded to Cornell Construction for \$428,984.59, as per Council report PW 2019-07. Works are substantially complete.
Contribution from Grants (Fed Gas Tax)	(303,458.00)	(303,458.00)	
Contribution from Others (Perth East)	(32,200.00)	-	
	<b>(524,600.00)</b>	<b>(492,400.00)</b>	
Expenditures	524,600.00	12,025.14	
	<b>524,600.00</b>	<b>12,025.14</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.44%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(480,374.86)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GUIDERAIL PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	8,513.54	Preliminary specifications being developed.
	<u>50,000.00</u>	<u>8,513.54</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>17.03%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(41,486.46)	
<b><u>SIDEWALK PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(70,000.00)	(70,000.00)	
	<u>(70,000.00)</u>	<u>(70,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	70,000.00	2,085.13	Sidewalk inspections for MMS compliance complete. RFQ released for repair and maintenance, works to occur in Q4 2019.
	<u>70,000.00</u>	<u>2,085.13</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>2.98%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(67,914.87)	
<b><u>RICHARDSON, KRAMPIEN AND DOERING DRAINS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	
Contribution from Landowners	(80,000.00)	(10,177.12)	
	<u>(100,000.00)</u>	<u>(30,177.12)</u>	
Expenditures	100,000.00	39,849.22	Richardson Drain contract awarded to Van Gestel Excavating Services in the amount of \$87,790.52 (net of HST rebate), as per Council report PW 2019-15. Works anticipated to commence in Q4 2019.
	<u>100,000.00</u>	<u>39,849.22</u>	Krampien/Doering drain maintenance work anticipated to commence in Q3/Q4 2019.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<u>132.05%</u>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,672.10	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>GRAVEL CRUSHING PROGRAM '19</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(50,000.00)	(50,000.00)	Contract awarded to Joe Kerr for \$49,798.80 (net of HST rebate), as per Council report PW 2019-04. Works completed in Q3.
	<u>(50,000.00)</u>	<u>(50,000.00)</u>	
Expenditures	50,000.00	1,284.72	
	<u>50,000.00</u>	<u>1,284.72</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.57%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,715.28)	
<b><u>SNYDERS ROAD SANITARY AND STORM SEWERS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	Design work underway. Region anticipates construction in 2020/2021.
Contribution from Reserve Fund	-	(150,000.00)	
	<u>-</u>	<u>(165,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	-	
	<u>-</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(165,000.00)	
<b><u>UTILITIES SERVICE VEHICLE (REPLACING 402-10)</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(58,000.00)	(58,000.00)	Original specification came in substantially over budget. Staff reviewing specifications to meet the budget and in anticipation of future departmental needs.
Contribution from Sale of Surplus Assets	(5,000.00)	-	
	<u>(63,000.00)</u>	<u>(58,000.00)</u>	
Expenditures	63,000.00	-	
	<u>63,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(58,000.00)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ST. AGATHA WATERMAIN LOOPING - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(18,000.00)	(18,000.00)	
	<b>(18,000.00)</b>	<b>(18,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	18,000.00	-	
	<b>18,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(18,000.00)	Design underway. Region anticipates construction 2020.
<b><u>SANITARY SYSTEM INFILTRATION STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(70,000.00)	(70,000.00)	
	<b>(70,000.00)</b>	<b>(70,000.00)</b>	
Expenditures	70,000.00	3,324.81	
	<b>70,000.00</b>	<b>3,324.81</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>4.75%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(66,675.19)	RFP anticipated for award at October 28th Council Meeting.
<b><u>MORNINGSIDE TRUNK SEWER - ENGINEERING</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(400,750.00)	(400,750.00)	
	<b>(400,750.00)</b>	<b>(400,750.00)</b>	
Expenditures	400,750.00	8,582.42	
	<b>400,750.00</b>	<b>8,582.42</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>2.14%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(392,167.58)	RFP specification currently under development with an anticipated release in Q1/Q2 2020.

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>RIVERSIDE CEMETERY UTILITY VEHICLE</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(15,000.00)	(15,000.00)	
	<b>(15,000.00)</b>	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	15,000.00	15,671.04	Project Completed.
	<b>15,000.00</b>	<b>15,671.04</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>104.47%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	671.04	
<b><u>ARTIFICIAL TURF SPORTS FIELD - WODSS</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(117,500.00)	
Contribution from Development Charges	-	(382,500.00)	
	-	<b>(500,000.00)</b>	Project was tendered by WRDSB in 2018. All bids were over budget therefore, entire project deferred to 2020. Project funding to be reviewed in conjunction with the 2020 Community Benefits Charge project.
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(500,000.00)	
<b><u>TRAIL DESIGN -BECKDALE, SMITH CK, SCHNELLER/CTY CK</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(35,900.00)	
Contribution from Trust (Trails)	-	(14,100.00)	
	-	<b>(50,000.00)</b>	RFP for Country Creek/Schneller Drive linkage design awarded to MTE Consultants for \$28,935.46 (net of HST rebate) as per FRS 2019-07. Project underway.
<u>EXPENSES</u>			
Expenditures	-	1,796.06	
	-	<b>1,796.06</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>3.59%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,203.94)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>TRAIL SIGNAGE</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	-	(10,000.00)	
	-	<b>(10,000.00)</b>	
Expenditures	-	1,046.23	Project works on-going.
	-	<b>1,046.23</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>10.46%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(8,953.77)	
<b><u>FACILITIES MAINTENANCE VAN REPLACEMENT</u></b>			
<u>FUNDING</u>	-		
Contribution from General Levy	-	(44,000.00)	
Contribution from Sale of Surplus Assets	-	(7,726.87)	
	-	<b>(51,726.87)</b>	Project Completed. Cost savings were the result of a competitive bidding environment for this type of fleet vehicle.
<u>EXPENSES</u>			
Expenditures	-	36,153.68	
	-	<b>36,153.68</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>69.89%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(15,573.19)	
<b><u>REFORESTATION PROGRAM</u></b>			
<u>FUNDING</u>			
Contribution from Grants (KW Hydro)	(45,000.00)	(90,000.00)	
	<b>(45,000.00)</b>	<b>(90,000.00)</b>	
Expenditures	45,000.00	36,228.97	Majority of project to be initiated in Q4.
	<b>45,000.00</b>	<b>36,228.97</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>40.25%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(53,771.03)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CARBON SINK STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	(21,250.00)	(21,250.00)	
Contribution from Grants (CEF)	(7,500.00)	(5,625.00)	
Contribution from Trust (Trails)	(21,250.00)	(21,250.00)	Project now known as Mike Schout Wetlands Park with design being undertaken and funded by Mike Schout as per Council report DS 2019-23.
	<u>(50,000.00)</u>	<u>(48,125.00)</u>	
Expenditures	50,000.00	-	
	<u>50,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(48,125.00)	
<b><u>EMPLOYMENT LANDS WOODLOT TRAIL DESIGN</u></b>			
<u>FUNDING</u>			
Contribution from Development Charges	(40,000.00)	(40,000.00)	
	<u>(40,000.00)</u>	<u>(40,000.00)</u>	Ash tree removal project has commenced. Trail design deferred to 2020.
<u>EXPENSES</u>			
Expenditures	40,000.00	-	
	<u>40,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	
<b><u>BOILER REPLACEMENT - 121 HURON</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,500.00)	
	<u>-</u>	<u>(22,500.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	-	11,518.66	
	<u>-</u>	<u>11,518.66</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>51.19%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(10,981.34)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ROOFTOP HVAC (NH LIBRARY)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	<b>(12,000.00)</b>	<b>(12,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<b>12,000.00</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	Quotations for rooftop unit have been received. Awaiting cost estimates for necessary roof/duct modifications.
<b><u>PARKING LOT DRAINAGE - SENIOR'S WOODWORKING SHOP</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(12,000.00)	
Contribution from Reserve Fund	-	(28,000.00)	
	<b>-</b>	<b>(40,000.00)</b>	
Expenditures	-	-	
	<b>-</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(40,000.00)	Project anticipated to commence in early Q4 2019.
<b><u>LIBRARY SERVICES FACILITY REVIEW</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	<b>-</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	<b>-</b>	<b>-</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	Discussions to occur with Regional Staff regarding their strategic plan priorities and the joint Township service review.



**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>ADMIN CARPET REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(60,000.00)	
	-	<b>(60,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	43,681.14	
	-	<b>43,681.14</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>72.80%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(16,318.86)	Project Completed.
<b><u>LED LIGHTING - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(22,500.00)	(22,500.00)	
	<b>(22,500.00)</b>	<b>(22,500.00)</b>	
Expenditures	22,500.00	409.54	
	<b>22,500.00</b>	<b>409.54</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>1.82%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(22,090.46)	Project anticipated to commence in Q4 2019.
<b><u>BOILER REPLACEMENT - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(35,000.00)	(35,000.00)	
	<b>(35,000.00)</b>	<b>(35,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	35,000.00	-	
	<b>35,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(35,000.00)	HVAC technician working to define final scope of work and equipment specifications. Project completion deferred to spring 2020.

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>PARKING LOT DESIGN - ADMIN COMPLEX</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(16,000.00)	(16,000.00)	
Contribution from Development Charges	(16,000.00)	(16,000.00)	
	<u>(32,000.00)</u>	<u>(32,000.00)</u>	RFP for consultant to be issued in Q4 2019. Awaiting consultation with Prime Ministers Path Committee.
<u>EXPENSES</u>			
Expenditures	32,000.00	-	
	<u>32,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(32,000.00)	
<b><u>NH PARKS UTILITY VEHICLE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(14,000.00)	(14,000.00)	
Contribution from Sale of Surplus Assets	(1,000.00)	-	
	<u>(15,000.00)</u>	<u>(14,000.00)</u>	Project Completed.
<u>EXPENSES</u>			
Expenditures	15,000.00	15,671.04	
	<u>15,000.00</u>	<u>15,671.04</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>111.94%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,671.04	
<b><u>NH ARENA ENGINEERING/RE-COMMISSIONING STUDY</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(8,400.00)	
Contribution from Development Charges	-	(21,600.00)	
	<u>-</u>	<u>(30,000.00)</u>	Consultant's report completed. Staff report to be presented at October 28, 2019 Council meeting.
<u>EXPENSES</u>			
Expenditures	-	39,191.88	
	<u>-</u>	<u>39,191.88</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>130.64%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,191.88	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NHCC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	Materials/appliances have been ordered. Anticipate mid December completion. Installers to work around scheduled events.
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	-	
	<b>30,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(30,000.00)	
<b><u>LED LIGHTING RETROFITS - WRC (ARENA &amp; POOL)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(45,000.00)	Pool lighting completed. Awaiting installation of new LED bulbs in parking lot fixtures.
Contribution from Reserve Fund	-	(21,674.00)	
Contribution from Canada 150 - Intake 2	-	(56,990.00)	
Contribution from Grants (saveONenergy)	-	(8,240.00)	
	-	<b>(131,904.00)</b>	
Expenditures	-	94,326.39	
	-	<b>94,326.39</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>71.51%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(37,577.61)	
<b><u>LED RE-LAMPING - WRC (LOBBIES)</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(11,900.00)	Project Completed.
Contribution from Grants (saveONenergy)	-	(10,430.00)	
	-	<b>(22,330.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	23,023.71	
	-	<b>23,023.71</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>103.11%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	693.71	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>WRC FIELD IRRIGATION EQUIPMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(36,000.00)	(36,000.00)	
Contribution from Sale of Surplus Assets	(2,000.00)	-	
	<u>(38,000.00)</u>	<u>(36,000.00)</u>	Parks and Facilities Managers working with supplier to define appropriate specifications. RFQ to be released in Q4 2019.
<u>EXPENSES</u>			
Expenditures	38,000.00	-	
	<u>38,000.00</u>	<u>-</u>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>			
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(36,000.00)	
<b><u>WRC PARKING LOT REPAIRS</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(12,000.00)	(12,000.00)	
	<u>(12,000.00)</u>	<u>(12,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	12,000.00	-	
	<u>12,000.00</u>	<u>-</u>	Project Completed. Payment remitted in Q4.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		0.00%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(12,000.00)	
<b><u>TENNIS COURT LIGHTING - BECK PARK</u></b>			
<u>FUNDING</u>			
Contribution from Reserve Fund	-	(51,000.00)	
	<u>-</u>	<u>(51,000.00)</u>	
<u>EXPENSES</u>			
Expenditures	-	39,864.88	
	<u>-</u>	<u>39,864.88</u>	Project Completed.
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		78.17%	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(11,135.12)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>COUNTRY CREEK-SCHNELLER DRIVE PATHWAY LINKAGE</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(22,915.00)	RFP for Country Creek/Schneller Drive linkage design awarded to MTE Consultants for \$28,935.46 (net of HST rebate) as per FRS 2019-07. Project underway. Weather permitting, linkage construction will commence in late fall.
Contribution from Development Charges	-	(74,600.00)	
	-	<b>(97,515.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	-	
	-	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(97,515.00)	
<b><u>BECK PARK PLAYGROUND ADDITION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(20,000.00)	(20,000.00)	Quotations received Project anticipated to be complete in Q4 2019.
	<b>(20,000.00)</b>	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	20,000.00	-	
	<b>20,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(20,000.00)	
<b><u>MANNHEIM CC EXTERIOR CLADDING REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	Project Completed.
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	14,006.53	
	-	<b>14,006.53</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>93.38%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(993.47)	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>NDCC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(30,000.00)	(30,000.00)	
	<b>(30,000.00)</b>	<b>(30,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	30,000.00	10,407.98	
	<b>30,000.00</b>	<b>10,407.98</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>34.69%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(19,592.02)	Works are 60% complete. Project to be completed by November 1/19.
<b><u>KIRKPATRICK PARK PARKING ENHANCEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(183,800.00)	(241,800.00)	
Contribution from Reserve Fund	(307,500.00)	(307,500.00)	
Contribution from Grants (Main St Revialization)	-	(45,820.73)	
	<b>(491,300.00)</b>	<b>(595,120.73)</b>	
<u>EXPENSES</u>			
Expenditures	491,300.00	414,455.31	
	<b>491,300.00</b>	<b>414,455.31</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>69.64%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(180,665.42)	Contract awarded to Brantco Construction for \$472,623.30 (net of HST rebate), as per Council report FRS 2019-03. Project substantially complete. Retaining wall guard installation and site restoration/landscaping to be completed in October 2019.
<b><u>REPLACE PLAYGROUND COMPONENTS - CONSTITUTION PARK</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(55,000.00)	
	-	<b>(55,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	5,099.22	
	-	<b>5,099.22</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>9.27%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(49,900.78)	Project completed as per scope of work. Payment for remaining works remitted in Q4 2019, project to exceed budget allocation. Additional play element(s) to be budgeted for 2020.

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>SACC FLOOR REPLACEMENT</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(40,000.00)	(40,000.00)	
	<b>(40,000.00)</b>	<b>(40,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	40,000.00	45,108.17	Project Completed.
	<b>40,000.00</b>	<b>45,108.17</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>112.77%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,108.17	
<b><u>SACC KITCHEN UPGRADES</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(24,000.00)	(24,000.00)	
Contribution from Donations - SA StrawberryFest	(1,000.00)	(1,000.00)	
	<b>(25,000.00)</b>	<b>(25,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	25,000.00	-	Engineered ventilation and plumbing design finalized. Project completion delayed until 2020 due to projected budget deficiency.
	<b>25,000.00</b>	-	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>0.00%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	(25,000.00)	
<b><u>CASTLE KILBRIDE EXTERIOR PAINTING</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(15,000.00)	
	-	<b>(15,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	24,066.24	Project substantially completed, deficiency works continue to be addressed.
	-	<b>24,066.24</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>160.44%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	9,066.24	

**2019 CAPITAL PROGRAM (UN-AUDITED)  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019**

Project	2019 Total Budget	Total Funding Available / Actuals to Date	Comments
<b><u>CASTLE CHIMNEY REPAIR</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	(26,000.00)	(26,000.00)	
	<b>(26,000.00)</b>	<b>(26,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	26,000.00	27,851.71	Project Completed.
	<b>26,000.00</b>	<b>27,851.71</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>107.12%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	1,851.71	
<b><u>LASCHINGER WOODS TRAIL DEVELOPMENT</u></b>			
<u>FUNDING</u>			
Contribution from Trails Trust Fund	-	(20,000.00)	
	-	<b>(20,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	52,005.37	Project Completed. Additional costs pertain to the installation of the boardwalk. Addiotnal funds to be sourced from the Trails Trust Fund in part of the 2019 Capital Program Closure.
	-	<b>52,005.37</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>260.03%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	32,005.37	
<b><u>ZONING BY-LAW CONSOLIDATION</u></b>			
<u>FUNDING</u>			
Contribution from General Levy	-	(29,900.00)	
Contribution from Development Charges	-	(35,100.00)	
	-	<b>(65,000.00)</b>	
<u>EXPENSES</u>			
Expenditures	-	70,496.93	Project works on-going with anticipated completion in Q4 2019.
	-	<b>70,496.93</b>	
<u>PERCENTAGE OF FUNDING SPENT TO DATE</u>		<b>108.46%</b>	
<u>UNFUNDED / (UNEXPENDED) CAPITAL</u>	-	5,496.93	
<b>TOTAL FUNDING CAPITAL PROGRAM</b>	(6,694,840.00)	(15,330,556.87)	
<b>TOTAL EXPENDITURES</b>	6,694,840.00	4,933,409.40	
<b>(UNEXPENDED)/UNFUNDED CAPITAL</b>	-	<b>(10,397,147.47)</b>	
<b>% of Funding Spent</b>		<b>32.18%</b>	





# TOWNSHIP OF WILMOT

## PUBLIC WORKS & ENGINEERING Staff Report

---

**REPORT NO:** PW 2019-16

**TO:** Council

**SUBMITTED BY:** Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

**PREPARED BY:** Bryan Bishop, C.E.T., Manager of Engineering

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Sanitary System Inflow & Infiltration Study – Award of Contract

---

### **RECOMMENDATION:**

**THAT RFP 2019-27 be awarded to GM Blue Plan for the Sanitary System Inflow and Infiltration Study as per their proposal submission submitted September 20, 2019, in the amount of \$76,612.00, plus HST.**

**AND THAT staff be directed to execute the engineering agreement documents required for GM Blue Plan to proceed with the scope of services in the bid document.**

### **BACKGROUND:**

During the 2019 budget approval process, funds were allocated for an Inflow and Infiltration Study for the sanitary sewer systems in Baden and New Hamburg. On average, the sanitary sewer system conveys approximately 1,282,500m<sup>3</sup> sewage flows annually, with approximately 30-40% of that being additional flows resulting from inflow and infiltration of snow melt, rainwater and groundwater into the system. This leads to approximately \$450,000-\$600,000 in additional treatment costs annually.

**REPORT:**

The Township requested proposals for consulting engineering services from qualified consultants to undertake a study and assessment of inflow and infiltration on the Township's sanitary sewer system. The Sanitary Sewer Inflow & Infiltration Study for Baden and New Hamburg is intended to investigate and identify key sources of inflow and infiltration within the sanitary sewer collection system. The purpose of this study is to identify and isolate problem areas within Baden and New Hamburg where increases in inflow and infiltration have occurred, and identify the locations of prioritization for work planning of repairs and rehabilitations. This will assist the Township in identifying and implementing cost effective and innovative strategies to reduce inflow and infiltration in the system in an effort to reduce the impacts of these flows on the system. Additionally, this will help optimize planning and budgeting for capital expenditures and contribute to our on-going effort to build capacity within our asset management program, ensuring compliance with O. Reg. 588/17.

There was a total of 1 proposal submitted in response to the RFP posting. Listed below is the bidder:

Proponent	Location
GM Blue Plan Engineering	Kitchener

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

**FINANCIAL CONSIDERATIONS:**

As part of a 2019 Capital Budget process the following funds were estimated:

Funding Source	Amount
Infrastructure Reserve Fund - sanitary	\$70,000
<b>Total Budget</b>	<b>\$70,000</b>

**Conclusion:**

GM Blue Plan Consultants showed a good understanding of the scope of the study requested and has experience on similar projects. They addressed the scope anticipated for this project within their proposal. The bid value is more than the anticipated budget; however, this is minimal in additional expenditures. Therefore, staff is recommending that GM Blue Plan Consultants be authorized to provide engineering services associated with the Sanitary System Inflow and Infiltration Study in New Hamburg and Baden.



**REPORT NO:** DS 2019-24

**TO:** COUNCIL

**SUBMITTED BY:** Harold O’Krafka, MCIP RPP  
Director of Development Services

**PREPARED BY:** Harold O’Krafka, MCIP RPP  
Director of Development Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Proposed Amendments to the Provincial Policy Statement

---

**RECOMMENDATION:**

That Report DS 2019-24 be received for information.

**SUMMARY:**

The Provincial government is seeking feedback on proposed changes to “support Ontario communities that provide housing choices for all residents, are investment-ready, and protect the environment and important resources such as water and farmland.”

Comments on the changes were required on October 21<sup>st</sup>, and due to the time constraints this report has been submitted to through the Environmental Registry of Ontario (ERO) portal as a placeholder for Wilmot’s comments.

Should additional comments be generated through the consideration of this report those would be forwarded to the Province as well, while recognizing that the Province may not accept them.

This report summarizes the significant proposed changes and offers comments on specific areas of concern for the Township of Wilmot.

## **BACKGROUND:**

The Provincial Policy Statement (PPS) is issued under Section 3 of the Planning Act and provides policy direction on matters of provincial interest related to land use planning and development. While it contains many policies, the PPS is intended to be read as a whole with no ‘implied priority in the order to which the policies appear.’

Other Provincial plans such as A Place to Grow: Growth Plan for the Greater Golden Horseshoe (the Growth Plan) provide additional and more specific policies to address specific issues facing specific geographies in Ontario. They are to be read in conjunction with the PPS but in general take precedent over the PPS in areas of conflict.

The policies of the PPS and other plans such as the Growth Plan are primarily implemented through the Region of Waterloo Official Plan and the Township of Wilmot Official Plan. As such, changes to the PPS may result in the need to update the policies of both the Region of Waterloo Official Plan and the Township of Wilmot Official Plan. The Township Zoning Bylaw is also an important secondary means of implementing the PPS and as such it is important that it be kept up to date with the Official Plan and the PPS.

## **REPORT:**

### **1.0 Building Healthy Communities**

“Health, liveable and safe communities are sustained by:

- b) accommodating and appropriate **market-based** range and mix of residential types (including single-detached, additional residential units, multi-housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;”

Perhaps the most significant change in the PPS is the introduction of the undefined term market-based as a measuring stick to be used in accommodating an appropriate range and mix of residential , employment, institutional, recreation and other uses to meet long-term needs.

In discussions with area planners it was clear and apparent that the term “market-based” could have many different meanings and was a collective cause for concern.

Defining the term may not relieve the concern and apprehension of the impact of the term but at a minimum it would at least provide a basis to analyze the impact of the change.

As such the **Township is opposed to the introduction of the term ‘market-based’ in the absence of a definition of its meaning and application.**

## **2.0 Wise Use and Management of Resources**

***“Outside of the Greenbelt Area extraction may be considered in natural heritage features provided the long-term rehabilitation can demonstrate no negative impacts on the natural features or their ecological systems.”***

This proposed amendment effectively loosens the rules related to extraction within natural heritage features including significant woodlands, valleylands, and the habitat of endangered and threatened species provided that the any negative impacts would be mitigated through long term rehabilitation. For lack of a better example a woodlot could potentially be clearcut for extraction provided the long term rehabilitation was to plant another forest.

**The Township opposes this step backward in environmental protection.** Allowing for the destruction of the natural environment with the promise that it will be restored in the future is a approvals model that historically didn't work. Policies have evolved over time to protect natural resources as a first course of business and reverting back to the failed policies of past generations is discouraging.

***“... Where the Aggregate Resources Act applies, processes under the Aggregate Resources Act shall address the depth of extraction of new or existing mineral aggregate operation or their expansions.”***

The lack of public process and municipal review of license expansions from above the water table extraction to below the water table extraction has been an historical flash point between the Province and municipalities. In particular the Region of Waterloo included policies in its 2009 Official Plan specifically requiring area municipalities to include vertical zoning provisions.

The Region's intention was to require a zoning amendment process to be triggered which would generate a full review and public process to consider applications extending below the water table. The current process simply requires an application to MNRF for a site plan amendment and while municipalities might be notified of the proposal the opportunity for comment is limited with no right of appeal.

The Province did not approve the Region's vertical zoning policy and under appeal to the OMB the policy was deferred. The Township included similar policies in its conformity review and as such the Region was required to similarly defer the approval of those policies.

The proposed amendments to the Aggregate Resources Act (ARA), which have recently been released for comment, suggest that a “more robust” review process may be established for applications to extend into the water table but there is no guarantee that the level of review and public scrutiny which would be triggered by the vertical zoning provisions will be achieved.

For this reason **the Township is opposed to the limitations placed on vertical zoning in the PPS.**

### **3.0 Protecting Public Health and Safety**

***“Planning Authorities shall prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.”***

The Township of Wilmot recently declared a Climate Emergency and is increasingly looking to review its operations with a ‘climate change’ lens.

The Township therefore supports the modification to include the requirement to prepare for the impacts of a changing climate and note that the Province removed the words ‘potential impacts’ which would seem to suggest that the Province acknowledges climate is changing.

Unfortunately a definition of ‘impacts of a changing climate’ has been added and that definition would seem to reverse course on the policy change.

***“Impacts of a changing climate*** means the potential for present and future consequences and opportunities from changes in weather patterns at local and regional levels including extreme weather events and increased climate variability.”

It is quite difficult to envision what opportunity would be realized through an extreme weather event. The inclusion of the word potential suggests that the ‘jury is still out’ and the inclusion of the word opportunity further suggests that maybe some good will come from climate change.

**The Township supports the direction to prepare for the impacts of a changing climate but is opposed to the inclusion of the words ‘potential’ and ‘opportunities’ within the definition of the “Impacts of a changing climate”**

### **4.0 Implementation and Interpretation**

***“Planning authorities shall take action to support increased housing supply and facilitate a timely and streamlined process for local development by:***

- a) ***Identifying and fast-tracking priority applications which support housing and job-related growth and development; and,***
- b) ***Reducing the time needed to process residential and priority applications to the extent practical”***

Requiring the fast tracking of priority applications is complicated and quite frankly confusing given the recent minimization of development approvals time frames. Not surprisingly yet again the lack of definition of what constitutes a ‘priority application’ is one of the most confusing aspects given that it would be rare for an applicant not to consider their proposal a priority.

In the absence of a definition of what constitutes a ‘priority application’ and what specific part of the process is able to be further reduced the policy amendment has no value.

**The Township is opposed to creating “fast-tracking” direction without definition or specific enabling policies.**

It would be helpful if the Province could speak directly to the process component that has room for streamlining and that causes them concern in the processing of development applications.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Communication of proposed changes to Provincial legislation promotes an informed community.

Providing comments to Province on proposed changes to the PPS affords the opportunity to promote the protection of our natural environment, our quality of life and our belief that approvals should be transparent and open to public input and review.

**FINANCIAL CONSIDERATIONS:**

Financial impacts of the proposed changes to the PPS are unknown at this time. Changes that require amendments to our Official Plan policies would be incorporated into future Operating and/or Capital Budgets.

**ATTACHMENTS:**

No attachments.





# TOWNSHIP OF WILMOT

## DEVELOPMENT SERVICES *Staff Report*

---

**REPORT NO:** DS 2019-25

**TO:** COUNCIL

**SUBMITTED BY:** Harold O’Krafka, MCIP RPP  
Director of Development Services

**PREPARED BY:** Harold O’Krafka, MCIP RPP  
Director of Development Services

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** Proposed Changes to the Aggregate Resources Act (ARA)

---

### **RECOMMENDATION:**

**That** Report DS 2019-25 be received for information; and,

**That** Report DS 2019-25 be forwarded to the Ministry of Natural Resources and Forestry as the Township of Wilmot’s comments on the proposed changes to the Aggregate Resources Act (ARA).

### **SUMMARY:**

The Ministry of Natural Resources and Forestry announced proposed amendments to the Aggregate Resources Act (ARA) and its regulation on September 20<sup>th</sup>, 2019.

Comments on the changes are required prior to November 4<sup>th</sup> through the Environmental Registry of Ontario (ERO) portal.

The proposed changes are described in general but the specific language of the changes has not been provided for review. This report summarizes the proposed changes and offers comments on specific areas of concern for the Township of Wilmot.



## **BACKGROUND:**

The Ministry of Natural Resources and Forests (MNRF) is responsible for managing Ontario's aggregate resources. In early 2019 the Ministry hosted an Aggregates Summit "to gain insights on how best to cut red tape, create jobs and promote environmental stewardship and economic growth within the aggregate industry." MNRF also gathered input through an online survey.

As a result of the input the MNRF is proposing changes which it believes will "reduce burdens for business while also ensuring the environment is protected and Ontarians continue to have an opportunity to participate in processes that may impact them."

## **REPORT:**

### **Aggregate Resources Act (ARA)**

The general changes proposed to the ARA, as described by MNRF would:

***"Strengthen protection of water resources by creating a more robust application process for existing operators that want to expand to extract aggregate within the water table, allowing for increased public engagement on applications that may impact water resources. This would allow municipalities and others to officially object to an application and provide the opportunity to have their concerns heard by the Local Planning Appeal Tribunal."***

***"Clarify that depth of extraction of pits and quarries is managed under the Aggregate Resources Act and the duplicative municipal zoning bylaws relating to the depth of extraction would not apply."***

New aggregate extraction operations are required to analyze the impacts on groundwater resources and other impacts prior to a municipality approving zoning to allow extraction and to allow MNRF to issue a license.

Historically the concern of municipalities has been that to extend extraction below the water table after zoning was in place involved only MNRF approval without a truly public process and without opportunity for appeal.

For this reason the Region of Waterloo introduced provisions related to vertical zoning for aggregate operations wherein local municipalities (such as Wilmot) would zone aggregate extraction not only horizontally but also vertically and in so doing require a full zoning amendment process to be undertaken prior extending an extraction license below the water table.

Requiring the rezoning would ensure all pertinent studies required by the municipality to evaluate the proposal, and a full public vetting of the proposal, would be considered prior to MNRF being able to approve the license.

Approval of the Regional policies were deferred by the Province in approving the Regional Official Plan and similarly then the Township of Wilmot's proposed vertical zoning policies were deferred by the Region in approving the Township Official Plan.

These proposed changes to the ARA align with proposed changes to the Provincial Policy Statement (PPS) and make it clear that the province will not permit the vertical zoning concept to be advanced.

The Township believes that MNRF is continuing to minimize true public and agency scrutiny of expanded aggregate extraction operations below the water table to interest and advantage of the aggregate industry at the expense of reasonable public discourse.

The Township is not convinced that providing the opportunity for comment and appeal goes far enough in addressing the historic concerns and desires for a full public vetting of significant amendments to pit licenses such as extraction below the water table.

***“Clarify the application of municipal zoning on Crown land does not apply to aggregate extraction”***

Given the limited amount of Crown land in Wilmot Township this is not viewed as a concern for Wilmot Township.

***“Clarify how haul routes are considered under the Aggregate Resources Act so that the Local Planning Appeal Tribunal and the Minister, when making a decision about issuing or refusing a licence, cannot impose conditions requiring agreements between municipalities and aggregate producers regarding aggregate haulage. This change is proposed to apply to all applications in progress where a decision by the Local Planning Appeal Tribunal or the Minister has not yet been made. Municipalities and aggregate producers may continue to enter into agreements on a voluntary basis.”***

While it is difficult to fully understand the scope of these changes, in the absence of specifics, it would appear that this change relates to an OMB hearing in 2017 wherein the OMB imposed an agreement on a operator to pay a fee to an adjoining municipality for wear and tear on a portion of the haul route above and beyond the license fees which would be received by the host municipality.

In Wilmot haul routes are typically controlled via road weight restrictions and any local road improvements are required prior to the passing of the implementing zoning bylaw. Provided this general description does not expand its scope to place limits on road improvements and road limits prior to the approval of zoning bylaws the Township does not see this limitation as problematic.

***“Improve access to aggregates in adjacent municipal road allowances through a simpler application process (i.e. amendment vs a new application) for an existing license holder, if supported by the municipality”***

Extraction of gravel from within existing road allowances by adjoining pits has not been an issue in Wilmot nor is the Township aware of any proposals to do so. Given the final approval for such is ultimately controlled by the Township there are no concerns with this proposed amendment.

***“Provide more flexibility for regulations to permit self-filing of routine site plan amendments, as long as regulatory conditions are met.”***

Minor amendments to site plans have for many years been of concern to the Township and in particular the process for notification of the Township only after the amendment has been granted.

Further streamlining is of significant concern and in the absence of the specifics of what is proposed the Township is opposed to the minor site plan amendment process as it stands and as it is apparently proposed to be further degraded to the sole benefit of the aggregate industry. The Township believes that all amendments to site plans, however minor, should be circulated to the host municipality for comment prior to decisions being made on the acceptability of same.

## **Regulations**

In addition to the amendments to the ARA the MNRF is also considering some regulatory changes, including:

***“enhanced reporting on rehabilitation by requiring more context and detail on where, when and how rehabilitation is or has been undertaken.”***

In the absence of specific details it is almost impossible to ascertain the beneficial impact of ‘enhanced reporting’.

***“allowing operators to self-file changes to existing site plans for some routine activities, subject to conditions set out in regulation. For example, re-location of some structures or fencing, as long as setbacks are respected”***

Again in the absence of specific details it is almost impossible to ascertain the beneficial impact of ‘self-filing’. In general the Township has concerns about the reference to relocation of structures given the importance of requiring operators to confirm zoning compliance and obtain building permits for most structures.

***“allowing some low-risk activities to occur without a licence if conditions specified in regulation are followed. For example, extraction of small amounts of aggregate if material is for personal use and does not leave the property”***

Recognizing the absence of specific details in general the Township has concerns with what would constitute small amounts of aggregate and the very real potential that excavating even small amounts of aggregate in an inappropriate location could cause harm to adjoining land owners and/or the environment. As such in the absence of specific details the Township is opposed to this proposal.

***“clarifying requirements for site plan amendment applications”***

In the absence of specific details it is almost impossible to ascertain the beneficial impact of ‘enhanced reporting’.

***“streamlining compliance reporting requirements, while maintaining the annual requirement”***

In the absence of specific details it is almost impossible to ascertain the impact of further streamlining compliance reporting. What could be more streamlined than the existing self-evaluation annual compliance report?

***“reviewing application requirements for new sites, including notification and consultation requirements”***

In the absence of specific details it is almost impossible to ascertain the impact of new application requirements.

In general, given the language towards streamlining, the Township is concerned that existing notifications should be enhanced and timeline for consultation expanded. The recent Planning Act changes to limit zoning amendment approval windows to 90 days certainly should be of cause for concern and the Province should consider providing a more reasonable time frame for reviewing zoning amendment applications for mineral aggregate extraction of 180 days or longer.

## **Fees**

While no changes to aggregates fees are being proposed at this time, MNRF has indicated that they are also interested in feedback on the matter.

The Township of Wilmot will receive an estimate \$164,000 in 2019 from the Ontario Aggregates Resources Trust based on the extraction of 1.35 million metric tonnes of aggregates in Wilmot in 2018.

The Township requests that the Province index the fees paid to host municipalities, annually based on the Construction Price Index, to ensure that the inflationary costs to municipalities of road maintenance and repair are recognized and accounted for in the fee structure.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Communication of proposed changes to Provincial legislation promotes and informed community.

Providing comments to MNRF on proposed changes to the ARA and its implementing regulations affords the opportunity to promote the protection of our natural environment, our quality of life and our belief that approvals should be transparent and open to public input and review.

### **FINANCIAL CONSIDERATIONS:**

Financial impacts of the proposed changes to the ARA and its regulations are unknown at this time given the generality of the notice and the lack of specific details by which to judge any fiscal impact on the Township of Wilmot.

The Township requests that MNRF consider the importance of annual indexing of fees paid to host municipalities to account for inflationary pressures.

### **ATTACHMENTS:**

No attachments.



# TOWNSHIP OF WILMOT

## FACILITIES & RECREATION SERVICES *Staff Report*

---

**REPORT NO:** FRS-2019-09

**TO:** COUNCIL

**SUBMITTED BY:** Scott Nancekivell, Director of Facilities & Recreation Services

**PREPARED BY:** Scott Nancekivell, Director of Facilities & Recreation Services  
Patrick Kelly, Director of Finance/Treasurer

**REVIEWED BY:** Grant Whittington, CAO

**DATE:** October 28, 2019

**SUBJECT:** New Hamburg Arena Architectural/Engineering  
Re-commissioning Study

---

### **RECOMMENDATION:**

**THAT** the New Hamburg Arena Architectural/Engineering Re-Commissioning Study reports be received, and further;

**THAT** staff proceed with the proposed funding application under the Investing in Canada Infrastructure Program (ICIP) Community, Culture and Recreation Stream to support reconstruction and renovations at the New Hamburg Arena that would result in a “hybrid facility” to accommodate both a seasonal ice surface, if warranted, and a warm floor multi-purpose space.

### **SUMMARY:**

NA Engineering Associates completed two (2) reports as part of the New Hamburg Arena Architectural/engineering Re-commissioning Study scope of work in late fall/winter 2018/2019. The reports focused on i) a physical condition assessment of the building, and ii) potential renovations of the New Hamburg Arena facility.

The condition assessment report revealed that the building appears to be generally in good condition and that any maintenance repairs required, are typical of a building of that age.

---

\*\*\*This information is available in accessible formats upon request\*\*\*

The re-commissioning study identified the potential renovations required, and associated cost estimates to re-commission the old arena facility into either a) a third ice surface, or b) a permanent “warm floor” multi-use space.

The Federal Government recently launched the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP). This stream supports projects that improve access to and/or quality of community, cultural and recreational priority infrastructure projects. Successful projects must be completed prior to 2027-28.

Upon notification of this funding opportunity, a comprehensive review of the 10-year Capital Forecast and Asset Management Plan was conducted to identify projects that aligned with the funding criteria. Following that review, the Senior Management Team determined that the New Hamburg Arena Reconstruction was the best suited project, given the fiscal implications and the longer term design and engineering process.

### **BACKGROUND:**

On September 10, 2018 Wilmot Township Council approved a staff report recommending that NA Engineering Associates Inc. be hired to complete the New Hamburg Arena Architectural/Engineering Re-commissioning Study.

To complete the required scope of work, two (2) reports were completed by the consultant; a New Hamburg Arena Structural Condition Assessment, and a New Hamburg Arena Re-commissioning Study. The reports were compiled following a physical review of the facility by qualified structural, electrical, and mechanical engineers, as well as an investigation by an architectural sub-consultant, to provide concept floor plans and cost estimates for potential renovations and/or new construction.

The information was gathered through multiple site visits by the various professionals as well as correspondence/meetings with Township staff during the late fall/winter of 2018/19.

### **REPORT:**

#### ***New Hamburg Arena Structural Condition Assessment:***

The first component of the scope of work for this project included a structural condition assessment of the existing arena facility (attached).

The structural assessment recognized the more notable renovations and enhancements (both cosmetic and structural), that have been completed on the facility since it was originally constructed in 1949. These include the 1979 upgrades to bring the facility into compliance with the prevailing building codes, the 1984 additions to the north and south ends of the building to improve public access to the arena and community centre, the 2000/2001 structural reinforcement of the roof structure over the arena and replacement of the roof membrane, and



the 2013 renovation to the main entrance, lobby and washroom areas as well as the addition of insulated siding panels along the west and north facades.

The condition assessment consisted of a visual review/inspection (non-destructive methods) by professional engineers from NA Engineering Associates Inc. A motorized lift was used to access the wooden roof trusses, purlins, wood framing and mechanical connections including wooden and steel columns, tie rods, etc. Visual inspections of the exterior facade, foundation walls, load bearing exterior walls, concrete slabs, and wood seating/guards and walkways were also completed.

The report noted that the building appeared to be “generally in good condition” and that recommended repairs were “typical of a building of that age”. Since non-destructive methods were used to conduct the condition assessment, the report noted that some external building walls could only be viewed from the interior due to the exterior cladding and therefore, some surfaces could not be readily accessed.

A list of suggested interior and exterior maintenance repairs, along with estimated costs, were compiled and included with the report, and will be incorporated into our 10-year capital plan and minor capital work programs.

Staff wish to note that NA Engineering Associates coordinated the tightening of the threaded tie rods located along the bottom chords of the roof truss system as recommended, and the work was completed this fall.

#### *New Hamburg Arena Re-commissioning Study:*

The second component of the scope of work for this project included a re-commissioning study to investigate the necessary renovation works and estimated costs associated with re-commissioning the old arena as **A)** a seasonal ice arena, or **B)** a permanent “warm floor” multi-purpose space (attached).

In order to evaluate the feasibility of re-commissioning the existing facility for option A or B, the consultants undertook a comprehensive building component review and rating process.

The component rating process involved breaking the facility components into three (3) categories; substructure system, shell systems, and services, with each category containing the various building elements/components that pertained to that category. Each building element was then rated using a component rating system to determine a rating of very good, good, fair, poor, expired, or requires maintenance.

The “typical useful life” of each building element was also summarized by the consultants, using the Building Owners and Managers Association (BOMA) publication of “Preventative Maintenance; Best Practices to Maintain Efficient and Sustainable Buildings.

Based on the results of the analyses described above, the consultants considered the renovations and additions required, as well as the estimated costs to achieve Option ‘A’ and



Option 'B'. They offered two scenarios for Option 'A' based on different sized additions to the facility.

<b><u>Option 'A'</u></b>	<b><u>Addition</u></b>	<b><u>Purpose</u></b>
i) Ice Facility (\$6,500,000)	7200 sq.ft.	<ul style="list-style-type: none"> <li>- to accommodate seasonal ice usage</li> <li>- larger addition will support 6 full sized change rooms including 2 fully serviced barrier-free change facilities</li> <li>- several large storage rooms</li> </ul>
ii) Ice Facility (\$6,000,000)	5200 sq.ft.	<ul style="list-style-type: none"> <li>- to accommodate seasonal ice usage</li> <li>- smaller addition will support 6 smaller change rooms including 2 non-serviced barrier-free change facilities</li> <li>- several large storage rooms</li> <li>- smaller refrigeration and mechanical rooms</li> </ul>
<b><u>Option 'B'</u></b>		
Warm Floor (\$3,000,000)	2500 sqft.	<ul style="list-style-type: none"> <li>- to accommodate non-ice, multi-purpose uses</li> <li>- includes 4 small, serviced change rooms with no barrier-free change facilities</li> <li>- many smaller storage rooms</li> <li>- reconfigured, smaller mechanical room</li> </ul>
<b><u>Hybrid</u></b>		
Seasonal Ice and Warm Floor (~\$6,000,000)	7200 sq.ft.	<ul style="list-style-type: none"> <li>- to accommodate both seasonal ice usage and warm floor multi-purpose usage</li> <li>- full sized change rooms and barrier-free change facilities</li> <li>- combination of large and small storage rooms</li> <li>- costs exclude refrigeration plant/equipment, but layout will allow inclusion at a later date if warranted/approved</li> </ul>

### Preferred Building Strategy:

Phase I – The preferred strategy is to seek funding to renovate the New Hamburg Arena into a “hybrid facility” that will accommodate both warm floor multi-purpose usage and potential seasonal ice usage. A proposed concept would include fully serviced change rooms and barrier-free change facilities, large and small storage rooms, bleacher seating above the storage rooms on the west side, and under-slab refrigeration piping to accommodate future ice making if warranted. One of the large storage rooms would be available for future conversion into a refrigeration room to house ice making equipment, if future approval is given for seasonal ice usage at the facility.

Potential Phase II – Following the Updated Ice Needs Study, and if/when warrants are met, a report will be provided to Council with options for consideration. The options would consider a) install ice making equipment for seasonal ice usage at the New Hamburg Arena facility, or b) purchase lands and construct a new, stand-alone seasonal ice facility.

It is important to note that although the drawings provided within the consultants reports are intended for visual reference only, and are diagrammatic in nature, the layouts presented do meet the intent of the Ontario Building Code and the Ontario Fire Code regulations.

The consultants have also included preliminary cost estimates for the construction of a “new stand-alone” single pad ice arena (\$8,500,000), and a “new stand-alone” warm floor facility (\$8,000,000), using recently observed per square foot construction cost data for recreation facilities of that nature. These construction cost estimates do not include land acquisition or site servicing costs.

### Timing:

As previously described, the intent of the New Hamburg Arena Architectural/Engineering Re-commissioning Study was to undertake a structural condition assessment of the existing facility, and generate necessary renovation and construction cost data to assist in future decisions on whether the facility should be re-commissioned as an ice facility or a “warm floor” multi-purpose facility.

In order to assist with the timing for these decisions, information derived from an updated Ice Needs Study is required for Wilmot Township. Over the past several years, many changes in the demand for ice time, the level of participation in ice sports, and the availability of ice time in and around Wilmot, have occurred. Staff have included the costs for an Updated Ice Needs Study within the proposed 2020 capital budget in accordance with the approved 2017 Parks, Facilities and Recreation Services Master Plan.

### Funding Opportunity:

The Federal Government recently launched the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP). This stream supports projects that improve access to and/or quality of community, cultural and recreational priority infrastructure projects. Successful projects must be completed prior to 2027-28.

Upon notification of this funding opportunity, members of the Senior Management Team (SMT) initiated an immediate review of the existing 10-year Capital Forecast and Asset Management Plan, based on large scale initiatives with multi-year implementation time frames to identify the most appropriate projects that would be aligned with this funding program

While other smaller scale projects were considered, such as the Parking Lot Expansion at the Administration Complex / Castle Kilbride; LED Lighting Upgrades at various parks and Playground Enhancements, it was determined that the New Hamburg Arena Reconstruction was a better suited project, given the fiscal implications and the longer term design and engineering process.

The various initiatives noted were not selected in order to maximize the potential value of the grant and recognize the stronger need for external funding support to complete the proposed works at New Hamburg Arena. The relatively smaller projects noted, are in a cost range that should be attainable by internal financing options (general levy, infrastructure reserves).

The application would fall under the Multi-Purpose Category of the ICIP, as the reconstructed building would have potential of servicing multiple user groups. This project category has a cap of \$50M per initiative, and therefore would have the potential to support a significant component of the total project costs.

A key element of funding applications is in the alignment to existing Asset Management Plans. Through the State of Maturity Assessment component of our Asset Management Roadmap, Wilmot identified the Asset Management Strategy of using master plans to guide Infrastructure Planning. The Parks, Facilities and Recreation Services Master Plan noted the recommendation to re-evaluate the need for a third ice pad in 2020, and further to undertake the engineering studies noted earlier within this report to assist in determining the cost implications.

With the Hamburg Arena Architectural/Engineering Re-Commissioning Study now completed, staff are confident in the cost projections for the remaining design and reconstruction works. The various reports, estimated costs and a business plan will be incorporated into the application for funding under the ICIP, to be submitted in early November.

Staff from Facilities and Recreation Services are working collaboratively with Finance personnel to draft and submit an effective application to secure this critical funding, and allow project works to progress without debt financing. Meetings are occurring on a weekly basis to keep the application on track to meet the fast-approaching deadline.

Staff believe that a “hybrid facility” (one that could accommodate a seasonal ice surface and a warm floor multi-purpose space during the non-ice season), would be the most appropriate project for ICIP funding. Renovations could be completed at the New Hamburg Arena that would

align with both uses and yet would not pre-judge the results of the proposed Updated Ice Needs Study in 2020. Renovation costs for all necessary works, excluding the refrigeration plant, would be included within the ICIP funding application.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Providing recreational opportunities for everyone  
Ensuring people's safety  
Maintaining our infrastructure  
Supporting community events and celebrations  
Communicating municipal matters

### **FINANCIAL CONSIDERATIONS:**

The costs to complete these two studies was approximately \$40,000, with 72% funded from Development Charges.

The estimated costs of the 'hybrid facility' noted above will be incorporated within the funding application to be submitted in early November. The funding costs sharing agreement for this program is 40% Federal, 33.33% Provincial and 26.67% Municipal.

For illustration purposes, a \$6,000,000 application would have a potential for \$3,666,500 in senior government support, with the remaining \$2,333,500 to be sourced internally

### **ATTACHMENTS:**

New Hamburg Arena Structural Condition Assessment – NA Engineering Associates (Apr. 2019)  
New Hamburg Arena Re-commissioning Study – NA Engineering Associates (Apr. 2019)

# New Hamburg Arena Re-commissioning Study

New Hamburg, Ontario



**Prepared for:**  
**Scott Nancekivell,**  
**Director of Facilities & Recreation Services**  
**Township of Wilmot**  
**60 Snyder's Road West,**  
**Baden, Ontario N3A 1A1**

**Prepared by:**  
**NA Engineering Associates Inc.**  
**107 Erie St., Suite 2**  
**Stratford, ON N5A 2M5**

**Date: 2019APR11**

# Draft Print

2019-04-11 4:35:21 PM

107 ERIE STREET, SUITE 2  
STRATFORD ONTARIO  
N5A 2M5

PHONE 519 273 3205  
FAX 519 273 7133  
[www.naeng.com](http://www.naeng.com)

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 2 of 33	Rev. A
---	---------------------	--------------	--------



## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION.....</b>	<b>4</b>
1.1	TERMS OF REFERENCE.....	4
1.2	DESCRIPTION OF BUILDING .....	4
1.3	SCOPE OF WORK.....	5
<b>2.</b>	<b>METHODOLOGY/ PREAMBLE.....</b>	<b>6</b>
2.1	AVAILABLE DRAWINGS/DOCUMENTATION .....	9
2.2	COSTING.....	9
<b>3.</b>	<b>COMPONENT ASSESSMENT .....</b>	<b>10</b>
<b>4.</b>	<b>RE-COMMISSIONING .....</b>	<b>20</b>
4.1	FUTURE DESIGN ELEMENTS.....	20
4.2	FACILITY USAGE.....	21
4.3	OPTION 1 ICE RINK – NEW (7,200 SQ. FT. ADDITION).....	22
4.4	OPTION 2 ICE RINK – NEW (5,200 SQ. FT. ADDITION).....	25
4.5	OPTION 3 PERMANENT WARM FACILITY – NEW (2,500 SQ. FT. ADDITION) .....	26
<b>5.</b>	<b>STAND ALONE 3<sup>RD</sup> ICE PAD.....</b>	<b>28</b>
<b>6.</b>	<b>STAND ALONE WARM FACILITY .....</b>	<b>28</b>
<b>7.</b>	<b>SUMMARY .....</b>	<b>29</b>
	<b>APPENDIX A – BASE DRAWINGS .....</b>	<b>30</b>
	<b>APPENDIX B – STRUCTURAL REVIEW.....</b>	<b>31</b>
	<b>APPENDIX C – CIMCO LETTER .....</b>	<b>32</b>
	<b>APPENDIX D – CONCEPTUAL DRAWINGS.....</b>	<b>33</b>

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 3 of 33	Rev. A
---	---------------------	--------------	--------



### ABSTRACT OF REVISIONS

REV. NO.	DATE	REVISION
A	2018DEC14	ISSUED FOR CLIENT REVIEW
B	2019APR11	ISSUED FOR CLIENT REVIEW

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 4 of 33	Rev. A
---	---------------------	--------------	--------



## 1. INTRODUCTION

### 1.1 TERMS OF REFERENCE

NA Engineering Associates Inc. was retained by Mr. Scott Nancekivell, Director of Facilities & Recreation Services at the Township, of Wilmot to complete a visual review of the Arena portion of the New Hamburg Arena and Community Centre. The visual review was completed to determine the necessary renovations required to recommission the arena portion as either a warm floor multi-purpose space or as a third arena for the township. Findings of the review are outlined in section 3 of this report. Conceptual drawings for the ice rink and warm facility were prepared by Guy R. Bellehumeur of GB Architect Inc. and the plant refrigerant system was reviewed by Jay Szeto of Cimco Refrigeration.

### 1.2 DESCRIPTION OF BUILDING

The New Hamburg Arena and Community Centre was originally constructed in 1949 and has approximately 40,000 square feet in gross floor area. The facility includes general offices, meeting rooms, change rooms, storage areas, kitchenettes, service rooms, washrooms and an arena.

Item	Description
Building Name	New Hamburg Arena and Community Centre
Building Use	Group A-4
Year Built	1949 Based on owner information
Number of Storey	2 Storey Community Centre and 1 storey Arena
Gross Building	~40,000 ft <sup>2</sup>

The existing facility was previously used as an ice rink, but has been used as a warm interior pad facility for several years.

Other parts of the building include a second level multi-purpose auditorium, a private theatre tenant space, meeting rooms, a common entry foyer, public washrooms and other ancillary spaces. There is an existing freight (not for public use) elevator between the main and second floor levels. There is a small service basement.

Work included in this upgrade concentrates on 2 options for the interior ice pad area: 1) a third ice pad with seating and amenity space, and 2) a multi-purpose warm pad interior space with no public seating. Other work includes façade upgrades to the South and East sides of the building. Both options include new additional space created on the East side of the ice pad area.



NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 5 of 33	Rev. A
---	---------------------	--------------	--------



### 1.3 SCOPE OF WORK

The Scope of Work is to investigate the necessary renovation works and estimated costs associated with re-commissioning the New Hamburg Arena as:

- a) A third ice pad
- b) A permanent “warm floor” multi-purpose space.

The following items are included as required in RFP 2018-24.

- a) Base drawings of the existing floor plan of the New Hamburg Arena (Appendix A)
- b) Review of New Hamburg Arena Usage statistics for the past 5 years (provided by the Township), focusing on type and frequency of use
- c) Undertake and produce a structural review / report for the existing arena portion of the facility, bearing the stamp of a professional structural engineer licensed to practise in the Province of Ontario
- d) Undertake a condition assessment of the arena portion of the facility to determine the extent of work necessary to re-commission the space as:
  - a. A seasonal artificial ice facility
  - b. A permanent “warm floor” multi-purpose space
- e) Provide a preferred concept (including floor plan drawings), as well as itemized construction cost estimates to re-commission the New Hamburg Arena as:
  - a. A seasonal artificial ice facility
  - b. A permanent “warm floor” multi-purpose space
- f) Produce and deliver a document relating to the full scope of services contained in the study, outlining the findings, cost estimates, professional opinion.

It should be understood that because of the extensive nature of the building components, the work carried out in this survey can only be considered as preliminary as no design activities were undertaken to verify the suitability of the existing building systems (i.e. Heat loss, heat gain, structural analysis). The assessments obtained are based on visually observed defects and our experience with similar types of buildings. Therefore, results obtained in the survey, are for planning purposes and cannot be used to prepare specifications. Deficiencies may exist in areas not referenced in this report which may not have been visually apparent during our visual review. Therefore, NA Engineering Associates Inc. will not accept liability for any costs incurred by the subsequent discovery of deficiencies not identified in this report.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 6 of 33	Rev. A
---	---------------------	--------------	--------



## 2. METHODOLOGY/ PREAMBLE

On September 30, 2018, Mary Ferenc, Anna Gkalimani and Mike Wolowich of NA Engineering Associates Inc. completed a visual review of The New Hamburg Arena. Access to the building was provided by Mrs. Amber Schenck of the Township of Wilmot. Subsequently on November 22, 2018 Jay Szeto of Cimco Refrigeration was on site to review the existing plant room equipment. Access was provided by Jason Falk of the Township of Wilmot.

It should be noted that the condition assessment was conducted for only the arena portion of the building, however many services cross over from the arena to the Community Centre. In areas that services do cross over and deficiencies were noted we have included them in this report.

Mechanical equipment within the Arena area were limited and what was present has surpasses their life expectancy. Seeing that the mechanical needs between an ice rink and warm facility vary, we have not included replacement cost within the condition assessment portion of the report, but rather included all mechanical cost under the construction options.

Concept floor plan drawings are provided herein. These drawings are diagrammatic, but the layouts presented do meet the intent of the Ontario Building Code and the Ontario Fire Code regulations. The final layouts can be modified to suit Owner and major user group requirements.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 7 of 33	Rev. A
---	---------------------	--------------	--------



The following assessment has divided the building's major components or systems using the unformat method. Unformat is a standard for classifying building specifications, cost estimating, and cost analysis in the U.S. and Canada. The elements are major components common to most buildings. The system can be used to provide consistency in the economic evaluation of building projects.

<b>Component Rating</b>	
<b>Rating for Building Systems and Components</b>	<b>Definition</b>
Very Good	Asset is physically sound and is performing its function as originally intended. Required maintenance costs are well within standards and norms. Typically, asset is new or recently rehabilitated.
Good	Asset is physically sound and is performing its function as originally intended. Required maintenance costs are within acceptable standards and norms. Typically, asset has been used for some time but is within mid-stage of its expected life.
Fair	Asset is showing signs of deterioration and is performing at a lower level than originally intended. Some components of the asset are becoming physically deficient. Required maintenance costs exceed acceptable standards and norms are increasing. Typically, asset has been used for a long time and is within the later stage of its expected life.
Poor	Asset is showing significant signs of deterioration and is performing to a much lower level than originally intended. A major portion of the asset is physically deficient. Required maintenance costs significantly exceed acceptable standards and norms. Typically, asset is approaching the end of its expected life.
Expired	Asset is physically unsound and/or not performing as originally intended. Asset has higher probability of failure or failure is imminent. Maintenance costs are unacceptable and rehabilitation is not cost effective. Replacement/major refurbishment is required.
Maintenance	Cost associated with components condition that are required to ensure the component continues to perform as intended and meets its service life expectancy.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 8 of 33	Rev. A
---	---------------------	--------------	--------



Building systems useful life is based on Building Owners and Managers Association (BOMA) publication of "Preventive Maintenance; Best Practices to Maintain Efficient and Sustainable buildings. The following list of systems and average useful life years is based on regular preventive maintenance properly performed at prescribed frequencies. Many factors can affect the average useful life and like any average individual system and/or component will have lifetime far from average. Lifetimes can often be extended significantly through robust maintenance programs that go beyond the norm.

Climate conditions and challenging environments will often shorten life expectancies. Whereas selecting equipment with heavy duty features will lengthen the components life expectancies.

The following table is based on BOMA and general industry standards.

Building Elements	Typical Useful Life
<b>A-B Substructure &amp; Shell</b>	
A 1010 Standard Foundations	Life of Building
A 4010 Slab on Grade	Life of Building
B1010 Floor Construction	Life of Building
B1020 Roof Construction	Life of Building
B1030 Structure Support	Life of Building
B2010 Exterior Walls	35-50
B3010 Roof Coverings	20-30
<b>D Services</b>	
D2010 Domestic Water Distribution	20-30
D2020 Sanitary Waste	30
D2050 General Service Compressed Air	20
D3020 Heat Generating Systems	25
D3030 Cooling Generating Systems	20
D3040 Distribution Systems	30
D3060 Ventilation	25
D4010 Fire Suppression	25-40
D4020 Standpipes	25-40
D5020 Electrical Service & Distribution	20-40
D5040 Lighting & Branch Wiring	20
D5080 Miscellaneous Electrical Systems	25
D7050 Detection and Alarm	10-15
G2020 Parking Lot Pavement	30

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 9 of 33	Rev. A
---	---------------------	--------------	--------



## 2.1 AVAILABLE DRAWINGS/DOCUMENTATION

No drawings were used as reference to conduct our visual observations.

## 2.2 COSTING

Costing for the condition assessment and proposed options of the report are based on a Class "3" budget estimates only with variances of -20% to +30% which is defined under the American Association of Cost Engineers, as estimates that are generally prepared to form the basis for budget authorization, appropriation, and/or funding.

These are quoted in 2018 dollars and are based on Yardsticks for Costing Cost Data for the Canadian Construction Industry using Toronto as the base city for costing. Actual costs may vary depending on the scope of work performed, who undertakes the work and the quantity of work requested through a tender process.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 10 of 33	Rev. A
---	---------------------	---------------	--------



### 3. COMPONENT ASSESSMENT

The replacement of the existing refrigerant plant, piping and concrete slab will be required if the new ice rink option is selected. The existing plant equipment, piping and concrete slab are over thirty years old and have exceeded their life expectancy.

It was noted that the system still contains Ammonia and Calcium Chloride. The Ammonia has been isolated to the shell and tube chiller. Based on a visual review it appears that there might be a rink floor leak as staining on the slab was noted. The system needs to be flushed and fluid material properly disposed of regardless of which option is selected.

#### A SUBSTRUCTURE SYSTEM

Refer to Appendix B for the New Hamburg Arena Structural Condition Assessment that reviewed the following items:

- Foundation Walls
- Load Bearing Exterior Walls
- Arena Roof Structure and Supporting Columns
- Wood Seating
- Guards and Walkways
- Rear Exit Stairs

#### B SHELL SYSTEMS

##### B20 EXTERIOR VERTICAL ENCLOSURES

Item	Description
B2010 Exterior Walls	B2010 Exterior Walls – Varies
Component Condition	Fair / Good
Replacement Year / Replacement Cost	2029 / \$301,500

##### Component Description:

Based on our review, the North and West facades were replaced a few years ago with Kingspan insulated wall panels. The East and South facades appear to be the original uninsulated siding.

##### Component Condition:

Observations for the exterior wall system were conducted from the ground level; as such they are limited to areas that were visible. The current condition of the exterior walls along the North and West facades is noted to be good.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 11 of 33	Rev. A
---	---------------------	---------------	--------



However the South and East facades appear to be in fair condition with minor areas that are in need of repair.

#### **Component Recommendation:**

It is recommended that the areas of prefinished metal wall panels that are corroded be cleaned and painted with a zinc rich paint to prolong their service life. Areas of prefinished metal wall panels that have been damaged should be repaired and/or sealed to prevent water infiltration. All of these costs can be part of a maintenance budget over the next year. The expected useful life of prefinished insulated metal wall panels are typically 35-50 years with proper maintenance.

However, if it is decided to proceed with the expansion of the arena, we recommend that the South and East metal siding be replaced with the same Kingspan insulated wall panels as the North and West facades. This will provide a consistent appearance of the building and increase in insulated value reducing operating utility costs. However, if no expansion is planned then the wall system along the South and East should be replaced to match the rest of the building. There is no immediate need to replace the wall system as it is functioning as intended.

#### **B2050 Exterior Doors**

Item was reviewed under structural report.

#### **B2050 Exterior Overhead Doors**

Item was reviewed under structural report.

Item	Description
B3010 Roofing	B3010 Roofing – 2000/2001
Component Condition	Fair
Replacement Year / Replacement Cost	2026 / \$450,000

#### **Component Description:**

Based on discussions with personnel from the Township, the existing roof was replaced in 2000/2001 with a 2-ply modified bitumen membrane.

#### **Component Condition:**

We were unable to access the barrel roof to provide an in depth review. However, based on conversation no issues were reported or noted and based on past experiences with this type of roof and its current age we estimate that the roof is in fair condition.

No leaks were identified or reported, therefore the roof is functioning as intended.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 12 of 33	Rev. A
---	---------------------	---------------	--------



### Component Recommendation:

Typically 2-ply modified bitumen membrane style roofs have an expected service life between 20-25 years depending on factors such as maintenance and varying environmental condition. Given the current age and condition of the roof, we estimate that its expected life is between 5-10 years at which point will need to be replaced. We recommend that the roof be inspected twice a year to review all penetrations for broken seals. This may prolong the life of the roof beyond the typical life expectancy. Minor repairs should be completed as needed and repair costs can be part of the annual maintenance budget.

## D SERVICES

### D20 PLUMBING

Item	Description
D2010 Domestic Water Distribution	D2010 Domestic Water Distribution
Component Condition	Fair
Replacement Year / Replacement Cost	2018 / \$7,000 (Backflow Preventer)

### Component Description:

The area has no domestic water services in this portion of the building. The water main is located in the basement of the Community Centre area and is split into the domestic water and the sprinkler water systems. This main services the arena and the Community Centre.

### Component Condition:

The water main, which is outside of the arena, is aged and in fair condition. There was no backflow preventer noted at the water main.

### Component Recommendation:

Domestic water plumbing has an average life expectancy of about 30 years. If there is a renovation or expansion done to the arena that requires plumbing, we recommend that an inspection of the piping be done to see its compliance with the latest OBC and requirements from the Authority having Jurisdiction. We also recommend that a new backflow preventer be installed to comply with current regulations.



NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 13 of 33	Rev. A
---	---------------------	---------------	--------



Item	Description
D2020 Sanitary Drainage	D2020 Sanitary Drainage
Component Condition	Unknown

#### **Component Description:**

There is no domestic water plumbing in the arena; therefore there is no sanitary drainage. However, there are floor drains located within the arena. The floor drain piping is located underground, hence are inaccessible and not visible to provide comments on.

#### **Component Condition:**

Due to not being able to access the sanitary piping, the condition of the piping is unknown.

#### **Component Recommendation:**

Sanitary drainage piping systems have a typical life expectancy between 25 to 30 years. If there is a renovation or expansion done to the arena that requires plumbing, we recommend to scope the existing sanitary with a camera to see its condition and that the sanitary drainage piping system be flushed and inspected semi-annually. Any floor drains and clean outs should be inspected semi-annually.

#### **D30 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**

Item	Description
D3050 Heating Systems	D3050 Facility HVAC Distribution Systems – Varies
Component Condition	Poor

#### **Component Description:**

There are various gas fired unit heaters in the building. The gas fired unit heaters service the arena and are located at high level.

#### **Component Condition:**

The units are old and in poor condition.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 14 of 33	Rev. A
---	---------------------	---------------	--------



#### **Component Recommendation:**

The heaters have an average expected life span of 13 years. These heaters are in poor condition and are much older; therefore replacement upon new use of the building is recommended. The new heaters will be a direct replacement with the type of existing heater.

The gas line is already in place and appears to be old but in fair condition. It is recommended to review the gas line to see if they are up to B149 codes and assess their condition for reuse.

Item	Description
D3060 Ventilation	D3060 Ventilation – Varies
Component Condition	Good – Ductwork Poor - Louvers

#### **Component Description:**

The building has simple intake louvers and a duct running along the peak of the roof inside the building. This is the main ventilation system for the arena.

The louvers are simple wooden planks with a simple bird screen. The ducting is steel ductwork that is supported from the roof beams and has grilles on the bottom face of the ducting.

#### **Component Condition:**

The louvers are wall mounted old wooden boards in poor condition that are not weather proofed and well-sealed in the wall. There was also water damage on the boards.

The ducting is in good condition with no apparent signs of rust or damage.

#### **Component Recommendation:**

Louvers have an expected life span of 20-30 years. The louvers are constructed from wood and are showing signs of damage. It is recommended to immediately replace the existing louvers with new ones that are weather and snow proof and come complete with a bird screen.

The exhaust ducting is relatively new and should have an expected life span of 30 years.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 15 of 33	Rev. A
---	---------------------	---------------	--------



#### D40 FIRE PROTECTION

Item	Description
D4010 Fire Suppression	D4010 Fire Suppression –
Component Condition	Good

#### Component Description:

The sprinkler system for the arena consists of piping and various types of sprinkler heads that serve for the protection for the arena and are located throughout the building including under the bleachers (they are supported off of the bottom of the bleachers).

#### Component Condition:

Both systems are in fair condition with no damage and no leakage. There is rust on a significant portion of the sprinkler piping.

#### Component Recommendation:

The sprinklers have an expected life span of 25 years and the piping has an expected life span of 40 years. It is recommended that the sprinkler and piping remain if they, upon inspection, meet building and NFPA 13 compliance.

All sprinklers and sprinkler piping that are under the bleachers will need to be replaced if the bleachers are replaced due to how the sprinklers are being supported from the bottom of the bleachers.

#### D50 ELECTRICAL

Item	Description
D5020 Electrical Service and Distribution	2007 mostly upgraded new items
Component Condition	
Replacement Year / Replacement Cost	2018-20 / \$110,000

Component initial observations suggest that any of the older equipment serving the area portion of the building is original equipment, essentially over 60 years old. It does not appear that any has been replaced. Considering that this equipment, including the dry transformers which are well beyond their serviceable life, we recommend funds be allocated and an equipment replacement program be put in place to minimize the risk of aging components failing.

The remainder of the electrical equipment services the “front of house” additions are in good condition and should yield another 20 years with regular maintenance.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 16 of 33	Rev. A
---	---------------------	---------------	--------



The Main Electrical Room and the Ice Making Plant service areas are in lockable rooms, however the theatrical distribution and 208V distribution components are in unsecured corridors. This includes the arena lighting control.

#### **Normal Power Distribution:**

The electrical service for the building is provided via the 347/600V 400A disconnect switch '018-53410-DS3-22' located in the Main Electrical Room that feeds the Splitter Trough '018-53410-PL16-20' rated 400A 347/600V 3Ph 4W. This distribution point services the entire building.

#### **Component Condition:**

The existing electrical distribution system was installed during the original building construction; however many components including the theatrical services and the renovated front building addition were replaced within the last 10 years. Electrical distribution system has a life cycle of approximately  $\pm 30$  years. It was noted that many of the existing distribution equipment has not been tagged to identify the available power systems ID. Tags and panel schedules need to be updated to identify the equipment being fed or serviced by the existing panel-boards.

#### **Component Recommendation:**

The electrical distribution system for the New Hamburg Arena is in working condition and some components have been upgraded/replaced. The components that were installed when the building was erected shall be replaced with new equipment due to exceeding their life expectancy of  $\pm 30$  years.

It should also be noted that it is mandatory by the Ontario Electrical Safety Code (OESC) requirements that the existing major power distribution equipment shall be tested and maintained regularly (recommended every 5 years). Accordingly, provisions shall be taken to frequently maintain the installation and to properly field mark equipment of the potential electric shock hazards.

Item	Description
D5040 Arena Floor Lighting	Installed in 2014
Component Condition	Good

#### **Component Description:**

The existing lighting system that illuminates the Arena Floor area within the building consists of a mixture of 2'x4' T8 suspended fluorescent fixtures and single-tube industrial surface mounted fluorescent fixtures illuminating the corridors above and below the stands.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 17 of 33	Rev. A
---	---------------------	---------------	--------



T8 Arena Fluorescent Lighting has been replaced in 2014 and are in good condition. We expect that the existing original lamps have experienced (based upon an estimated 40% utilization) approximately 30% of their forecast life. Accordingly, some 70% life should remain. Please note that we did not observe any aging of the lamps during our site visit. The actual remaining lamp life will be recalculated upon a review of electrical utility billings (NOTE: T8 lamp life cycle = approx. 20,000hrs).

Lighting is 120V powered by the power panel and controlled by a programmable lighting control system.

#### **Lighting Controls:**

Normal interior lighting is controlled by conventional switches located in accessible locations. Many of the rooms in the most recent addition have occupancy sensors to control light operation. A time clock is used to control the exterior light fixtures. The arena floor area is controlled by a programmable panel with different light (output) settings based upon the requirements of the event.

#### **Exterior Lighting:**

The exterior light fixtures are flood lights affixed to the exterior walls of the building. During the time of our visit we were unable to confirm the lamp type.

#### **Exit and Emergency Lighting:**

Most of the exit signs are relatively new and use the green running man pictogram and a LED lamp source. A few older compact fluorescent exit signs remain in service spaces. Emergency lighting battery and lamp packs were deployed in the front-end renovated areas.

#### **Lamp Types:**

Lamps are LED or T8 fluorescent lights for indoors, metal halide / high pressure sodium flood lights for outdoors.

#### **Component Condition:**

With few exceptions, most of the light fixtures were functioning and in good condition.

#### **Component Recommendation:**

Plan for any future modifications or upgrades to the lighting system to meet the latest OBC/ SB10/ ASHRAE 90.1 standards for energy management. It is recommended that all original light fixtures and all remaining lamps, including the T8 arena lights, be replaced with new LED for even better life expectancy and energy savings.

Similarly, the exterior lights are to be replaced with new LED fixtures. The new exterior lights will remain under the control of a photocell and time clock.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 18 of 33	Rev. A
---	---------------------	---------------	--------



Item	Description
D5080 Miscellaneous Electrical Systems	1979 Original
Component Condition	Expired
Replacement Year / Replacement Cost	2018-20 / \$40,000

#### **Component Description:**

Wiring in the original building utilizes copper conductors in rigid conduit dating back to the original installation. Wiring within the renovated portions of the building use R90 conductors in EMT raceway.

#### **Component Condition:**

The original wiring is in excess of 60 years old. The wiring insulation has deteriorated excessively to warrant replacement coincident with the electrical components of the distribution system.

Similarly, the switches and receptacles within the main arena should be replaced. Consider using GFCI receptacles throughout most of the arena and service spaces.

#### **Component Recommendation:**

It is recommended that the wiring system be coincident with the replacement of the major electrical components of the distribution system.

#### **D60 COMMUNICATIONS**

A Public Address System is present in the arena portion of the building only.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 19 of 33	Rev. A
---	---------------------	---------------	--------



## G SITEWORK

### G20 SITE IMPROVEMENTS

Item	Description
G2020 Parking Lot Pavement	G2020 Parking Lot Pavement –
Component Condition	Poor
Replacement Year / Replacement Cost	2018-20 / \$48,000

#### Component Description:

The Arena and Community Centre has a parking location of approximately 25 parking spots along the front of the building. The parking area along the Eastern side of the property appears to be newer than the area directly in front of the Community Centre.

#### Component Condition:

The current condition of the parking lot located directly in front of the Community Centre is in poor condition, it has several cracks that have been previously repaired and need further repairs. It was also noted that several areas showed signs of alligator cracking. Cracks will deteriorate further as de-iced during winter months causing increased freeze thaw action.

#### Component Recommendation:

It is our recommendation that approximately half the parking lot be replaced within the next few years.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 20 of 33	Rev. A
---	---------------------	---------------	--------



## 4. RE-COMMISSIONING

### 4.1 FUTURE DESIGN ELEMENTS

The items listed below were provided to NA Engineering Associates Inc. by the Township as items that would be required to be considered in conceptual layout and costing of the options:

#### ICE ARENA

- Snow pit (bunker)
- 4 main change rooms + 2 accessible change rooms (smaller in size)
- Mechanical room vestibule (code)
- Gas sensors/alarms (code)
- Roll-up door on refrigeration room
- Consolidation of electrical (separate room preferred)
- Remove/replace floor slab (30-years old)
- New rink boards/glass
- Automatic sliding glass doors on arena side front entrance
- Desiccant dehumidification system
- Tiered bleacher seating (west side only)
- Player benches, penalty/timekeeper boxes on east side
- Large storage room for minor hockey (portable half-ice boards, etc.)
- Music/sound room
- Proper ventilation
- Remove upper windows on east side

#### WARM FLOOR SPACE

- Air conditioning and heating
- Ceiling fans
- Additional power/electrical outlet access points
- Lots of Storage



NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 21 of 33	Rev. A
---	---------------------	---------------	--------



## 4.2 FACILITY USAGE

The New Hamburg Arena is available for use approximately 6,680 hour per calendar year. The busiest months of the year are March, April and May. In 2018 most evenings in April were fully booked with events. For the months of October, November and December the facility is mostly used for free events such as Remembrance Day celebrations and Christmas Hamper programs. The slowest months of the year were reported as January, February and June. Most special events are held in July, August and September.

The below table was provided by the Township and illustrates the usage hours per year and the major categories that uses the facility.

<b>Floor Activity</b>	<b>2014 Hrs. of Usage</b>	<b>2015 Hrs. of Usage</b>	<b>2016 Hrs. of Usage</b>	<b>2017 Hrs. of Usage</b>	<b>2018* Hrs. of Usage</b>
Day Camp	14	94	94	296	72
Indoor Sports	428.5	390.5	197	180	193
Rehearsal (TCP)	127	0	24	60	70
Setup (TCP)	96	0	14	104	14
Theatrical Production (TCP)	56	0	0	75	80
Special Events	186.5	515.5	515.5	540.5	310.5
Youth Activities (events)	0	0	0	1	0
Drop-in Youth Activities	317	383.5	341.5	144.5	46
Sale/Auction/Misc.	0	36	57	0	495
<b>Total</b>	<b>1225</b>	<b>1419.5</b>	<b>1243</b>	<b>1401</b>	<b>1280.5</b>
	<b>18.3%</b>	<b>21.3%</b>	<b>18.6%</b>	<b>21.0%</b>	<b>19.2%</b>

\* switched from CLASS to ActiveNet Facility scheduling software

Over the past five years the facility is used on average approximately 20% of the total available time. For the purpose of comparing year over year categories we will use 2014 as the base year and compare it to 2017 as the most current year. The reason for excluding 2018 from the category comparison is that in 2018 the Township switched from CLASS to ActiveNet facility scheduling software, which may have realigned categories and potentially skewed the results. In 2014 day camps accounted for 13% of the total usage hour and in 2017 accounted for 21% of 2017 usage hours. The Community Player (TCP), which is the local theatre group, accounted for 17% of usage hours in 2017, down from 2014 usage percentage of 23%. Other main categories that had significant decreases of usage hours from 2014 were indoor sports which accounted for 35%. In 2014, youth activities dropped from 26% in 2014 to 10% usage on 2017. Special events accounted for 15% of 2014 usage hours and in 2017 represented 39% of the total hours.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 22 of 33	Rev. A
---	---------------------	---------------	--------



#### 4.3 OPTION 1 ICE RINK – NEW (7,200 SQ. FT. ADDITION)

The intent is to provide a “3<sup>rd</sup>” rink facility for the Township of Wilmot, which will operate as an overflow arena for the 2 existing arenas. As an ice arena it will primarily operate between September and February as a seasonal facility, as such it is our understanding that no more than 150-200 spectators will be present at any given time during sporting events.

Wooden seating on numerous sides of the ice pad area are past due for replacement and they do not currently meet related design Codes and Regulations. The existing wooden seating also serves as support for the fire suppression system of the area under the seating. As such a portion of the fire suppression system will need to be removed and upgraded. All existing stairways serving the old wooden seating area will be entirely removed.

The existing South stairwell addition and existing plant addition located along the South East corner of the arena will be removed.

The existing rink pad (concrete and piping) and refrigeration plant will be replaced given its current age and condition. A new rink slab complete with a new refrigeration plant is to be provided. The new rink size and location will reflect the current parameters. The rink board assembly will be replaced with a current standard, including new player benches, penalty boxes and time keeper box on the East side of the new ice pad area (i.e. away from the public seating areas).

New electrical equipment to support the new refrigerant plant will be installed in addition to upgrading the existing distribution system that has surpassed its life expectancy. A new dehumidification system capable of removing 263 lbs of water per hour will be installed.

New bleacher seating (+/- 200 person capacity) will be added to the West side of the new ice pad using concrete block walls supporting concrete pre-cast hollow core slabs and wooden/plastic bench seats. The area below these bleacher seats will be used entirely for general storage rooms.

Two new enclosed exit stairways will be constructed inside the current building to serve the new floor areas and bleacher seats.

The available space left over after the ice pad and West bleacher seating is created does not allow for enough space to plan for new dressing rooms and referee rooms which are needed for a proper ice-pad use. A new 7,200 sq. ft. lean to roof addition to the East of the building will house 4 new full-size dressing rooms, 2 smaller accessible/adaptable dressing rooms, and 2 new referee rooms. A new 5 ton air conditioning unit and base board heaters will be supplied to ensure the change rooms and washroom can be used during any season. A new sprinkler system will be required along with modifying the existing sprinkler system for the new rooms within the existing building. The existing specialized sprinkler system needed for the Theatre tenant will remain as is. The addition is to be constructed with exterior block walls supported on concrete footing. An insulated Kingspan panel system will be used along the exterior of the addition to match the West façade. The interior walls are to be load bearing block walls supported by concrete footings. The roof system is to comprise of open web steel

New Hamburg Arena Re-Commissioning Study  
18-3091

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 23 of 33	Rev. A
---	---------------------	---------------	--------



joist complete with a metal deck and 2 ply roof membrane. The new roof will support the new top unit. All dressing rooms, referee rooms and all skate pathways and spaces will be completed with rubber skate flooring. All remaining flooring to be complete with anti-slip concrete sealer.

Upgrades and modifications to the existing building are required. These include new exit stairs, landing and railings, overhead doors, new man doors, insulated Kingspan paneling along the south façade, painting the interior rink wall areas, but leaving the wooden ceiling structures as untouched to retain 'heritage' value.

A new common electrical room will be provided in the North East corner of the rink area – this will permit most electrical service operations to be confined to one single room. A sound booth and surveillance room will be added to the top of the new corner electrical room.

A portion of the existing parking requires replacement along with a new parking lot to increase the parking spaces from 30 parking spaces to 60.

New automatic sensor-activated glazed sliding entry doors (exterior and vestibule) will be provided at the existing main North building entrance. Additional new automatic sensor-activated glazed sliding doors will be installed between the arena and Community Centre. The following table summarizes the estimated cost required to modify the existing arena and to build a 7,200 sq. ft. addition.

CATEGORY	COST
Preparation	\$30,000
Demolition of existing system / building components	\$280,000
Ice Plant, slab, boards, safety netting and dehumidifier	\$1,475,000
Construction, Modification to existing building	\$775,000
New East Addition	\$640,000
Stairs, Doors and Windows	\$130,000
Building Services, New, Modified and extended services	\$365,000
Finished, furniture and Fitments	\$135,000
<b>Subtotal Construction Costs</b>	<b>3,830,000</b>
Exterior Work	\$185,000
Contingency 15%	\$602,250
Contractor Administration (Overhead, Profit, etc.) 8-12% use 10%	\$401,500
Other Soft Costs ( Engineering, fees, etc.) 7.5-15% use 10%	\$441,000
New Elevator	\$250,000
HST	\$743,000
<b>TOTAL PROJECT COST ESTIMATE</b>	<b>\$6,452,750</b>

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 24 of 33	Rev. A
---	---------------------	---------------	--------



#### Pros

- There is no need to acquire additional land for the addition of the arena.
- The Community Centre and front lobby were recently upgraded.
- Roof truss “appearance” of the arena will remain.
- Cost for upgrade is typically less than new building which requires land acquisition and amendments associated with them that the current building already has, ie. Office rooms, meeting rooms, public washrooms and commercial kitchen.

#### Cons

- Capital cost needed for a facility that would be used as overflow, potentially 4-5 months of the year.
- Building is land locked.
- Addition may be within the flood plain, which if approved would require additional cost for engineering and construction.
- The existing columns supporting the roof are offset 6 feet within the building exterior walls, therefore they are physical obstacles to any addition for renovation.
- The roof will require replacement within the next 5-10 years. The existing 2 ply modified bitumen roof was installed during the 2000/2001 renovation and has a typical life expectancy of 25 years.
- Additional Parking is needed. The cost to double the parking is included, however the location of the additional parking needs to be determined.
- The months that the facility is used as a rink will require the events that are currently held during those month be relocated.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 25 of 33	Rev. A
---	---------------------	---------------	--------



#### 4.4 OPTION 2 ICE RINK – NEW (5,200 SQ. FT. ADDITION)

This option contains all of the upgrades listed under option 1, however the east addition will be reduced to 5,200 sq. ft. The addition in this option reduces the plumbing fixtures from 8 fully functional change rooms in option 1 down to 6 change rooms in option 2. In option 2 there are a total of 8 change rooms however only 6 have plumbing capabilities. As a result of the smaller area the air condition unit size decreases from 5 tons to 3 tons. In this option we have reduced the mechanical room size which will ultimately depend on the plant design that is not fully known at this time.

The following table summarizes the estimated cost required to modify the existing arena and to build a 5,200 sq. ft. addition.

CATEGORY	COST
Preparation	\$30,000
Demolition of existing system / building components	\$280,000
Ice Plant, slab, boards, safety netting and dehumidifier	\$1,475,000
Construction, Modification to existing building	\$775,000
New East Addition	\$485,000
Stairs, Doors and Windows	\$130,000
Building Services, New, Modified and extended services	\$310,000
Finished, furniture and Fitments	\$105,000
<b>Subtotal Construction Costs</b>	<b>3,590,000</b>
Exterior Work	\$180,000
Contingency 15%	\$565,500
Contractor Administration (Overhead, Profit, etc.) 8-12% use 10%	\$377,000
Other Soft Costs ( Engineering, fees, etc.) 7.5-15% use 10%	\$414,500
New Elevator	\$250,000
HST	\$665,500
<b>TOTAL PROJECT COST ESTIMATE</b>	<b>\$6,042,500</b>

The pros and cons for this option are the same as indicated in the first option.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 26 of 33	Rev. A
---	---------------------	---------------	--------



#### **4.5 OPTION 3 PERMANENT WARM FACILITY – NEW (2,500 SQ. FT. ADDITION)**

The intent is to provide a permanent interior multi-purpose concrete pad facility to house any number of events and situations such as indoor lacrosse, roller skating and Civic events.

The wooden seating on numerous sides of the ice pad area are past due for replacement. They do not currently meet related design Codes and Regulations – they will be entirely demolished. All existing stairways serving the old wooden seating area will be entirely removed. No new permanent seating will be provided as most of the interior area has been converted to storage rooms with sloped truss ceilings. However, optional portable bleacher seating could be added at the North end of the arena. A total of 3,700 sq. ft. of interior storage space will be provided. Two new referee change rooms, complete with washrooms, will be added along the west side of the arena.

The existing South stairwell addition and existing plant addition located along the South East corner of the arena will be removed.

The existing rink pad (concrete and piping) and boards are to remain, however the refrigeration plant will be removed and all piping flushed and properly capped. The rink board will need to be modified accordingly, including new player benches, penalty and time keeper boxes on the East side of the boards.

Since the arena will be a permanent warm facility, a new 40 ton air handling unit will be installed to ensure humidity is controlled and occupants are comfortable during the summer months. The new unit will also have the capability to provide tempered heating during the winter months, gas heaters will also be supplied to provide additional perimeter heating. A new 2,500 sq. ft. lean to roof addition to the East of the building will house 4 new full-size dressing rooms. Cooling for the addition will be provided by the new air handling unit that feeds the arena and base board heaters will be supplied to ensure the change rooms and washrooms can be used during any season. An insulated Kingspan panel system will be used along the exterior of the addition to match the West façade. The interior walls are to be load bearing block walls supported by concrete footings. The roof system is to comprise of open web steel joists complete with a metal deck and 2 ply roof membrane. The new roof will support the new top unit. All dressing rooms, referee rooms and all skate pathway and spaces will be completed with rubber skate flooring. All remaining flooring to be sealed concrete.

Upgrades and modifications to the existing building are required. These include new man doors and insulated Kingspan paneling along the south façade, painting the interior rink wall areas, leaving out the wooden ceiling structures as untouched to retain 'heritage' value.

A new common electrical room will be provided in the North East corner of the rink area; this will permit most electrical service operations to be confined to one single room. A sound booth and surveillance room will be added to the top of the new corner electrical room.

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 27 of 33	Rev. A
---	---------------------	---------------	--------



A portion of the existing parking requires replacement. However no new parking is required under this option because the facility would not have significant spectator seating within the arena.

New automatic sensor-activated glazed sliding entry doors (exterior and vestibule) will be provided at the existing main North building entrance. Additional new automatic sensor-activated glazed sliding doors will be installed between the arena and the Community Centre.

The following table summarizes the estimated cost required to modify the existing arena and to build a 2,500 sq. ft. addition to the warm facility.

CATEGORY	COST
Preparation	\$30,000
Demolition of existing system / building components	\$214,000
Ice Plant, slab, boards, safety netting and dehumidifier	\$0
Construction, Modification to existing building	\$688,000
New East Addition	\$272,000
Stairs, Doors and Windows	\$75,000
Building Services, New, Modified and extended services	\$325,000
Finished, furniture and Fitments	\$60,500
<b>Subtotal Construction Costs</b>	<b>1,664,500</b>
Exterior Work	\$94,000
Contingency 15%	\$263,000
Contractor Administration (Overhead, Profit, etc.) 8-12% use 10%	\$175,000
Other Soft Costs ( Engineering, fees, etc.) 7.5-15% use 10%	\$194,000
New Elevator	\$250,000
HST	\$310,000
<b>TOTAL PROJECT COST ESTIMATE</b>	<b>\$2,950,500</b>

#### Pros

- There is no need to acquire additional land for the addition to the building.
- No refrigerant plant, slab, boards, dehumidification system needed.
- The Community Centre and front lobby were recently upgraded.
- Roof truss “appearance” of the arena will remain.
- Provides ample storage for various purposes.
- Improves comfort for summer usage with new air conditioning system.

#### Cons

- Building is land locked.
- Addition may be within the flood plane, which if approved would require additional cost for engineering and construction.



NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 28 of 33	Rev. A
---	---------------------	---------------	--------



- The existing columns supporting the roof are offset 6 feet within the building exterior walls, therefore they are physical obstacles to any addition for renovation.
- The roof will require replacement within the next 5-10 years. The existing 2 ply modified bitumen roof was installed during the 2000/2001 renovation and has a typical life expectancy of 25 years.

## 5. STAND ALONE 3<sup>RD</sup> ICE PAD

We have provided a cost estimate to construct a new basic stand-alone 3<sup>rd</sup> ice pad similar in size to that of the existing New Hamburg Arena. The cost estimate is based on a pre-engineered building with 4-tiered raised/sloped seating plus storage rooms underneath, lockers, referee rooms, washroom, entry area and mechanical/electrical rooms. The arena will include an 85' x 200' ice rink completed with under slab refrigeration, plant and rink/dasher boards and lighting. The total estimated cost does not include site work, site services, land acquisition and other soft costs and includes basic facades and cosmetic entrances. The total estimated fee is approximately \$265/ft<sup>2</sup> or \$8,500,000.

### Other Costs:

- In general, using \$600,000 per acre to pay for site development, parking, landscape, site services, lighting, landscaping, etc., assuming flat site, good soil, no contaminants, it is estimated that the stand alone arena will need (+/-) 2 acres. Therefore an additional cost of \$1,200,000 is required as a minimum to cover site costs.

## 6. STAND ALONE WARM FACILITY

We have provided a cost estimate to construct a new basic stand-alone warm facility building similar in size to that of the existing New Hamburg Arena. The cost estimate is based on a pre-engineered building with washrooms, offices, storage rooms and mechanical/electrical rooms. The building will include an 85' x 200' hall type area. The total estimated cost does not including site work, site services, land acquisition and other soft costs and includes basic facades and cosmetic entrances. The total estimated fee is approximately \$250/ft<sup>2</sup> or \$8,000,000.

### Other Costs:

- In general, using \$600,000 per acre to pay for site development, parking, landscape, site services, lighting, landscaping, etc., assuming flat site, good soil, no contaminants, it is estimated that the stand alone arena will need (+/-) 2 acres. Therefore an additional cost of \$1,200,000 is required as a minimum to cover site costs.



NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 29 of 33	Rev. A
---	---------------------	---------------	--------



## 7. SUMMARY

Based on the requirements to investigate the necessary renovation works and estimated costs associated with re-commissioning the New Hamburg Arena as either a third ice pad or a warm floor multi-purpose space, below is a summary table.

	Option 1	Option 2	Option 3	New Facility
Re-commissioning New Hamburg Arena	\$6,452,750	\$6,042,500	\$2,950,500	
New stand-alone 3rd ice pad				\$8,500,000
New stand-alone warm facility				\$8,000,000

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 30 of 33	Rev. A
---	---------------------	---------------	--------



## APPENDIX A – BASE DRAWINGS

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 31 of 33	Rev. A
---	---------------------	---------------	--------



## APPENDIX B – STRUCTURAL REVIEW

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 32 of 33	Rev. A
---	---------------------	---------------	--------

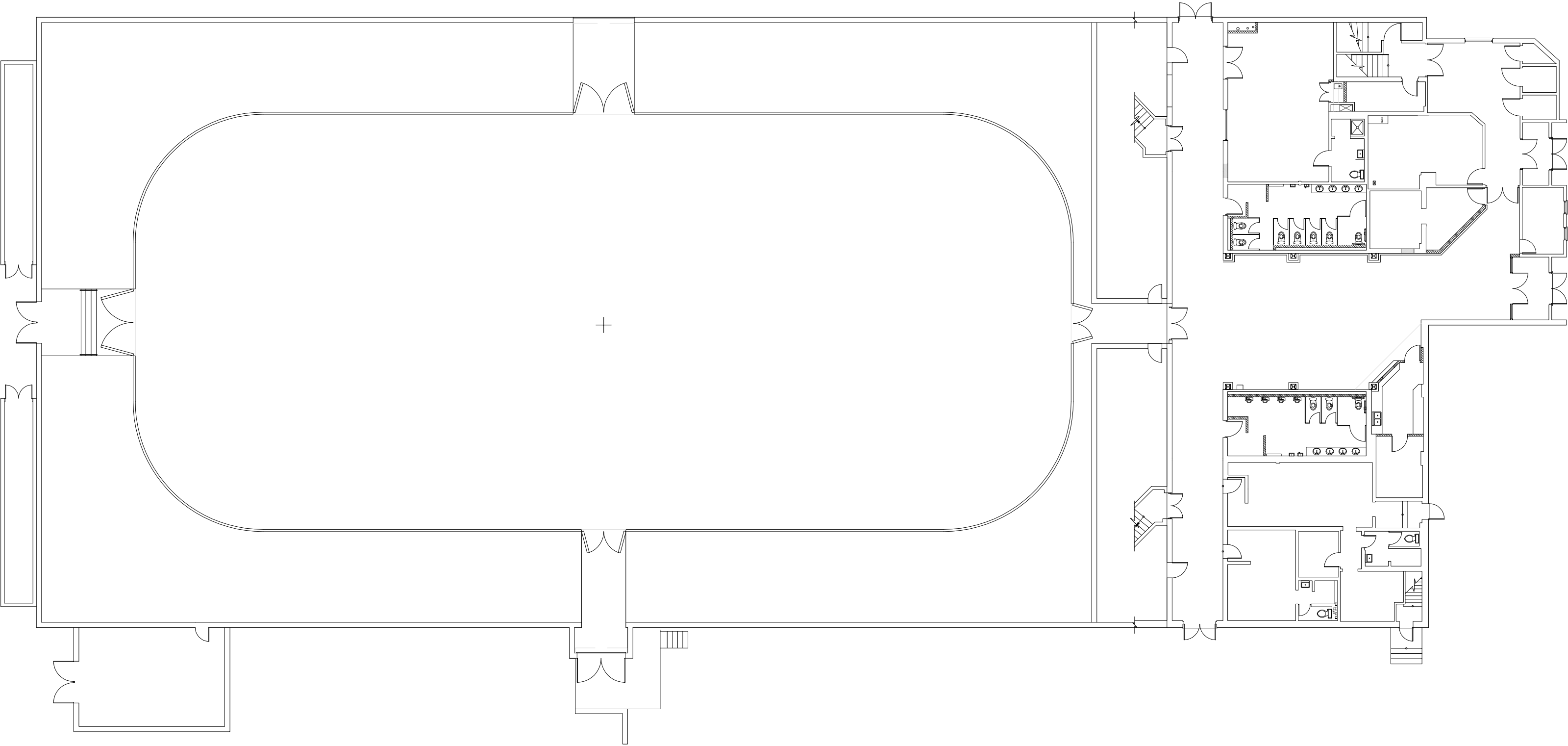


## APPENDIX C – CIMCO LETTER

NEW HAMBURG ARENA RE-COMMISSIONING STUDY	PROJECT #18-3091	Page 33 of 33	Rev. A
---	---------------------	---------------	--------



## APPENDIX D – CONCEPTUAL DRAWINGS



# **New Hamburg Arena Structural Condition Assessment**



**Prepared for:**

**Township of Wilmot  
60 Snyder's Road West  
Baden, ON  
N3A 1A1**

**Prepared by:  
NA Engineering Associates Inc.  
90 Albert Street  
London, ON  
N6A 1L8**

**Date: 2019APR11**

**Project Number: 18-3091**

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 2 of 30	Rev. 0
--	--------------------	--------------	--------



### ABSTRACT OF REVISIONS

REV. NO	DATE	REVISION
A	2018DEC07	ISSUED FOR CLIENT REVIEW
0	2019APR11	ISSUED FOR USE

### TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION.....</b>	<b>3</b>
1.1	Terms of Reference.....	3
1.2	Description of Building.....	3
1.3	Scope of Work.....	4
<b>2.</b>	<b>METHODOLOGY/ CONDITION.....</b>	<b>4</b>
2.1	Condition Survey.....	4
2.2	Observations and Recommendations.....	5
2.2.1	Exterior Façade .....	5
2.2.2	Foundation walls .....	6
2.2.3	Load bearing exterior walls .....	7
2.2.4	Arena roof structure and supporting columns.....	8
2.2.5	Wood seating, guards and walkways, rear exit stairs .....	9
<b>3.</b>	<b>SUMMARY .....</b>	<b>10</b>
<b>Appendix A – General Photographs</b>		
<b>Appendix B – Deficiency Photographs</b>		
<b>Appendix C – Repair Costs</b>		



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 3 of 30	Rev. 0
--	--------------------	--------------	--------



## 1. INTRODUCTION

### 1.1 Terms of Reference

NA Engineering Associates Inc. has been retained by the Township of Wilmot to conduct a structural condition assessment of the arena portion of the New Hamburg Arena and Community Centre, located at 251 Jacob Street in New Hamburg, Ontario. The purpose of the assessment is to determine the existing condition of the arena structure and to provide recommendations to repair items that were noted to be deficient.

### 1.2 Description of Building

The New Hamburg Arena and Community Centre was originally constructed in 1949. The arena was developed through the acquisition of a World War II aircraft hangar from the Jarvis Air Base, which was dismantled by volunteers and re-assembled at its current location. The arena is approximately 26,000 square feet in size.

There is a two storey area along the north end of the arena. The main floor has a large lobby area, offices, meeting room, washrooms, change rooms, storage areas, a concession area and a lift to the second level. The second floor includes a community centre with a large hall, kitchen facilities, washrooms and a cloak room area.

There is a small basement area located in the north-west section of the building. The basement area houses the sprinkler system pumps for the entire building and a sump pump. There are also hot water tanks and gas furnaces for the community centre, front lobby and associated offices and rooms.

The arena contains an artificial ice surface that was used by hockey and figure skating clubs on a seasonal basis (late September to mid-April). During the remainder of the year the floor was used to host local sports leagues, cultural and community events. The arena has change rooms at the north end with an enclosed viewing area above on a second level. The south end has access to exit stairs from the upper level.

Since 2008 the arena has not been used as an artificial ice arena. However it has been used for dryland sports and events such as those described above.

Various upgrades of the facility have been undertaken throughout the years:

- In 1979: upgrades to bring the facility up to compliance with the prevailing codes
- In 1984: an addition to the front and back of the building was completed to improve public access to both the community centre and the arena
- In 2000-2001: structural reinforcement work of the roof structure over the arena and replacement of the existing roofing with a 2-ply modified bitumen membrane roofing system.

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 4 of 30	Rev. 0
--	--------------------	--------------	--------



The roof structure over the arena consists of bowstring wood trusses that have a span of 104'-0". The trusses are installed at 20'-0" spacing and are 10 in total. The trusses are supported by built-up wood columns which bear on poured concrete foundations.

There are wood purlins installed at 18" spacing on the roof trusses which support the wood roof deck. The wood purlins and wood roof deck are exposed. At the first, middle and last bay there is steel bar horizontal bracing at the top and bottom chord and vertical wood bracing between the trusses.

A wood catwalk spans the length of the arena and is supported on top of the bottom chords of the trusses. The walkway provides access for maintenance of the electrical and mechanical equipment installed on the roof trusses.

The arena walls are of concrete block and are approximately 6' beyond the main columns supporting the trusses along the sides and 18' from the last truss at the north and south ends. The roof above is stick framed. On the exterior, the block wall is covered with siding.

The rink floor is concrete slab on grade. The foundations supporting the main columns are cast in place. The foundation supporting the concrete block are also cast in place. The area beyond the rink floor is dirt in many areas with walkways made of plywood. Some areas on the east side have concrete walkways.

### 1.3 Scope of Work

The Scope of Work is to complete a visual structural condition assessment of the arena of the New Hamburg Arena and Community Centre facility and provide recommendations to repair items found to be deficient. The structural condition assessment includes only the area of the arena. No other areas are included in the assessment.

The following drawings were provided to our office for reference:

- Community Center O.B.C part 10 Upgrades, by gb architect inc. dated, December 8, 2014, including:
  - Drawing A1 - Matrix and Notes
  - Drawing A2 - Plans
  - Drawing A3 - Plan Details

## 2. METHODOLOGY/ CONDITION

### 2.1 Condition Survey

On October 30, 2018, Anna Gkalimani and Mary Ferenc of NA Engineering Associates Inc. conducted a visual review of the structure of the arena at the New Hamburg Arena and

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 5 of 30	Rev. 0
--	--------------------	--------------	--------



Community Centre. Also present during the review was Amber Schenck of the Township of Wilmot. A motorized lift was used for the review of the wood roof trusses.

## 2.2 Observations and Recommendations

### 2.2.1 Exterior Façade

The exterior of the arena has various finishes. The west side is clad with insulated pre-finished metal panels from the eave down to approximately 18" from the finish grade covering all of the load bearing concrete block. The finish grade along this side is asphalt and provides some parking. There is an overhead door which leads from the ring to the exterior.

The south side of the arena has parging, and architectural concrete block. The architectural concrete block appears to be in good condition except where water is allowed to continually drip over it staining it black. The parging is generally in good condition but does require some maintenance where there are cracks and chips. The upper section of the south wall is covered with metal siding therefore, the block was not visible. There is an old wood door on the south side, west end which should be replaced.

The large double door that leads from the arena to the exterior should have new weather stripping installed. The doors leading from the south stairs should be replaced as there is a large gap between leafs.

The east side of the arena has an extension at the south end which houses the ice making equipment. This extension is constructed of load-bearing concrete block supporting steel roof beams and metal deck. Much of the east side has the same metal siding as the top of the south wall therefore the block could not be reviewed from the exterior. The metal siding is not continuous across the facade, but has 48" gaps, typically at locations where there are windows in the top section of the wall. The foundation walls are exposed for about 36-48" along this wall but have been parged. It was noted that there were some cracks in the parging and one large crack which extended from the bottom right up to the window. The parging along the base of the wall also had black staining indicating that there is a lot of moisture. Damage to the parging was also noted on the south side, with paint flaking away and pitting of the stucco in some areas.

The east side has an exit in the form of an overhead door which has a covered extension that sits on a large concrete landing which is above grade. This covered extension is constructed of wood which was noted to be deteriorated along the roof line. The concrete landing has galvanized metal stairs leading to grade. The galvanized metal stairs appear to be newer and in good condition. The piers supporting the concrete landing was also noted to have black staining indicating constant moisture but otherwise appeared in good condition.

On the east side, some of the siding flashing was missing where the siding met the stucco.

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 6 of 30	Rev. 0
--	--------------------	--------------	--------



#### 2.2.1.1 Recommendations - Exterior Façade

- The covered extension at the overhead door should be removed and a new one constructed.
- Consideration should be made to try to lead water away from the building. This may require new guttering with a series of down spouts which lead the water away from the building base.
- Black staining on the stucco must be removed.
- Existing stucco should be cleaned, repaired and painted.
- Missing flashing at siding edges on east side must be replaced.

#### 2.2.2 Foundation walls

The foundation walls are cast in place concrete. The walls were reviewed from the exterior. The grade around the building slopes down from west to east. Along the west side only a small section of foundation wall is visible and appeared in good condition. Along the south and west sides, the foundation walls were parged. The parging appeared to be generally in good condition. One large crack was noted on the east side of the building. This crack extended up into the block wall toward a window high on the wall. The parging on the east side had a black film along the grade, indicating that the parging remains wet over a long period of time.

The foundation walls were reviewed from the interior. Where visible, they appeared to be generally in good condition. There is a basement area in the north-west end of the arena building. The basement walls were reviewed from the interior. The basement consists of three rooms. One room has stairs and a large sump. A second room has two gas furnaces and hot water heaters. The third room has piping and pumps for the sprinkler system. The west wall in the sprinkler room is parallel to the street and it is our understanding that during rain storms, a lot of water infiltrates into this basement area. This is evidenced by the visible efflorescence on the wall and by the dried mud on the floor. Other than the water infiltration, the concrete basement walls appeared to generally be in good condition.

The rink slab is a concrete slab-on-grade. The slab on grade also includes the change rooms along the north end, the main entrance into the arena and the area between the rink slab and the exterior at an overhead door on the west side. Most of the remaining areas are dirt. Over the basement, there is a suspended concrete slab. The suspended concrete slab has steel beams cast into it as viewed from below. The basement area also has a number of steel tele-posts installed. It was not clear what the purpose of these tele-posts is. No cracks were noted in the suspended slab from the underside. Where visible, the concrete slab-on-grade in rink, change rooms and entrance area appeared to be in good condition. The slab at the overhead door on the west side had a crack across its width. The area under the

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 7 of 30	Rev. 0
--	--------------------	--------------	--------



seating is dirt with a plywood walkway along the wall. A deep hole in the dirt was noted to the north of the overhead door that leads to the street, near a column. It was not clear what caused this hole.

The wood seating and walkway at the upper level appear to be original to the building. The seating was noted to have had some reinforcing completed to it previously. The reinforcing appears to be random, and most likely done as needed. It is our understanding that this seating is to be replaced in the future with metal bleacher or pre-cast concrete type seating.

#### 2.2.2.1 Recommendations - Foundation wall

- The area along the west side of the building must be investigated to understand when and how the water enters the basement. From a review on the exterior the grade on the west side of the building may need to be reviewed and changed to slope away from the building. It was also noted that there is no guttering at the roof level and water from the roof may be running down the walls and increasing the amount of water along the building edge.
- If new metal bleacher type seating is to be installed, the area under the existing seating and up to the exterior walls will need to have a concrete slab installed to support the new seating.

#### 2.2.3 Load bearing exterior walls

Concrete block exterior walls extend from the top of foundation to the roof line around the arena. The block along the sides is located approximately 6'-0" past the main wood columns which support the arena roof trusses. Along the north and south ends of the arena, the block walls are located approximately 18'-0" from the last set of columns supporting the arena roof trusses. The block was first reviewed from the exterior. The block along the west side is completely covered with a pre-finished metal insulated panels and therefore could not be reviewed. The block on the south end and east sides is partially covered with a non-insulated metal siding with some areas that are exposed having been parged. It was noted that the parging on some areas of the south wall and along the base of the east wall had mold on the surface from constantly being wet. On the east side a vertical crack was noted extending from the foundation up to the block with step-cracking visible through the parging. The block on two exit stairs on the south side of the building is a split face architectural concrete block similar to block on the main entrance on the north side of the building. It was noted that the block at the corners near the stair exit doors is black from water spilling over the roof. This moisture was noted on the interior of the stair wells.

The concrete block in the interior of the arena area was inspected. The walls were exposed and could be reviewed from the upper walkway that extends around the front, back and sides of the arena. The lower section of block could be viewed from a walkway that runs under the seating area. Most of the west wall was exposed, as was some of the east wall. The north and south walls could not be properly reviewed except in the upper level. Step cracking was

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 8 of 30	Rev. 0
--	--------------------	--------------	--------



noted near some of the small arena windows located on the west and east elevations. Horizontal cracks were noted in a number of locations.

#### 2.2.3.1 Recommendations - Load bearing exterior wall

- The block walls appear to be generally in good condition but will require repointing at the step cracks and horizontal cracks. It is our understanding that the seating in the arena may be removed and new installed. The removal of the seating and associated framing may reveal additional repairs which will be required. It should also be noted that the walkway around the arena at the upper level may be providing lateral support to the exterior block walls.
- Once repairs are made, the block should be cleaned and painted.

#### 2.2.4 Arena roof structure and supporting columns

The main structure of the arena was a World War II aircraft hangar from the Jarvis Air Base, which was dismantled by volunteers and re-assembled at its current location. It was observed that there are many pieces of the wood framing that had evidence of previous connections using split rings and bolts and that during reassembly, the wood framing was to some extent rearranged.

The roof within the arena area consists of bow string trusses spanning 104'-0" and spaced at 20'-0" o.c. Wood purlins span between the trusses and these support wood decking. The roof extends approximately 6'-0" past the trusses on the sides and approximately 18'-0" past the last truss on each end. The roof in these areas is stick framed. In 2000-2001 the roof structure was reinforced.

Our observations on site found that the bolts at the truss connections had surface rust but appeared to be tight and well secured. Some of the members of the roof trusses had shrinkage cracks which occurs in large wood framing members. The vertical wood bracing between the trusses appears to be in good condition. New horizontal bracing was installed along the bottom chords of the bow string trusses during the structural reinforcement work at 2000-2001. Threaded rods are to be tightened every 2-3 years.

The roof trusses are supported by built-up wood columns. The roof trusses bear on bolster blocks which are installed on top of the built-up wood columns. The wood columns supporting the bow string trusses of the arena roof were inspected. The columns appear to be in good condition, with some shrinkage of the members noted throughout. The bolster blocks were noted to have split in a few locations. The split appears at locations where pipe hangers had been added to the bolster blocks to support a sprinkler system.

These columns were viewed at the base, under the seating area. The columns were noted to have reinforcing installed but generally appeared in good condition. The columns bear on individual concrete footings.



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 9 of 30	Rev. 0
--	--------------------	--------------	--------



Four new HSS steel columns were installed at the first and last roof truss supporting the bottom chord. The column installation was part of the reinforcing completed in 2000-2001. The steel columns appear to be in good condition.

#### 2.2.4.1 Recommendations - Arena roof structure and supporting columns

- It is recommended to clean and remove rust from the bolts at the truss connections. Paint bolts with rust inhibitor paint to protect from further rust.
- The threaded rods that are installed along the bottom chords as horizontal bracing must be tightened every 2-3 years. It is recommended that a log book be set up and used to record dates when the bracing was tightened. It is not clear if any tightening had been completed since the horizontal bracing was installed.
- The bolster blocks above the columns were found to be cracked and/or broken as a result of mechanical pipes hanging from them. It is recommended to remove the hangers and support the mechanical pipes in a different manner. The bolster blocks that were noted to be broken must be repaired with additional steel angles once the pipes and pipe hangers are removed.

#### 2.2.5 Wood seating, guards and walkways, rear exit stairs

The existing seating is of wood construction. When viewed from the underside, it was noted that reinforcing to various areas has been added over the years. The reinforcing does not appear to be the same throughout or at regular intervals so was likely completed on an as needed basis. The existing seating is very steep, making access difficult. The seating appears to be from the same time as when the arena was erected or shortly thereafter. The walkway and guard rails along the top of the seating appears to be from the same time as the seating. It is our understanding that the seating in the arena may be replaced with metal bleacher type seating in the future.

The walkway along the top of the seating area is accessed via stairs located from the lobby area. The walkway runs around the perimeter of the arena and is supported by the exterior block walls and by wood beams between the wood columns.

There are two emergency exit stairs located at the back or south side of the building which are accessed from the walkway. These stairwells appear to have been added at the same time the 1984 addition at the front of the building. The stair enclosures are split faced architectural block with a sloped roof constructed of steel and metal deck. The flat area at the bottom of the stairs was wet both on the exterior and interior of the wall and on the floor. Rainwater runs down each stair roof and onto the flat roof area above the exit doors.

This roof has a gutter and downspout which may, during heavy rain storms, be overwhelmed with water, spilling over the block. It also appears that there is a gap between the roof and the gutter where water that may be on the roof, leaks down over the block. The block on the

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 10 of 30	Rev. 0
--	--------------------	------------------	--------



outside corner was black both on the interior and exterior indicating that water if from all the moisture. Trees in the area prevent sunlight from drying out the roof and block, leaving black staining over the surface of the block.

#### 2.2.5.1 Recommendations - Wood seating, guards and walkways, rear exit stairs

- The existing roof over the rear exit stairs, specifically at the bottom of the stair must be reviewed and revised to direct water off the roof and not allow it to run down over the block. This may involve adding a parapet, better guttering and downspouts.
- Masonry block both on the interior and exterior should be cleaned of the black staining.
- If the wood seating is replaced with metal bleacher type seating, the area below the existing seating areas, extending from the rink slab to the exterior block walls will need to have a new concrete slab poured to support the new seating. Currently, there is dirt in a majority of the area.

### 3. SUMMARY

The New Hamburg Arena and Community Centre is located at 251 Jacob Street in New Hamburg, Ontario and was originally constructed in 1949. A number of upgrades of the facility have been undertaken throughout the years including:

- In 1979: upgrades to bring the facility up to compliance with the prevailing codes
- In 1984: an addition to the front and back of the building was completed to improve public access to both the community centre and the arena
- In 2000-2001: structural reinforcement work of the roof structure over the arena and replacement of the existing roofing with a 2-ply modified bitumen membrane roofing system.
- replacement of the roofing over the arena
- renovations of the main floor and lobby area
- insulated siding installed on west and part of the north facades.

The New Hamburg Arena and Community Centre facility includes the arena, entrance lobby, offices, meeting room, washrooms, change rooms, storage areas, a concession area and a lift to the second level. The second floor includes a community centre with a large hall, kitchen facilities, washrooms and a cloak room area. There is a small basement area that includes the sprinkler system pumps, hot water tanks, gas furnaces and a sump pump.

Since 2008 the arena has not been used as an artificial ice arena but has been used to host various community events.



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 11 of 30	Rev. 0
--	--------------------	------------------	--------



On October 30, 2018, Anna Gkalimani and Mary Ferenc of NA Engineering Associates Inc. conducted a visual review of the structure of the arena at the New Hamburg Arena and Community Centre. Also present during the review was Amber Schenck of the Township of Wilmot. A motorized lift was used for the review of the wood roof trusses. The structure of the arena, including, roof trusses and purlins, exterior concrete block walls, foundations (where visible) and wood framing (where visible) was reviewed to determine the existing condition of the structure and provide recommendations for repair.

The building appears to be generally in good condition. Repairs that are required are typical of a building of this age. Some of the interior finishes such as the seating are dated and are not easily accessed because of how steep they are constructed. Some reinforcing of the seats as viewed from the underside show that the reinforcing was completed on an as needed basis. The concrete block walls could only be viewed from the interior and not all of the areas were exposed. As noted, additional deficiencies may be hidden behind existing finishes. From the review around the exterior it is recommended that a review of how to move water away from the building is required. The south and east sides have evidence of moisture by the staining on the stucco and masonry blocks. Additional guttering and downspouts leading water away from the building may be required. Recommendations for repairs or replacement have been provided in the report.

Appendix A includes general photographs of the arena space. Appendix B includes photographs of deficiencies which were noted on site. Appendix C includes costs for the various repairs mentioned in the report.

Prepared by:

  
Anna Gkalimani, P.Eng

Reviewed by:

  
Mary Ferenc, P.Eng



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 12 of 30	Rev. 0
--	--------------------	------------------	--------



## Appendix A – General Photographs

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 13 of 30	Rev. 0
--	--------------------	------------------	--------



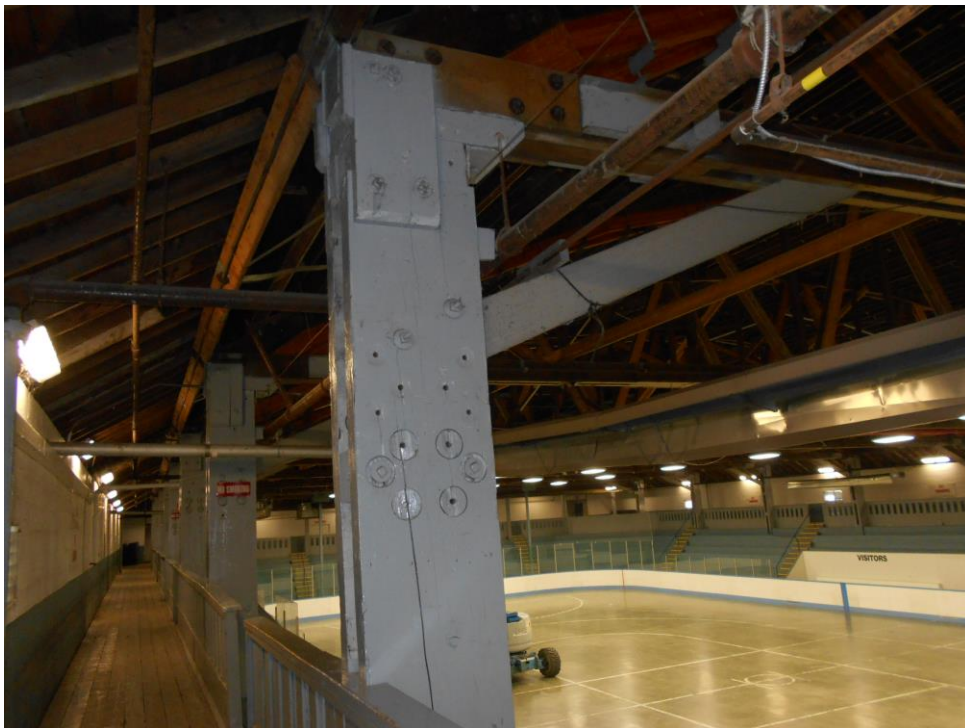
West elevation



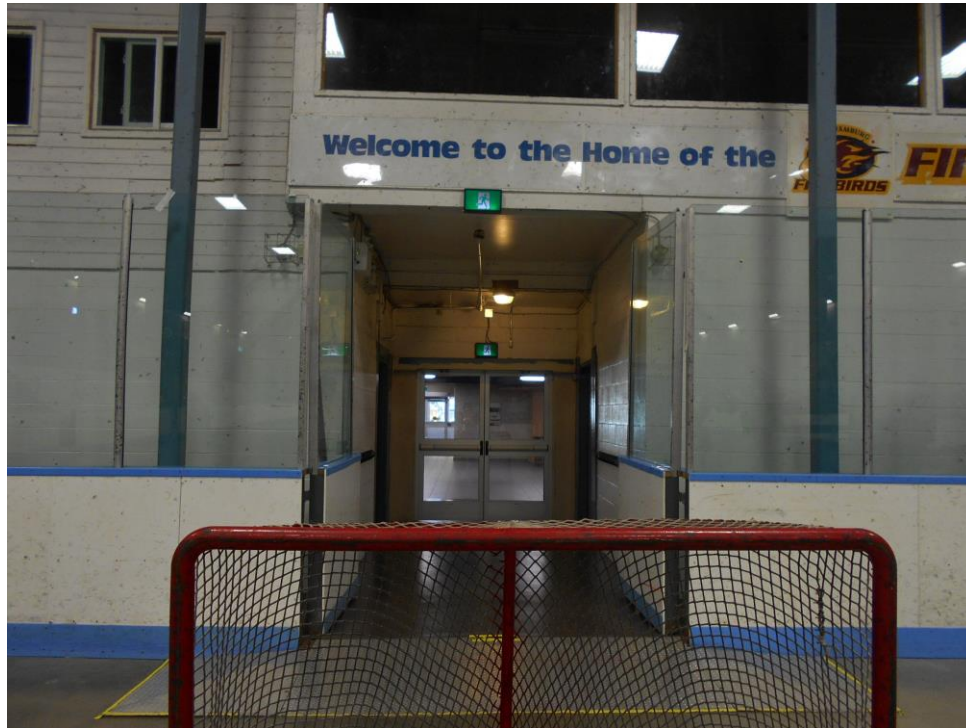
South elevation



East stair and landing







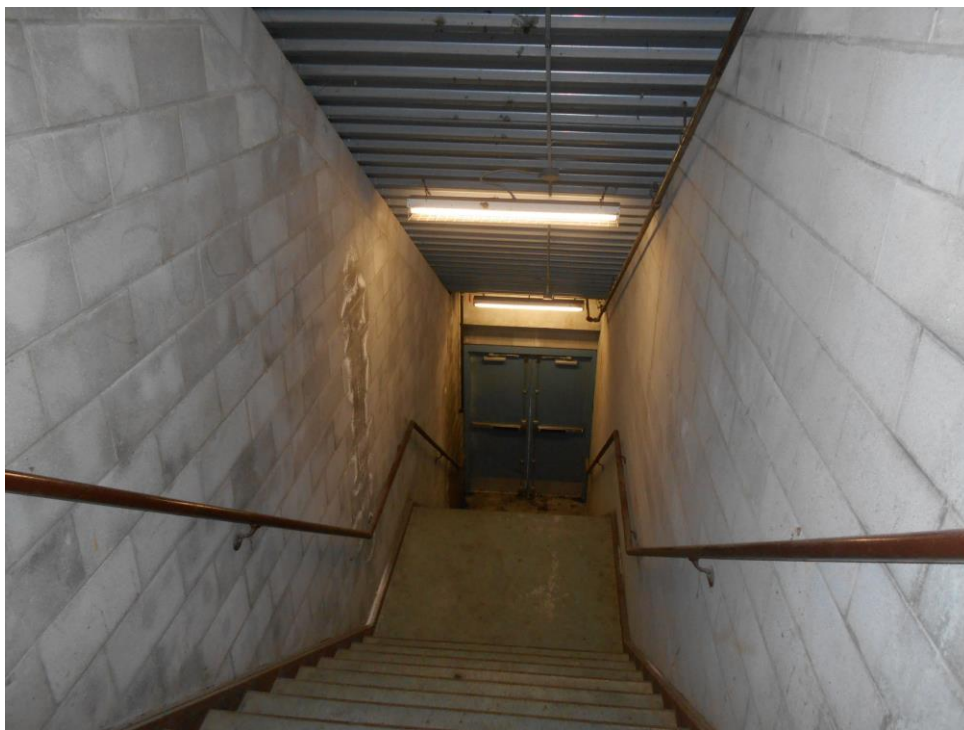
Entrance to rink from lobby



Upper enclosed viewing area



Rear of rink



South exit stair



Change room



Area below the seating





Catwalk between trusses



Reinforcing of wood bow truss.





Reinforcing of trusses



Reinforcing at steel columns

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 20 of 30	Rev. 0
--	--------------------	------------------	--------



## Appendix B – Deficiency Photographs

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 21 of 30	Rev. 0
--	--------------------	------------------	--------



Damp, black staining on exterior walls at east exit



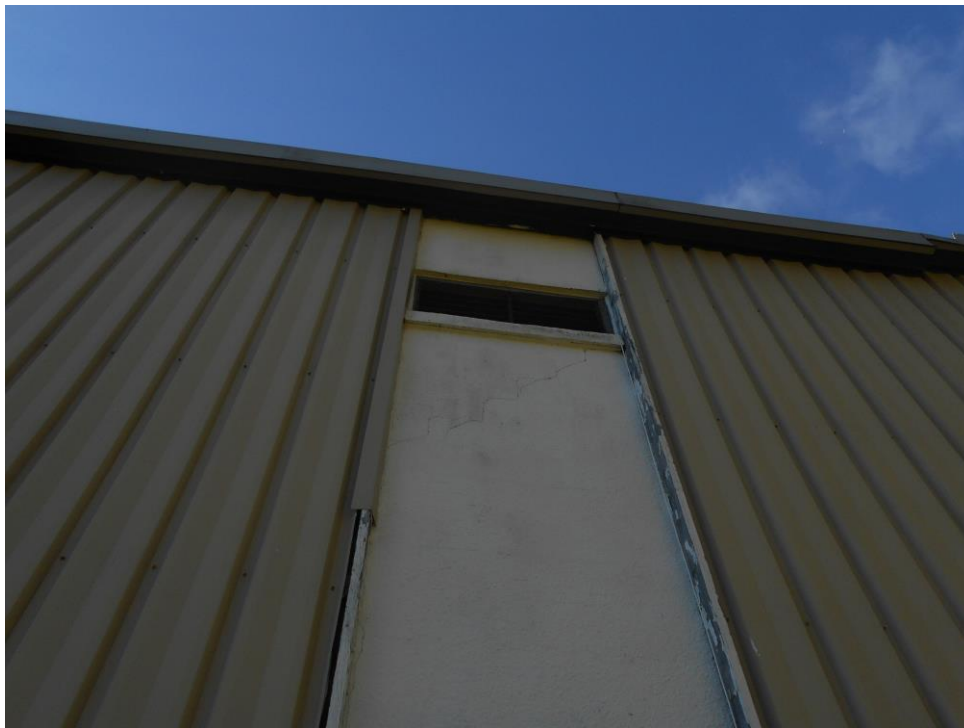
Covered extension on east should be replaced



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 22 of 30	Rev. 0
--	--------------------	------------------	--------



Cracked stucco and foundation on east side



Missing flashing along edge of siding

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 23 of 30	Rev. 0
--	--------------------	------------------	--------



Black staining on block at south stair and along top at roof, damaged stucco



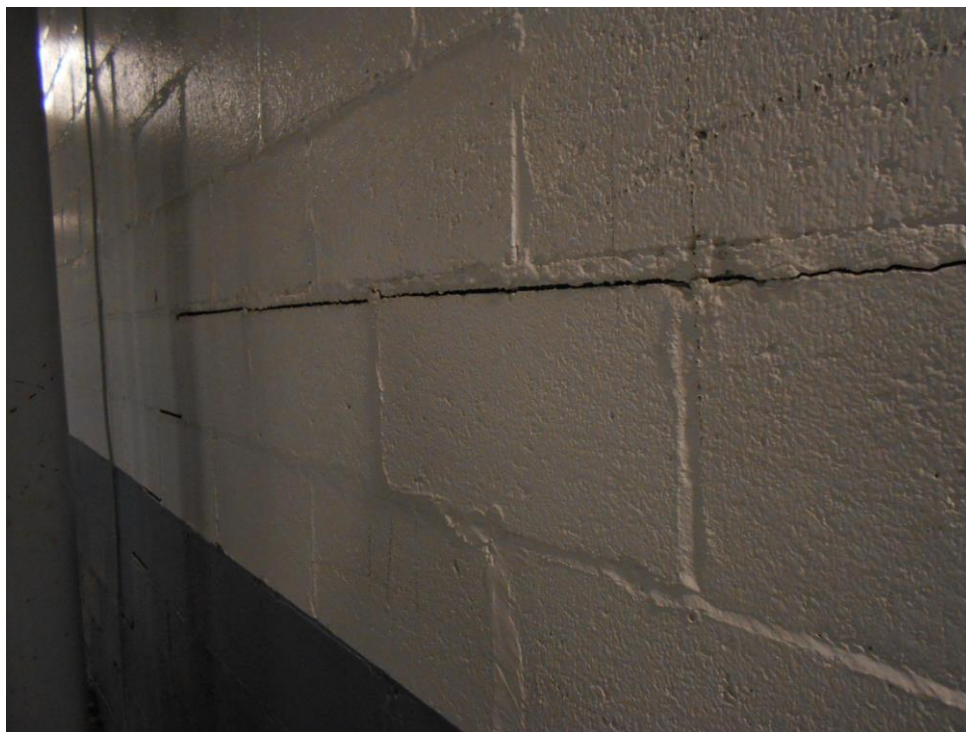
Black staining on block at south stair



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 24 of 30	Rev. 0
--	--------------------	------------------	--------

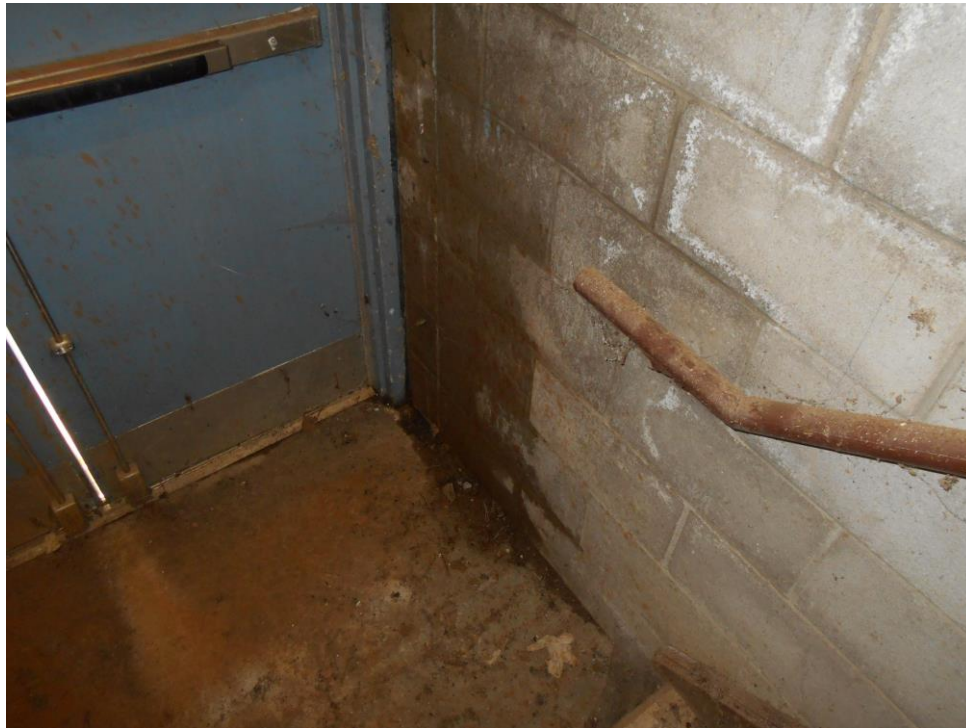


Step cracking in exterior block



Horizontal crack in exterior block wall

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 25 of 30	Rev. 0
--	--------------------	------------------	--------



Water infiltration interior south stair, large gap between door leafs



Moisture on interior walls south end





Cracked bolster block



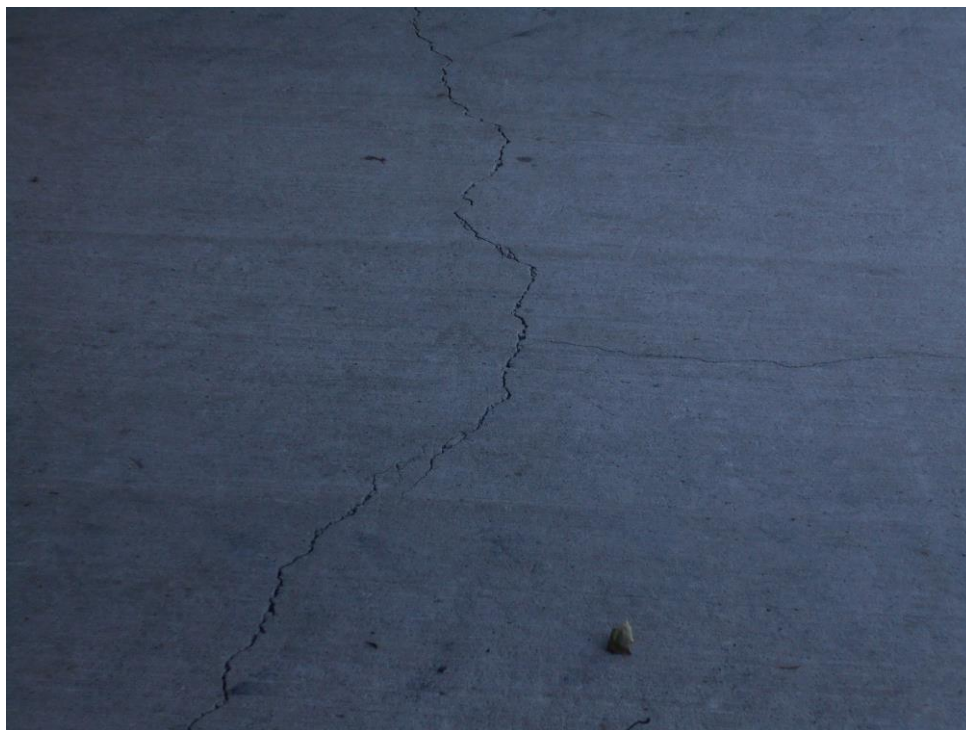
Cracked bolster block



NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 27 of 30	Rev. 0
--	--------------------	------------------	--------



Old wooden door to be replaced, damaged stucco



Crack in concrete slab at overhead door west side

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 28 of 30	Rev. 0
--	--------------------	------------------	--------



Hole on interior along west side, next to column near overhead door

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 29 of 30	Rev. 0
--	--------------------	------------------	--------



## Appendix C – Repair Costs

NEW HAMBURG ARENA STRUCTURAL CONDITION ASSESSMENT	PROJECT 18-3091	Page 30 of 30	Rev. 0
--	--------------------	------------------	--------



	Repair Type		Estimated costs	Time Frame
Interior				
	Concrete block repointing		\$25,000.00	Summer 2019
	Interior masonry painting		\$20,000.00	Cosmetic
	Concrete slab crack repair	12 ft	\$3,000.00	1 year
	Column bolster block repair	12	\$8,000.00	1 year
	Miscellaneous wood repairs		\$10,000.00	As required
	Roof ties		\$7,500.00	ASAP
Exterior				
	Roof over south stairs		\$7,000.00	1 year
	Gutters/downspouts south stairs		\$2,000.00	1 year
	Stucco repair, clean, paint	4200 sq. ft	\$42,000.00	Cosmetic
	Replace flashing on siding, east side	100 lin. Ft	\$2,500.00	1 year
	Remove and replace exterior door			
	single leaf (wooden)	1	\$1,200.00	1 year
	double leaf	2	\$3,000.00	2-3 years
	New weatherstripping			
	large double door on south side	1	\$600.00	2-3 years
	Remove and replace small arena windows	10	\$5,000.00	2-3 years
	Demo/Replace roof on vestibule east side	1	\$4,000.00	1 year
	Sub-total		\$140,800.00	
	Mobilization, O & P		\$21,120.00	
	TOTAL		\$161,920.00	

**Township of Wilmot – New Hamburg Community Centre**

251 Jacob Street  
New Hamburg, Ontario  
N3A 1C6

Subject: New Hamburg Community Centre – Refrigeration Equipment Life Cycle

Dear Mr. Alex Letsos,

We would like to bring this to your immediate attention as it's in regards to safety;

Upon my site review I was made aware the following;

1. The system still contains Ammonia and Calcium Chloride
2. Ammonia has been isolated to the shell & tube chiller
3. Calcium Chloride still present in the system
4. There is potential that the rink floor has leaked due to stains that's appeared
5. Relief valves were replaced several years on the shell & tube chiller but now due for replacement

This information provided to CIMCO has not been verified by our team. If true, both Ammonia and Calcium Chloride should be safely removed and properly disposed of from the system as soon as possible.

CIMCO Refrigeration made a site visit on November 22, 2018 to the New Hamburg Community Centre on Jacob Street and met with Jason Falk from the Township of Wilmot. The purpose of our visit was to review the existing plant room so we can provide the current equipment life cycle as per ASHRAE.

EQUIPMENT	MANUFACTURE	MODEL	~CURRENT AGE	ASHRAE LIFE CYCLE	STATUS
COMPRESSOR # 1	MYCOM	N6A	31 YEARS	20 YEARS	REPLACE
COMPRESSOR # 2	MYCOM	N6A	31 YEARS	20 YEARS	REPLACE
SHELL & TUBE CHILLER	CIMCO	N/A	19 YEARS	24 YEARS	REPLACE
COLD BRINE PUMP	UNKOWN	NOT LEGIBLE	31 YEARS	20 YEARS	REPLACE
EVAPORATIVE CONDENSER	BAC	TBD	UNKOWN	20 YEARS	TECHNICIAN INSPECTION
STATER PANEL	UNKNOWN	N/A	31 YEARS	17-30 YEARS	REPLACE

Based on the ASHRAE life cycle majority of the equipment is near or passed their life expectancy and as a result the refrigeration system should be completely replaced. A refrigeration system that's been decommissioned for 11 years may also have seals, belts and valves that could leak or fail during operation if recommissioned.

Regardless if the Town decides to recommission or replace refrigeration equipment they should discuss with the TSSA and any other applicable local authorities (i.e. building inspector) to ensure the plant room is in compliance with the current codes.

As a high level budget it will be approximately \$680,000 - \$850,000 + HST to completely replace the refrigeration system including the rink slab. Budget ranges significantly as it will depend on the type of equipment selected. This budget is just for refrigeration related items. It does not include work such as concrete, insulation, forming and other work required to bring the plant room to compliance.

Regards,

**JAY SZETO** • Recreation Contract Sales

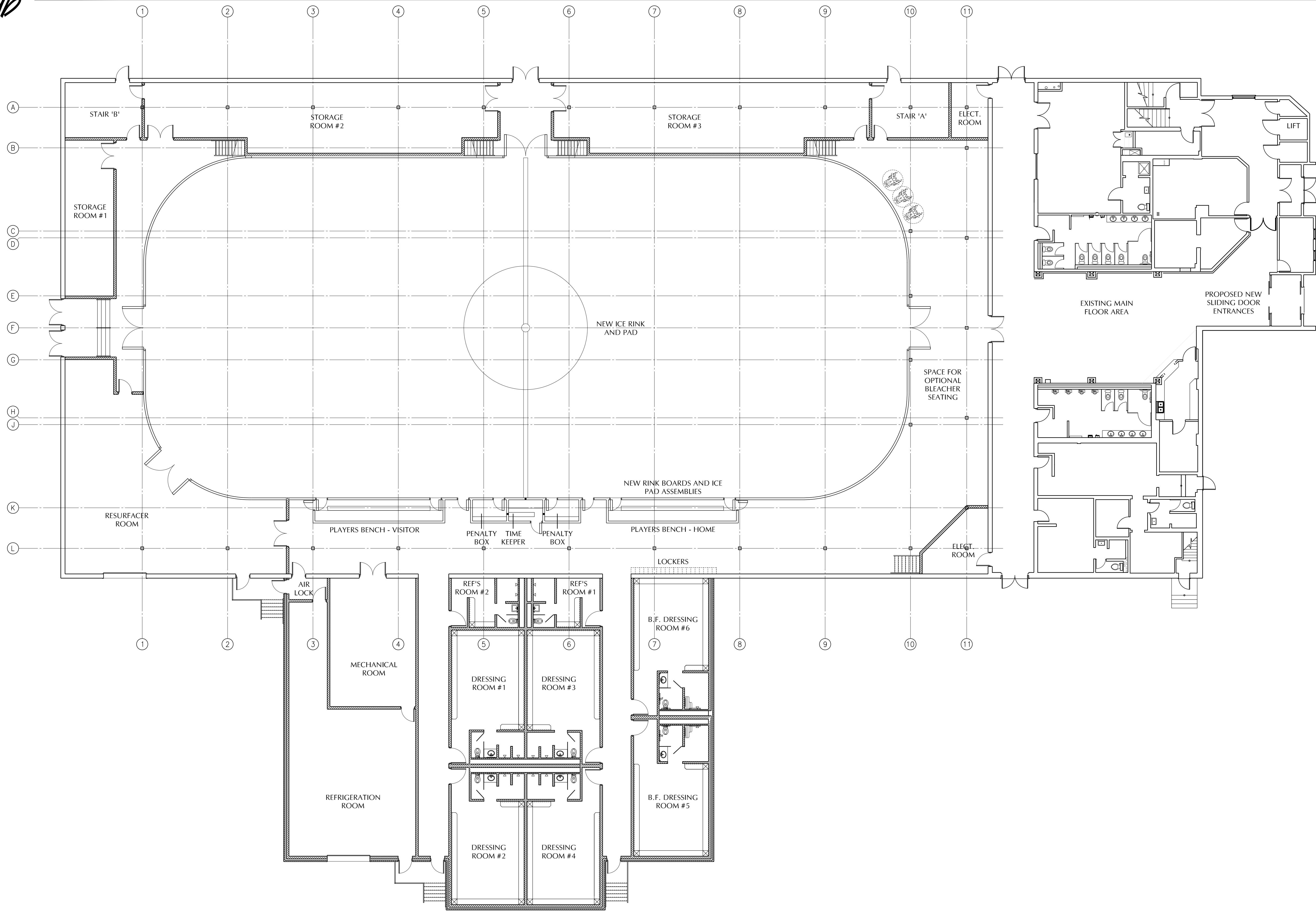
CIMCO Refrigeration

t 416-465-7581 Ext 3004

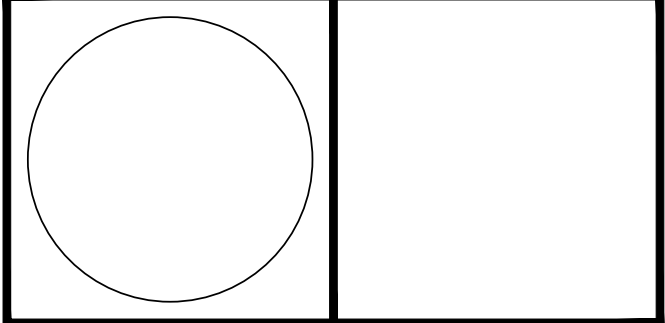
e [jszeto@toromont.com](mailto:jszeto@toromont.com)



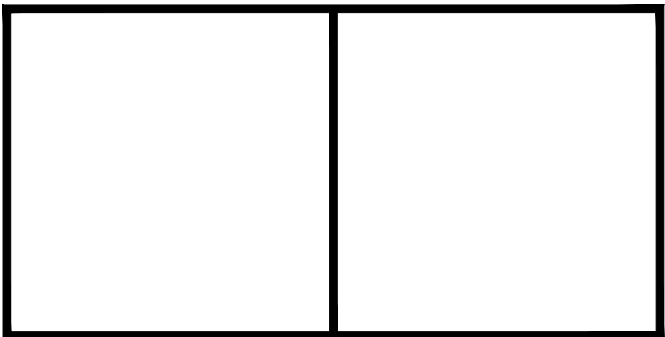




DO NOT SCALE DRAWINGS. DRAWINGS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST VERSIONS OF THE ONTARIO BUILDING CODE, OTHER APPLICABLE CODES, AND ALL AUTHORITIES HAVING JURISDICTION. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE ARCHITECT PRIOR TO ISSUANCE OF CONTRACT.



**gb architect inc.**  
430 ONTARIO STREET  
STRATFORD, ONTARIO, N5A 3J2  
PHONE (519) 272-0073 FAX (519) 272-1433



"Guy R. Bellehumeur, B. Arch., OAA, MRAIC, Principal Architect of GB ARCHITECT INC. is the designer for this project with respect to all architectural work identified on this drawing sheet. The Ontario Association of Architects has assigned Guy R. Bellehumeur & GB ARCHITECT INC. **BCDN 427** as per requirements of the Ministry of Municipal Affairs & Housing Bill 124."

The Architect above has exercised responsible control with respect to design activities. The Architect's seal number is their BCDN number.

No.	DATE	REVISION

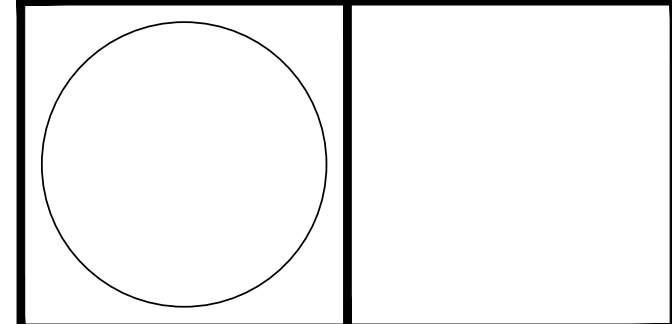
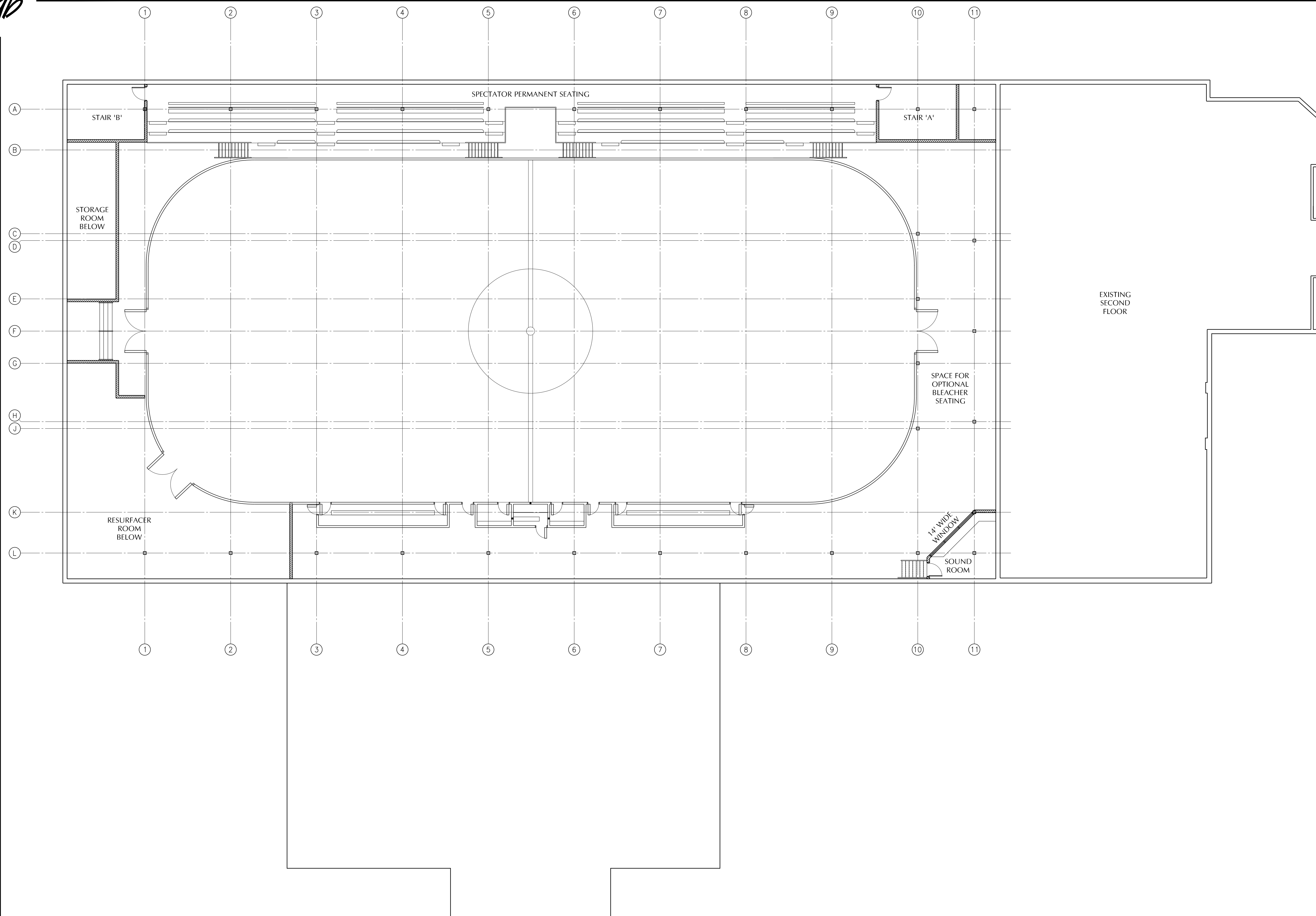
NEW HAMBURG COMMUNITY CENTRE 251 JACOB STREET NEW HAMBURG, ONTARIO	
PRINT DATE:	April 4, 2019
DATE:	April 4, 2019
DRAWN BY:	
CHECKED BY:	G.R.B.
SCALE:	3/32" = 1'-0"
PROJECT No.:	---

ICE FACILITY  
MAIN FLOOR

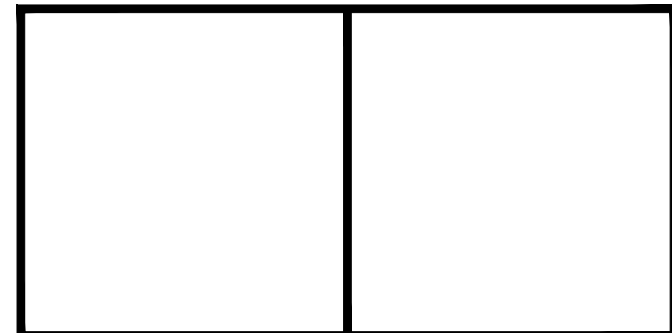
**A2.1**

gb

*gb*



*gb architect inc.*  
430 ONTARIO STREET  
STRATFORD, ONTARIO, N5A 3J2  
PHONE (519) 272 0073 FAX (519) 272 1433



"Guy R. Bellehumeur, B. Arch., OAA, MRAIC,  
Principal Architect of GB ARCHITECT INC. is the  
designer for this project with respect to all architectural  
work identified on this drawing sheet. The Ontario  
Association of Architects has assigned  
Guy R. Bellehumeur & GB ARCHITECT INC.  
**BCON 427**  
as per requirements of the Ministry of Municipal  
Affairs & Housing Bill 124."

The Architect above has exercised responsible control with respect to design activities. The Architect's seal number is their BCDN number.

No.	DATE	REVISION

# NEW HAMBURG COMMUNITY CENTRE

251 JACOB STREET  
NEW HAMBURG, ONTARIO

PRINT DATE:	April 4, 2019
DATE:	April 4, 2019
DRAWN BY:	
CHECKED BY:	G.R.B.
SCALE:	3/32" = 1'-0"
PROJECT No.:	---

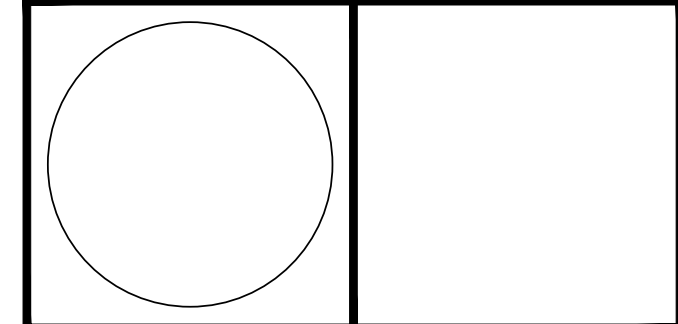
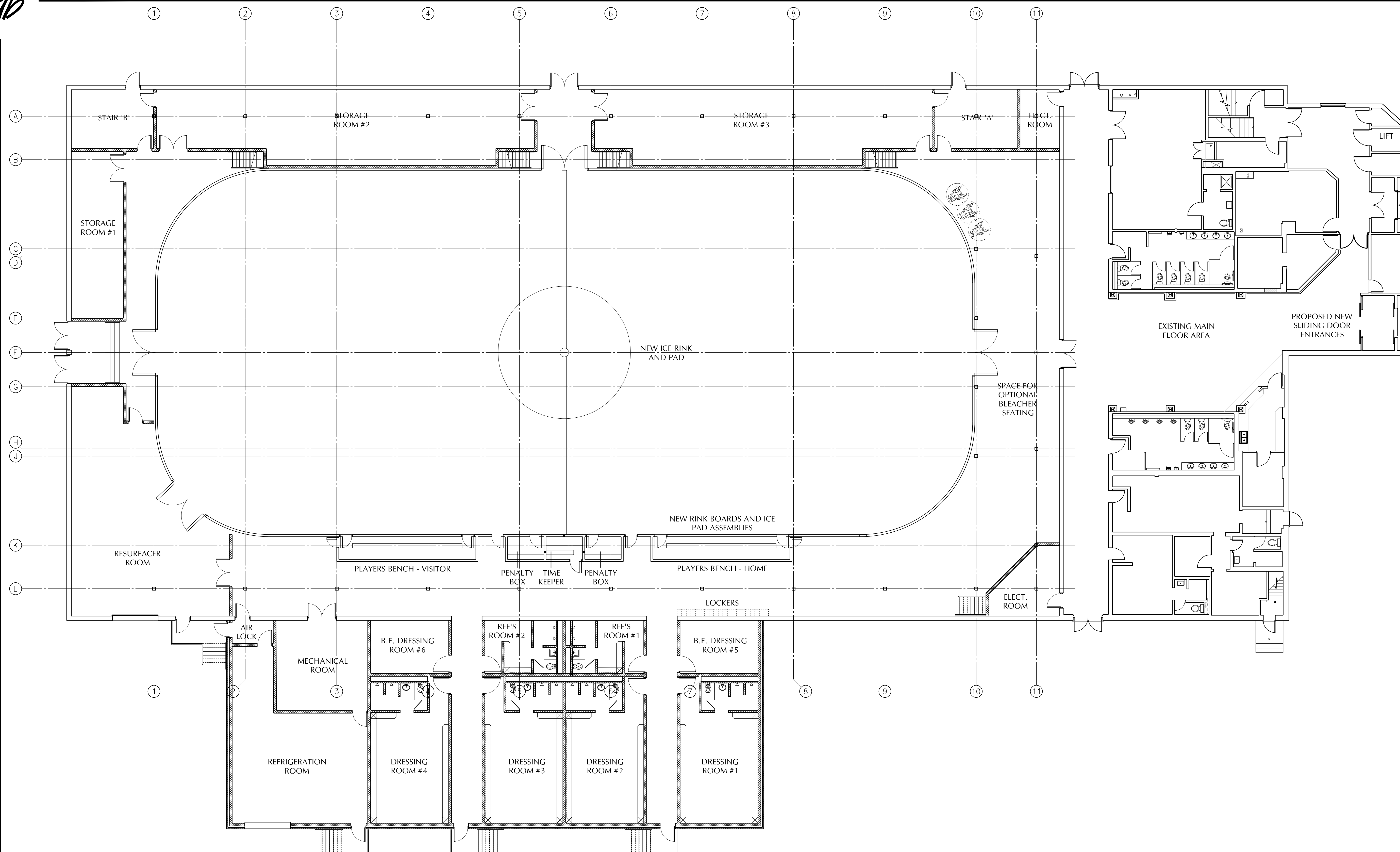
ICE FACILITY  
BLEACHER LEVEL

A2.2

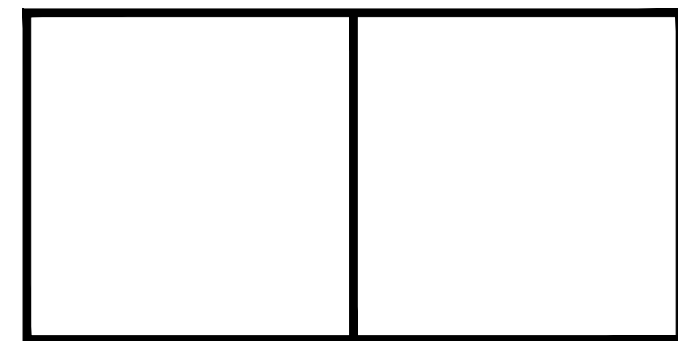
*gk*



*gb*



*gb architect inc.*  
430 ONTARIO STREET  
STRATFORD, ONTARIO, N5A 3J2  
PHONE (519) 272 0073 FAX (519) 272 1433



"Guy R. Bellehumeur, B. Arch., OAA, MRAIC,  
Principal Architect of GB ARCHITECT INC. is the  
designer for this project with respect to all architectural  
work identified on this drawing sheet. The Ontario  
Association of Architects has assigned  
Guy R. Bellehumeur & GB ARCHITECT INC.  
**BCON 4217**  
as per requirements of the Ministry of Municipal  
Affairs & Housing Bill 124."

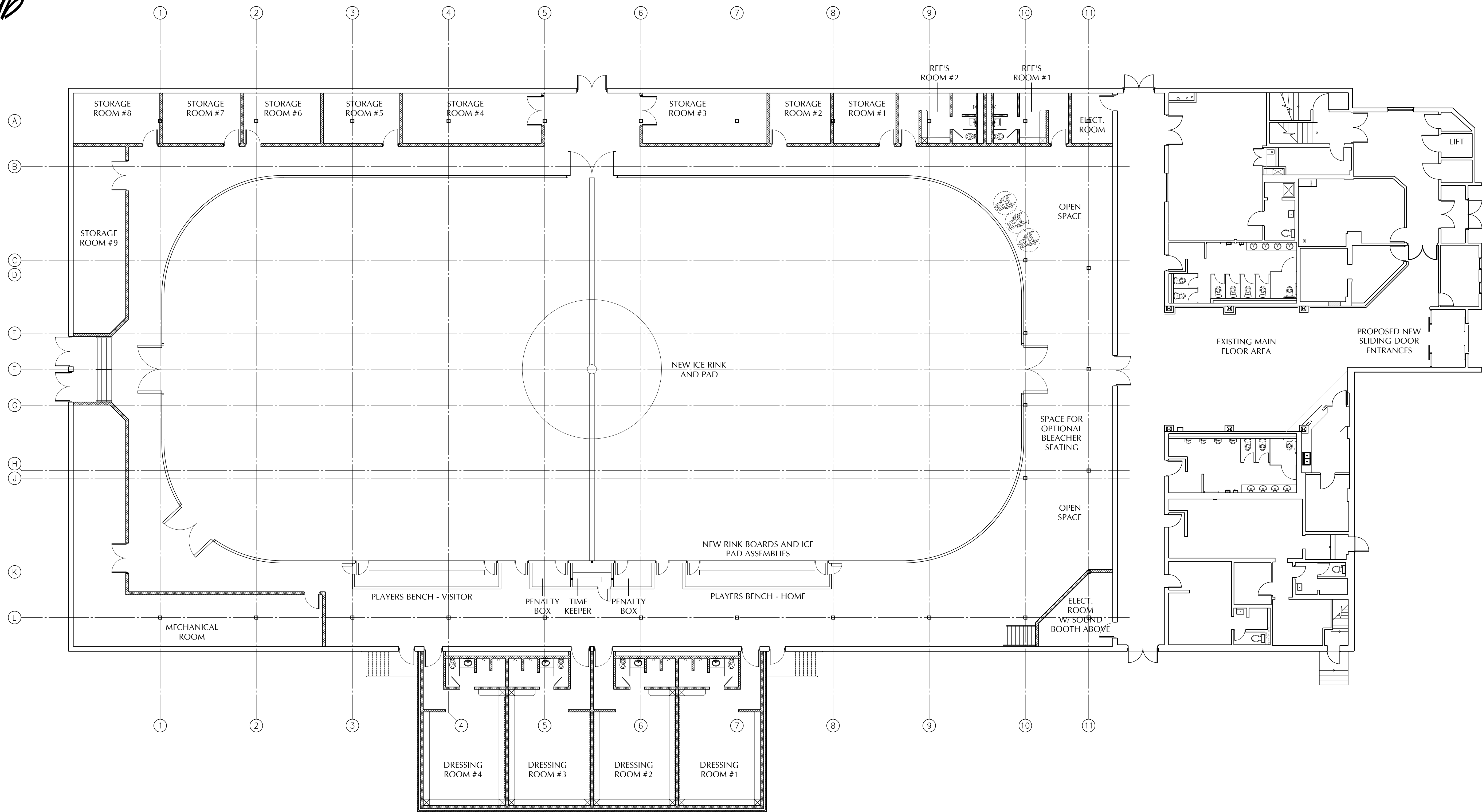
The Architect above has exercised responsible control with respect to design activities. The Architect's seal number is their BCDN number.

No.	DATE	REVISION

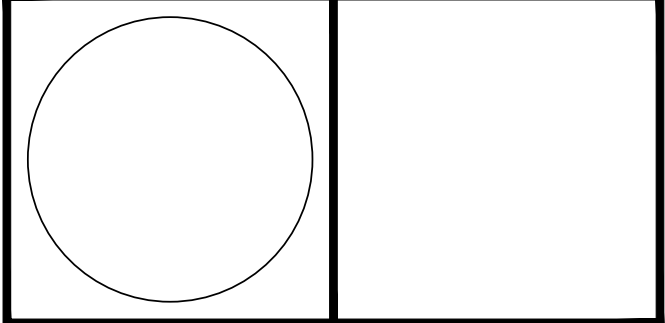
**NEW HAMBURG  
COMMUNITY  
CENTRE**  
251 JACOB STREET  
NEW HAMBURG, ONTARIO

PRINT DATE:	April 4, 2019
DATE:	April 4, 2019
DRAWN BY:	
CHECKED BY:	G.R.B.
SCALE:	3/32"= 1'-0"
PROJECT No.:	---

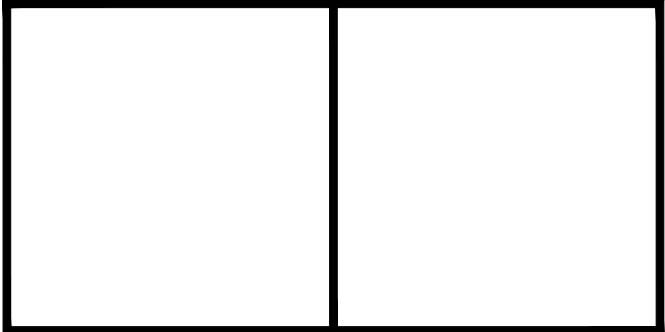
ICE FACILITY  
MAIN FLOOR  
ALTERNATE  
**A2.3**  
*gk*



DO NOT SCALE DRAWINGS. DRAWINGS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST VERSIONS OF THE ONTARIO BUILDING CODE, OTHER APPLICABLE CODES, AND ALL AUTHORITIES HAVING JURISDICTION. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE ARCHITECT PRIOR TO RESUME OF CONTRACT.



**gb architect inc.**  
430 ONTARIO STREET  
STRATFORD, ONTARIO, N5A 3J2  
PHONE (519) 272-0073 FAX (519) 272-1433



"Guy R. Bellehumeur, B. Arch., OAA, MRAIC, Principal Architect of GB ARCHITECT INC. is the designer for this project with respect to all architectural work identified on this drawing sheet. The Ontario Association of Architects has assigned Guy R. Bellehumeur & GB ARCHITECT INC. **BCDN 427** as per requirements of the Ministry of Municipal Affairs & Housing Bill 124."

The Architect above has exercised responsible control with respect to design activities. The Architect's seal number is their BCDN number.

No.	DATE	REVISION

NEW HAMBURG COMMUNITY CENTRE 251 JACOB STREET NEW HAMBURG, ONTARIO	
PRINT DATE:	April 4, 2019
DATE:	April 4, 2019
DRAWN BY:	
CHECKED BY:	G.R.B.
SCALE:	3/32" = 1'-0"
PROJECT No.:	---

NEW PERMANENT  
"WARM" ICE  
FACILITY  
**A2.4**  
gb

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

Ministère des  
Affaires municipales  
et du Logement

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



19-3785

Mr. Patrick Kelley  
Treasurer  
Township of Wilmot  
60 Snyder's Road West  
Baden, ON, N3A 1A1

Dear Mr. Kelly:

A handwritten signature in black ink that reads "Patrick".

I am pleased to inform you that you are one of the 16 winners of the 2018 Financial Information Return (FIR) Award. Thank you for your efforts and contribution in ensuring that timely, reliable, and accurate financial information was submitted for the Township of Wilmot's 2018 Financial Information Return. Your municipality will be identified on the FIR website (<https://efis.fma.csc.gov.on.ca/fir/Welcome.htm>) as one of the winners of this award.

As you know, the FIR reports capture important financial and statistical information for each municipality in the province. This assists the Ministry of Municipal Affairs and Housing in providing the most current information to the growing number of users of our municipal database and provides important information to inform government decision making.

Thank you for the leadership and diligence your municipality has demonstrated in this important area.

Sincerely,

A handwritten signature in black ink that appears to read "Steve Clark".

Steve Clark  
Minister

c: Mayor Les Armstrong  
Mike Harris, MPP Kitchener - Conestoga